

# **South Derbyshire District Council Draft Statement of Accounts 2007/08**

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# About South Derbyshire District Council

**At the heart of England and the National Forest, South Derbyshire has been the fastest growing district in Derbyshire for almost two decades.**

People want to live and work in South Derbyshire. South Derbyshire is the home of Toyota's British car production site, which exports 80% of its vehicles to Europe.

At South Derbyshire District Council we are proud of our past and energised by our vision for the future.

## Population

South Derbyshire has a population of 89,800 (Office of National Statistics Mid-2006 estimate)

## Democracy

The council is made up of 36 locally elected councillors, covering 17 wards.

There are 50 parishes outside the urban area of Swadlincote, 33 administered by parish councils and 17 by parish meetings.

## Council Services

South Derbyshire District Council is part of the two-tier local government for Derbyshire. Derbyshire has eight district councils and a county council. Services for South Derbyshire are divided between ourselves and the County Council. Find out more about what we do at [www.south-derbys.gov.uk](http://www.south-derbys.gov.uk).

# The Council's Vision

**“To make South Derbyshire a healthier, more prosperous and safer place to live.....by offering value for money services”**

## Themes

The Plan covers all aspects of life in all areas of our District and actions to deliver the overall vision are grouped into 6 crosscutting themes:

Theme 1:	<b>Safer and Healthier Communities</b> <i>Covers crime and disorder, anti social behaviour, support for vulnerable people, activities for young people and health promotion.</i>
Theme 2:	<b>You at the Centre</b> <i>Community consultation, sustainable communities, recycling &amp; composting, environmental improvement and recreation &amp; leisure.</i>
Theme 3:	<b>Higher Quality Services</b> <i>Improvements in the quality and efficiency of our services.</i>
Theme 4:	<b>Prosperity for All</b> <i>Social exclusion, housing needs and economic regeneration.</i>
Theme 5:	<b>Rural South Derbyshire</b> <i>Meeting the needs of rural communities</i>
Theme 6:	<b>Stronger in the Region</b> <i>The Council's community leadership role, planning policies, support for the National Forest and the Community Strategy.</i>

A copy of the Council's full Corporate Plan can be accessed on the Council's website:

<http://www.south-derbys.gov.uk/CouncilGovernmentDemocracy/Councils/CouncilPoliciesAndPlans/?qsNavSetting=max>

# Introduction

## **The Legal Basis**

The maintenance, preparation and format of the Council's accounts are governed under law. They follow the requirements for the publication of financial information governing local councils. They are set out in order to show the day-to-day income and expenditure and to highlight changes to the financial position of the Council during the year.

## **Format of Financial Statements**

The financial statements have been prepared in accordance with legal regulations and professional accounting practice. The Chartered Institute of Public Finance and Accountancy (known as CIPFA) sets this out. This is the official organisation responsible for providing professional guidance to councils to help them meet the legal requirements.

Various notes that aim to provide some background and explanation of the figures accompany the main financial statements. By its nature, the document contains a lot of technical information in accordance with the legal regulations.

However, this explanatory foreword is intended to provide a more simplistic summary of the Council's financial performance during 2007/08 and its financial position as at 31 March 2008.

It also highlights the financial challenges facing the Council in the future and provides in pictorial form, an analysis of where the Council spends its money, and where it gets its money.

## **Special Issues for 2007/08**

The substantive changes introduced into the 2007 Statement of Recommended Practice (SORP) are:

- Accounting for financial instruments previously based on FRS 4 and FRS 5 has been replaced with FRS 25, FRS 26 and FRS 29.
- Replacement of the Fixed Asset Restatement Account and Capital Financing Account by a Revaluation Reserve and Capital Adjustment Account.
- A new section on the accounting requirements for Local Area Agreement Grant.

# Introduction

## The Main Accounts

In accordance with accounting practice, the Council's main income and expenditure is separated between its **revenue** and **capital** accounts.

**Revenue Account** – which records the day-to-day running expenses of the Council such as salaries and wages of employees, cost of running buildings and vehicles, materials, equipment and office expenses, etc.

**Capital Account** – covers spending on major investment projects. This includes significant improvements to the Council's land, buildings and council houses.

## Revenue Accounts

The Council reports its main revenue income and expenditure in the **Income and Expenditure Account**.

Within this, a separate account is kept which records the income and expenditure of providing council housing. This is called the **Housing Revenue Account** or **HRA**.

All other council services are accounted for in what is called the **General Fund**. Law requires accounting separately for council housing in the HRA.

## Main Revenue Funding

The HRA is predominantly funded by rents from tenants and a Government subsidy. The General Fund is funded through the local council tax and by Government Grant and redistributed business rates.

## Main Capital Funding

The main sources of funding are from the proceeds of selling Council assets (**capital receipts**) and grants and contributions from other organisations in partnership with the Council.

## General Reserve Accounts

The Council keeps separate general reserves for its HRA and its General Fund. General reserves are mainly kept to act as a contingency to cover any unexpected event. In addition, they can be built up over time to be used for spending in the future.

# Introduction

## **Changes in Accounting Policy for 2007/08**

For 2007/08 changes to Accounting policies have been made as a result of the introduction of the Revaluation Reserve and Capital Adjustment Account. See note 38 to the Balance Sheet on page 53 for a fuller explanation.

# Overview

This overview provides an introduction and a broad analysis of the Council's financial performance and position for 2007/08.

## **Sound Financial Position**

The accounts show that the Council's overall financial position continues to be sound and puts the Council in a good position to address the financial challenges that it faces in the future.

Overall net revenue expenditure on Council services (excluding council housing) was approximately £1.0m (8%) less than budget. The main reason for this was due to additional housing benefit subsidy and a reduction in pension contributions.

## **Reserves**

As at 31 March 2008, the Council's General Fund Reserve Balance stood at £3.1m.

This is approximately 26% of the Council's current net revenue expenditure although future-spending plans will begin to draw this balance down.

In addition, the Council has taken steps to plan its finances responsibly for the future, and other funds have been set-aside within earmarked reserves.

These are to provide for known future spending commitments (both revenue and Capital).

Together, all of these reserves provide a sound basis to help meet the financial challenges that still lie ahead for the Council.

## **Council Housing**

The HRA recorded a surplus of £0.7m for 2007/08 (see page 65). This was approximately £0.4m more than estimated.

The difference was due to additional income, mainly through extra contributions generated for Supporting People.

Consequently, the HRA general reserve balance shows an improved position, with the balance standing in excess of £2.7m as at 31 March 2008.

The HRA is subject to on-going scrutiny of its position in the longer-term as part of a 10-year business planning process.

# Overview

## Capital Resources

The Council has built up a reasonable level of capital reserves for future capital investment. As at 31 March 2008, these stood at nearly £4m (see note 48).

These will be used in the future, to continue to invest in the local community and help deliver the Council's priorities as set out in its 5-year capital investment programme.

## Future Issues

The Council plans its finances over a 5-year rolling period for its General Fund Revenue and Capital Investment Accounts and a 1-year period for the HRA.

Although finances are fairly sound now, the Council will face future spending pressures that will draw upon its finances. The Council prudently sets aside resources for additional expenditure for known risks and cost pressures, especially from inflation, pension increases and pay reviews.

Perhaps the biggest challenge facing the Council financially is from the substantial growth of the District, i.e. being able to generate resources to improve and develop services. Capital resources in particular for new spending are currently quite scarce.

The Council is also expected to, and strives to, provide value for money services and operates under annual efficiency targets under a wider central government agenda.

To meet these challenges, the Council has invested in a Business Improvement and Procurement Unit – this has already generated cash savings in purchasing and back office processing. It will continue to support services to review operations, including alternative service delivery options.

The Council will also strive to work in partnership and to lever in external funding, especially for new capital investment. This will be complimented with the Council's Disposals Policy. This aims to identify assets considered to be surplus to requirements, which can be sold to generate resources for re-investment.

A key part of the Council's overall financial strategy is to have a minimum level of reserves at the end of each planning period. This is to act as a contingency against unforeseen circumstances, or to act as a buffer should base budgets change due to external factors and other business risks.

The current financial projections show that these targets, although tight, will be achieved over the current planning period.



# Overview

## Summary

These accounts continue to provide assurance that the Council can look forward to the future with a sound financial base. This is built upon prudent levels of reserves with systems in place to ensure that it manages finances responsibly.

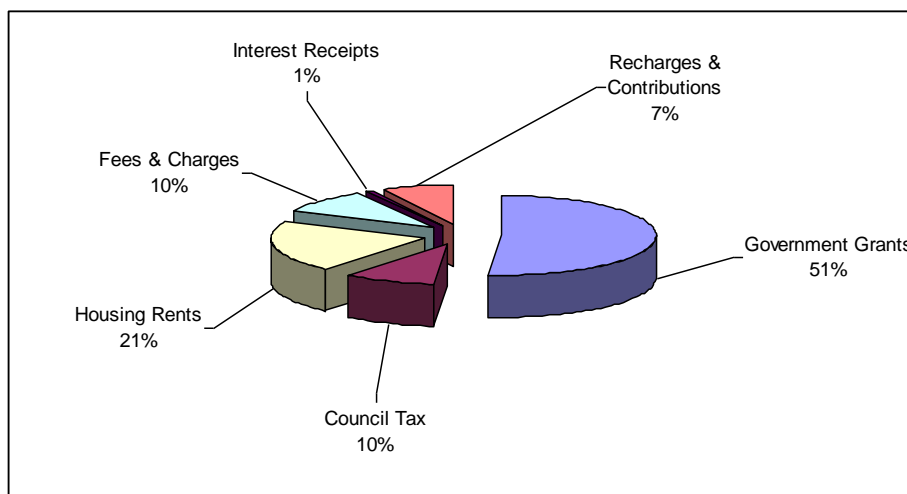
This does not mean that the Council can be complacent. Just like any other Council, South Derbyshire will continue to face the pressure of meeting the needs of local residents and a changing environment.

# Overview

## REVENUE INCOME AND EXPENDITURE 2007/08

The Council's gross revenue expenditure in 2007/08 was £43.9m. The tables and graphs in this section show the money the Council receives and the costs it incurs in delivering the services that it provides.

Where the Money Comes From	£'000
Government Grants	22,178
Council Tax	4,234
Housing Rents	9,013
Fees & Charges	4,184
Interest Receipts	373
Recharges & Contributions	3,177
<b>TOTAL INCOME</b>	<b>43,159</b>



Government Grants include revenue support grant together with specific grants, mainly for housing benefit payments and administration.

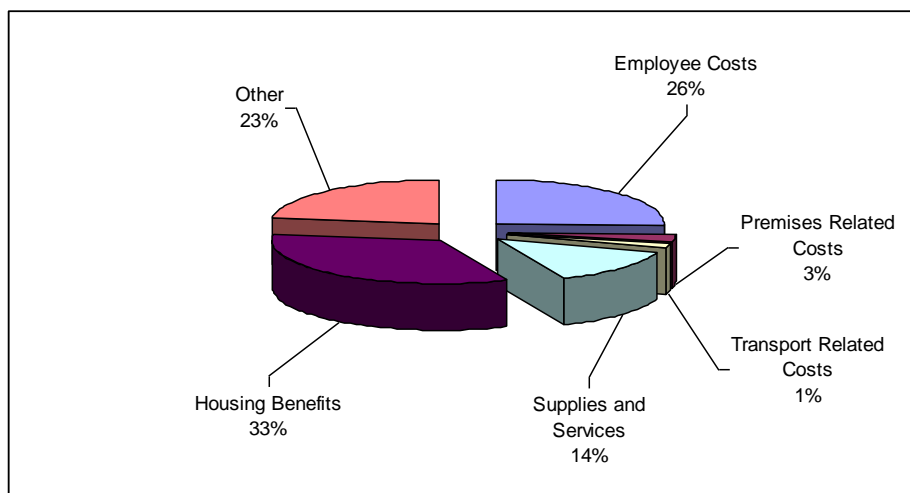
The main fees and charges are those associated with planning and building regulation fees, land searches, property rents and license fees.

Interest receipts are generated from accumulated capital receipts on bank deposit.

Recharges and contributions consist mainly of reimbursements of highways expenditure, partnership contributions for crime and disorder and capital charges financing adjustments.

# Overview

<b>The Cost of Providing Services</b>	<b>£'000</b>
Employee Costs	11,198
Premises Related Costs	1,207
Transport Related Costs	552
Supplies and Services	5,896
Housing Benefits	14,489
Other	9,817
<b>TOTAL EXPENDITURE</b>	<b>43,158</b>



Employee costs include wages and salaries, statutory pension and National Insurance contributions.

Housing benefit payments include council tax benefit, rent allowances for private sector tenants and rent rebates for council house tenants.

Capital financing costs relate to interest on short-term borrowings, interest on covenant agreements and leasing charges for vehicles and plant.

Supplies and services include materials, equipment and communications, etc.

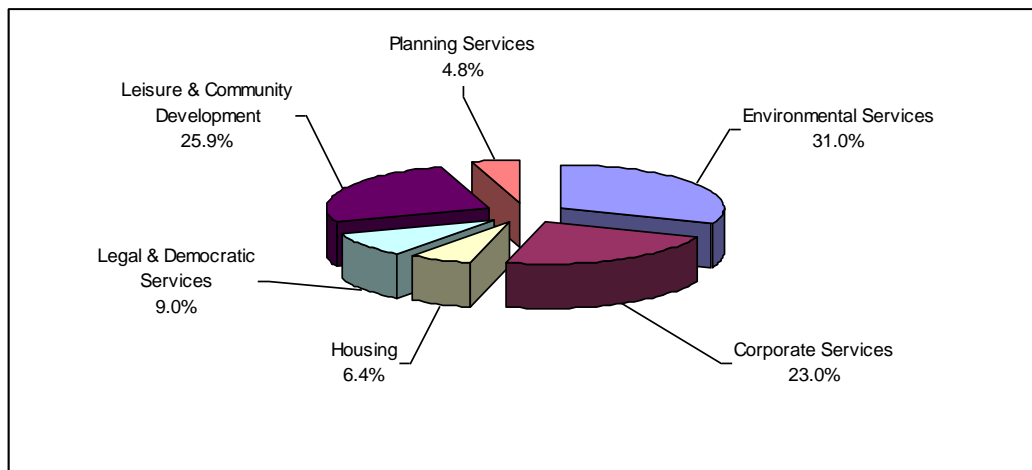
Other includes capital charges, leasing costs, concessionary travel, etc.

# Overview

## Net Cost of Services

The chart below shows an analysis of the net cost of providing the Council's major services. This includes charges for depreciation and other capital costs charged to services, as detailed in the Income and Expenditure Account on page 25.

<b>Analysis of Net Cost Across Services</b>	<b>£'000</b>
Environmental Services	4,378
Corporate Services	3,241
Housing	900
Legal & Democratic Services	1,266
Leisure & Community Development	3,648
Planning Services	678
<b>TOTAL NET SPEND</b>	<b>14,111</b>



# Overview

## COMPARISON TO BUDGET 2007/08

### General Fund Services

The actual out-turn was a reduction in general fund spending of approximately £1.0m compared to budget. The main reason for this was additional housing benefit subsidy and a reduction in pension contributions.

The reasons for the overall reduction (compared to budget) are shown in the following table. Generally, these had been projected during the year (as detailed in monitoring reports), although with interest on deposits in particular, the final out-turn was better.

The major variances are outlined in the following table.

<b>Final Variance compared to Budget 2007/08</b>	<b>Variance £'000</b>	<b>%'Age of Budget</b>
<b>Favourable Variances</b>		
Increased Housing Benefit Subsidy (see note below)	-350	2.5%
Interest on bank deposits and short-term investments	-250	300%
Reduction in Superannuation Contributions due to a lower FRS 17 contribution rate	-144	9.6%
Legal and Democratic Services (including Publicity costs)	-100	6.5%
Waste Collection and Street Cleansing	-80	3.2%
Costs of I.T. – support, development, infrastructure, etc.	-60	7.6%
Increased Income from Private Hire (Taxi) licensing reflecting greater demand	-60	113%
Costs of income collection – bank and giro charges, etc.	-25	26.9%
Etwell Leisure Centre running costs (the Council's contribution)	-25	20.2%
Additional fees from disabled facility and other housing grants due to increased volume	-25	46.3%
	-	
Other variances (net)	-10	N/a
<b>Adverse Variances</b>		
Reduction in income from land charges (searches)	50	20.7%
Concessionary Travel costs - due to appeals from Bus Operators (as previously reported)	40	5.4%
Reduction in income from building regulations	30	9.0%
Reduction in income from planning fees (see note below)	15	2.5%
<b>Overall Reduction in Net Revenue Expenditure 2007/08</b>	<b>994</b>	<b>8.0%</b>

# Overview

## Housing Revenue Account (HRA)

The final accounts for the HRA for 2007/08, shows an improved position to that estimated, with reserve balances standing in excess of £2.7m as at 31 March 2008. This is approximately £0.4m more than estimated.

Additional income accrued to the HRA in the form of rents, but mainly through extra contributions generated for "Supporting People." This has followed the trend over the last 2 to 3 years, although the increase of £0.1m in 2007/08 was more significant.

The overall increase in income represented approximately 2% of the total amount due from tenants in rents/charges and from the County Council. This also included a share of the additional interest generated on treasury management activities.

## COUNCIL RESERVES

### General Fund Reserves

The Council began the year with a General Fund Balance of £3.678m. Overall, this reserve decreased by £0.6m to £3.1m.

### HRA General Reserve

The Housing Revenue Account overall produced a surplus of £0.7m, increasing this reserve to £2.7m as at 31 March 2008.

### Other Earmarked Reserves

Apart from general reserves, the Council maintains other earmarked reserves that are held for specific purposes. They are provided to meet future and known commitments and in some cases, to spread expenditure over a number of years. They are summarised in the following table.

Analysis of Earmarked Reserves	Balance as at 1 April 07 £000	Less Used in Year £000	Add Income in Year £000	Balance as at 31 March 08 £000
DSO	37	0	0	37
HRA – IT System Development	39	9	0	30
IT Reserve	155	114	58	99
Committed Expenditure	137	137	115	115
Repton Parish	33	0	0	33
<b>TOTAL – Earmarked Reserves</b>	<b>401</b>	<b>260</b>	<b>173</b>	<b>314</b>

# Overview

## CAPITAL INVESTMENT AND FINANCING

### Capital Spending

Total capital spending for 2007/08 was £6.7m, which was £0.5m higher on the overall budgeted programme. However, this was all financed externally, with the Council securing funding later in the year for Rosliston Forestry Centre, together for new play equipment and safety surfacing schemes.

A summary of overall spending is shown in the following table.

<b>Analysis of Capital Spending 2007/08</b>	<b>£'000</b>
Council House Improvements	2,629
Private Sector and Other Housing	1,189
Community and Recreational Facilities	1,229
Environmental Services	287
Property and other Assets	1,408
<b>TOTAL EXPENDITURE</b>	<b>6,742</b>

### Capital Financing

The following table shows how capital expenditure was financed in 2007/08.

<b>Analysis of Capital Financing 2007/08</b>	<b>£'000</b>
Capital Receipts	1,546
Capital Grants and Contributions (external)	4,283
Capital Reserves	589
Revenue	324
<b>TOTAL FINANCING</b>	<b>6,742</b>

# Overview

Further details on performance against budgets were reported to the Council on 26 June 2008. This is available on request from the main Civic Offices or on the Council's web site at:

<http://www.south-derbys.gov.uk/CouncilGovernanceDemocracy/Council/CouncilTaxAndFinance/finance/accounts.htm>



# Statement of Accounting Policies

## 1. General Principles

The Statement of Accounts summarises the Council's transactions for the 2007/08 financial year and as at 31 March 2008. It has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2007 – A Statement of Recommended Practice (the SORP). The accounting convention adopted is historical cost, modified by the revaluation of certain categories of tangible fixed assets.

## 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 in 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 the income and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

## 3. Provisions

Provisions are made where an event has taken place that gives the Council an obligation that probably requires settlement by a transfer of economic benefits, but where the timing of the transfer is uncertain. 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 revenue account in the year that the authority becomes aware of the obligation, based on the best estimate of the likely settlement. When payments are eventually made, they are charged to the provision set up in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes more likely than not that a transfer of economic benefits will not now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service revenue account.

# Statement of Accounting Policies

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

## 4. Reserves

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts in the Statement of Movement on the General Fund Balance. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service revenue account in that year for inclusion in the Net Cost of Services in the Income and Expenditure Account. The reserve is then appropriated back into the General Fund Balance statement so that there is no net charge against Council Tax for the expenditure.

## 5. Government Grants and Contributions (Revenue)

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as income at the date that the authority satisfies the conditions of entitlement to the grant/contribution, there is reasonable assurance that the monies will be received and the expenditure for which the grant is given has been incurred. Revenue grants are matched in service revenue accounts with the service expenditure to which they relate. Grants to cover general expenditure (e.g. Revenue Support Grant) are credited to the foot of the Income and Expenditure Account after Net Operating Expenditure.

## 6. Retirement Benefits

Employees of the Council are entitled to be members of the Local Government Pensions Scheme, administered by Derbyshire County Council. This scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees work for the Council.

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

- The liabilities of the Derbyshire 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 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.

# Statement of Accounting Policies

- The assets of the Derbyshire County Council Pension Fund attributable to the Council are included in the Balance Sheet at their fair value:
  - Quoted securities — mid market value.
  - Unquoted securities — professional estimate.
  - Unlisted securities — average of the bid and offer rates.
  - Property — market value.
- The change in the net pensions liability is analysed into seven components:
  - Current service cost — the increase in liabilities as result of years of service earned this year — allocated in the Income and expenditure Account to the revenue accounts of services for which the employees worked.
  - Past service cost — the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years — debited to the Net Cost of Services in the Income and Expenditure Account as part of Non Distributed Costs.
  - Interest cost — the expected increase in the present value of liabilities during the year as they move one year closer to being paid — debited to Net Operating Expenditure in the Income and Expenditure Account.
  - Expected return on assets — the annual investment return on the fund assets attributed to the Council, based on an average of the expected long-term return — credited to Net Operating Expenditure in the Income and Expenditure Account.
  - 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 — debited to the Net Cost of Service in the Income and Expenditure Account as part of Non Distributed Costs.
  - Actuarial gains and losses — changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions — debited to the Statement of Total Recognised Gains and Losses.
  - Contributions paid to the Derbyshire County Council Pensions Fund — cash paid as employer's contributions to the pensions fund.

Statutory provisions limit the Council raising Council Tax to cover the amounts payable by the Council to the pension fund each year. In the Statement of Movement on the General Fund balance 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 any amounts payable to the fund but unpaid at the year end.

# Statement of Accounting Policies

## 7. 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.

## 8. VAT

Income and expenditure excludes any amounts related to VAT, as all VAT collected is payable to HM Revenue and Customs and all VAT paid is recoverable from it.

## 9. Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Best Value Accounting Code of Practice 2007 (BVACOP). The total absorption costing principle is used — the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- Corporate and Democratic Core — costs relating to the Council's status as a multi-functional, democratic organisation.
- Non Distributed Costs — the cost of discretionary benefits awarded to employees retiring early and depreciation and impairment losses chargeable on non-operational properties.

These two cost categories are defined in BVACOP and accounted for as separate headings in the Income and Expenditure Account, as part of Net Cost of Services.

## 10. Intangible Fixed Assets

Expenditure on assets that do not have physical substance but are identifiable and controlled by the Council (e.g. software licences) is capitalised when it will bring benefits to the Council for more than one financial year. The balance is amortised to the relevant service revenue account over the economic life of the investment to reflect the pattern of consumption of benefits.

# Statement of Accounting Policies

## 10. Tangible Fixed Assets

Tangible Fixed Assets are assets that have physical substance and are held for use in the provision of services or for administrative purposes on a continuing basis.

**Recognition:** expenditure on the acquisition, creation or enhancement of tangible fixed assets is capitalised on an accruals basis, provided that it yields benefits to the Council and the services that it provides for more than one financial year. Expenditure that secures but does not extend the previously assessed standards of performance of asset (e.g. repairs and maintenance) is charged to revenue as it is incurred. Expenditure incurred on information technology is charged to revenue in the year of acquisition.

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

- Investment properties and assets surplus to requirements — lower of net replacement cost or net realisable value.
- Dwellings, other land and buildings, vehicles, plant and equipment — lower of net current replacement cost or net realisable value in existing use.
- Infrastructure assets and community assets — depreciated historical cost.

Net current replacement cost is assessed as:

- Non-specialised operational properties — existing use value
- Specialised operational properties — depreciated replacement cost.
- Investment properties and surplus assets — market value.

Assets included in the Balance Sheet at current value are revalued where there have been material changes in the value, 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 Income and Expenditure Account where they arise from the reversal of an impairment loss previously charged to a service revenue account.

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

# Statement of Accounting Policies

**Impairment:** the values of each category of assets and of material individual assets that are not being depreciated are reviewed at the end of each financial year for evidence of reductions in value. Where impairment is identified as part of this review or as a result of a valuation exercise, this is accounted for:

- Where attributable to the clear consumption of economic benefits — the loss is charged to the relevant service revenue account.
- Otherwise — written off against any revaluation gains attributable to the relevant asset in the Revaluation Reserve, with any excess charged to the relevant service revenue account.

Where an impairment loss is charged to the Income and Expenditure Account but there were accumulated revaluation gains in the Revaluation Reserve for that asset, an amount up to the value of the loss is transferred from the Revaluation Reserve to the Capital Adjustment Account.

**Disposals:** when an asset is disposed of or decommissioned, the value of the asset in the Balance Sheet is written off to the Income and Expenditure Account as part of the gain or loss on the disposal. Receipts from disposals are credited to the Income and Expenditure Account 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. Net receipts in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals (75% for dwellings, 50% for land and other assets, net of statutory deductions and allowances) is payable to the Government. The balance of receipts is required to be credited to the Usable Capital Receipts Reserve and then only can 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 Statement of Movement on the General Fund Balance.

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 Movement on the General Fund balance.

**Depreciation:** is provided for on all assets with a determinable finite life (except for investment properties), by allocating the value of the asset in the Balance Sheet over the periods expected to benefit from their use.

- Depreciation is calculated using the straight-line method.
- Assets in the course of construction are not depreciated until they are brought into use.
- Newly acquired assets are depreciated in the year of acquisition.
- Assets are not depreciated in the year of disposal.

# Statement of Accounting Policies

Revaluation gains are also depreciated, with an amount equal to the difference between current value and 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.

**Grants and Contributions:** where grants and contributions are received that are identifiable to fixed assets with a finite useful life, the amounts are credited to the Government Grants Deferred Account. The balance is then written down to revenue to offset depreciation charges made for the related assets in the relevant service revenue account, in line with the depreciation policy applied to them.

## 11. Charges to Revenue for Fixed 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.
- Impairment losses attributable to the clear consumption of economic benefits on tangible fixed assets used by the service and other losses 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, impairment losses or amortisations. However, it is required to make an annual provision from the revenue to contribute towards the reduction in its overall borrowing requirement (equal to at least 4% of the underlying amount measured by the adjusted Capital Financing Requirement, excluding amounts attributable to HRA activity). Depreciation, impairment losses and amortisations are therefore replaced by a revenue provision in the Statement of Movement on the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account for the difference between the two.

## 12. Deferred Charges

Deferred charges represent expenditure that may be capitalised under statutory provisions but does not result in the creation of tangible fixed assets. Deferred charges incurred during the year have been written off as expenditure to the relevant service revenue account in the year. Where the Council has determined to meet the cost of the deferred charges from existing capital resources or by borrowing, a transfer to the Capital Adjustment Account then reverses out the amounts charged in the Statement of Movement on the General Fund Balance so there is no impact on the level of Council Tax.

# Statement of Accounting Policies

## 13. Leases

**Finance Leases:** The Council accounts for leases as finance leases when substantially all the risks and rewards relating to the leased property transfer to the Council. Rentals payable are apportioned between:

- A charge for the acquisition of the interest in the property (recognised as a liability in the Balance Sheet at the start of the lease, matched with a tangible fixed asset — the liability is written down as rent becomes payable).
- A finance charge (debited to Net Operating Expenditure in the Income and Expenditure Account as rent becomes payable).

Fixed assets recognised under finance leases are accounted for using the policies applied generally to Tangible Fixed Assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life.

**Operating Leases:** Leases that do not meet the definition of finance leases are accounted for as operating leases. Rentals payable are charged to the relevant service revenue account on a straight-line basis over the term of the lease, generally meaning that rentals are charged when they become payable.

## 14. Stock and Work in Progress

Stock held at the year end has been valued at either replacement cost or average cost, whilst work in progress has been included in the accounts at cost. Whilst accepting that this does not comply with SSAP 9, it is judged that any resultant financial implications are not material.

## 15. Interest in Companies and Other Entities

For the 2007/08 financial year, local authorities are required to comply with the requirement that, where they have interests in subsidiaries, associated companies and joint ventures that are material in aggregate, they must prepare the revenue account and the balance sheet based on the financial results for the whole of the group. South Derbyshire District Council does not have any interests of this type and therefore group accounts do not apply.



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# Statement of Responsibilities

## Statement of Responsibilities for the Statement of Accounts

### The Authority's responsibilities

The Authority is required:

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

### The Director of Corporate Services' responsibilities

The Director of 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 SORP).

In preparing this statement of accounts, the Director of Corporate Services has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent; and
- complied with the local authority SORP.

The Director of Corporate Services has also:

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

### Certification by Director of Corporate Services

**This Statement of Accounts presents fairly the financial position of South Derbyshire District Council at 31 March 2008 and its income and expenditure for the year ended 31 March 2008**

.....  
**Director of Corporate Services**

.....  
**Date**

### Certification by the Chairman of the Finance & Management Committee

**I certify that the Statement of Accounts relating to the year ended 31 March 2008 was considered and approved by resolution of the Finance and Management Committee of South Derbyshire District Council on 26 June 2008**

.....  
**Chairman, Finance & Management Committee**

.....  
**Date**

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# Core Financial Statements

## Income and Expenditure Account for the Year Ended 31 March 2008

Net Cost			Gross Expenditure	Income	Net Expenditure
2006/07	Note		2007/08	2007/08	2007/08
£000			£000	£000	£000
846	Central Services to the Public		6,240	(4,889)	1,351
6,603	Cultural, Environmental and Planning Services		10,957	(3,212)	7,745
1,282	Highways, Roads and Transport Services		1,295	(299)	996
(785)	Local Authority Housing (Housing Revenue Account)		10,246	(9,680)	566
1,012	Other Housing Services (General Fund)		12,111	(10,953)	1,158
2,083	Corporate and Democratic Core		2,043	(1)	2,042
295	Non Distributed Costs	14	267	(14)	253
<b>11,336</b>	<b>Net Cost of Services</b>		<b>43,159</b>	<b>(29,048)</b>	<b>14,111</b>
51	(Gain) / loss on disposal of fixed assets				314
363	Parish Precepts				413
(131)	(Surplus) or Deficit of Trading Operations	2			(116)
476	Interest Payable and Similar Charges				414
(491)	Interest and Investment Income				(517)
474	Pensions Interest Cost and Expected Return on Pensions Assets	9			398
1,478	Contribution to Housing Pooled Capital Receipts				1,434
682	Exceptional Items				0
<b>14,238</b>	<b>Net Operating Expenditure</b>				<b>16,451</b>
(1,068)	General Government Grants				(963)
(5,286)	Non Domestic Rates Distribution				(5,786)
(4,434)	Demand on the Collection Fund				(4,647)
(95)	Transfer to / (from) the Collection Fund in Respect of Surpluses				(36)
<b>3,355</b>	<b>Income and Expenditure Account Deficit / (Surplus)</b>				<b>5,019</b>

**Note** - Comparative figures for 2006/07 have been amended, correcting the accounting treatment for the compilation of the Statement of Total Recognised Gains and Losses.

# Core Financial Statements

## Statement of Movement on the General Fund Balance

2006/07	<i>Note</i>	2007/08
<i>£000</i>		<i>£000</i>
3,355	Income and Expenditure Account Deficit / (Surplus)	5,019
(3,567)	Net additional amount required by statute or non-statutory proper practices to be debited or (credited) to the General Fund Balance for the year.	(4,434)
(212)	Movement in Year	585
(3,466)	Balance on General Fund Brought Forward	(3,678)
<b>(3,678)</b>	<b>Balance on General Fund Carried Forward</b>	<b>(3,093)</b>

**Note** - Comparative figures for 2006/07 have been amended, correcting the accounting treatment for the compilation of the Statement of Total Recognised Gains and Losses.

# Core Financial Statements

## Statement of Total Recognised Gains and Losses

The Income and Expenditure Account brings together all the functions of the Authority and summarises all of the resources that the Authority has generated, consumed or set aside in providing services during the year. An Authority will be recognising gains and losses in its Balance Sheet that are not debited or credited to the Income and Expenditure Account. The Statement of Recognised Gains and Losses (STRGL) is the statement that brings these other gains and losses together with the out-turn on the Income and Expenditure Account to show the total movement in the Authority's net worth for the year.

<b>2006/07</b>		<b>2007/08</b>
<b>£000</b>		<b>£000</b>
3,355	(Surplus)/Deficit on the Income and Expenditure Account	5,019
(18,896)	(Surplus)/Deficit arising on Revaluation of Fixed Assets	(6,189)
(2,808)	Actuarial (gains)/losses on pension fund assets and liabilities	2,598
62	Movement on Collection Fund	15
(833)	Difference due to gain on Pension Fund arising from changes to Scheme Benefits omitted from 2005/06 accounts	0
(739)	Other Movements	0
<b>(19,859)</b>	<b>Total Recognised (Gains)/Losses for Year</b>	<b>1,443</b>

**Note** - Comparative figures for 2006/07 have been amended, correcting the accounting treatment for the compilation of the Statement of Total Recognised Gains and Losses.

<b>Change in Net Worth</b>	<b>£000</b>	<b>£000</b>
Net Worth 2005/06		108,535
Net Worth 2006/07	128,394	128,394
Net Worth 2007/08	126,951	
<b>Total</b>	<b>1,443</b>	<b>(19,859)</b>

# Core Financial Statements

## Balance Sheet

	Note	As at 31 March 2008		As at 31 March 2007	
		£'000	£'000	£'000	£'000
<b>Intangible Assets</b>	24		36		63
<b>Tangible Fixed Assets</b>					
<b>Operational Assets</b>					
Council Dwellings		128,954		127,809	
Other Land & Buildings		20,982		19,109	
Vehicles, Plant, Furniture & Equipment		1,169		647	
Infrastructure Assets		986		861	
Community Assets		3,649		3,933	
		155,740		152,359	
<b>Non-Operational Assets</b>					
Assets under Construction		0		355	
Total Tangible Assets	19		155,740		152,714
<b>Total Fixed Assets</b>			<b>155,776</b>		<b>152,777</b>
Long Term Investments	27		26		26
Long Term Debtors	28		29		38
			155,831		152,841
<b>Total Long Term Assets</b>					
<b>Current Assets</b>					
Stock and Work in Progress	29	85		81	
Debtors	30	4,257		3,634	
Short Term Investments	27	3,636		5,458	
Cash-in-Hand		2	7,980	14	9,187
<b>Total Assets</b>			<b>163,811</b>		<b>162,028</b>
<b>Current Liabilities</b>					
Short-term Borrowing		(274)		(243)	
Creditors	31	(4,107)		(4,954)	
Bank Overdrawn		(441)	(4,822)	0	(5,197)
<b>Total Assets Less Current Liabilities</b>			158,989		156,831
Long Term Borrowing – net	32	(1,000)		(1,000)	
Deferred Liability – Pension Fund	47	(20,512)		(17,259)	
Deferred Liabilities	33	(2,246)		(2,713)	
Government Grants Deferred	35	(2,387)		(1,693)	
Grants Unapplied	40	(5,431)		(5,090)	
Provisions	45	(462)	(32,038)	(682)	(28,437)
<b>Total Assets Less Liabilities</b>			<b>126,951</b>		<b>128,394</b>
Deferred Capital Receipts	36		17		20
Fixed Asset Revaluation Reserve	38		6,189		0
Capital Adjustment Account	39		130,880		134,015
Usable Capital Receipts Reserve			3,955		4,985
Pensions Reserve	47		(20,512)		(17,259)
Major Repairs Reserve	41		273		261
Earmarked Reserves	44		314		401
Fixed Asset Replacement Reserve	42		11		283
<b>Revenue Balances:</b>					
General Fund Reserves		3,093		3,678	
Housing Revenue Account Balance		2,730		1,994	
Collection Fund Balance	43	1	5,824	16	5,688
<b>Total Net Worth</b>			<b>126,951</b>		<b>128,394</b>

**Note** - Comparative figures for 2006/07 have been amended, correcting the accounting treatment for the compilation of the Statement of Total Recognised Gains and Losses.

# Core Financial Statements

## Cash Flow Statement

Revenue Activities	Note	Year ended 31 March 2008		Year ended 31 March 2007	
		£'000	£'000	£'000	£'000
<b>Cash outflows</b>					
Employees		11,407		10,584	
Housing Benefit payments		5,366		4,918	
Precepts and Payments to Parish Councils		36,827		35,226	
Payment to Capital Receipts Pool		1,541		1,462	
Payment to NNDR Pool		17,866		15,170	
Other operating costs		13,904	86,911	13,148	80,508
<b>Cash inflows</b>					
Housing rents (net of rebates)		(3,959)		(3,913)	
Council Tax income		(36,365)		(35,421)	
Non-Domestic Rate income		(17,928)		(16,561)	
Receipts from NNDR pool		(5,786)		(5,286)	
Revenue Support Grant		(963)		(1,068)	
Government Grants	55	(16,035)		(16,100)	
Fees and Charges		(3,227)		(3,968)	
Other income		(2,163)	(86,426)	(1,477)	(83,794)
<b>Revenue Activities Net cash flow</b>	<b>52</b>		<b>485</b>		<b>(3,286)</b>
<b>Servicing of Finance</b>					
<b>Cash outflows</b>					
Interest paid		395		438	
<b>Cash inflows</b>					
Interest received		(475)	(80)	(426)	12
<b>Capital Activities</b>					
<b>Cash outflows</b>					
Fixed assets		2,946		2,473	
Other capital payments		3,545	6,491	2,288	4,761
<b>Cash inflows</b>					
Sale of fixed assets		(2,157)		(2,615)	
Government Capital grants	55	(865)		(754)	
Other Grants and Contributions		(1,490)		(3,205)	
Other capital income		(78)	(4,590)	0	(6,574)
<b>Net Cash (Inflow)/Outflow Before Financing</b>			<b>2,306</b>		<b>(5,087)</b>
<b>Financing</b>					
<b>Cash outflows</b>					
Repayment of amounts borrowed		54,910		0	
Temporary investments		19,515		64,613	
Temporary Loan to Parish Council		0		75	
<b>Cash inflows</b>					
		74,425		64,688	
Temporary investments repaid		(51,238)		(59,955)	
Temporary loans		(25,040)		(61)	
	54	(76,278)	(1,853)	(60,016)	4,672
<b>Net (Increase)/Decrease in Cash</b>	<b>53</b>		<b>453</b>		<b>(415)</b>



# Notes to the Core Financial Statements

## Income and Expenditure Account and Statement of Movement on the General Fund Balance

### 1. Minimum Revenue Provision

The Council is required to pay off an element of the accumulated General Fund Capital Financing Requirement (CFR) each year through a revenue charge, the Minimum Revenue Provision (MRP).

2006/07 £000		2007/08 £000
333	4% of General Fund CFR	322
(76)	Less: Commutation Adjustment	(26)
<u>257</u>	<b>Provision for Debt Repayment</b>	<u>296</u>

### 2. Trading Services

These are activities of the Council of a commercial nature that are financed substantially by charges made to recipients of the service. The financial results for 2007/2008 are summarised below:

	2007/08			2006/07
	Industrial Estates £000	Markets £000	Total £000	Total £000
Gross Income	(346)	(8)	(354)	(352)
Gross Expenditure	224	14	238	221
<b>(Surplus)/Deficit on Trading Services</b>	<u><b>(122)</b></u>	<u><b>6</b></u>	<u><b>(116)</b></u>	<u><b>(131)</b></u>

# Notes to the Core Financial Statements

## 3. Operating Leases

Operating leases are used to finance a wide range of equipment, vehicles and plant. The amount paid under such leases in 2007/2008 was £239,588 (2006/2007 £248,456). The future cash payments required under these leases are estimated at £266,284 as shown in the following table.

2006/07 £000		2007/08 £000
76	Due within 1 year	73
303	Due in 2 – 5 years	158
77	Due in more than 5 years	35
<b>456</b>	<b>Total Due</b>	<b>266</b>

The Council also leases an Industrial Estate where the annual rental is £50,300 giving a total future commitment of £804,800 over the remaining 16 years of the lease.

The Council rents some properties to tenants under lease arrangements. Amounts receivable under these leases in 2007/08 was £428,189. The asset value of these properties at 31 March 2008 was £4.445m.

## 4. Publicity

Section 5 of the Local Government Act 1986 requires expenditure on certain publicity to be disclosed. The Council's spending for 2007/2008 is as follows:

2006/07 £000		2007/08 £000
70	Recruitment Advertising	83
160	Promotional Expenses	215
<b>230</b>	<b>Total Expenditure</b>	<b>298</b>

# Notes to the Core Financial Statements

## 5. Building Control Trading Account

The Local Authority Building Control Regulations require the disclosure of information regarding the setting of charges for the administration of the building control function. However, certain activities performed by Building Control cannot be charged for, such as providing general advice and liaising with other statutory authorities. The statement below shows the total cost of operating Building Control divided between the chargeable and non-chargeable activities.

			2007/08	2006/07
	Chargeable	Non Chargeable	Total	Total
	£000	£000	£000	£000
<b>Expenditure</b>				
Employee expenses	169	104	273	302
Premises	6	3	9	9
Transport	7	4	11	11
Supplies and Services	50	27	77	79
Central and Support Service Recharges	28	9	37	41
<b>Total Expenditure</b>	<b>260</b>	<b>147</b>	<b>407</b>	<b>442</b>
<b>Income</b>				
Building Regulations Charges	(300)	0	(300)	338
Miscellaneous Charges	0	(7)	(7)	8
<b>Total Income</b>	<b>(300)</b>	<b>(7)</b>	<b>(307)</b>	<b>346</b>
<b>(Surplus)/Deficit for the Year</b>	<b>(40)</b>	<b>140</b>	<b>100</b>	<b>96</b>

## 6. Agency Services

The Council carries out one principal area of agency work, the cost of which is reimbursed.

2006/07 £000	Principal	Activity	2007/08 £000
244	Derbyshire County Council	Highways amenity maintenance and gully cleansing	290

# Notes to the Core Financial Statements

## 7. Members' Allowances

Local Authorities are required to disclose annually the amounts paid to each member in respect of basic allowance, special responsibility allowance and attendance allowance. Placing an advertisement in a local newspaper fulfils this requirement. Additionally the Code of Practice requires the disclosure of the total amount of Member's Allowances paid. Under the Council's Scheme of Allowances, a basic allowance is paid to each member together with any relevant special responsibility allowances, travelling expenses, conference expenses and subsistence allowances. Attendance Allowance is no longer paid.

The total of payments made to Members in 2007/08 amounted to £309,093 (2006/07 was £331,248), detailed as follows: -

2006/07		2007/08
£000		£000
188	Basic Allowance	194
111	Special Responsibility Allowance	90
21	Travelling Expenses	16
11	Other	9
<b>331</b>		<b>309</b>

## 8. Officers' Emoluments

The number of employees whose remuneration, excluding pension contributions, exceeded £50,000 was:

Number of Employees	Remuneration Band	Number of Employees
2006/07		2007/08
1	£50,000 - £59,999	2
2	£60,000 - £69,999	0
1	£70,000 - £79,999	2
1	£80,000 - £89,999	0
0	£90,000 and above	1

# Notes to the Core Financial Statements

## 9. Pensions

As part of the terms and conditions of employment the Council offers retirement benefits in a defined pension scheme. The benefits are not payable until employees retire but the Council has a commitment to make the payments that need to be disclosed at the time that the employees earn their future retirement.

Employees are admitted to the Derbyshire County Council Pension Fund, which is administered by the Derbyshire County Council under regulations governing the Local Government Pension Scheme. This is a funded scheme into which the Council and its pension fund employees pay contributions into the fund at a level estimated to balance pension liabilities with investment assets.

The cost of retirement benefits is accounted for when they are earned and is included in the Net Cost of Service in the Income and Expenditure Account.

The following transactions have been included in that Account.

Year ended 31 March 2007			Year ended 31 March 2008	
£000	£000		£000	£000
	1,339	Current Service Costs		1,146
	0	Past Service Costs		743
	<u>1,339</u>			<u>1,889</u>
(2,347)		Expected Return on Assets	(2,698)	
<u>2,821</u>		Pension Interest Cost	<u>3,096</u>	
	474	Net Operating Expenditure		398
	(365)	Movement on Pensions Reserve		(655)
	<u>1,448</u>	<b>Actual Amount Charged Against Council Tax and Housing Revenue Account</b>		<u>1,632</u>

Note 47 to the Core Financial Statements contain further details relating to pensions.

# Notes to the Core Financial Statements

## 10. Related Party Transactions

FRS 8 requires the Council to disclose any material transactions with related parties. This is to highlight the possibility of the Council's financial position being affected by the existence of these related parties or by any material transactions with them.

The Council receives Revenue Support Grant and National Non-Domestic Rates from Central Government and the amounts involved are disclosed in the Income and Expenditure Account on page 25. Details of other grants for specific projects or services are shown in the Cash Flow Statement on page 29.

Derbyshire County Council, the Police Authority and the Fire Authority issue precepts on the Council and these are shown in the Collection Fund on page 73. The Derbyshire County Council is the administering authority for the Pension Fund and a note to the Income and Expenditure Account on page 34 (note 9) and to the Balance Sheet on page 58 (note 47) explains the accounting treatment for pension provision.

The amounts due to or from central government, other local authorities or precepting bodies at the end of the financial year are shown in notes 30 and 31 to the Balance Sheet on page 48 and 49.

Council members make disclosures of their interests to the Council's monitoring officer, and also have to make declarations on individual committee agenda items. Annually an enquiry form is sent to all members and senior managers asking for disclosure of any related party transactions that have occurred during the financial year. No material related party transactions have been identified for 2007/08.

## 11. Audit Costs

The Code of Practice on Local Authority Accounting requires the disclosure of fees payable to the Audit Commission in respect of external audit and inspection.

2006/07		2007/08	
£		£	
66,000	Audit of Accounts	67,815	
27,300	Use of Resources	28,050	
11,900	Statutory Inspections	12,844	
22,611	Grant Claim Certification	16,001	
<b>128,811</b>	<b>Total</b>	<b>124,710</b>	

# Notes to the Core Financial Statements

## 12. Section 137 Expenditure

The majority of the provisions of Section 137 of the Local Government Act 1972 were replaced by the 'well being' powers contained in the Local Government Act 2000. This gives principal local authorities a discretionary power to do anything they consider likely to promote the economic, social or environmental well being of their area. There is no spending limit attached to this power. Principal authorities have to disclose their expenditure incurred under S 137(3) e.g. donations to charities, voluntary bodies and not-for-profit bodies. Expenditure incurred in 2007/2008 was £186,458 (2006/2007 £180,742).

## 13. Local Authority (Goods and Services) Act 1970

The Council is empowered by this Act to provide Goods and Services to other public bodies. During the period to 31 March 2008, there were no material transactions.

## 14. Non-Distributed Costs

These relate to pension costs and some miscellaneous items.

2006/07 £000		2007/08 £000
207	Corporate Overheads	170
63	Pension Fund – Adjustment to Current Service Cost	0
0	Pension Fund – Curtailment Loss	254
0	Pension Fund – Past Service Cost	377
0	Pension Fund – Past Service Gain – relating to 2005/06 (omitted from the Income and Expenditure Account )	(831)
(12)	Internal Trading Accounts – Printing & Office Cleaners	224
37	Increase in Provision for Bad Debts	59
<b>295</b>	<b>Total Due</b>	<b>253</b>

# Notes to the Core Financial Statements

## 15. Statement of Movement on General Fund Balance

The Income and Expenditure Account shows the Council's actual financial performance for the year, measured in terms of the resources consumed and generated over the last twelve months. However, the Authority is required to raise council tax on a different accounting basis, the main differences being:

- Capital investment is accounted for as it is financed, rather than when the fixed assets are consumed.
- The payment of a share of housing capital receipts to the Government scores as a loss in the Income and Expenditure Account, but is met from the usable capital receipts balance rather than the council tax.
- Retirement benefits are charged as amounts become payable to pension funds and pensioners, rather than as future benefits earned.

The 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.

The Statement of Movement on the General Fund Balance summarises the differences between the out-turn on the Income and Expenditure Account and the General Fund Balance.



# Notes to the Core Financial Statements

## 16 Net Additional Amount Required by Statute or Non-Statutory Proper Practices to be Debited or Credited to the General Fund Balance for the Year

These are those items of expenditure and income which are not chargeable direct to the Income and Expenditure Account but which nevertheless affect the movement on the General Fund balance. They are as follows:

2006/07 £000		2007/08 £000
<b>Amounts included in the Income and Expenditure Account but required by statute to be excluded when determining the Movement on the General Fund Balance for the year.</b>		
(976)	Depreciation and impairment of fixed assets	(2,016)
(158)	Excess HRA depreciation over MRA	(142)
45	Amortisation of Governments Grants Deferred	153
(1,012)	Write down of deferred charges and capital expenditure not adding value	(2,216)
(51)	Loss on disposal of fixed assets	(314)
(1,813)	Net charges made for retirement benefits in accordance with FRS 17	(2,287)
0	Gain on Pension Fund arising from changes to Scheme Benefits omitted from 2005/06 accounts	833
<b>Amounts not included in the Income and Expenditure Account but required to be included by statute when determining the Movement on the General Fund Balance for the year.</b>		
275	Provision for Repayment of Debt	296
47	Capital expenditure charged to the General Fund Balance	200
(1,478)	Transfer from Usable Capital Receipts for contribution to Housing Pooled Capital Receipts	(1,434)
1,448	Employer's contributions payable to the Derbyshire County Council Pension Fund and retirement benefits paid direct to pensioners	1,631
<b>Transfers to or from the General Fund Balance that are required to be taken into account when determining the Movement on the General Fund Balance for the year.</b>		
516	Transfers to / (from) HRA Balances	736
(410)	Net Transfer to / (from) Reserves	126
<b>(3,567)</b>	<b>Net Additional Amount required to be Credited to the General Fund</b>	<b>(4,434)</b>

**Note** - Comparative figures for 2006/07 have been amended, correcting the accounting treatment for the compilation of the Statement of Total Recognised Gains and Losses.

# Notes to the Core Financial Statements

## 17. Local Area Agreement (LAA) Grant

The Council is a participant in an LAA – a partnership with other public bodies involving the pooling of government grants to finance work towards jointly agreed objectives for local public services. In 2007/08, the LAA has completed the second year of the ongoing agreement.

The purpose of the LAA is:

- To form an agreement between the Safer South Derbyshire Partnership, Safer Communities Board and Government Office for the East Midlands, to ensure that together we achieve the 2007/08 Safer and Stronger Communities Strategy.
- To agree specific outcomes and targets that will be achieved each year of the agreement.
- To improve the effectiveness of public services in South Derbyshire by pooling and aligning funding streams.

The LAA partners are:

- Local government bodies – South Derbyshire District Council and Derbyshire County Council
- Community protection authorities – Derbyshire Fire and Rescue Authority and Derbyshire Constabulary
- Health bodies – Derbyshire County PCT
- Learning bodies – Learning and Skills Council
- Voluntary organisations – South Derbyshire CVS

South Derbyshire District Council acts as the accountable body for the LAA. This means that we are responsible for managing the distribution of grant aid by the Safer Communities Board (Derbyshire County Council). In this context, the council acts as an agent to the partnership and has therefore not recognised the full amount of LAA Grant in its financial statements, but only that part to be spent by the council in providing services.

The total amount of LAA Grant received by South Derbyshire District Council in 2007/08 for safer communities work is £87,796 (2006/07 - £69,303).

As accountable body, the Council is potentially responsible for repaying to the Safer Communities Board any element of grant that is found to have been misused by its partners. Systems in place for distributing grant that are designed to limit the possibility that this will happen. It has not been necessary to recognise any contingent liabilities for possible repayments and no provisions have been made for any such eventuality.

# Notes to the Core Financial Statements

*The Sustainable Environment Subgroup of the LAA administers and distributes funding including the amalgamated Waste Performance Efficiency Grant of each authority in the County.*

The capital element of this was subject to a bidding process and South Derbyshire were successful in attracting £37,641 whilst the revenue element of £37,641 (2006/07 - £71,886) was distributed according to its original allocation to help with the provision of our expanding kerbside collections which are key to delivering the LAA and the County councils targets. This contributed to the costs delivering of an increase of almost 10% in recycling and composting to reach 36% during the year. The Council also benefited indirectly via LAA money allocated to run a cross agency Fly-tipping Forum that coordinates and supports best practice on tackling fly-tipping.

## **18. Exceptional Items**

There were no exceptional items arising during 2007/08.

# Notes to the Core Financial Statements

## Balance Sheet

### 19. Tangible Fixed Assets

	Council Dwellings	Other Land and Buildings	Infrastructure Assets	Community Assets	Vehicles Plant and Equipment	Assets Under Construction	Total
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<b>Certified Valuation at 31 March 2007</b>	131,379	21,486	1,234	4,370	1,292	355	160,116
Accumulated depreciation	(3,570)	(2,377)	(373)	(437)	(645)	0	(7,402)
<b>Net book value 1 April 2007</b>	127,809	19,109	861	3,933	647	355	152,714
Adjustments	0	183	0	(183)	0	0	0
Additions	1,863	1,975	178	118	798	0	4,932
Disposals	(1,791)	(313)	0	0	0	0	(2,104)
Revaluations	3,257	1,250	0	0	0	0	4,507
Depreciation	(1,824)	(527)	(53)	(219)	(276)	0	(2,899)
Impairment	(360)	(695)	0	0	0	(355)	(1,410)
<b>Net book value 31 March 2008</b>	128,954	20,982	986	3,649	1,169	0	155,740

# Notes to the Core Financial Statements

## 20. Tangible Fixed Asset Valuation

The value at which each category of tangible fixed asset is included in the balance sheet is valued in accordance with CIPFA requirements contained within the SORP. This stipulates that assets are revalued in intervals not exceeding five years, and also whenever a permanent material change in value arise from market forces, or a change in categorisation/classification occurs. The fixed assets shown in the balance sheet have been valued in accordance with the Appraisal and Valuation Manual of the Royal Institution of Chartered Surveyors.

The Council had its council housing stock valuation, and the valuation of a proportion of other housing and General Fund land and buildings carried out as at the 31 March 2008 by an external independent valuer — the District Valuer.

### Operational Assets

**Council Dwellings:** These are Housing Revenue Account dwellings that have been valued on the basis of Beacon selection, where a typical property is valued as being representative of a particular house type and location. The valuation for each of the beacon properties selected was on the basis of existing use value — social housing.

The District Valuer's valuation of council dwellings before social housing use discount at 31 March 2008 was £257,907,500.

**Operational Assets:** Operational Non-specialised assets have been valued at existing use value. Specialised properties, i.e. those that are rarely if ever sold on the open market, have generally been valued at depreciated replacement cost.

**Infrastructure and Community Assets:** These are valued at historical cost.

**Non – Operational Assets:** For balance sheet purposes these are assets that are: -

- Under construction – Nil as at 31 March 2008 (31 March 2007 - £0.4m)
- Surplus and unused. – Nil as at 31 March 2008 (31 March 2007 – nil).

# Notes to the Core Financial Statements

**Impairment:** An impairment review as at 31 March 2008 was carried out by the Council's Corporate Asset Manager who is MRICS qualified. The Revaluation Reserve has been included in the Balance Sheet with a zero opening balance. Therefore, any reductions in a Fixed Asset's value has been treated as an impairment and charged to revenue.

## 21. Depreciation

Depreciation has been provided for on assets with a finite useful life in accordance with Financial Reporting Standard 15 and the SORP 2007. There is no requirement to depreciate land assets. In calculating depreciation, the straight line method has been adopted using a prudent estimate for the useful economic life and residual land value for individual assets within each category. A maximum life of 50 years is used for all assets, although each asset is considered individually based on its condition and construction. The asset register contains the detailed information used in the depreciation calculation.

## 22. Capital Expenditure and Financing

The capital expenditure in 2007/2008, and the methods of financing, are detailed below:

	£'000		£'000
<b>Expenditure</b>		<b>Financing</b>	
Parks & Recreation Grounds	119	Usable Capital Receipts	1,034
Improvements to Council Dwellings	1,864	Major Repairs Reserve	1,817
Town Centre Improvements	179	Grants/Contributions	2,066
Rosliston Forest Centre	288	Asset replacement account	589
Vehicles, Plant & Equipment	992	Section 106	400
Other	5	Capital Allowance Reserve	512
		Revenue contribution	200
Capital expenditure not adding value to fixed asset values:		Other Reserves	124
Capital Expenditure Written Off	919		
Deferred Charges	1,926		
Deferred purchase repayments	450		
	6,742		6,742
	6,742		6,742

# Notes to the Core Financial Statements

## Commitments under capital contracts

The Council had commitments under capital contracts totalling in excess of £0.3m, which includes £0.1m for improvements to Council Dwellings.

## 23. Information on Assets Held

Fixed assets owned by the Council include the following:

	31 March 2008 (No.)	31 March 2007 (No.)
<b>Council Dwellings</b>	3,099	3,124
<b>Operational Buildings</b>		
Town Hall	1	1
Civic Offices	1	1
Depot and Workshops	1	1
Leisure Centre and Pool	1	1
Leisure Centre	1	1
Forestry Centre	1	1
Off Street Car Parks	20	22
Public Conveniences	8	10
Garage Sites and Plots	476	479
Pavilions and Changing Rooms	16	16
<b>Community Assets</b>		
Parks and Open Spaces	370 acres	370 acres
Cemeteries	3	3
Allotments	7	7
Community Rooms (sheltered housing schemes)	10	10
<b>Non-Operational Properties</b>		
Land awaiting development	21 acres	21 acres
Industrial Estates	1	1
Factory	1	1
Shops	16	15
Bus Station	1	1
Market	1	1
Craft Workshops	7	7
Other Properties	15	14

# Notes to the Core Financial Statements

## 24. Intangible Assets

	Software Licences	
	2007/08 £000	2006/07 £000
Net Book Value	63	90
Amortisation at 1 April 2007	(27)	(27)
Balance at 1 April 2007	36	63
Expenditure in Year	0	0
<b>Balance at 31 March 2008</b>	<b>36</b>	<b>63</b>

## 25. Deferred Charges

Deferred charges represent expenditure which may properly be capitalised but which does not represent tangible fixed assets. Expenditure in the year is amortised to revenue over an appropriate period based on the benefit obtained from the expenditure. In most cases the expenditure will be written down in the year it is incurred.

Movements on deferred charges during 2007/2008 are detailed below:

	Improvement			Total £'000
	Grants £'000	Partnerships £'000	Other £'000	
Balance as at 1 April 2007	0	0	0	0
Expenditure 2007/2008	1,167	93	860	2,120
Amounts written off 2007/2008 to Income and Expenditure Account	(1,167)	(93)	(860)	(2,120)
<b>Balance as at 31 March 2008</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# Notes to the Core Financial Statements

## 26. Financial Instruments

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. The term financial instrument covers both financial assets and financial liabilities, including the payment of trade creditors and the receipt of sundry income.

Financial assets and financial liabilities should be measured at fair value less transaction costs that are directly attributable to the acquisition or issue of the financial asset or liability.

Financial instruments for the Council are disclosed in the following notes to the accounts:

- Leasing (note 3)
- Investments (note 27)
- Debtors (notes 28 and 30)
- Creditors (note 31)
- Borrowing (note 32)
- Deferred Liabilities (note 33)

## 27. Investments

**Long Term Investments:** The majority of the balance sheet figure of long term investments comprises of an investment of £20,000 in a debenture raised by the Association of District Councils (Properties) Ltd for new office accommodation. No interest is receivable, but the Council will be entitled to its pro rata share of the appreciation in value of the property on redemption of the Debenture Stock 1996/2011. The remainder consists of a number of small investments.

**Short Term Investments:** In addition the Council held £3.6m on temporary deposit with banks and other financial institutions at 31 March 2008 (2006/07 - £5.5m).

# Notes to the Core Financial Statements

## 28. Long Term Debtors

This covers sums outstanding in respect of mortgages, loans to voluntary organisations and debt relating to transferred services, as follows:

	Balance at 1 April 2007	Expenditure	Amounts Received	Balance at 31 March 2008
	£000's	£000's	£000's	£000's
Mortgages	29	0	(8)	21
Loans to Voluntary Organisations	2	0	0	2
Transferred Services Derbyshire County Council	7	0	(1)	6
<b>Total</b>	<b>38</b>	<b>0</b>	<b>(9)</b>	<b>29</b>

## 29. Stock and Work in Progress

	As at 31/03/07 £000's	As at 31/03/08 £000's
Rosliston	5	6
Depot	68	76
Other	2	2
Work in Progress	6	1
	<b>81</b>	<b>85</b>

# Notes to the Core Financial Statements

## 30. Debtors

	As at 31 March	
	2008	2007
	£'000	£'000
<b>Amounts falling due within one year:</b>		
Government Departments	449	437
Other local authorities	359	75
Council Tax payers	2,334	2,238
NNDR payers	964	688
Tenants	482	363
Sundry Debtors	2,043	1,934
	<u>6,631</u>	<u>5,735</u>
<b>Provision for doubtful debts:</b>		
General debtors	(353)	(365)
Tenants	(186)	(230)
Council Tax Payers	(1,608)	(1,341)
NNDR Payers	(227)	(2,101)
	<u>(2,374)</u>	<u>(165)</u>
	<u><b>4,257</b></u>	<u><b>3,634</b></u>

# Notes to the Core Financial Statements

## 31. Creditors

	As at 31 March	
	2008	2007
	£'000	£'000
Government Departments	1,590	803
Major Precepting Authorities (Collection Fund)	7	122
Council Tax payers	267	1,022
NNDR payers	256	318
Tenants	121	129
Sundry Creditors	1,863	2,557
Deposits	3	3
	<u>4,107</u>	<u>4,954</u>

**Note** - Comparative figures for 2006/07 have been amended, correcting the accounting treatment for the compilation of the Statement of Total Recognised Gains and Losses.

## 32. Long Term Borrowing

	Total Outstanding as at 31 March	
	2008	2007
	£'000	£'000
<b>Type of Loan</b>		
Money Market Loan	<u>1,000</u>	<u>1,000</u>
<b>Maturing Within</b>		
1 - 2 years	-	-
2 - 5 years	-	-
5 - 10 years	-	-
More than 10 years	<u>1,000</u>	<u>1,000</u>

The only long-term borrowing still remaining is one money market loan for £1m. This costs £48,750 per year in interest charges at a fixed rate of 4.875%. It is due to mature in 2032. Potentially, there is a break clause; the lender has the option of reviewing the interest rate at any time and increasing it if they so wish. However, the Council then has the option of rejecting this and can instead choose to repay without incurring any penalty.

# Notes to the Core Financial Statements

## 33. Deferred Liabilities

This comprises the debt outstanding on assets transferred from other local authorities in 1974 (primarily the former South East Derbyshire District Council) together with the outstanding liabilities in respect of deferred purchase (covenant) agreements (see note 34 below for further details).

An analysis of future liabilities is given in the table below.

	Transferred Assets	Deferred Covenants	Total 31 March 2008	Total 31 March 2007
	£'000	£'000	£'000	£'000
Due within 1 year	18	490	508	467
Due in 2 – 5 years	78	1,403	1,481	1,965
Due in more than 5 years	257	-	257	281
<b>Total Due</b>	<b>353</b>	<b>1,893</b>	<b>2,246</b>	<b>2,713</b>

## 34. Deferred Purchase (Covenants)

The Council has entered into two Deferred Purchase (Covenant) agreements with a financial institution for the carrying out of certain specified capital projects:

**September 1987** — An agreement valued at £3.5m was entered into for the repair element of the post-war council house improvements scheme and environmental and recreational facilities such as pavilions, car parks, public conveniences and village halls. This was later extended to £4.5m. As at 31 March 2008 all schemes had been completed. After allowing for principal repayments, there was an outstanding balance of £1,592,145.

The agreement has been extended to September 2011 with a repayment profile that will clear the principal outstanding by that date.

**March 1990** — An agreement valued at £3 million was entered into for the provision of and improvement to major recreational facilities in the District. The facility was subsequently reduced to £2 million. This has been used to finance improvements to the Green Bank Leisure Centre. As at 31 March 2008 this had been completed. After allowing for principal repayments, there was an outstanding balance of £300,442.

The agreement has been extended to March 2010 with a repayment profile that will clear the principal outstanding by that date.

# Notes to the Core Financial Statements

## 35. Government and Other Grants Deferred

Movements during the year are as follows:

	<b>Total 31 March 2008</b>	<b>Total 31 March 2007</b>
	<b>£'000</b>	<b>£'000</b>
Balance at 1 April	1,693	1,406
Grants applied to capital investment	(153)	(339)
Grants amortised in year	847	52
<b>Balance at 31 March</b>	<b>2,387</b>	<b>1,693</b>

## 36. Deferred Capital Receipts

Deferred capital receipts (£17,000: 2006/07 - £20,000) are amounts derived from the sale of assets that will be received in instalments over agreed periods of time. They arise mainly from mortgages on the sale of Council houses and form the main part of mortgages that appear within the grouping of fixed/long term assets.

# Notes to the Core Financial Statements

## 37. Summary Information to Detail Movements on Reserves

	Balance 1 April 2007	Net Movt. In Year	Balance 31 March 2008	Purpose of Reserve	Further Details of Movements
	£000	£000	£000		
Deferred Capital Receipts	20	(3)	17	Amounts derived from the sales of assets, which will be received in instalments over agreed periods of time	See Note 36 to the Core Financial Statements
Fixed Asset Revaluation Reserve	0	6,189	6,189	Store of gains on revaluation of fixed assets	See Note 38 to the Core Financial Statements
Capital Adjustment Account	134,015	(3,135)	130,880	Store of capital resources set aside to meet past expenditure	See Note 39 to the Core Financial Statements
Usable Capital Receipts Reserve	4,985	(1,030)	3,955	Proceeds of fixed asset sales available to meet future capital investment	See Note 48 to the Core Financial Statements
Pensions Reserve	(17,259)	(3,253)	(20,512)	Balancing account to allow inclusion of Pensions liability in the Balance Sheet	See Note 47 to the Core Financial Statements
Major Repairs Reserve	261	12	273	Resources available to meet capital investment in council housing	See HRA Note 5 page 69
Earmarked Reserves	401	(87)	314	Amounts set aside for specific policy purposes	See Note 44 to the Core Financial Statements
Fixed Asset Replacement Reserve	283	(272)	11	Fund the acquisition of vehicles, plant and equipment	See Note 42 to the Core Financial Statements
General Fund Reserve	3,678	(585)	3,093	Resources available to meet future running costs for non-housing services	See Statement of Movement on the General Fund Balance page 26
Housing Revenue Account Balance	1,994	736	2,730	Resources available to meet future running costs for council housing	See HRA Statements page 64
Collection Fund Balance	16	(15)	1	Retained surplus on the Collection Fund	See Collection Fund note 3 page 75
<b>Total</b>	<b>128,394</b>	<b>(1,443)</b>	<b>126,951</b>		

# Notes to the Core Financial Statements

## 38. Fixed Asset Revaluation Reserve

The Balance Sheet figures for 31 March 2007 have been restated from those included in the published Statement of Accounts for 2006/07 to accommodate the implementation of the Revaluation Reserve. The Revaluation Reserve replaces the Fixed Asset Restatement Account (FARA). The credit balance of £113m on the FARA at 31 March 2007 has been written off to the Capital Financing Account (£21m credit balance) to form the new Capital Adjustment Account with a balance of £134m. The Revaluation Reserve has then been included in the Balance Sheet with a zero opening balance. The closing position on the Reserve at 31 March 2008 therefore only shows revaluation gains accumulated since 1 April 2007.

	<b>£'000</b>
Balance at 1 April 2007	0
Revaluation Gain	6,189
<b>Balance at 31 March 2008</b>	<b>6,189</b>

## 39. Capital Adjustment Account

	<b>£'000</b>
Balance at 1 April 2007	0
Balance Transferred from:	
Fixed Asset Replacement Reserve	112,577
Capital Financing Account	21,438
Restated balance at 1 April 2007	134,015
Depreciation and Impairment Losses	(3,833)
Disposal of Fixed Assets	(2,105)
Deferred Charges and Capital Expenditure not Adding Value	(3,404)
Resources Set Aside to Finance Capital Expenditure	5,893
Minimum Revenue Provision	296
Payment Transfer Debt Principal	18
<b>Balance at 31 March 2008</b>	<b>130,880</b>



# Notes to the Core Financial Statements

## 40. Grants Unapplied

This comprises Government and other grants received to fund expenditure. The movements during the year are detailed below.

	1 April 2007	Movement in Year	31 March 2008
	£'000		£'000
Local Strategic Partnership	24	2	26
Tetron Point (Planning Agreement)	54	0	54
Swadlincote Woodlands (Commuted Sums)	216	(60)	156
Public Open Space (Commuted Sums)	445	155	600
Crime and Disorder Partnership	316	(90)	226
Young Peoples Cultural Partnership	20	30	50
Youth Engagement Partnership	92	127	219
Planning Delivery Grant	223	(2)	221
Area Meetings	0	23	23
Mystery Shopper	0	30	30
Climate Heroes Project partnership	0	69	69
Local Authority Energy Partnership	0	59	59
Environmental Partnership	7	0	7
Building Control Service Partnership	0	19	19
Get Active in the Forest Partnership	0	27	27
Planning Agreements (Capital) – see below	3,654	(102)	3,552
Other	39	54	93
<b>Total</b>	<b>5,090</b>	<b>341</b>	<b>5,431</b>
Planning Agreements (Capital) are analysed as follows:			
Mason Cash Woodville	0	118	118
Cappy Farm	0	54	54
New Leisure Facilities at John Port School	2,610	147	2,757
Education/Medical Facilities Swadlincote Woodlands	140	(108)	32
Qualitas Site, Woodville	56	(56)	0
Swadlincote Town Centre	76	(59)	17
The Hedgrows, Hilton	65	0	65
Hilton S106 MOD - Road Improvement	97	0	97
Recreation and Maintenance, Modwen Dev, Hilton	378	(297)	81
Other	232	99	331
	<b>3,654</b>	<b>(101)</b>	<b>3,552</b>

# Notes to the Core Financial Statements

## 41. Major Repairs Reserve

This reserve has been established since April 2001 as part of the implementation of Resource Accounting in the Housing Revenue Account. Sums are transferred to the reserve annually in accordance with the estimated long term average amount of capital spending required to maintain the authority's housing stock in its current condition. The reserve is available to meet capital expenditure on the land, houses and other property within the authority's Housing Revenue Account. The movement on the Reserve in 2007/08 was £10,396 and the balance on the Account as at 31 March 2008 was £271,625, (2006/07 - £261,229).

## 42. Fixed Asset Replacement Reserve

The Council approved the creation of a Fixed Asset Replacement Reserve to finance the replacement of vehicles, plant and equipment.

	<b>Total 31 March 2008</b>	<b>Total 31 March 2007</b>
	<b>£'000</b>	<b>£'000</b>
Balance at 1 April	283	373
Grants applied to capital investment	(589)	(315)
Contribution – Capital Receipts	227	225
General Fund Reserve	90	0
<b>Balance at 31 March</b>	<b>11</b>	<b>283</b>

## 43. Collection Fund

The Collection Fund is a statutory fund in which the transactions for council tax and business rates are recorded. The balance on the fund is available for distribution to South Derbyshire District Council, Derbyshire County Council and the Police and Fire authorities in future years in proportion to their past precepts on the Fund. Details of the Collection Fund transactions can be found on page 75, note 3.

# Notes to the Core Financial Statements

## 44. Earmarked Reserves

Reserve	Balance 1 April 2007 £'000	Receipts in Year £'000	Payments in Year £'000	Balance 31 March 2008 £'000
DSO	37	0	0	37
New Technology	194	55	(120)	129
Repton Revenue Contributions	33	0	0	33
Grants/Committed Expenditure	137	115	(137)	115
	<b>401</b>	<b>170</b>	<b>(257)</b>	<b>314</b>

The reserves have been set up for the following purposes:

Reserve	Purpose
DSO	<p>This reserve was built up in previous years from surpluses made on the DSO trading account.</p> <p>It is currently earmarked to fund one-off expenditure associated with transport and technical works and in particular, to meet any vehicle leasing costs associated with early termination or non-recoverable insurance costs.</p>
New Technology	<p>This reserve is to fund the replacement of computer hardware and software to generally upgrade I.T. and to help meet the requirements as set out in the Council's I.T. strategy.</p> <p>It has been funded from savings on current computer leases and other I.T. related running costs.</p>
Repton Revenue Contributions	An amount remaining from the sale proceeds of Repton Depot that is earmarked to be spent on projects in Repton Parish
Committed Expenditure	This is to meet various commitments that were allocated in previous year's budgets but not spent

# Notes to the Core Financial Statements

## 45. Provisions

The Council reviewed all of its Provisions and Reserves during 2006/07. Amounts recognised as provisions are the best estimate of the liability, taking into account risks and uncertainties surrounding the events.

Provision	Balance 1 April 2007 £'000	Contributions to £'000	Contributions from £'000	Balance 31 March 2008 £'000
Suspended Benefit Cases	282	180	0	462
Major Sites Appeal Inquiry	400	0	(400)	0
	<b>682</b>	<b>180</b>	<b>(400)</b>	<b>462</b>

The provisions have been set up for the following purposes:

Reserve	Purpose
Suspended Benefit Cases	To cover costs which may be recovered by the Department of Work and Pensions at some stage in the future.

## 46. Trust and Other Funds

The Council administers the Chair's Charity, which raises funds annually in the Chair's name on behalf of charities and voluntary groups within South Derbyshire. These funds are then distributed to the beneficiaries nominated by the Chair. The total donated in 2007/2008 was £8,550 (£8,000 in 2006/2007).

The balance held for the Charity is not included in the Balance Sheet.

# Notes to the Core Financial Statements

## 47. Disclosure of the Movement in Net Pension Asset/Liability

Note 9 to the Income and Expenditure Account contains details of the Council's participation in the Local Government Pensions Scheme which is administered by Derbyshire County Council.

The underlying assets and liabilities for retirement benefits attributable to the authority at 31 March 2008 are:

	<b>2007/08</b>	<b>2006/07</b>
	<b>£' 000</b>	<b>£' 000</b>
Estimated liabilities in the scheme	60,477	57,514
Estimated assets in the scheme	(39,965)	(40,255)
Net Liability as at 31 March 2008	<u>20,512</u>	<u>17,259</u>

The liabilities show the underlying commitment that this Council has in the long run to pay retirement benefits. The total liability of £20.512m has a substantial impact on the net worth of the authority as recorded in the Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of this Council remains healthy. The deficit on the scheme will be made good by increased contributions over the remaining life of employees as assessed by the scheme's actuary.

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pension that will be payable in future years dependent on assumptions about mortality rates, salary levels etc. Mercer Human Resources Ltd. who are authorised by the Financial Services Authority and are an independent firm of actuaries has assessed the Derbyshire County Council liabilities.

The main assumptions used in the calculations are:

	<b>2007/2008</b>	<b>2006/2007</b>
	<b>%</b>	<b>%</b>
Rate of inflation	3.6	3.1
Rate of increase in salaries	5.1	4.6
Rate of increase in pensions	3.6	3.1
Proportion of employees opting to take commuted lump sum	0.3	0
Rate of discounting scheme liabilities	6.1	5.4

# Notes to the Core Financial Statements

Assets in the Derbyshire County Council Pension Fund are valued at fair value, and consist of the following categories, by proportion of the total assets held.

	31 March 2008		31 March 2007	
	Long-term Rate of Return	Investment Category	Long-term Rate of Return	Investment Category
	%	%	%	%
Equities	7.50	71.80	7.50	71.80
Government Bonds	4.70	15.00	4.70	15.00
Other Bonds	5.40	1.70	5.40	1.70
Property	6.50	5.30	6.50	5.30
Cash	5.25	6.20	5.25	6.20
		<u>100.00</u>		<u>100.00</u>

Further information can be found in the Derbyshire County Council Pension Fund Annual Report upon request from the County Treasurer, Derbyshire County Council, County Hall, Matlock, DE4 3AG.

	Year Ended 31 March 2008	
	£'000	£'000
Net pension liability at 31 March 2007		(17,259)
Current service costs	(1,146)	
Employers contributions	1,632	
Net interest/return on assets	(398)	
Past Service Curtailment/Settlement Loss	(743)	
Actuarial gains/losses in year	<u>(2,598)</u>	(3,253)
Net Movement for the year		<u></u>
<b>Net pension liability at 31 March 2008</b>		<b><u>(20,512)</u></b>

# Notes to the Core Financial Statements

The actuarial gains identified as movements on the Pension Reserve in 2007/2008 can be analysed into the following categories, measured as absolute amounts and as a percentage of assets or liabilities at 31 March 2008.

	2007/08		2006/07		2005/06		2004/05	
	%	£'000	%	£'000	%	£'000	%	£'000
Difference between the expected and actual return on investments	(10)	(3,977)	(0.3)	(119)	14.2	5,364	4.0	1,174
Difference between actuarial assumptions about liabilities and actual experience	5.4	3,256	0	0	(5.0)	(2,905)	4.2	2,015
Changes in demographic and financial assumptions used to estimate liabilities	(3.1)	(1,877)	5.1	2,927	(7.7)	(4,421)	(17.5)	(8,327)
		<b>(2,598)</b>		<b>2,808</b>		<b>(1,962)</b>		<b>(5,138)</b>

## 48. Usable Capital Receipts Reserve

Capital Receipts from the sales of assets, repayment of discounts and grants are treated in accordance with appropriate regulations. The income is credited to the Useable Capital Receipts Reserve, net of any residual payment to Central Government.

	2007/08	2006/07
	£'000	£'000
Balance at 1 April	4,985	6,126
Capital Receipts in Year from (net of disposal costs):		
Deferred Capital Receipts	3	10
Sale of Assets	3,196	2,331
Repayments of Grants and Discounts	173	24
Other	10	26
Capital Receipts Applied to Fund Capital Expenditure	(1,544)	(2,055)
Capital Pooling (payment to Central Government)	(1,434)	(1,477)
<b>Balance at 31 March</b>	<b>3,955</b>	<b>4,985</b>

# Notes to the Core Financial Statements

## **49. Contingent Liabilities and Assets**

No contingent liabilities or assets have arisen during 2007/08.

## **50. Events After the Balance Sheet Date**

These are events occurring between the Balance Sheet date of 31 March 2008 and the date the accounts are signed by the Director of Corporate Services that have a bearing on the financial results. There are no such events that require disclosure.

## **51. Costs of Introduction of the Euro**

The Council monitors the likely impact the adoption and introduction of the Euro in the UK would have on the Council's services and its financial information systems. Until such time as a decision is made the expenditure on Euro activities is to be absorbed within existing budgets and any new financial or data systems are examined for Euro compliance. The main financial systems are all now Euro compliant.



# Notes to the Core Financial Statements

## Notes to the Cash Flow Statement

### 52. Reconciliation of Deficit to Net Cash Flow

	Year ended 31 March 2008		Year ended 31 March 2007	
	£'000	£'000	£'000	£'000
Income and Expenditure Account (surplus) / deficit for the year		585		(212)
<i>Exclude non-cash transactions:</i>				
Charged to capital	197		196	
Increase in provisions	216		(1,106)	
Capital charges included in Income and Expenditure Account	(2,954)		(2,113)	
Payments to Capital Receipts Pool	1,434		1,478	
Contribution to reserves	(634)	(1,741)	1,057	
				(488)
<i>Adjust for items on an accruals basis:</i>				
Creditors	844		(1,791)	
Debtors	621		(4,205)	
Stocks	4		31	
Adjustment for non revenue portion	92	1,561	3,391	(2,574)
<i>Exclude items classified elsewhere:</i>				
Servicing of finance shown later in the cash flow statement		80		(12)
<b>Revenue Activities Net Cash Flow</b>		<b>485</b>		<b>(3,286)</b>

### 53. Movement in Cash

	Balance as at 31 March 2007	Balance as at 31 March 2008	Movement in the year
	£'000	£'000	£'000
Cash in bank and held as floats	14	2	12
Bank overdraft	0	(441)	(441)
<b>Net Cash Outflow</b>	<b>14</b>	<b>(439)</b>	<b>453</b>

# Notes to the Core Financial Statements

## 54. Movement in Financing

	Balance as at 1 April 2007	Balance as at 31 March 2008	Movement in the year
	£'000	£'000	£'000
Investments	5,458	3,636	(1,822)
Long term borrowing	(1,000)	(1,000)	0
Temporary loans	(243)	(274)	(31)
Loan to Parish Council	75	75	0
<b>Net Cash Outlay from Financing</b>	<b>4,290</b>	<b>2,437</b>	<b>(1,853)</b>

## 55. Analysis of Government Grants

	Year ended 31 March 2008	Year ended 31 March 2007
	£'000	£'000
<b>Grants towards Revenue Activities</b>		
Supporting People	523	392
Planning	259	224
Homelessness	53	30
Dept of Works & Pensions	15,030	15,434
Other	170	20
	<b>16,035</b>	<b>16,100</b>
<b>Grants towards Capital Activities</b>		
Private Sector Improvement	430	702
Local Authority Business Incentive Grant	435	0
Other	0	52
	<b>865</b>	<b>754</b>

Comparative figures for Government Grants have been amended due to a change in accounting treatment. This has affect Other Operating Costs shown on the face of the Cash Flow Statement

# Supplementary Financial Statements

## Housing Revenue Account Income and Expenditure Account for the Year Ended 31 March 2008

2006/07 £'000		Note	2007/08 £'000
	<b><u>Income</u></b>		
8,500	Dwelling Rents		9,013
95	Non dwelling Rents		97
72	Charges for Services and Facilities		72
14	Contributions towards expenditure		17
392	Supporting People Grant		481
<b>9,073</b>	<b>Total Income</b>		<b>9,680</b>
	<b><u>Expenditure</u></b>		
2,644	Repairs and Maintenance		2,898
1,416	Supervision and Management		1,545
0	Rents, Rates, Taxes and Other Charges		1
2,222	Negative Subsidy – Payments to Secretary of State	7	2,299
38	Provision for Bad and Doubtful Debts		0
2,031	Depreciation and Impairment of Fixed Assets		3,254
26	Debt Management Costs		27
<b>8,377</b>	<b>Total Expenditure</b>		<b>10,024</b>
<b>(696)</b>	<b>Sub Total: Net Cost of HRA Services as included in whole authority Income &amp; Expenditure Account</b>		<b>344</b>
129	HRA services share of Corporate and Democratic Core		128
38	HRA share of other amounts included in whole authority Net Cost of Services but not allocated to specific services		94
<b>(529)</b>	<b>Sub Total: Net Cost of HRA Services</b>		<b>566</b>
76	Gain or loss on sale of HRA fixed assets		268
278	Interest Payable and Similar Charges		269
(94)	Interest and Investment Income		(144)
79	Pensions interest cost and expected return on pensions assets		60
<b>(190)</b>	<b>Surplus or deficit for the year on HRA services</b>		<b>1,019</b>

# Supplementary Financial Statements

## Statement of Movement on the HRA Balance for the Year Ended 31 March 2008

2006/07 £'000		2007/08 £'000
(190)	<b>(Surplus) or deficit for the year on the HRA Income and Expenditure Account</b>	1,019
	<b>Additional amounts required by statute or non-statutory proper practices:</b>	
(76)	Gain / (loss) on sale of HRA fixed assets	(268)
(65)	Impairment of Fixed Assets and Reversal of Capital Expenditure not Adding Value Written off to Revenue	(1,288)
(64)	HRA share of contributions to / (from) Pensions Reserve	(57)
37	Capital Expenditure funded by HRA	0
(158)	Transfer to / (from) Major Repairs Reserve	(142)
(516)	(Increase) / decrease in the Housing Revenue Account Balance	(736)
(1,478)	Balance on HRA brought forward	(1,994)
<u>(1,994)</u>	<b>Balance on HRA carried forward</b>	<u>(2,730)</u>

# Supplementary Financial Statements

## Notes to the Housing Revenue Account

### 1. Background

The Housing Revenue Account (HRA) is a record of revenue expenditure and income relating to an authority's housing stock. Its primary purpose is to ensure that expenditure on managing tenancies and maintaining dwellings is balanced by rents charged to tenants. Consequently, the HRA is a statutory account, ring-fenced from the rest of the General Fund, so that rents cannot be subsidised from Council Tax (or vice versa).

The ring fence is controlled by Schedule 4 to the Local Government and Housing Act 1989, which specifies the debits and credits to be made to the HRA and excludes any other postings. The schedule is supplemented each year by the Item 8 Determination (which sets out capital accounting and capital finance entries) and the HRA Subsidy Determination (which calculates the annual subsidy receivable or payable by the authority).

### 2. Tangible Fixed Assets

Movements in Housing Revenue Account Fixed Assets during the year were as follows:

	Council Dwellings	Other Land and Buildings	Infrastructure Assets	Vehicles Plant and Equipment	Total
	£'000	£'000	£'000	£'000	£'000
<b>Certified Valuation at 31 March 2007</b>	131,379	2,869	35	53	134,336
Accumulated depreciation	(3,570)	(153)	0	(10)	(3,733)
<b>Net book value 1 April 2007</b>	127,809	2,716	35	43	130,603
Additions	1,863	293	0	36	2,192
Disposals	(1,791)	(268)	0	0	(2,059)
Revaluations	3,257	444	0	0	3,701
Depreciation	(1,824)	(121)	0	(11)	(1,956)
Impairment	(360)	(162)	0	0	(522)
<b>Net book value 31 March 2008</b>	128,954	2,902	35	68	131,959

# Supplementary Financial Statements

The dwellings in the Housing Revenue Account were valued as at £257,907,500. After taking account of houses sold in 2007/08 and the social housing discount factor, the vacant possession value of the remaining dwellings at 31 March 2008 was £128,953,750. From 1 April 2005 the vacant possession discount factor has reduced to 50% (1 April 2004 62%). The lower figure of £128,953,750 shown in the accounts represents the cost to the Government of providing housing at less than open market rents. The revaluation was in accordance with the Government's resource accounting policy, at Existing Use Value Social Housing.

The Housing Revenue Account assets were valued as at 31 March 2008; the balance sheet value reflects sales of dwellings and depreciation in the year.

Depreciation of £1,965,807 has been charged. This figure is made up of £1,824,018 for Council dwellings, the other £141,789 is in respect of garages, shops and other assets, which has been credited back to the HRA below the net operating expenditure as a transfer from the Major Repairs Reserve (note 5 below).

### 3. Capital Expenditure and Financing

The Housing Revenue Account capital expenditure in 2007/2008, and the methods of financing, are detailed below:

	£'000		£'000
<b>Expenditure</b>		<b>Financing</b>	
Capital expenditure			
Improvements to Council Dwellings	1,864	Major Repairs Reserve	1,817
Vehicles, Plant and Machinery	36	Capital Allowance Reserve	490
		Capital Receipts	264
<b>Capital expenditure not adding value to fixed assets</b>		Fixed Asset Replacement Fund	36
Deferred purchase repayments	264	Grants/ Contributions	47
Improvements to Careline Equipment	490	Other Reserves	10
Other	10		
	2,664		2,664
	2,664		2,664

# Supplementary Financial Statements

## 4. Capital Receipts

The capital receipts for the Housing Revenue account are detailed below (excluding cost of disposal):

	2007/2008	2006/2007
	£'000	£'000
Sale of land	268	0
Sale of council houses	1,791	2,642
Deferred capital receipts	3	10
Other capital receipts	109	37
	<u>2,171</u>	<u>2,689</u>

Prior to 2004/2005, the Local Government and Housing Act 1989 required a proportion of these capital receipts to be set aside for debt redemption and the remainder to be held in the Usable Capital Receipts Reserve until such time as they are used to finance capital expenditure. From 2004/2005 a pooling arrangement was introduced under which a proportion of the capital receipts are paid over to the government. In 2007/2008 the sum paid was £1,477,757 and is excluded from the above amount.

# Supplementary Financial Statements

## 5. Major Repairs Reserve

This reserve has been established since 1 April 2001 as part of the implementation of Resource Accounting in the Housing Revenue Account. Sums are transferred to the reserve annually in accordance with the estimated long term average amount of capital spending required to maintain the authority's housing stock in its current condition. The reserve is available to meet capital expenditure on the land, houses and other property within the authority's Housing Revenue Account, as shown below:

	Year ended 31 March 2008	Year ended 31 March 2007
	<i>£'000</i>	<i>£'000</i>
Balance at beginning of year	261	57
Depreciation:		
Dwellings	1,828	1,809
Other HRA property	143	179
	<u>2,232</u>	<u>2,045</u>
Financing of capital expenditure	(1,817)	(1,605)
Contribution to repairs	0	(21)
Transfer to Housing Revenue Account	(142)	(158)
<b>Balance at end of year</b>	<b><u>273</u></b>	<b><u>261</u></b>



# Supplementary Financial Statements

## 6. Housing Stock

The Council was responsible for managing an average of 3,112 dwellings in 2007/2008. The composition of the stock at 31 March 2008 is as follows:

	<b>Year ended 31 March 2008</b>	<b>Year ended 31 March 2007</b>
Houses	1,640	1,663
Flats	822	824
Bungalows	637	637
Total	<u>3,099</u>	<u>3,124</u>

The change in stock during the year is as follows:

	<b>Year ended 31 March 2008</b>	<b>Year ended 31 March 2007</b>
Stock as at 1 April	3,124	3,172
Less: Sales	25	48
Stock as at 31 March	<u>3,099</u>	<u>3,124</u>

# Supplementary Financial Statements

## 7. Housing Subsidy

The Local Government and Housing Act 1989 introduced a new deficit subsidy for the Housing Revenue Account. The deficit is derived as the balance on a notional Housing Revenue Account for the authority, calculated in accordance with statutory determinations prescribing notional levels of increase in costs and rent income. As a result the position on the notional Housing Revenue Account can differ substantially from that on the Council's actual Housing Revenue Account.

Following the implementation of Resource Accounting, the subsidy includes a Major Repairs Allowance that reflects the estimated average annual cost of maintaining the condition of the authority's housing stock over a 30-year period.

From 2004/05 the cost of Housing Rent Rebates is required to be charged to the General Fund. This has resulted in a negative entitlement to Housing Subsidy and the Council making a contribution to the Exchequer of £2,298,537 (£2,222,026 in 2006/2007).

Subsidy Element	2007/08	2006/07
	£'000	£'000
Allowance for Management	1,257	1,225
Allowance for Maintenance	2,676	2,599
Allowance for Major Repairs	1,824	1,809
Admissible Allowance	0	22
Charges for Capital	611	516
Other Items of Reckonable Expenditure	72	88
Rental Constraint Allowance	247	77
	6,687	6,336
Rent	(8,985)	(8,555)
Interest on Receipts	(1)	(3)
<b>Amount Receivable (Payable) by the Authority</b>	<b>(2,299)</b>	<b>(2,222)</b>

## 8. Gross Rent Income

This is the total rent income due for the year after allowance is made for voids etc.. During the year void properties equated to 0.70% of the gross rent debit. Average rents were £54.89 (exclusive of other charges) a week in 2007/08, an average increase of £2.61 or 4.97% over the previous year.

# Supplementary Financial Statements

## 9. Provision for Bad Debts

The provision is assessed in accordance with the Local Government and Housing Act 1989. This specifies percentages to be applied according to the value of individual arrears. The total provided as at 31 March 2008 was £186,264 (31 March 2007 £230,000).

## 10. Rent Arrears

The totals for all arrears are as follows:

	Year ended 31 March 2008	Year ended 31 March 2007
	£'000	£'000
Arrears at 31 March	352	335
Written off during the year	44	0

## 11. HRA Share of Contributions to or from Pensions Reserve

Accounting Standard FRS 17 requires organisations to reflect the true cost of providing pensions in their accounts. However, with local authorities this should not impact on the Council Tax or on housing rents. The amount shown here is calculated to adjust the balance on the Housing revenue Account to reflect actual employer contributions paid by the Authority.

# Supplementary Financial Statements

## Collection Fund Income and Expenditure Account

This statement reflects the statutory requirements for billing authorities to maintain a separate Collection Fund, showing the transactions relating to Non-Domestic Rates and the Council Tax, and illustrating the way in which these have been distributed to preceptors and the General Fund. The balance on the Collection Fund is disaggregated at the year end to attribute relevant amounts to the precepting authorities (shown as creditors or debtors in the balance sheet) and the billing authority (South Derbyshire District Council).

	Note	Year ended 31 March 2008			Year ended 31 March 2007		
		£'000	£'000	£'000	£'000	£'000	£'000
<b>Income</b>							
Council Tax payers			37,217			35,381	
Council Tax benefit			3,898	41,115		3,750	39,131
Non Domestic Ratepayers				18,265			16,738
<b>Total Income</b>				<b>59,380</b>			<b>55,869</b>
<b>Expenditure</b>							
Precepts and demands							
Derbyshire County Council			30,064			28,410	
South Derbyshire District Council			4,666			4,434	
Police Authority			4,283			4,007	
Fire Authority			1,827	40,840		1,709	38,560
Non Domestic Rates							
Payment to NNDR Pool			18,116			16,700	
Collection allowances			88	18,204		86	16,786
Council Tax/NNDR increase in provision for bad and doubtful debts				330			231
Fund surplus (council tax) paid over to billing/precepting authorities				138			832
<b>Total Expenditure</b>				<b>59,512</b>			<b>56,409</b>
<b>Deficit / (surplus) for year</b>				<b>132</b>			<b>540</b>
Balance at beginning of year				(138)			(678)
Deficit/(surplus) for year				132			540
<b>Balance at 31 March</b>	<b>3</b>			<b>(6)</b>			<b>(138)</b>

# Supplementary Financial Statements

## Notes to the Collection Fund Account

### 1. Council Tax

Council Tax income derives from charges raised according to the value of residential properties, which have been classified into 8 valuation bands using estimated 1 April 1991 values for this specific purpose. Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by the District Council, Derbyshire County Council, the Police Authority and the Fire Authority for the forthcoming year and dividing this by the Council Tax base (the total number of properties in each band adjusted by a proportion to convert the number to a band D equivalent and adjusted for discounts, i.e. 30,051.4 for 2007/2008 compared with 29,645.9 for 2006/2007). This basic amount of Council Tax for a band D property (an average of £1,352.79 for 2007/2008 compared with £1,300.58 for 2006/2007) is multiplied by the proportion specified for the particular band to give an individual amount due.

The council tax base for 2007/2008 was calculated as follows:

Band	Estimated number of taxable properties after effects of discounts	Proportion of Band D charge	Band D equivalent dwellings
A	24.00	5/9	13.3
A	8,882.50	6/9	5,921.7
B	7,714.50	7/9	6,000.2
C	5,826.25	8/9	5,178.9
D	5,515.75	9/9	5,515.7
E	3,131.75	11/9	3,827.7
F	1,669.50	13/9	2,411.5
G	822.25	15/9	1,370.4
H	57.75	18/9	115.5
	33,644.25		30,354.9
			Less adjustment for collection rates 303.5
			Council Tax base 2007/2008 30,051.4

# Supplementary Financial Statements

## 2. Non-Domestic Rates

Under the arrangements for uniform business rates, the Council collects Non-Domestic Rates for its area. These are based on local rateable values multiplied by a uniform national rate. The total amount, less certain relief and other deductions, is paid to a central pool (the NNDR pool) managed by Central Government, which in turn pays back to authorities their share of the pool based on a standard amount per head of population.

The total non-domestic rateable value at 31 March 2008 was £46,173,933 (£45,617,848 at 31 March 2007). The national non-domestic multiplier for 2007/2008 was 44.4p (43.3p for 2006/2007).

## 3. Collection Fund Surpluses and Deficits

The balance of the surplus of £6,610 on the Collection Fund at 31 March 2008 will be distributed in subsequent financial years to the District Council, Derbyshire County Council, the Police Authority and the Fire Authority in proportion to the value of the respective demands and precepts made on the Collection Fund.

The balance has been disaggregated for the purpose of these Accounts to attribute relevant amounts to the precepting authorities and the billing authority as follows:

		<b>£'000</b>
Derbyshire County Council	*	4,892
South Derbyshire District Council		793
Derbyshire Police Authority	*	661
Derbyshire Fire Authority	*	264
		<hr/> 6,610 <hr/>
* Treated as creditors in the Balance Sheet		

# Annual Governance Statement

## A Scope of Responsibility

South Derbyshire District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively. South Derbyshire District Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, South Derbyshire District Council 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.

South Derbyshire District Council has formulated a 'Local Code of Corporate Governance', which is consistent with the principles of the CIPFA/SOLACE Framework 'Delivering Good Governance in Local Government'. A copy of the Code is on our website at [www.south-derbys.gov.uk](http://www.south-derbys.gov.uk) or can be obtained from the Head of Legal & Democratic Services, Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH.

This Annual Governance Statement explains how South Derbyshire District Council has complied with the Local Code of Corporate Governance 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 internal control.

## B The Purpose of the Governance Framework

The Governance Framework comprises the systems and processes, and culture and values, by which South Derbyshire District Council is directed and controlled and its activities through which it accounts to, engages with, and leads the community. It enables South Derbyshire District Council 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, designed to identify and prioritise the risks to the achievement of South Derbyshire District Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The Governance Framework has been in place at South Derbyshire District Council for the year ended 31st March 2008 up to the date of approval of the Annual Report and Statement of Accounts.

# Annual Governance Statement

## C The Governance Framework

The key elements of the systems and processes that comprise South Derbyshire District Council's Governance Framework are as follows:

### Decision Making

The Council operates under a Constitution. This sets out how the Council operates, how decisions are made and the procedures, which are followed to ensure that these are efficient, transparent and accountable to local people.

The Full Council makes decisions on key policies and sets the budget and levels of local taxation for the Council's services.

### Policy Making

This is facilitated through 3 policy committees, which are responsible for the main service areas of the Council and are:

- Environmental and Development Services
- Housing and Community Services
- Finance and Management

Each Committee is governed by its Terms of Reference, as laid down in the Constitution. Meetings of these committees are open to the public, except where issues of an exempt nature are being disclosed.

The Overview and Scrutiny Committee have 'call-in' powers to consider the appropriateness of Policy Committee decisions. It also shadows the policy committees and supports policy development and review.

Six Area Meetings and a Parish Liaison Meeting are well established and these meet throughout the year. They are designed to improve community involvement in decision-making and provide a continuous link with local residents, parish councils, the voluntary sector and other public bodies.



# Annual Governance Statement

## **Governance and Accountability**

The Council has designated the Head of Legal and Democratic Services as its Monitoring Officer. It is the function of this officer to ensure compliance with established policies, procedures, laws and regulations.

After consulting with the Head of the Council's paid service (the Chief Executive) and Chief Finance Officer, the Monitoring Officer will report to Full Council if they consider that any proposal, decision or omission would give rise to unlawfulness or maladministration.

Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

In addition, the Council operates 2 regulatory committees focusing on Development Control (planning applications and enforcement) and a Licensing and Appeals Committee. Furthermore, a Standards Committee, which is chaired by an independent member, oversees the conduct of elected councillors.

The Standards Committee assists in setting and promoting the ethics agenda for the Council and monitors training in relevant areas.

Accountability for the use of public funds and service provision etc is largely undertaken through the annual publication of a Statement of Accounts and Best Value Performance Plan.

## **Code of Corporate Governance**

The Code will be updated during 2008 to reflect the new Governance Framework developed by CIPFA/SOLACE and will be subject to regular review.

## **Standards of Financial Conduct**

Financial management is conducted in accordance with financial management and procedural rules, as set out in Part 4 of the Constitution. The Council has designated the Director of Corporate Services in accordance with Section 151 of the Local Government Act 1972.

This officer is responsible for making arrangements for the proper administration of financial affairs in accordance with best professional practice.

In addition, under the Code of Audit Practice, the Council has a responsibility to ensure that its affairs are managed in accordance with proper standards and to prevent and detect fraud and corruption. The Council has adopted a Fraud and Corruption Strategy.

# Annual Governance Statement

The financial management system includes:

- A medium term Financial Plan linked to Service Plans
- An annual budget cycle incorporating Council approval for revenue and capital budgets, as well as treasury management strategies
- Financial Procedure Rules that are reviewed yearly
- Process and procedure guidance manuals
- Annual Accounts supporting stewardship responsibilities, which are subjected to external audit and which follow Statements of Recommended Practice, Accounting Codes of Practice and Financial Reporting Standards
- Regular budget monitoring by budget holders through monthly financial monitoring reports
- Identification of financial risks regularly challenged, both internally and externally

## **Standards of Overall Conduct**

Elected councillors and employees of the Council operate under codes of conduct. These codes provide a set of standards of conduct expected of employees at work and for councillors in performing their public duties.

The codes take into account the requirements of the law and the provisions of official conduct in the appropriate national conditions of service (for employees).

The Standards Board for England provides advice and guidance to Council's Standards Committee on the Member Code of Conduct.

## **Establishing Corporate Objectives**

These are set out in a Corporate Plan. This is effectively the Council's business/forward plan, set for 3 years and updated annually. This plan sets out the vision for South Derbyshire along with its priorities for delivering local services.

The District's Community Strategy also influences this plan. This aims to improve the overall economic, social and environmental wellbeing of South Derbyshire by tackling those issues that are important to the local community and service providers.

It involves working through a local strategic partnership, with other agencies and service providers within the District.

# Annual Governance Statement

## Complaints

The Council has a corporate complaints policy and procedure, which is used as a tool to help identify service improvements from complaints, comments and compliments received. Information is collated centrally and reported half yearly to Finance and Management Committee, where performance is challenged and areas for improvement identified.

Arrangements are also in place for dealing with and monitoring Ombudsman complaints and reporting annually to Full Council.

## Consultation

The Corporate Plan is informed by consultation and is based on the views of all stakeholders including local people, voluntary and community groups and local businesses.

## Service Delivery

The Council has an established service-planning framework, which sets out the key tasks and targets for all of the Council's services. The Council was assessed in 2004 under the national Comprehensive Performance framework as a "fair" authority (on a scale ranging from poor, weak, fair and good to excellent).

Following on from this as part of testing service delivery, the Audit Commission on an annual basis, assesses how the Council "uses its resources" and by issuing a "direction of travel statement." In addition, the Commission also undertake detailed inspections of specific areas from time to time.

Areas for improvement are identified and action plans stemming from these assessments and reviews, help to ensure that the Council is constantly seeking ways of ensuring economical, effective and efficient use of its resources and for securing continuous improvements in service delivery.

## Business Improvement

To support service delivery, the Council has a dedicated Business Improvement unit, including procurement. This is intended to co-ordinate greater efficiency and effectiveness in the use of Council resources.

## Managing Performance

The Council's performance management framework is called "Achieving More" and our Corporate Plan sets out the strategic priorities for providing and improving local services. Targets and milestones are cascaded down into departmental service plans and then into personal development plans for individual employees.

The Council's policy committees monitor progress against targets and performance as part of the performance management framework.

Suitably trained and experienced staff delivers all services. Within individual service plans, managers identify actions to address any risks or changes to the service that have an impact on employees (where appropriate).

# Annual Governance Statement

This is used to develop a corporate approach to learning and development alongside events undertaken within each service area.

## **Partnership Working**

The Council works in partnership with many other public agencies and private organisations to deliver its services. The extent of these partnerships varies across the Authority.

The Council's most significant partnerships are the Local Strategic Partnership and the Safer South Derbyshire Partnership that operates under the Local Area Agreement for the County of Derbyshire.

These partnerships are properly constituted and Committees are established (comprising representatives of this Council) who monitor and review progress.

## **Risk Management**

The Council operates under a Risk Management Policy Statement, which sets out the principles, responsibilities and commitment to dealing with risk. It is effectively the framework for the management of risk throughout the Council.

The Council, through its service planning process, has a system for identifying and evaluating significant risks. Each divisional service plan contains a risk register and this is developed and maintained by officers involved in planning and delivering services.

In addition, the Council's corporate plan and financial strategy identify and evaluate risk at a more strategic level. Furthermore, evaluation of proposals for new spending and capital investment includes a risk assessment score.

A cross-departmental Risk Management Group has defined terms of reference to review and develop principles, challenge service risks, oversee significant business risks and to help embed risk management in the Council.

Half yearly-consolidated monitoring reports are provided to the Finance and Management Committee.

## **Internal Audit**

Under the Account and Audit Regulations 2003 (as amended), the Council maintains an Internal Audit function, which operates to the standards set out in the Code of Practice for Internal Audit in Local Government in the UK.

# Annual Governance Statement

This function provides an independent evaluation on the adequacy of the control environment as a contribution to the proper, economic, efficient and effective use of resources.

Internal Audit undertakes annual work plans, agreed with and monitored by members and senior officers. It provides opinions on internal controls in place to manage risks across the Council's diverse activity. Its plans and outputs are monitored and challenged by Audit Sub-Committee.

Internal audit is the main means by which the Council obtains assurances that systems are operating effectively. They are required to issue an Assurance Statement (annual report) each year that provides an assessment of the Council's internal control system.

## **Health and Safety**

The Council has a Health and Safety Policy document that sets out the Council's commitment to health and safety and identifies positions with responsibilities under the policy. There is also a quarterly Employee Health and Safety Committee, chaired by the Director of Community Services, with representatives from the trade unions and managers, which monitors policies and work practices.

## **The Council's Audit Sub-Committee**

The purpose of the Sub-Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment.

It also provides independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment.

The Sub-Committee also oversee the Authority's corporate governance arrangements in relation to financial matters in conjunction with the Standards Committee.

## **External Scrutiny**

Grant Thornton UK has been appointed as the Council's external auditor. Besides auditing the accounts and financial statements of the Council, they also focus on more strategic performance and financial management arrangements.

This includes reviewing arrangements in place for securing economy, efficiency and effectiveness in the use of resources.

Officers of the Council meet regularly with the external auditors to discuss planned and ongoing external audit and inspection activity through the Annual Audit Plan (developed using risk-based criteria) and also the result of such activity and how improvements will be implemented across the Council.

# Annual Governance Statement

The Commission undertake regular reviews each year and issue reports with action plans to aid improvement in specific areas. The annual Audit and Inspection Letter that is reported to Full Council summarises the conclusions and significant issues arising out of audit and other inspections undertaken.

The outcome of all inspections and audits are used to plan and improve Council services.

## **D Review of Effectiveness**

South Derbyshire District Council has responsibility for conducting, at least annually, a review of the effectiveness of its Governance Framework, including the system of internal control. The review of effectiveness is informed by the work of the Corporate Management Team within South Derbyshire District Council, who have responsibility for the development and maintenance of the governance environment, the Internal Audit reports on the audits conducted through the year, and also by comments made by the External Auditors and other review agencies and inspectorates.

The processes and indicators that have been applied in maintaining and reviewing the effectiveness of internal control during the year 2007/08 are set out below.

### **Overall Corporate Governance**

The Council has adopted a local code of corporate governance based on recommended best practice. This sets out the systems by which the Council directs and controls its functions. This code will be reviewed and updated (to reflect the new governance framework developed by CIPFA/SOLACE) twice (on a half yearly basis) during the year.

### **The system of Internal Audit**

Internal Audit is responsible for monitoring the quality and effectiveness of internal control. They review all fundamental financial and other management systems each year and all other activities over a four yearly cyclical period. This is based on a risk assessment of each area.

Internal Audit reports to the Council's Audit Sub-Committee on a quarterly basis. The reporting process requires a report of each audit to be submitted to the relevant service manager.

The report includes recommendations for improvements that are included within an action plan and require agreement or rejection by managers. The process includes reviews of recommendations to ensure that they are acted upon.

Under its terms of reference, the Audit Sub-Committee considers in detail any recommendations that are found to have a potentially "high-risk" impact on the Council's control environment. These are subject to on going monitoring until all recommended actions have been implemented.

Internal Audit is subject to an annual assessment by the Council's external auditors. A more detailed review is undertaken once every three years and this was completed during 2006/07.

# Annual Governance Statement

This review concluded that overall they were satisfied (apart from some points addressed in an action plan) that the Council has appropriate constitutional and management arrangements in place for its internal audit service.

As part of the annual assessment, Internal Audit's operational plan is reviewed, including their coverage of controls in important financial systems. External audit express an opinion on the adequacy of internal audit work and, where appropriate, rely on their work for assurance.

Furthermore, the Council is required to conduct an annual review of the effectiveness of its system of internal audit, as part of a three-year review cycle. A light touch review was undertaken by the Director of Corporate Services and considered by Audit Sub-Committee. The review is required to ensure that the opinion in the annual report of the Audit Manager may be relied upon as a key source of evidence for this Statement.

The Audit Sub-Committee concluded that during 2007/08, the system of internal audit was effective. Internal Audit will be subject to an independent external review during 2008/09. Internal Audit's annual Assurance Statement that sets out an assessment of the internal control system is attached at **Annexe A**.

## Communication and Consultation

During 2006/07, the Council undertook a comprehensive consultation exercise on its new corporate plan through an "ideas into action" campaign. This involved extensive consultation with local residents and other stakeholders to determine actions required to help deliver the Council's main priorities.

The Council's budgetary plans until 2012/13 are based on this consultation.

During 2006/07, the Council also identified resources for a dedicated corporate consultation officer. Consequently, a corporate communications and corporate consultation strategy has been approved which will improve our engagement with all residents and stakeholders across the Council's area.

## The Constitution

The Monitoring Officer has a duty to monitor and review the operation of the Constitution to ensure that its aims and principles are given full effect. Changes to the Constitution have to be approved by Full Council and reflect any changes to the Council's structure and responsibilities.

In addition, the Overview and Scrutiny Committee has to the power to "call in" a decision, which has been made by a policy committee but not yet implemented, to enable them to consider whether the decision is appropriate. No decisions were called in during 2007/08.

The Overview and Scrutiny Committee scrutinises key policy issues, recommending and reporting back actions to the main policy committees. Their annual reports set out details of their work and outcomes during the year.

# Annual Governance Statement

## Propriety in the Conduct of Business

During 2007/08, the Council reviewed and updated its whistle blowing policy and publicised this across the organisation.

For the 2007/08 reporting period, South Derbyshire District Council has not been the subject of a finding of maladministration by the Ombudsman.

No elected member of South Derbyshire District Council was found to be in breach of the Code of Conduct during 2007/08.

There were 8 major reportable accidents under Health & Safety Regulations during 2007/08. Following investigation of each accident, risk assessments were reviewed and updated as appropriate.

## Monitoring Performance

The “Achieving More” framework specifies the performance-monitoring regime. A “traffic light” monitoring system is used to highlight areas at risk of being achieved/not achieved. During the year, policy committees received quarterly performance monitoring reports and agreed remedial measures where these were necessary. In addition, the Finance and Management Committee received quarterly financial and risk monitoring reports.

During 2007/08, the Audit Commission undertook a review of the Council’s Direction of Travel and concluded that we are “making good progress in relation to customer focus and in developing safer and healthier communities” and in relation to value for money, “access to services has improved and there is a greater emphasis on the rural areas and older people”.

## Partnerships

Internal Audit undertook work on behalf of the accountable body, the Derbyshire County Council, of all Local Area Agreement grant payments used to meet eligible expenditure within South Derbyshire. This covered schemes in the safer and sustainable communities areas undertaken by the partnership and included initiatives for both crime and disorder and waste management. All accorded with the eligibility requirements and no material issues arose. In addition, the Safer South Derbyshire Partnership and the Climate Challenge fund governance arrangements were reviewed and found to be satisfactory.

## Use of Council Resources

The Audit Commission also judged the Council’s performance in how it uses its resources and manages its finances, including how well it achieves value for money. The Council improved in 2 of the 5 categories assessed, compared to the previous year, and scored an overall 3 (out of 4). This shows that the Council is now performing consistently well in this area.

## Other Indicators

Generally, liaison takes place on an on-going basis with Heads of Service, who help assess the adequacy of internal control and to help identify areas for improvement.



# Annual Governance Statement

Finally, the Council's Annual Audit and Inspection Letter reports any significant weaknesses in the overall control framework, in arrangements to prevent and detect fraud and corruption, and in its framework for ensuring the legality of financial transactions.

## **E Significant Governance Issues**

The Council operates within a fast changing environment. Consequently, the system needs to be subject to constant review and there will always be room to strengthen and increase the effectiveness of internal control.

Indeed, issues identified in the corresponding statement for 2006/07 identified several areas to be developed. Many of these were acted upon during 2007/08, such as:

- adopted a new Code of Conduct for Members and provided training for Members and Parish Councillors on this Code
- adopted a Corporate Consultation Strategy
- adopted a Corporate Communications Strategy
- adopted a Good Practice Protocol to maintain and strengthen current partnership arrangements
- reviewed Performance Management arrangements
- reviewed and updated the Whistle Blowing Policy
- implemented a Data Quality Strategy
- recruited a further two Independent Members to its Standards Committee (making five in total, including the Chairman and Vice-Chairman).

Whilst these will continue to be embedded in the day-to-day business of the Council, there are other areas that have been identified that are considered key in further strengthening the internal control environment.

Primarily, these have been highlighted from a review of the Local Code of Corporate Governance and through work undertaken by the Audit Commission during the last year, including its Use of Resources Judgement.

In addition, some actions may relate to areas where an initial strategy, policy or plan is required to strengthen the control environment. Any specific or detailed actions emanating from these are monitored and reviewed as part of the Council's performance management framework.

The Local Code of Corporate Governance is held as an action area due to outstanding actions required from its half yearly review. This code is a key part of the Council's overall system of internal control.

# Annual Governance Statement

Areas, which have been identified as being essential in further strengthening the internal control environment, are summarised below: -

Issue and Actions	Timescale	Responsible Officer
Continue to review the Local Code of Corporate Governance in accordance with updated guidance and to undertake any outstanding work during the year	½ yearly review	Head of Legal & Democratic Services
Implement actions from the Audit Commission's review of the Local Area Agreement (as they affect the Council) – in particular, on risk and financial management arrangements	By March 2009	Director of Corporate Services
Ensure that performance is systematically measured and monitored relative to other Councils and that action is taken as appropriate – Implementation of new Performance Management system	By March 2009	Director of Corporate Services
Ensure that the Council recognises more clearly its duty to promote equality and opportunity – Develop a robust Action Plan to take us to Level 3 of the Equality Standard that includes the commencement of Equality Impact Risk Assessments	By March 2009	Director of Corporate Services
Publish Annual Report	By July 2008	Director of Corporate Services
Corporate Communications Review – Associated Action Plan to be implemented	By March 2009	Director of Corporate Services
Members' training and development programme to be created and Action Plan implemented	By March 2009	Director of Corporate Services/ Head of Legal & Democratic Services
Maintain and strengthen current partnership arrangements – Develop a Good Practice Protocol for partnership working	By March 2009	Director of Corporate Services

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

This Annual Governance Statement is signed by the Leader of the Council and the Chief Executive on behalf of South Derbyshire District Council.

# Annual Governance Statement

**Signed:** .....  
(Leader of the Council)

**Dated:** .....

**Signed:** .....  
(Chief Executive)

**Dated:** .....

# Annual Governance Statement

## Annexe A

### INTERNAL AUDIT ASSURANCE STATEMENT – 2007/2008

#### Statutory Requirement

The requirement for an Internal Audit function of local authorities is implied by section 151 of the Local Government Act 1972, which requires that authorities make arrangements for the proper administration of their financial affairs and ensure that one of their officers has responsibility for that role. The appointed officer, for South Derbyshire District Council, is the Director of Corporate Services. The Accounts and Audit Regulations 2003 and the Accounts and Audit (Amendment) (England) Regulations 2006 more specifically require that 'a relevant body shall maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper internal audit practices'.

#### System of Internal Control

The Council is responsible for ensuring that there is a sound system of internal control, which facilitates the effective exercise of the Council's functions. The control environment comprises a number of elements within its framework; a key element is the use of internal controls.

**Internal controls are processes designed and implemented by management to ensure statutory requirements, policies and procedures are complied with, assets are safeguarded and records are complete and accurate.**

#### The Role of Internal Audit

This function provides an independent evaluation on the adequacy of the internal control system as a contribution to the proper, economic, efficient and effective use of resources.

Internal Audit is the main means by which the Council obtains assurances that systems are operating effectively. This is achieved by reviewing systems over a period of time thereby assessing the effectiveness of the overall internal control system. A long-term strategic plan is formulated using a risk assessment methodology within the audit planning process and annual work plans are undertaken.

Internal Audit operates within the CIPFA Code of Practice for Internal Audit in Local Government in the United Kingdom. All audit work carried out is in accordance with the standards in the code and subject to a quality review process.

Internal Audit and External Audit operate a joint working arrangement, known as the Managed Audit, to maximise the effectiveness of the audit process within the Council. The External Auditor considers Internal Audit as a core component of the Council's internal control framework.

# Annual Governance Statement

The Internal Audit Service is subject to regular inspection by the Council's External Auditors who, in accordance with the Audit Commission's Code of Practice, place reliance on the work carried out. Internal Audit is responsible to the Director of Corporate Services and the Head of Finance and Property Services being the Responsible Finance Officer and Deputy respectively for the Authority.

## **Internal Audit's Assessment of the Internal Control System**

The review of the effectiveness of internal control is informed by the work of Internal Audit and the senior managers within the Council who have responsibility for the development and maintenance of the internal control environment. In addition the comments made by our external auditors, inspectorates and other review agencies are also part of the overall assessment.

Internal Audit examined systems operating in a range of Council functions and services during 2007/2008 in accordance with the annual plan. Internal Audit's observations and recommendations were discussed with relevant managers as part of the operation of the Internal Audit service.

In relation to work carried out by Internal Audit for this period and during April and May 2008, I consider, that based on this work, reliance can be placed upon the Council's internal control system. The Council has recently implemented a number of new revenue computer systems. The system controls in these are being reviewed to ensure the level of internal control is maintained.

**A.J.Stamper**

**Audit Manager  
June 2008**

# Glossary of Terms

## Glossary of Terms

### Accounting Policies

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

- Recognising.
- Selecting measurement bases for.
- Presenting assets, liabilities, gains losses and changes to reserves.

Accounting policies do not include estimation techniques.

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

### Accruals Basis

An accounting convention in which a transaction is reflected in the accounts for the period in which the substance of the arrangement takes place (e.g. when a service is provided or when goods are delivered) as opposed to the period during which a contract is entered into, or in which payments are made or received.

### Administrative Buildings

Buildings that either have a shared use or are not charged directly to a service. The costs relating to all such buildings are usually pooled and then allocated to the users of the buildings on some appropriate basis (usually the floor area occupied by each user).

### Balance Sheet

A statement of the recorded assets, liabilities and other balances at a specific date at the end of an accounting period.

### Balances

Surplus of income over expenditure that may be used to finance expenditure. Balances can be earmarked in the accounts for specific purposes. Those that are not represent resources set aside for such purposes as general contingencies and cash flow management.

### Billing Authorities

Those authorities which set the council tax and collect the council tax and non-domestic rate.

# Glossary of Terms

## **Capital Charge**

A charge to service revenue accounts to reflect the cost of fixed assets used in the provision of services.

## **Capital Expenditure**

Spending on the acquisition or enhancement of assets either directly by the local authority, or indirectly in the form of grants to other persons or bodies. Expenditure that does not fall within this definition must be charged to a revenue account.

## **Capital Expenditure Reserve**

An internal reserve to finance capital expenditure without resort to external borrowing. It can be built up by contributions from revenue and capital receipts.

## **Capital Programme**

The capital projects an authority proposes to undertake over a set period of time. The usual period covered by a capital programme is three to five years.

## **Capital Receipts**

The proceeds from the disposal of land and other assets. Capital receipts can be used to finance new capital expenditure within rules set down by the government, but they cannot be used to finance revenue expenditure.

## **Collection Fund**

The fund administered by a billing authority into which council taxes are paid, and from which payments are made to the general fund of billing and precepting authorities.

## **Community Assets**

Assets that the local authority intends to hold in perpetuity, that have no determinable useful life and that may have restrictions on their disposal, for example parks and historic buildings.

## **Contingency**

A provision made in the budget for unforeseen expenditure, a short-fall in income or inflation in excess of any other budgetary provision which has been made.

## **Council Tax**

The main source of local taxation to local authorities. Council tax is levied on households within its area by the billing authority and the proceeds are paid into its Collection Fund for distribution to precepting authorities and for use by its own general fund.

# Glossary of Terms

## **Council Tax Base**

The Council tax base of an area is equal to the number of band “D” equivalent properties. It is calculated by counting the number of properties in each of the eight council tax bands and then converting this into an equivalent number of band “D” properties (e.g. a band “H” property pays twice as much council tax as a band “D” property and therefore is equivalent to two band “D” properties). For the purpose of calculating revenue support grant, the government assumes a 100% collection rate. For the purpose of calculations made by a local authority of the basic amount of council tax for its area for each financial year, the authority makes an estimate of its collection rate.

## **Current Expenditure**

Expenditure on running costs such as that in respect of employees, premises and supplies and services.

## **Deferred Capital Receipts**

Amounts derived from the sale of assets which will be received in instalments over agreed periods of time. They arise mainly from mortgages on the sale of council houses.

## **Deferred Charges**

Expenditure of a capital nature where no fixed asset is created but which may properly be financed over a period of years, e.g. renovation grants. Deferred charges are written down to revenue over appropriate periods.

## **Depreciation**

Charges reflecting the decline in value (not cost) of assets as a result of their usage or ageing.

## **Earmarked Reserves**

Reserves held by an authority for a specific purpose.

## **Emoluments**

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

## **External Audit**

The independent examination of the activities and accounts of local authorities to ensure that the accounts have been prepared in accordance with legislative requirements and proper practices and to ensure that the authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.



# Glossary of Terms

## **Fees and Charges**

Income raised by charging users of services for the facilities. For example local authorities usually make charges for the use of leisure facilities, car parks and the collection of trade refuse etc.

## **Financial Year**

The local authority financial year commences on 1 April and ends on 31 March the following year.

## **Formula Spending Share (FSS)**

A nominal measure of an authority's relative cost of service provision calculated by the government and used for the distribution of RSG.

## **GAAP**

Generally Accepted Accounting Principles.

## **General Fund**

The main revenue fund of a billing authority. Day to day spending on services is met from this fund. Spending on the provision of council housing however must be charged to a separate housing revenue account.

## **Gross Expenditure**

The total cost of providing the council's services before taking into account income from government grants and fees and charges for services.

## **Housing Benefit**

Financial help given to local authority or private tenants whose income is below prescribed amounts. The government finances about 95% of the cost of benefits to non- HRA tenants ("rent allowances") and the whole of the cost of benefits to HRA tenants (through the rent rebate element of housing subsidy).

## **Housing Revenue Account**

A local authority statutory account covering revenue income and expenditure on the housing services relating to its housing stock.

## **Impairment**

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

# Glossary of Terms

## **Internal Audit**

An independent appraisal function established by the management of an organisation for the review of the internal control system as a service to the organisation. It objectively examines, evaluates and reports on the adequacy of internal control as a contribution to the proper economic, efficient and effective use of resources. Every local authority is required to maintain an adequate and efficient internal audit. A review of the effectiveness of the internal audit function of a local authority has to be considered and approved by the authority's Members each year.

## **Minimum Revenue Provision (MRP)**

The minimum amount which must be charged to a revenue account each year and set aside as provision for repaying external loans and meeting other credit liabilities.

## **National Non-Domestic Rate (NNDR or Business Rates)**

A levy on businesses, based on a national rate in the pound set by the government, multiplied by a "rateable value" of the premises they occupy. NNDR is collected by billing authorities on behalf of the government which redistributes it among all local authorities and police authorities on the basis of population.

## **Net Expenditure**

Gross expenditure less specific service income, but before deduction of revenue support grant.

## **Non-operational Assets**

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

## **Precept**

The levy made by precepting authorities on billing authorities, requiring the latter to collect income from council taxpayers on their behalf.

## **Precepting Authorities**

Those authorities that are not billing authorities, i.e. do not collect the council tax and non-domestic rates. County Councils, Police Authorities and Joint Authorities are "major precepting authorities" and parish, community and town councils are "local precepting authorities".

## **Provisions**

Amounts set aside in the accounts for a financial year to cover future expenditure on liabilities or losses that have been incurred, but are of uncertain timing.

# Glossary of Terms

## Related Parties

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

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

Examples of related parties of an authority include:

- Central government
- Local authorities and other bodies precepting or levying demands on the council tax;
- Its subsidiary and associated companies;
- Its joint ventures and joint venture partners;
- Its Members;
- Its Chief Officers

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

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

## Reserves

Amounts set aside in the accounts for future purposes that fall outside the definition of provisions. They include general balances and reserves that have been earmarked for specific purposes. Expenditure is not charged directly to a reserve, but to the appropriate service revenue account.

## Revenue Support Grant (RSG)

A grant 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. The grant makes up the difference between a Council's FSS and the amount it would receive from Assumed National Council Tax and redistributed non-domestic rates.

# Glossary of Terms

## **Statement of Accounts**

Local authorities are required to prepare, in accordance with proper practices, a statement of accounts in respect of each financial year, which contains prescribed financial statements and associated notes. Members of the Authority must approve the statement by 30 June following the end of the financial year.

## **Statement of Recommended Practice (SORP)**

The Code of Practice on Local Authority Accounting in the United Kingdom.

## **Total Cost**

The total cost of a service or activity includes all costs, which relate to the provision of the service (directly or bought in) or to the undertaking of the activity. Gross total cost includes employee costs, expenditure relating to premises and transport, supplies and services, third party payments, transfer payments, support services and capital charges. This includes an appropriate share of all support services and overheads that need to be apportioned.

## **Trading Services**

Services which are, or are generally intended to be, financed mainly from charges levied on the users of the service.

## **Usable Capital Receipts**

Amounts available to finance capital expenditure in future years.

# Independent Auditor's Report

*Auditor's report to be inserted here!*