

**CHERWELL DISTRICT COUNCIL**  
**ANNUAL FINANCIAL REPORT 2012/13**

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# INTRODUCTION

Welcome to Cherwell District Council's Statement of Accounts for the year ending 31st March 2013. The Statement of Accounts is a statutory document providing information on the cost of services provided by Cherwell District Council to the council tax payer and detailing how those services were financed. In addition, it provides information, within the Balance Sheet on the value of our assets (what we own), what we are owed and the value of our liabilities (what we owe). The terminology used can often be confusing so I hope you find the glossary in section 14 a useful reference.

A summary of the financial position is available in the Annual Report and Summary of Accounts and you can find a copy on our website.

Should you have any comments or wish to discuss this statement in further detail then please contact the finance team on email [finance@cherwell-dc.gov.uk](mailto:finance@cherwell-dc.gov.uk)

We hope you find the financial statements of interest and we look forward to hearing your views.

**Karen Curtin**  
**Head of Finance and Procurement**

**Martin Henry**  
**Chief Financial Officer and Director of Resources**

Cherwell District Council  
PO Box 27  
Banbury  
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OX15 4BH

## **2. EXPLANATORY FOREWORD**

The purpose of this Statement of Accounts is to present the financial results of the Council's activities for the year ended 31 March 2013, and to summarise the overall financial position of the Council as at 31 March 2013.

### **2.1 The Accounting Statements**

The Council is required by law to complete its accounts in line with the Code of Practice on Local Council Accounting ("the Code"). In theory, the Code ensures that all local authorities produce their accounts on a consistent basis, enabling comparisons. The Code represents an attempt by accounting regulators to reconcile accounting standards in general use within the UK with the statutory local government finance framework. This is not an easy marriage: there are material differences between what accounting rules state should be included in the accounts and what legislation states should be financed by a local Council and local council taxpayers.

Accordingly there are many entries, particularly within the Comprehensive Income & Expenditure Statements, which are included as notional items for presentational purposes, so that accounting standards are fulfilled, and then "reversed out" so that the bottom line financial performance is consistent with statutory requirements. The Code also requires expenditure on services to be categorised under standard headings that bear little relation to the actual organisation and structure of the Council.

The above can lead to a confusing picture if the core financial statements are taken at face value. Unfortunately, the Council has no discretion to depart from the prescribed format and content of those statements.

The Annual Governance Statement is no longer an integral part of the financial statements but is prepared as a standalone report and is available on the Council's website.

This Explanatory Foreword sets out the key issues and is intended to give the reader an insight into the Council's financial performance during 2012/13 in a way that the financial statements themselves may not otherwise do. This foreword has been written to provide a guide to the significant matters reported in these accounts. It also indicates the type of expenditure incurred and the ways in which money has been raised to pay for this.

### **2.2 The Key Messages**

In common with all local authorities, the Council faced an extremely challenging year in 2012/13 as it seeks to manage the implications of the downturn in the economy and the impact on services. In order to manage this, the Council has developed a transformation programme, which through working in partnership with other local authorities, aims to deliver significant savings whilst protecting frontline services.

#### **2.2.1 Financial Challenge**

The Council has top quality budgetary control and as a result has delivered during the year against revenue and capital budget within acceptable tolerances. These are based on percentage variance of revenue and capital budget against profile. (+2%/-5%) The capital programme has been continuously reviewed in detail throughout the year and capital schemes that have not yet started have either been deleted as they are no longer priorities, reduced in value due to procurement savings or specification changes, or slipped forward into future periods.

We started the year with £120.7 million of net assets. At the end of the year we had **net assets of £133.6 million, £10.9 million of earmarked reserves** and **£3.7 million of general fund reserves**. Our approved budget did not draw on General Fund balances, a reserve maintained to provide a financial cushion should something unexpected happen.

In 2012/13 we have reclassified how we show car park income and expenditure in our accounts. The net surplus of £1.3m is now part of the Highways service cost (previously it had been included in trading undertakings within Financing and Investment Income and Expenditure). We have restated the 2011/12 comprehensive income and expenditure account to show this change.

We invested £10.6 million of capital funds on a variety of capital schemes during the year, to continue **providing first-class public facilities and investment in the infrastructure of the district**. Highlights include Bicester Town Centre redevelopment, the continued support to housing projects, home improvement grants directly helping older and vulnerable people to live independently in their own homes and the installation of photovoltaics to council buildings to reduce utility costs.

We have continued to reduce our costs and have kept council tax frozen at 2009-10 rates. The 2012-13 budget has **reduced by another £2.5 million**, bringing our total reduction in net expenditure in five years to £11.4m (41%).

## 2.3 Revenue Expenditure

The Comprehensive income and Expenditure Statement is prepared in accordance with the Service Reporting Code of Practice (SeRCOP) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and as a result we have to take our services and categorise accordingly.

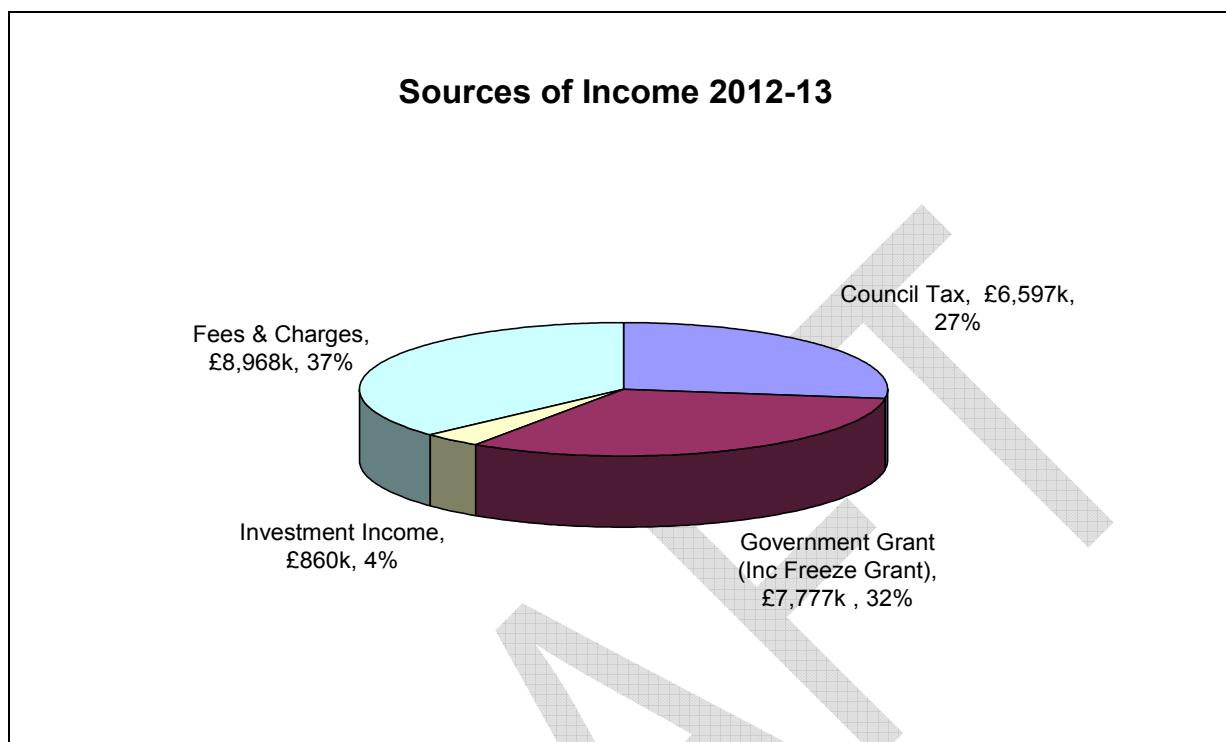
During 2012/13 the General Fund Revenue account has been subject to regular and rigorous monitoring as part of the Performance Management Framework. The monthly 'dashboard' provides a mechanism to analyse revenue and capital activity at all levels, providing detailed analyses from a Corporate, Directorate and individual Service level perspective. The 'dashboard' contains a range of cost indicators providing an easy to understand picture of the Council's financial position. We have actively used this tool within 2012/13 to monitor progress against our efficiency targets and our aim is to develop this further within 2013/14. This has significantly increased the Council's ability to manage day-to-day costs and is used to report quarterly to members through the monthly Performance Management Framework. The table below summarises the revenue position against budget in SeRCOP format:

SERVICE EXPENDITURE	Adjusted	Draft	Variance	%
	Budget	Outturn		
	2012-13	2012-13		
	£000	£000	£000	
<b>Services</b>				
Community & Environment	8,956	8,711	(245)	2.74%
Resources	3,660	3,508	(152)	4.14%
Development	5,385	4,574	(811)	15.06%
<b>Services Total</b>	<b>18,001</b>	<b>16,793</b>	<b>(1,208)</b>	<b>5.00%</b>
Capital Charges Reversed	(3,323)	(3,323)	0	0.00%
<b>Net Expenditure Services</b>	<b>14,678</b>	<b>13,470</b>	<b>(1,208)</b>	<b>8.23%</b>
Reserves and Provisions	569	420	(149)	26.21%
	<b>15,247</b>	<b>13,890</b>	<b>(1,357)</b>	<b>8.90%</b>

<b>Primary Drivers</b>	<b>Variance £000</b>	<b>Variance %</b>
Facilities Management: overspend due to delay in biomass boiler and photovoltaic (PV) panels for Bicester and Spiceball sports centres resulting in reduced feed in tariff.	75	0.5%
Vehicle Maintenance & MOTs: overspend largely due to dayworks and MOT income underachieved.	67	0.4%
Information Services: Telephony overspend as reported early in the year.	46	0.3%
Building Control: largely due to reduction in income and overspends within supplies and services budgets.	24	0.2%
Development Control: Savings within Enforcement of Professional Fees, Development Control – Advice has a saving on consultancy and a salary savings. Appeals are showing an underspend due to low spend on professional fees some salary savings. Planning fee income achieved higher than budget.	(428)	(2.8%)
Planning & The Economy: Staffing vacancies greater saving than expected and no spend on publicity.	(121)	(0.8%)
Assets & Facilities Management: largely due to overachievement of rental income from Castle Quay.	(116)	(0.8%)
Customer Services: saving from salary vacancies and reduced hours, IT software charges and small savings on consumables (franking machine and uniforms).	(85)	(0.6%)
Safer Communities: underspend largely from staffing vacancies.	(73)	(0.5%)
Land Charges: Achieved greater income from search fees and also a credit note carried forward for Idox system.	(72)	(0.5%)
Environmental Health: licensing over achievement of income (put into an earmarked reserve as per regulations).	(49)	(0.3%)
Legal: Made up of several small efficiencies in Books, Postage, S/ware, Salaries, External Legal Fees and Counsel Fees.	(47)	(0.3%)
Housing Needs: saving largely due to staffing vacancy.	(41)	(0.3%)
Waste & Recycling: extra income from recyclable materials.	(37)	(0.2%)
Human Resources: efficiency savings in shared services and training.	(35)	(0.2%)
Recreation & Sports: the majority of the underspend relates to the grant funded Sportivate Project, underspends transfer to an earmarked reserve at year end.	(33)	(0.2%)
Vehicle Parks: an overspend from reduced ECNs offset by extra parking income, salary vacancies, savings on cash collection and bus station electricity.	(29)	(0.2%)
Communications & Corporate Publications: Income generated from selling of graphic design services to SNC (and a recharge for istock images).	(20)	(0.1%)
Various smaller unders and overs less than £20k	(383)	(2.5%)
<b>TOTAL OUTTURN VARIANCE TO BUDGET</b>	<b>(1,357)</b>	<b>(8.9%)</b>

## 2.4 Sources of Finance - Where the Money Came From

The following chart provides an analysis of our main sources of income for the year:



## 2.5 Capital Expenditure and Financing

Capital Expenditure (spending on the acquisition, creation or enhancement of fixed assets) and Capital Financing (mainly receipts from the sale of such assets in previous years), are detailed in the Notes to the Financial Statements and summarised in the tables below.

### Comparison of capital spending by scheme 2012/13 against budget

Description	Annual Budget £000	Period Actual £000	Variance £000	Slippage Required £000
Biomass Heating for Bicester Leisure Centre	385	0	(385)	385
Hanwell Fields Community Centre	6	0	(6)	6
Replacement Cabling Infrastructure for CCTV	48	0	(48)	48
CCTV Internet Protocol Transmission	86	65	(21)	21
Solar Photovoltaics at Sports Centre	455	358	(97)	97
Village Hall, Recreation Play Grants	37	0	(37)	37
Football Development Plan in Banbury	20	0	(20)	20
South West Bicester Sports Village	1,366	179	(1,187)	1,187
Off Road Parking Facilities	18	0	(18)	18
Circular Walks Access Works	2	0	(2)	2
Urban Centres Improvements	15	0	(15)	15
Car Park Refurbishments	28	0	(28)	28
Implementing Vehicle Parks Proposals	20	0	(20)	17
Sports Centre Modernisation Programme	249	0	(249)	249
Energy Efficiency Projects	80	0	(80)	73
Access to Highfield Depot	22	0	(22)	22

Climate Change Initiatives Fund	24	23	(1)	0
Vehicle Replacement Programme	425	417	(8)	0
Recycling Bins	25	22	(3)	0
Environmental Services Waste Management IT System	2	0	(2)	0
Fleet Management System	28	12	(16)	16
Mini Materials Recovery Facility	29	0	(29)	29
Iclipse Software Upgrade	13	0	(13)	11
Capita Insource	14	14	0	0
Standardisation	226	226	0	0
Overarching Shared ICT Programme	4	4	0	0
Online Service Provision via Forms	5	0	(5)	0
Thin Client Extension	37	0	(37)	37
Autoteller Kiosks	15	12	(3)	0
Contact Centre Call Recording	10	10	0	0
Core Business System Integration	48	0	(48)	48
Corporate Bookings System	50	0	(50)	50
Cherwell Community Led Programme	55	47	(8)	8
Ferriston Roof Repairs	18	13	(5)	0
Thorpe Way Roof Repairs	10	0	(10)	0
Cherwell Community Led Programme	2,021	317	(1,704)	1,704
Sanctuary Acquisition Merton & Cedar	131	116	(15)	15
Bicester Cattle Market Car Park Phase 2	90	0	(90)	90
Bicester Pedestrianisation	250	0	(250)	250
Future Regeneration Schemes Preliminary Professional Fees	52	0	(52)	42
Thorpe Lane Depot Refurbishment Scheme	0	16	16	0
Old Bodicote House	445	95	(350)	348
Bicester Town Centre Redevelopment	9,980	7,201	(2,779)	2,750
Highfield Depot Repairs	16	0	(16)	16
Kidlington High Street Pedestrianisation	21	0	(21)	17
Fees of Future Regeneration Schemes	50	0	(50)	0
Orchard Way Refurbishment	250	0	(250)	250
Photovoltaic at Bodicote House & Banbury Museum	130	130	0	0
Disabled Facilities Grants	964	763	(201)	142
The Sanctuary Acquisition Scheme	4	4	0	0
Discretionary Grants for Domestic Properties	325	90	(235)	235
Housing Overcrowding Pilot scheme	50	50	0	0
Young Persons Acquisition Scheme	54	0	(54)	0
Land Claypits Lane Bicester	56	0	(56)	56
Banbury Foyer & Banbury Youth Hub	68	0	(68)	68
Purchase of Temp Accommodation Bryant House Bicester & Edward Street Banbury	132	132	0	0
Dashwood Road	66	66	0	0
Discretionary House Condition Grants	135	85	(50)	50
Eco-Town North West Bicester Primary School	0	50	50	0
Environmental Improvements Grimsbury	30	89	59	0
<b>Capital Total</b>	<b>19,195</b>	<b>10,607</b>	<b>(8,588)</b>	<b>8,457</b>
Banbury Young Homeless Persons - Donated Asset		565		
		<b>11,172</b>		

The capital programme has been financed using government grants, capital receipts and revenue contributions and is analysed by category below:

	<b>31-Mar-13</b>
	<b>£000s</b>
<b>Sources of finance</b>	
Capital Receipts	9,617
Funding from Earmarked Reserves through Revenue	446
Government Grants and Other Contributions	544
Donated Asset contribution	565
	<u>11,172</u>

## 2.6 Revaluations

A full revaluation has been completed in 2012-13 on 31<sup>st</sup> March 13 as listed in the table below. We are required to revalue our assets every 5 years as part of preparing our statutory accounts. The revaluation exercise also identified buildings within the Community Assets which were then re-categorised as Operational Assets Other Land and Buildings. None of these revaluation gains and losses impact on the council tax.



<b>Asset Description</b>	<b>Book Value 31 March 12</b>	<b>Gross Valuation 31 March 13</b>	<b>Revaluation GAIN</b>	<b>Revaluation LOSS</b>
Town Centre Car Parks - See Separate Schedule	11,468,313	18,899,997	7,431,684	
Spiceball Sports Centre, Banbury	15,109,346	17,780,000	2,670,654	
Stratfield Brake Community Association, Kidlington	0	2,360,000	2,360,000	
Kidlington & Gosford Sports Centre, Kidlington	12,353,464	14,450,000	2,096,536	
Bicester Ploughley Sports Centre, Bicester	12,513,200	13,587,500	1,074,300	
Hanwell Fields Community Association, Banbury	0	1,000,000	1,000,000	
Woodgreen Leisure Centre, Banbury	5,153,565	5,950,000	796,435	
Chasewell Grange Community Association, Banbury		720,000	720,000	
Bus Station, Banbury	1,414,080	2,000,000	585,920	
Southwold Community Association, Bicester	0	560,000	560,000	
Willy Freund Boys Club, Banbury	0	545,000	545,000	
Drayton School Pavilion, Banbury	0	505,000	505,000	
Jack & Jill Playgroup, Bicester	0	490,000	490,000	
Shared Ownership Properties	1,338,921	1,715,237	399,054	(22,738)
Banbury Museum	5,542,126	5,940,000	397,874	
Oxford House, Bicester	164,789	540,000	375,211	
Langford Village Community Association, Bicester	0	360,000	360,000	
Grimsbury Community Association, Banbury	0	345,000	345,000	
Former Spiceball Sports Centre, Banbury	627,914	720,000	92,086	
Bridge Street Public Conveniences, Banbury	34,250	120,000	85,750	
Highfield Depot, Bicester	306,209	385,000	78,791	
Chapel Street Washroom, Bicester	0	52,000	52,000	
68 Springfield Avenue, Banbury	82,180	105,000	22,820	
Horsefair Public Conveniences, Banbury	219,310	240,000	20,690	
Unit 18 Thorpe Place, Banbury	44,483	63,000	18,518	
Claremont Public Conveniences, Bicester	133,875	150,000	16,125	
Land at Woodpiece Road, Upper Arcott	15,000	30,000	15,000	
Caretaker's Lodge, Bodicote	215,600	230,000	14,400	
Watts Way Public Convenience, Kidlington	116,206	127,000	10,794	
7 Acres at Wildmere Industrial Estate, Banbury	10,500	10,500	0	
70 West Street, Banbury	150,000	150,000	0	
Bodicote Park, Banbury	300,000	300,000	0	
Thorpe Lane Depot, Banbury	2,165,012	1,125,000		(1,040,012)
Bodicote House, Banbury	9,225,707	8,440,000		(785,707)
Tooley's Boatyard, Banbury	585,718	356,000		(229,718)
Bure Place Public Conveniences, Bicester	178,560	0		(178,560)
Shop Mobility, Crown Walk, Bicester	62,920	0		(62,920)
Castle Quay Tourist Information Centre, Banbury	666,240	625,000		(41,240)
Car Parking Wardens Office, Banbury	45,024	34,000		(11,024)
Exeter Hall, Kidlington	60,480	60,000		(480)
	<b>80,302,993</b>	<b>101,070,234</b>	<b>23,139,640</b>	<b>(2,372,399)</b>

#### Revaluation gain material movements:

<b>Asset</b>	<b>Reasons</b>
Town Centre Car Parks	Last valuation was in 2008-09, combined with additional car-parking income which is reflected in this valuation of all the town centre car parks. The carparks making up the majority of the increases are Cattle Market car park (£3.1m), Spiceball carpark (£2.2m) and Claremont carpark (£1.2m)
Spiceball Sports Centre, Banbury	The building replacement costs which is used to calculate Fair Value DRC for the sports centre had increased from when the provision of the new sports centre was completed and these figures were provided by Parkwood's Insurance brokers.
Stratfield Brake Community Association, Kidlington	Previously held at historical cost of £0 - this asset has been transferred to Land and Buildings and revalued at Existing Use Value, generating a revaluation gain

Kidlington & Gosford Sports Centre, Kidlington	The building replacement costs which is used to calculate Fair Value DRC for the sports centre had increased from when the refurbishment works were completed and these figures were provided by Parkwood's Insurance brokers.
Bicester Ploughley Sports Centre, Bicester	The building replacement costs which is used to calculate Fair Value DRC for the sports centre had increased from when the refurbishment works were completed and these figures were provided by Parkwood's Insurance brokers.
Hanwell Fields Community Association, Banbury	Previously held at historical cost of £0 - this asset has been transferred to Land and Buildings and revalued at Existing Use Value, generating a revaluation gain
Woodgreen Leisure Centre, Banbury	The building replacement costs which is used to calculate Fair Value DRC for the sports centre had increased from when the refurbishment works were completed and these figures were provided by Parkwood's Insurance brokers.
Chasewell Grange Community Association, Banbury	Previously held at historical cost of £0 - this asset has been transferred to Land and Buildings and revalued at Existing Use Value, generating a revaluation gain
Bus Station, Banbury	Whilst the land value used to calculate the site value based on recent transactions remain unchanged, the construction costs used for Fair Value DRC basis had increased significantly and this had to be accounted for in the revaluation of this Asset.
Southwold Community Association, Bicester	Previously held at historical cost of £0 - this asset has been transferred to Land and Buildings and revalued at Existing Use Value, generating a revaluation gain
Willy Freund Boys Club, Banbury	Previously held at historical cost of £0 - this asset has been transferred to Land and Buildings and revalued at Existing Use Value, generating a revaluation gain
Drayton School Pavilion, Banbury	Previously held at historical cost of £0 - this asset has been transferred to Land and Buildings and revalued at Existing Use Value, generating a revaluation gain
Jack & Jill Playgroup, Bicester	Previously held at historical cost of £0 - this asset has been transferred to Land and Buildings and revalued at Existing Use Value, generating a revaluation gain
Banbury Museum	The increase for this Asset was due to the increase in Building replacement costs which is used to calculate the Fair Value DRC basis and these had to be accounted for in the revaluation of this asset.
Oxford House, Bicester	The change in the value is due to the changes in the Housing Market. This was valued under EUV-SH and then applying an adjustment factor and this had changed considerably. In 2009-10, it was 54% whereas, 2012-13 it reduced to 32% and this had a positive effect on the valuation of this Asset.
Langford Village Community Association, Bicester	Previously held at historical cost of £0 - this asset has been transferred to Land and Buildings and revalued at Existing Use Value, generating a revaluation gain
Grimsbury Community Association, Banbury	Previously held at historical cost of £0 - this asset has been transferred to Land and Buildings and revalued at Existing Use Value, generating a revaluation gain
Bure Place Public Conveniences, Bicester & Shop Mobility, Crown Walk, Bicester	These assets are no longer owned by the Council.
Thorpe Lane Depot, Banbury	The Council undertook extensive refurbishment works to the Depot and these were not completed until May 2012 which comprised the reduction in floor areas for the office space together with stores. There has also been a change in the market rent for this type of property and these have contributed to the reduction in the value of this Asset,
Bodicote House, Banbury	The main reason for the reduction in the Value of this Asset is due to the changes in the market as it is suffering with the lack of interest for office space. Consequently, the rent per sq.ft has reduced over the last few years and when this is capitalised to determine the Fair Value, it has had a detrimental effect on the overall value of this Asset.

## 2.7 Reserves and Balances Summary

The Council's accounts are prepared on a going concern basis. In considering the sustainability of the Council's expenditure plans, a key factor is the level of reserves which are likely to be available to the Council and their ability to support the underlying level of expenditure in the long term.

We have made use of a number of earmarked reserves this year, utilising specifically set aside funds to assist in the funding of capital projects, the expression of interest initiative, invest to save initiatives, restructuring, self insurance and to meet legal or planning appeals. A full list of these reserves is shown in Note 8.6. These reserves are reviewed regularly throughout the year to ensure that they are set at an appropriate level.

We maintain a general reserve to provide a financial cushion should something unexpected happen that may lead to significant unplanned expenditure and to assist with our longer term financial planning.

## 2.8 Treasury Management Performance

The Council has significant cash reserves which it invests through the Money Market. The interest earned is credited to the Income and Expenditure Account.

Treasury Management includes the management of cash flows, banking, money market transactions and capital market transaction; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

For the Council this involves managing our cash flow on a daily basis and using the money market to make investments with approved counterparties to ensure best value for money.

As at 31 March 2013 we had a total of £64.4million (2011/12 £66.9million) invested, of which £9.2million were classified as cash and cash equivalents (2011/12 £13.1million).

## 2.9 Investments in Iceland

Cherwell District Council was one of at least 123 local authorities that were affected by the collapse of Icelandic banking institutions.

In October 2008, the Icelandic banks Landsbanki, Kaupthing and Glitnir collapsed and the UK subsidiaries of the banks, Heritable and Kaupthing Singer and Friedlander went into administration. The Council had £6.5m deposited with one of these institutions, Glitnir, with varying maturity dates and interest rates as follows:

<b>Glitnir</b>	<b>Date Invested</b>	<b>Maturity Date</b>	<b>Amount Invested</b>	<b>Interest Rate</b>
Investment 1	06/02/07	08/02/10	£2,000,000	5.74%
Investment 2	26/10/06	26/10/09	£2,000,000	5.72%
Investment 3	31/08/07	30/03/09	£2,500,000	6.30%
			<b>£6,500,000</b>	

The Icelandic Supreme Court decision to grant UK local authorities priority status, the winding up board made a distribution to creditors in a basket of currencies in March 2012. An element of the distribution is in Icelandic Kroner which has been placed in an escrow account in Iceland and is earning interest of 4.2%.

The Glitnir investment remaining in the Council's balance sheet at 31 March 2013 is £1.47m

Glitnir	Claim Ref	Total Claim Value	Claim Value in Escrow at 31/3/2013	Claim Value in Escrow at 31/3/2013
			ISK	£1 : 188.97 ISK £
Investment 1	1819	430,659,559	85,605,300	453,010
Investment 2	1870	436,659,157	86,797,889	459,321
Investment 3	1888	527,451,012	104,845,280	554,825
		1,394,769,728	277,248,469	1,467,156

The amounts were converted from Icelandic Kroner to GBP Sterling with the exchange rates as detailed within CIPFA LAAP Bulletin 82 Update 7. There was foreign exchange gain recognised of £97,158 at the balance sheet date.

## 2.10 Collection Fund

As a billing Council, the Council is required to maintain a Collection Fund, which accounts for the transactions relating to Council Tax and Business Rates. The balance carried forward at 31st March 2013 is £1.50m surplus. The Council Tax element of this surplus will be shared by the District Council and the major precepting bodies.

## 2.11 Pension

The application of International Accounting Standard (IAS) 19 has resulted in a pension liability of £53.3 million shown in the Balance Sheet, a decrease of £0.5 million in the year. The main drivers for this reduction include:

- The completion of the 2010 actuarial valuation has been rolled forward and the assessment at 31 March 2013 is based on the assumptions. The performance of the funds and the outcome of the valuation have led to an actuarial gain of £1.8m .

The liability represents our share of the liability to Oxfordshire County Council's Pension Fund. This amount is matched by a Pensions Reserve also shown on the Balance Sheet and therefore has no immediate impact on the Council's overall financial position and its General Fund Balances but does reduce the net worth of the Council.

Further details are set out in the Accounting Policies (Note 13.8.3) and Pension Notes (section 12).

## **2.12 Audit**

The first draft of these accounts is scheduled to be endorsed for audit by the Chief Financial Officer no later than 30th June 2013.

## **2.13 Explanation of the Statements**

The Statement of Accounts is supported by the Statement of Responsibilities, the Statement of Accounting Policies, the Core Statements and the associated notes. There is a short explanation of each of the core statements and in addition there is a glossary of financial terms to assist the reader.

**Karen Curtin ACCA**  
**Head of Finance & Procurement**

**Date:**

**Martin Henry**  
**Chief Financial Officer and Director of Resources**

**Date:**

### **3. STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS**

#### **3.1 The Council's responsibilities**

The Council 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 Council, that officer is the Chief Financial Officer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets; and
- approve the Statement of Accounts.

#### **3.2 The Chief Financial Officer's responsibilities**

The Chief Financial Officer (151 Officer) is responsible for the preparation of the Council's Statement of Accounts, in accordance with proper practices, as set out in the CIPFA/ LASAAC *Code of Practice on Local Council Accounting in the United Kingdom* (the Code of Practice).

In preparing this Statement of Accounts, the Chief Financial Officer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the IFRS Code of Practice;
- kept proper accounting records which were up to date; and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

#### **3.3 Chief Financial Officer Certificate**

I certify that the Statement of Accounts gives a true and fair view of the financial position of the Council at the reporting date and of its expenditure and income for the year ended 31st March 2013.

**Martin Henry**  
**Chief Financial Officer**  
Director of Resources

**Date:**

#### **3.4 Chairman of Accounts, Audit and Risk Committee Certificate**

I certify that the Statement of Accounts has received the full approval of Members.

**Councillor Trevor Stevens**  
**Chairman of Accounts, Audit and Risk Committee**      **Date:**

## 4. MOVEMENT IN RESERVES STATEMENT

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

		General Fund Balance £000s	Earmarked Reserves £000s	Capital Receipts Reserve £000s	Capital Grants Unapplied £000s	Total Usable Reserves £000s	Unusable Reserves £000s	Total Authority Reserves £000s
<b>Balance 1 April 2012</b>	BS	(3,687)	(10,223)	(38,954)	(567)	(53,431)	(67,290)	(120,721)
<b>Movement in reserves during 2012/13</b>								
Surplus or (deficit) on the provision of service	CI&E	12,767	0	0	0	12,767	0	12,767
Other Comprehensive Income & Expenditure			0	0	0	0	(26,647)	(26,647)
<b>Total Comprehensive Income &amp; Expenditure</b>		<b>12,767</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12,767</b>	<b>(26,647)</b>	<b>(13,880)</b>
Adjustments between Accounting Basis and Funding Basis under Regulations (Note 8.5)	8.5	(13,830)	0	8,562	520	(4,748)	4,748	0
Reversing Use of capital receipts to fund Glitnir, Iceland capitalisation			0	0	0	0	0	0
<b>Increase / decrease before transfers to Earmarked Reserves</b>		<b>(1,063)</b>	<b>0</b>	<b>8,562</b>	<b>520</b>	<b>8,019</b>	<b>(21,899)</b>	<b>(13,880)</b>
Transfers to/from Earmarked Reserves		1,060	(1,060)	0	0	0	0	0
Use of reserves for capital financing		0	422	0	0	422	(422)	0
Write-off of Glitnir, Iceland investment		0	0	0	0	0	0	0
<b>Total movements in Earmarked Reserves</b>	<b>8.6</b>	<b>1,060</b>	<b>(638)</b>	<b>0</b>	<b>0</b>	<b>422</b>	<b>(422)</b>	<b>0</b>
<b>Increase / decrease in 2012/13</b>		<b>(3)</b>	<b>(638)</b>	<b>8,562</b>	<b>520</b>	<b>8,441</b>	<b>(22,321)</b>	<b>(13,880)</b>
<b>Balance at 31 March 2013 carried forward</b>		<b>(3,690)</b>	<b>(10,861)</b>	<b>(30,392)</b>	<b>(47)</b>	<b>(44,990)</b>	<b>(89,611)</b>	<b>(134,601)</b>

Comparative figures for 2011/12 are:

	General Fund Balance £000s	Earmarked Reserves £000s	Capital Receipts Reserve £000s	Capital Grants Unapplied £000s	Total Usable Reserves £000s	Unusable Reserves £000s	Total Council Reserves £000s
<b>Balance 1 April 2011</b>	<b>(2,220)</b>	<b>(8,545)</b>	<b>(38,830)</b>	<b>(712)</b>	<b>(50,307)</b>	<b>(84,242)</b>	<b>(134,549)</b>
<b>Movement in reserves during 2011/12</b>							
Surplus or (deficit) on the provision of service	4,067	0	0	0	<b>4,067</b>	0	<b>4,067</b>
Other Comprehensive Income & Expenditure	0	0	0	0	<b>0</b>	12,984	<b>12,984</b>
<b>Total Comprehensive Income &amp; Expenditure</b>	<b>4,067</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,067</b>	12,984	<b>17,051</b>
Adjustments between Accounting Basis and Funding Basis under Regulations (Note 8.5)	(7,551)	0	3,106	145	<b>(4,300)</b>	4,300	<b>0</b>
Reversing Use of capital receipts to fund Glitnir, Iceland capitalisation	0	7	(3,230)	0	<b>(3,223)</b>	0	<b>(3,223)</b>
<b>Increase / decrease before transfers to Earmarked Reserves</b>	<b>(3,484)</b>	<b>7</b>	<b>(124)</b>	<b>145</b>	<b>(3,456)</b>	<b>17,284</b>	<b>13,828</b>
Transfers to/from Earmarked Reserves	632	(632)	0	0	<b>0</b>	0	<b>0</b>
Use of reserves for capital financing	0	332	0	0	<b>332</b>	(332)	<b>0</b>
Write-off of Glitnir, Iceland investment	1,385	(1,385)	0	0	<b>0</b>	0	<b>0</b>
<b>Total movements in Earmarked Reserves</b>	<b>2,017</b>	<b>(1,685)</b>	<b>0</b>	<b>0</b>	<b>332</b>	<b>(332)</b>	<b>0</b>
<b>Increase / decrease in 2011/12</b>	<b>(1,467)</b>	<b>(1,678)</b>	<b>(124)</b>	<b>145</b>	<b>(3,124)</b>	<b>16,952</b>	<b>13,828</b>
<b>Balance at 31 March 2012 carried forward</b>	<b>(3,687)</b>	<b>(10,223)</b>	<b>(38,954)</b>	<b>(567)</b>	<b>(53,431)</b>	<b>(67,290)</b>	<b>(120,721)</b>



## 5. COMPREHENSIVE INCOME AND EXPENDITURE ACCOUNT

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

RESTATED Gross Expenditure 31-Mar-12 £000	RESTATED Gross Income 31-Mar-12 £000	RESTATED Net Expenditure 31-Mar-12 £000		Gross Expenditure 31-Mar-13 £000	Gross Income 31-Mar-13 £000	Net Expenditure 31-Mar-13 £000
8,861	(8,299)	562	Central Services to the Public	9,415	(8,448)	967
8,552	(1,803)	6,749	Cultural & Related Services	5,767	(1,851)	3,916
8,648	(1,923)	6,724	Environmental Services	8,704	(2,396)	6,308
4,537	(2,368)	2,170	Planning & Development	5,219	(2,599)	2,620
1,709	(2,706)	(997)	Highways, Roads & Transport Services	3,925	(2,206)	1,719
41,702	(37,435)	4,267	Other Housing Services (General Fund)	43,508	(38,578)	4,930
2,158	(69)	2,089	Coporate and Democratic Core	2,246	(70)	2,176
784	0	784	Non Distributed Services	1,159	0	1,159
<b>76,952</b>	<b>(54,603)</b>	<b>22,348</b>	<b>Net Cost of Services</b>	<b>79,943</b>	<b>(56,148)</b>	<b>23,795</b>
			3,213 Other Operating Expenditure (Note 8.7)			3,066
			Financing and Investment Income &			
			(2,197) Expenditure (Note 8.8)			4,506
			Taxation and Non-Specific Grant Income			
			(19,297) (Note 8.9)			(18,600)
			<b>(Surplus) / deficit on Provision of</b>			
			<b>4,067 Service</b>			<b>12,767</b>
			(Surplus) / deficit on the revaluation of non-			
			(4,953) current assets (Note 8.23.1)			(24,895)
			Actuarial (gains) / losses on pension			
			17,937 assets & liabilities (Note 12.3.6)			(1,752)
			<b>Other Comprehensive Income &amp;</b>			
			<b>12,984 Expenditure</b>			<b>(26,647)</b>
			(Surplus)/ deficit on Total Comprehensive			
			<b>17,051 Income &amp; Expenditure</b>			<b>(13,880)</b>

In 2011/12 Car & Lorry Parks were included in Financing and Investment Income & Expenditure line. This income and expenditure should have been categorised as Highways as per the SERCOP 2012/13 Code of Practice. The Income and Expenditure Account has been restated to show this change. The Net surplus for Car & Lorry Parks of (£1,482,000) has moved up into the Net Cost of Services but has no impact on the bottom line or on the Balance Sheet. The original 2011/12 Comprehensive Income and Expenditure account is shown below for comparison.

Gross Expenditure	Gross Income	Net Expenditure		RESTATED Gross Expenditure	RESTATED Gross Income	RESTATED Net Expenditure
31-Mar-12	31-Mar-12	31-Mar-12		31-Mar-12	31-Mar-12	31-Mar-12
£000s	£000s	£000s		£000	£000	£000
8,861	(8,299)	562	Central Services to the Public	8,861	(8,299)	562
8,552	(1,803)	6,749	Cultural & Related Services	8,552	(1,803)	6,749
8,648	(1,923)	6,725	Environmental and Regulatory Services	8,648	(1,923)	6,724
4,537	(2,368)	2,169	Planning Services	4,537	(2,368)	2,170
635	(150)	485	Highways, Roads & Transport Services	1,709	(2,706)	(997)
41,702	(37,435)	4,267	Housing Services	41,702	(37,435)	4,267
2,158	(69)	2,089	Coporate and Democratic Core	2,158	(69)	2,089
784	0	784	Non Distributed Services	784	0	784
<b>75,876</b>	<b>(52,046)</b>	<b>23,830</b>	<b>Net Cost of Services</b>	<b>76,951</b>	<b>(54,603)</b>	<b>22,348</b>
		3,213	Other Operating Expenditure (Note 8.7)			3,213
			Financing and Investment Income &			
		(3,679)	Expenditure (Note 8.8)			(2,197)
			Taxation and Non-Specific Grant Income			
		(19,297)	(Note 8.9)			(19,297)
			<b>(Surplus) / deficit on Provision of</b>			
		<b>4,067</b>	<b>Service</b>			<b>4,067</b>
			(Surplus) / deficit on the revaluation of non-			
		(4,953)	current assets (Note 8.23.1)			(4,953)
			Actuarial (gains) / losses on pension			
		17,937	assets & liabilities (Note 12.3.6)			17,937
			<b>Other Comprehensive Income &amp;</b>			
		<b>12,984</b>	<b>Expenditure</b>			<b>12,984</b>
			(Surplus)/ deficit on Total Comprehensive			
		<b>17,051</b>	Income & Expenditure			<b>17,051</b>

## 6. BALANCE SHEET

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

31-Mar-12 £000s		Notes	31-Mar-13 £000s
89,052	Property, Plant & Equipment	8.10	115,852
27,560	Investment Property	8.12	22,642
1,349	Intangible Assets	8.13	1,296
5,041	Long Term Investments	8.16	0
70	Long Term Debtors		83
<b>123,072</b>	<b>Long Term Assets</b>		<b>139,873</b>
48,365	Short Term Investments	8.16	53,366
215	Inventories		235
14,325	Short Term Debtors	8.18	10,274
13,608	Cash and Cash Equivalents	8.19	11,049
<b>76,513</b>	<b>Current Assets</b>		<b>74,924</b>
(496)	Bank Overdraft	8.19	(1,891)
(7,767)	Short Term Creditors	8.20	(9,703)
(355)	Provisions	8.21	(398)
<b>(8,618)</b>	<b>Current Liabilities</b>		<b>(11,992)</b>
(53,772)	Liability Related to Defined Benefit Pension Scheme	12.3	(53,348)
(2,667)	Provisions	8.21	(694)
(13,807)	Capital Grants Receipts in Advance	8.34	(14,162)
<b>(70,246)</b>	<b>Long Term Liabilities</b>		<b>(68,204)</b>
<b>120,721</b>	<b>Net Assets</b>		<b>134,601</b>
(53,431)	Usable Reserves	8.22	(44,990)
(67,290)	Unusable Reserves	8.23	(89,611)
<b>(120,721)</b>	<b>Total Reserves</b>		<b>(134,601)</b>

## 7. CASH FLOW STATEMENT

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

<b>31-Mar-12</b>		<b>Note</b>	<b>31-Mar-13</b>
(4,067)	Net Surplus or (Deficit) on the Provision of Services	8.24	(12,767)
5,857	Adjustments to net surplus or deficit on the provision of services for non-cash movements	8.24	12,233
(403)	Adjustments for items included in the net surplus or deficit on the provision of services that are investing or financing activities	8.24	(678)
<u>1,387</u>	Net cash flows from Operating Activities	<u>8.24</u>	<u>(1,212)</u>
5,123	Investing Activities	8.25	(5,075)
(1,110)	Financing Activities	8.26	2,332
<u>5,400</u>	Net increase or (decrease) in cash and cash equivalents		<u>(3,955)</u>
7,712	Cash and cash equivalents at the beginning of the reporting period	8.19	13,113
<u><u>13,112</u></u>	<b>Cash and cash equivalents at the end of the reporting period</b>	<u><b>8.19</b></u>	<u><b>9,158</b></u>

## 8. NOTES TO THE CORE FINANCIAL STATEMENTS

### 8.1 Critical judgements in applying accounting policies

In applying the accounting policies set out in Note 13, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

#### Future Funding of Local Government

There is a high degree of uncertainty about future levels of funding for local government. However, the Council has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Council might be impaired as a result of a need to close facilities and reduce levels of service provision.

#### Heritage Assets

The 2012/13 Code adopts the requirements of FRS 30 *Heritage Asset*. Heritage assets are maintained principally for their contribution to knowledge and culture and it is this which distinguishes them from other assets. They are held by the Council in pursuit of its overall objectives in relation to the maintenance of heritage.

The Council has reviewed its current Community Asset portfolio and concluded that none of these assets meet the definition of a Heritage Asset and falls outside the scope of FRS 30 and continues to be accounted for as Community Assets on the Balance Sheet.

The Council has reviewed the arrangements in relation to Banbury Museum and concluded that the museum building does not meet the definition of a Heritage Asset and falls outside the scope of FRS 30, as the economic benefit or service potential generated is as a result of the operational function it provides.

The Council has reviewed the arrangements surrounding the museum exhibits and collections. In applying its accounting policies has concluded that these should not be recognised on the Balance Sheet.

The majority of exhibits and collections within the museum are loaned to the Council for the duration of each exhibition put on at the museum. The Council has no legal right or ownership of these exhibits and they have not been recognised on the Council's balance sheet.

The few items that are in the Council's ownership are significantly controlled by the County Museum Service and the Council has no cost information and no insurance or other valuations are held on these assets. Therefore these assets have no material economic benefit attached intrinsically to them. In applying the accounting policies the Council has concluded that the economic and service potential generated is as a result of the operational function of the museum service provided (the exhibitions and displays provided rather than the exhibits themselves).

### 8.2 Assumptions made about the future and other major sources of estimation uncertainty

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for the revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The key judgements and estimation uncertainty that have a

significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Depreciation of Property, Plant & Equipment	The Council assigns useful lives and residual values to property, plant and equipment based on periodic studies of actual asset lives and the intended use for those assets. Changes in circumstances such as technological advances, prospective economic utilisation and physical condition of the assets concerned could result in the actual useful lives or residual values differing from initial estimates.	Where the Council determines that the useful life of property, plant and equipment should be shortened or residual value reduced, it depreciates the net book value in excess of the residual value over the revised remaining useful life, thereby increasing depreciation expense. Any change in an asset's life or residual value is reflected in the Council's accounts when the change in estimate is determined. The carrying value of assets in the balance sheet is £114,860k
Impairment of Property, Plant & Equipment & Intangible Assets	<p>The Council assesses the impairment of property, plant and equipment and intangible assets (excluding goodwill) whenever events or changes in circumstances indicate that the carrying value may not be recoverable or otherwise as required by accounting standards</p> <p>Factors that are considered important and which could trigger an impairment review include the following:</p> <ul style="list-style-type: none"> <li>• obsolescence or physical damage;</li> <li>• significant changes in technology and regulatory environments;</li> <li>• significant underperformance relative to expected historical or projected future operating results;</li> <li>• significant changes in the use of its assets or the strategy of the overall business;</li> <li>• significant negative industry or economic trends; and</li> <li>• significant decline in the market capitalisation relative to net book value for a sustained period.</li> </ul>	The identification of impairment indicators, the estimation of future cash flows and the determination of the recoverable amount for assets or cash generating units requires significant judgement which is determined by a qualified valuer.
Fair Value Estimation		The nominal value of receivables (less any valuation allowance) and payables are assumed to approximate their fair values. Judgement is required in determining the appropriate assumptions underlying those inputs and forecasts.

		The fair value of financial liabilities measured at amortised cost is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments. Discounted cash flows are used to determine the fair value for the majority of remaining financial instruments.
Impairment allowance for doubtful debt	The Impairment allowance for doubtful debt reflects the Council's estimates of losses arising from the failure or inability of the Council's customers to make required payments. The allowance is based on the ageing of customer accounts, customer credit worthiness and the Council's historical write-off experience.	Changes to the allowance may be required if the financial condition of the Council's customers improves or deteriorates. An improvement in financial condition may result in lower actual write-offs.
Pensions	The Council provides one defined benefit pension scheme for its employees. The asset (or liability) recognised in the statement of financial position in respect of defined benefit pension plans represents the fair value of plan assets less the present value of the defined benefit obligations at the reporting date. The expected cost of providing these defined benefit pensions will depend on an assessment of such factors as: <ul style="list-style-type: none"> <li>• the life expectancy of the Officers;</li> <li>• the length of service;</li> <li>• the rate of salary progression;</li> <li>• the rate of return earned on assets in the future;</li> <li>• the rate used to discount future pension liabilities; and</li> <li>• future inflation rates.</li> </ul>	The assumptions used by the Council are set out in note 12 and are estimates chosen from a range of possible actuarial assumptions which may not necessarily be borne out in practice but have been comparable to the median estimates in this regard used by other Councils. Changes to these assumptions could materially affect the size of the defined benefit scheme's liabilities and assets disclosed in note 12.

### 8.3 Events after the balance sheet date

The Statement of Accounts will be authorised for issue by the Chief Financial officer on 19th September 2013. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2013, the figures in the financial statements and notes will be adjusted in all material respects to reflect the impact of this information.

### 8.5 Adjustments between Accounting Basis and Funding Basis under Regulations

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the Council in the year in accordance with proper accounting practice

to the resources that are specified by statutory provisions as being available to the Council to meet future capital and revenue expenditure.

31-Mar-13	General Fund Balance £000s	Capital Receipts Reserve £000s	Capital Grants Unapplied £000s	Unusable Reserves £000s
<b>Adjustments involving the Capital Adjustment Account:</b>				
Reversal of items debited or credited to the CIES:				
Charges for depreciation and impairment of non current assets	(4,186)			4,186
Amortisation of intangible assets	(305)			305
Revaluation losses on Property Plant and Equipment	(3,188)			3,188
Revenue expenditure funded from capital under statute	(1,445)			1,445
Movements in the market value of Investment Properties - I&E	(5,093)			5,093
Amounts of Non-current Assets written off on disposal or sale as part of the gain/loss on disposal to the CIES	(21)			21
FV and Historic Cost Depreciation Adjustment				0
Contributions in relation to donated assets credited to the CIES	565			(565)
Capital expenditure charged against the General Fund (RCCO)	24			(24)
<b>Adjustments involving the Capital Grants Unapplied Account</b>				
Capital Grants and contributions unapplied credited to the CIES	(520)		520	
Application of grants to capital financing transferred to the CAA	544			(544)
<b>Adjustments involving the Capital Receipts Reserve:</b>				
Other capital cash receipts	1,052	(1,052)		
Use of the Capital Receipts Reserve to finance new capital expenditure			9,616	(9,616)
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(8)	8		0
<b>Adjustments involving the Deferred Capital Receipts Reserve:</b>				
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the CIES		(10)		10
<b>Adjustments involving the Pensions Reserve:</b>				
Reversal of items relating to retirement benefits debited or credited to the CIES	(4,150)			4,150
Employer's pensions contributions and direct payments to pensioners payable in the year	2,822			(2,822)
<b>Adjustments involving the Collection Fund Adjustments Account:</b>				
Amount by which council tax income credited to the CIES is different from the council tax income calculated for the year in accordance with statutory requirements	59			(59)
<b>Adjustment involving the Accumulated Absences Account</b>				
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	20			(20)
<b>TOTAL ADJUSTMENTS</b>	<b>(13,830)</b>	<b>8,562</b>	<b>520</b>	<b>4,748</b>



31-Mar-12	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied	Unusable Reserves
	£000s	£000s	£000s	£000s
<b>Adjustments involving the Capital Adjustment Account:</b>				
Reversal of items debited or credited to the CIES:				
Depreciation and impairment of non current assets	(4,032)	0	0	4,032
Amortisation of intangible assets	(402)	0	0	402
Revaluation losses on Property, Plant & Equipment	(2,169)	0	0	2,169
Revenue expenditure financed from capital under statute	(1,330)	0	0	1,330
Movements in the market value of Investment Properties	(103)	0	0	103
Amount of Non-Current Assets written off on disposal as part of the gain/loss on disposal to the CIES	(26)	0	0	26
<b>Adjustments involving the Capital Grants Unapplied Account:</b>				
Application of grants to capital financing transferred to the CAA	0	0	145	(145)
<b>Adjustments involving the Capital Receipts Reserve:</b>				
Other capital cash receipts	830	(830)	0	0
Use of the Capital Receipts Reserve to finance new capital expenditure	0	3,938	0	(3,938)
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(4)	4	0	0
<b>Adjustments Involving the Deferred Capital Receipts Reserve:</b>				
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the CIES	0	(6)	0	6
<b>Adjustments involving the Pensions Reserve:</b>				
Reversal of items relating to retirement benefits debited or credited to the CIES	(3,263)	0	0	3,263
Employer's pensions contributions and direct payments to pensioners payable in the year	2,898			(2,898)
<b>Adjustments involving the Collection Fund Adjustments Account:</b>				
Amount by which council tax income credited to the CIES differs from the council tax income calculated for the year in accordance with statutory requirements	21	0	0	(21)
<b>Adjustment involving the Accumulated Absences Account</b>				
Amount by which officer remuneration charged to the CIES differs from remuneration chargeable in the year in accordance with statutory requirements	29	0	0	(29)
<b>Total Adjustments</b>	<b>(7,551)</b>	<b>3,106</b>	<b>145</b>	<b>4,300</b>

## 8.6 Earmarked Reserves

This note sets out the amounts set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2012/13.

Reserve	Balance 31-Mar-12	Transfer in	Transfer out	Year End Review of Reserves	Statutory Accounts Balance 31-Mar-13
	£000s	£000s	£000s	£000s	£000s
<b>General Fund:</b>					
Self Insurance	(350)	0	102	88	(160)
Building Control	(47)	0	0		(47)
Plant & Transport Renewals Fund	(400)	0	400	(250)	(250)
High Speed 2	(14)	0	0		(14)
Wheeled Bin Replacements	(240)	0	22	68	(150)
Environmental Warranties	(2,601)	0	57	303	(2,240)
Corporate Transformation	(708)	0	80	(116)	(744)
Planning Control	(699)	0	0	99	(600)
Planning Policy	(650)	(356)	462	44	(500)
Corporate IT	(300)	(11)	125	(114)	(300)
Hanwell Fields Open Space	(91)	0	2		(89)
Licensing	(69)	(46)	0	45	(70)
Elections	(50)	0	0		(50)
Olympics Legacy	(50)	0	29		(21)
Economic Risk	0	(250)	0		(250)
Country Park Option Appraisal	0	(50)	0		(50)
Special Initiatives	0	(269)	0	(31)	(300)
Welfare Reform	0			(150)	(150)
Apprentices	0	(64)	0	14	(50)
	<b>(6,269)</b>	<b>(1,046)</b>	<b>1,279</b>	<b>0</b>	<b>(6,036)</b>
<b>Earmarked Reserves from Grants &amp; Contributions</b>					
Eco Town Revenue	(1,665)	(145)	298	0	(1,512)
Planning Delivery Grant	(514)	0	34	0	(480)
Broadfield Road Yarnton Sports	(159)	(1)	10	0	(150)
Homelessness Prevention	(197)	0	30	0	(167)
Planning Policy Statement Climate Change	(82)	0	0	0	(82)
Government Grant LABGI	(80)	0	31	0	(49)
Bicester Fields Main Park	(98)	(0)	0	0	(98)
Flood Recovery Grant	(94)	0	0	0	(94)
Bicester Youth Bus	(65)	0	0	0	(65)
Dovecote Milcombe	(55)	(0)	0	0	(55)
Area Based Grant	(84)	0	2	0	(82)
New Homes Bonus	(496)	(646)	0	0	(1,142)
Green Deal Pioneer Places	0	(145)	0	0	(145)
Local Government Resource Review	0	(84)	0	0	(84)
Total of smaller grants and contributions under £50,000	(365)	(286)	31	0	(620)
	<b>(3,954)</b>	<b>(1,307)</b>	<b>436</b>	<b>0</b>	<b>(4,825)</b>
<b>Total Earmarked Reserves</b>	<b>(10,223)</b>	<b>(2,353)</b>	<b>1,715</b>	<b>0</b>	<b>(10,861)</b>

\* The Council settled an employment dispute which was funded from reserves. £90,000 was paid from the Self Insurance Reserve and included as an accrual in the 12/13 accounts.

<b>Reserves</b>	<b>Balance 31-Mar-11</b>	<b>Transfer in</b>	<b>Transfer out</b>	<b>Statutory Accounts Balance 31-Mar-12</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
<b>Earmarked Reserves</b>				
Ex-HRA Insurance	(300)	(111)	61	(350)
Joint Working	(339)	0	339	0
Building Control	(47)	0	0	(47)
Plant & Transport Renewals Fund	(314)	(400)	314	(400)
High Speed 2	(50)	0	36	(14)
Wheeled Bin Replacements	(307)	0	67	(240)
Environmental Warranties	(1,855)	(1,385)	639	(2,601)
Corporate Improvement	(364)	(495)	151	(708)
Planning Control	(1,008)	(310)	619	(699)
Planning Policy	(350)	(300)	0	(650)
Corporate IT	(74)	(253)	27	(300)
Hanwell Fields Open Space	(100)	(91)	100	(91)
Licensing	(46)	(23)	0	(69)
Elections	0	(50)	0	(50)
Jubilee / Olympics	0	(50)	0	(50)
	<b>(5,154)</b>	<b>(3,468)</b>	<b>2,353</b>	<b>(6,269)</b>
<b>Earmarked Reserves from Grants &amp; Contributions</b>				
Eco Town Revenue	(1,573)	(376)	284	(1,665)
Planning Delivery Grant	(601)	0	87	(514)
Broadfield Road Yarnton Sports	(158)	(1)	0	(159)
Homelessness Prevention	(155)	(43)	1	(197)
Planning Policy Statement Climate Change	(82)	0	0	(82)
Government Grant LABGI	(117)	0	37	(80)
Bicester Fields Main Park	(98)	(0)	0	(98)
Flood Recovery Grant	(94)	0	0	(94)
Bicester Youth Bus	(65)	0	0	(65)
Dovecote Milcombe	(55)	(0)	0	(55)
Area Based Grant	(51)	(52)	19	(84)
New Homes Bonus	0	(496)	0	(496)
Total of smaller grants and contributions under £50,000	(344)	(78)	57	(365)
	<b>(3,393)</b>	<b>(1,046)</b>	<b>485</b>	<b>(3,955)</b>
<b>Total Earmarked Reserves</b>	<b>(8,547)</b>	<b>(4,514)</b>	<b>2,838</b>	<b>(10,223)</b>

The following table gives an indication on how the earmarked reserves > £350k will be used:

Environmental Warranties	To fund commitment on asbestos for the period associated with Stock Transfer Contract
Corporate Transformation	Change reserve to fund restructuring and business transformation projects
Planning Control & Policy	Created to cover planning appeals
Corporate IT	To fund the next stages of the IT transformation including the harmonisation of the systems between Cherwell District Council and South Northants Council
Special Initiatives	Revenue reserve created to fund projects that deliver housing and economic growth
Eco Town Revenue	Funds for the Eco Town in Bicester
Planning Delivery Grant	To fund projects that support new homes
New Homes Bonus	A 'bonus' for new homes by match funding the additional council tax raised for new homes and empty properties brought back into use, with an additional amount for affordable homes, for the following six years.
Green Deal Pioneer Places	To help fund a Green Deal network of local assessors and installers in Bicester.
Local Government Resource Review	To fund the costs and implications associated with LGRR

## 8.7 Other Operating Expenditure

31-Mar-12 £000s		31-Mar-13 £000s
4,013	Parish Council Precepts	4,089
	Payments to the Government Housing Capital Receipts Pool	8
4		
26	(Gains) / losses on the disposal of non current assets	21
(830)	Income from disposal of capital interests	(1,052)
<u>3,213</u>	<b>Total</b>	<u>3,066</u>

## 8.8 Financing and Investment Income and Expenditure

31-Mar-12 £000s RESTATED		31-Mar-13 £000s
0	Interest payable and similar charges	0
1,117	Pensions interest cost and expected return on pensions assets	1,722
(998)	Interest receivable and similar income	(920)
	Income and expenditure in relation to investment properties and changes in their fair value	5,093
103		
(1,212)	Other investment income / expenditure (Glitnir)	(97)
(1,207)	Surplus on trading undertakings*	(1,292)
<u>(2,197)</u>	<b>Total</b>	<u>4,506</u>

\*Car & Lorry Parks have been removed from Trading and categorised as Highways per the SERCOP 2012/13 Code of Practice. The Net surplus for 2012/13 is (£1,267) and 2011/12 (£1,482).

## 8.9 Taxation and Non Specific Grant Income

31-Mar-12 £000s		31-Mar-13 £000s
(10,382)	Council Tax Income	(10,539)
(155)	Council Tax Freeze Grant	(156)
(6,596)	Non Domestic Rates	(7,629)
(2,038)	Non-ringfenced government grants	(148)
(126)	Capital grants and contributions	(83)
0	Donated Asset contribution	(565)
0	Reversal capital grants and contribution deposits	520
<u>(19,297)</u>	<b>Total</b>	<u>(18,600)</u>

## 8.10 Property, Plant & Equipment

At Cherwell District Council, for the financial year 2012/13, all property valuations are carried out by John Slack MRICS, Chief Valuer Regeneration and Estates. The bases of valuations are undertaken in accordance with the Statement of Asset Valuation Practice and Guidance Notes, published by the Royal Institute of Chartered Surveyors (RICS).

31-Mar-13	Operational Assets			Community Assets £000s	Non-Operational Assets		Total £000s
	Other Land & Buildings £000s	Vehicles, Plant & Equipment £000s	Infrastructure £000s		Assets Held For Sale £000s	Assets under Construction £000s	
<b>Cost or valuation</b>							
As at 1st April 2012	98,790	9,130	5,371	396	0	241	113,927
Additions	1,186	530	0	0	0	7,746	9,462
Derecognition - Disposals	0	(495)	0	(10)	0	0	(505)
Revaluation increases / decreases recognised in the Revaluation Reserve	18,472	0	0	0	0	0	18,472
Revaluation increases / decreases recognised in the Surplus / Deficit on the Provision of Services	(3,045)	0	0	0	0	0	(3,045)
Reclassification	(162)	0	0	0	0	0	(162)
Other movements in Cost or Valuation							0
<b>As at 31st March 2013</b>	<b>115,241</b>	<b>9,165</b>	<b>5,371</b>	<b>386</b>	<b>0</b>	<b>7,987</b>	<b>138,149</b>
<b>Accumulated Depreciation and Impairment</b>							
As at 1st April 2012	(17,494)	(5,868)	(1,450)	(63)	0	0	(24,875)
Depreciation Charge	(2,664)	(1,335)	(186)	(1)	0	0	(4,186)
Derecognition - Disposals	0	484	0	1	0	0	485
Depreciation written out to the Revaluation Reserve	6,279	0	0	0	0	0	6,279
Impairment losses recognised in the Revaluation Reserve		0	0	0	0	0	0
Impairment losses recognised in the Surplus / Deficit on the Provision of Services	0	0	0	0	0	0	0
<b>As at 31st March 2013</b>	<b>(13,879)</b>	<b>(6,719)</b>	<b>(1,636)</b>	<b>(62)</b>	<b>0</b>	<b>0</b>	<b>(22,297)</b>
<b>Net Book Value</b>							
At 31st March 2013	101,362	2,445	3,734	324	0	7,987	115,852
At 31st March 2012	81,296	3,262	3,920	333	0	241	89,052

### Comparative Movements in 2011/12:

31-Mar-12	Operational Assets			Community Assets £000s	Non-Operational Assets		Total £000s
	Other Land & Buildings £000s	Vehicles, Plant & Equipment £000s	Infrastructure £000s		Assets Held For Sale £000s	Assets under Construction £000s	
<b>Cost or valuation</b>							
As at 1st April 2011	95,886	9,128	5,311	396	0	21	110,742
Additions	1,620	645	60	0	0	220	2,545
Derecognition - Disposals		(643)	0	0	0	0	(643)
Revaluation increases / decreases recognised in the Revaluation Reserve	3,655	0	0	0	0	0	3,655
Revaluation increases / decreases recognised in the Surplus / Deficit on the Provision of Services	(2,371)	0	0	0	0	0	(2,371)
<b>As at 31st March 2012</b>	<b>98,790</b>	<b>9,130</b>	<b>5,371</b>	<b>396</b>	<b>0</b>	<b>241</b>	<b>113,927</b>
<b>Accumulated Depreciation and Impairment</b>							
As at 1st April 2011	(16,541)	(5,054)	(1,261)	(62)	0	0	(22,917)
Depreciation Charge	(2,454)	(1,387)	(190)	(1)	0	0	(4,032)
Derecognition - Disposals		572	0		0	0	572
Depreciation written out to the Revaluation Reserve	1,501	0	0	0	0	0	1,501
<b>As at 31st March 2012</b>	<b>(17,494)</b>	<b>(5,868)</b>	<b>(1,450)</b>	<b>(63)</b>	<b>0</b>	<b>0</b>	<b>(24,875)</b>
<b>Net Book Value</b>							
At 31st March 2012	81,296	3,262	3,920	333	0	241	89,052
At 31st March 2011	79,345	4,074	4,050	334	0	21	87,825

The table below distinguishes between assets held at "historical cost" and at "fair value" in the balance sheet.

	Other Land & Buildings	Vehicles, Plant & Equipment	Infrastructure	Community Assets	Asset under Construction	Total
	£000s	£000s	£000s	£000s	£000s	£000s
<b>Carried at historical cost</b>	1,186	2,445	3,734	0	7,746	15,111
<b>Valued at Fair Value @</b>						
31-Mar-13	100,176	0	0	324	241	100,741
31-Mar-12	0	0	0	0	0	0
31-Mar-11	0	0	0	0	0	0
31-Mar-10	0	0	0	0	0	0
31-Mar-09	0	0	0	0	0	0
<b>Total Value At 31st March 2013</b>	<b>101,362</b>	<b>2,445</b>	<b>3,734</b>	<b>324</b>	<b>7,987</b>	<b>115,852</b>

## **Revaluations**

The Council carries out a rolling programme that ensures that all Property Plant & Equipment required to be measured at fair value is re valued every five years. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standard of the Royal Institute of Chartered Surveyors. Vehicle plant and equipment are carried at depreciated historic cost. In 2012/13 a full valuation exercise was undertaken by the Chief Valuer.

### **8.11 Heritage Assets**

#### **8.11.1 Heritage Assets: Change in Accounting Policy required by the Code of Practice for Local Council Accounting in the United Kingdom**

The Code of Practice on Local Council Accounting in the United Kingdom 2012/13 introduced a change to the treatment in accounting for heritage assets held by the Council.

As set out in our summary of significant accounting policies, the Council now requires heritage assets to be carried in the balance sheet at valuation.

#### **Heritage Assets**

For 2012/13 the Council is required to change its accounting policy for heritage assets and recognise them at valuation. Previously, heritage assets were either recognised as community assets (at cost) in the property, plant and equipment classification in the Balance Sheet or were not recognised in the Balance Sheet as it was not possible to obtain cost information on the assets. Community Assets (that are now to be classified as heritage assets) that were donated to the Council were held at valuation as a proxy for historical cost. The Council's accounting policies for recognition and measurement of heritage assets are set out in the Council's summary of significant accounting policies (see Note 13.21).

In the Council's critical judgements in applying accounting policies (see Note 8.1), the Council has concluded that there are no assets to recognise on its balance sheet that were not previously recognised or no heritage assets previously recognised within community assets that should be reclassified as heritage assets in the Balance Sheet.

#### **8.11.2 Heritage Assets: Information on the Council's Museum Service**

##### **The Banbury Museum**

The origins of Banbury Museum stretch back into the middle and early 20<sup>th</sup> century, when a small collection was formed and displayed in the town library in Marlborough Road. At this time, the library service was delivered by the Banbury Borough Council.

In 1974, the Banbury Borough ceased to exist, and a new Council, Cherwell District Council was created. Cherwell District Council and Oxfordshire County Council agreed to collaborate and create a museum for Banbury. This partnership agreed that the collection would be managed and displayed by the County Museum Service, and the District would provide the building and front of house staff. All items collected after this date were added to the County Museum Collection, those items collected before 1974 remained in Cherwell District Council ownership, however with the significant control of these assets resting with the County Museum Service.

In 1980 a new Banbury Museum opened in Horsefair, Banbury, and it remained here until the Museum moved to its new permanent home at Castle Quay in 2002.

The agreement with the County Museum Service was changed in 1998, when the County withdrew from the partnership, although the County Collection remained accessible. From this date Cherwell District Council employed its own professional museum staff, and purchased conservation and technical support from the County Museum Service. Objects acquired for the collection were added to the County Collection as before.

The new Banbury Museum displays permanent collections over 300 square metres. This primarily draws from the County Museum Service Collection, some of which are from the pre1974 group of objects. There are other significant groups of objects on loan, including 17<sup>th</sup> century arms and armour from the Royal Armouries, the Town Maces, on loan from the Town Council, and silver from St Mary's Church.

The collections displayed are in the main part regularly audited by the lenders. Oxfordshire Museum Service audits their collection annually, and the Royal Armouries do so approximately once every three years. Both St Mary's Church and the Town Council remove their loans from time to time for use.

The Heritage Lottery Fund (HLF) required an agreement between Cherwell District Council and Oxfordshire County Council so that the collection can not be withdrawn. As a result, there is a contract in place with the County Museum Service, agreeing to the use of the collection in Banbury Museum for 25 years, from 2002.

The Council's main function in relation to the museum at the Council is delivering the museum service and the assets on display are from third parties or are significantly influenced by the County Museum Service.

## 8.12 Investment Properties

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

<b>31-Mar-12</b>		<b>31-Mar-13</b>
<b>£000s</b>		<b>£000s</b>
1,637	Rental Income from investment property	1,920
(489)	Direct operating expenses arising from investment property	(442)
<u>1,148</u>	<b>Net gain</b>	<u>1,478</u>

There are no restrictions on the Council's ability to realise the value inherent in its investment property or on the Council's right to the remittance of income and the proceeds of disposal.

The following table summarises the movement in the fair value of investment properties over the year:



<b>31-Mar-12</b>		<b>31-Mar-13</b>
<b>£000s</b>		<b>£000s</b>
27,663	<b>Balance at start of the year</b>	27,560
	Additions:	
0	Subsequent expenditure	13
(103)	Net gains/losses from Investment Property fair value adjustments	(5,093)
	Transfers:	
0	To/from Property, Plant and Equipment	162
<u><b>27,560</b></u>	<b>Balance at end of the year</b>	<u><b>22,642</b></u>

### 8.13 Intangible Assets

The Council accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The intangible assets the Council holds are all purchased licenses and software.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Council. The total amounts held for each category of useful lives are:

<b>31-Mar-12</b>		<b>31-Mar-13</b>
<b>£000s</b>	<b>Software and Licences</b>	<b>£000s</b>
0	1 Year	0
239	3 Years	127
45	4 Years	33
802	5 Years	923
6	7 Years	0
257	10 Years	213
<u><b>1,349</b></u>		<u><b>1,296</b></u>

The carrying amount of intangible assets is amortised on a straight-line basis. The amortisation of £303,000 charged to revenue in 2012/13 was mostly charged to the ICT infrastructure support cost centre and then absorbed as an overhead across all the service headings in the Net Expenditure of Services.

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

<b>31-Mar-12</b>	<b>Software and Licences</b>	<b>31-Mar-13</b>
<b>£000s</b>		<b>£000s</b>
	Balance at start of year:	
3,300	Gross carrying amounts	3,665
<u>(1,988)</u>	Accumulated amortisation	<u>(2,316)</u>
1,312	Net carrying amount at start of year	1,349
	Additions:	
450	Purchases	252
(85)	Disposals Gross Carrying Amount	0
74	Disposals amortisation	0
		0
(402)	Amortisation for the period	(305)
<u>1,349</u>	<b>Net carrying amount at end of year</b>	<u>1,296</u>
	Comprising:	
3,665	Gross carrying amounts	3,917
<u>(2,316)</u>	Accumulated amortisation	<u>(2,621)</u>
<u>1,349</u>		<u>1,296</u>

### 8.14 Commitments under Capital Contracts

As at 31st March 2012 the Council had entered into contracts for the construction or enhancement of property, plant and equipment in 2012/13. These commitments were :-

<b>Council Approved Capital Commitments</b>	<b>Total Scheme Value</b>	<b>13/14</b>
	£000's	£000's
South West Bicester Sports Village	630	330
Bicester Town Centre Redevelopment	10,000	2,750
	<u>10,630</u>	<u>3,080</u>

## 8.15 Revenue Expenditure funded from Capital under Statute

The following analysis represents capital expenditure incurred during 2012/13 which did not result in the creation of a tangible asset owned by the Council. This expenditure has been written off to revenue in 2012/13.

31-Mar-12 £000s	Type of Charge	31-Mar-13 £000s
756	Disabled Facilities Grant	763
613	Housing Homelessness	302
32	Community Improvement Schemes	90
261	Local Council Social Housing Grant	151
43	Other Discretionary Grants	90
172	Eco Town, Bicester	50
<u>1,877</u>		<u>1,445</u>

## 8.16 Treasury Investments

31-Mar-12 £000s		31-Mar-13 £000s
	<b>Long Term Investments</b>	
<u>5,041</u>	Fixed Term Loans and Receivables	<u>0</u>
<b>5,041</b>		<b>0</b>
	<b>Short Term Investments</b>	
36,623	Fixed Term Loans and Receivables	41,526
11,742	Fair Value through I&E Investments	11,840
<u>48,365</u>		<u>53,366</u>
<u>53,406</u>		<u>53,366</u>

### Analysis of Investments

#### Fixed-term loans and receivables

These investments are fixed term and fixed interest rate cash deposits with Banks and Building Societies. The carrying value includes the principal sum plus accrued interest.

#### Fair value through Income and Expenditure Investments

These short term investments are Certificates of Deposit managed by Investec. These are valued at bid price and all income, including gains and losses, is taken to the Comprehensive Income & Expenditure Account. Forward deals which have not been settled at the Balance Sheet date are also included at fair value.

## Investment gains and losses

31-Mar-12 £000s		31-Mar-13		Total £000s
		Loans and Receivables £000s	Fair value through I&E £000s	
(998)	Interest and Investment Income	(917)	(3)	(920)
<b>(998)</b>		<b>(917)</b>	<b>(3)</b>	<b>(920)</b>
0	Gains on forward deals	0	0	0
(1,385)	Impairment of Iceland investments	0	0	0
<b>(1,385)</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>(2,383)</b>	<b>Net gain</b>	<b>(917)</b>	<b>(3)</b>	<b>(920)</b>

## 8.17 Financial Instruments

### 8.17.1 Carrying Values

Financial assets comprise long-term and short-term investments, long-term debtors, short-term debtors (excluding statutory debts such as Council Tax, Non-Domestic Rates, rent allowances, precepts, etc) and cash & cash equivalents. Financial liabilities are creditors excluding statutory obligations that arise from contracts.

For each category, the financial instruments disclosed in the Balance Sheet are carried at the following values:

Long Term 31-Mar-12 £000s	Short Term 31-Mar-12 £000s		Long Term 31-Mar-13 £000s	Short Term 31-Mar-13 £000s
5,041	36,623	Fixed Term Loans & Receivables Fair Value through I&E	0	41,526
0	11,742	Investments	0	11,840
0	13,608	Cash & Cash Equivalents	0	11,049
70	3,734	Financial Assets carried at contract amount (Trade Debtors)	83	4,248
<b>5,111</b>	<b>65,707</b>	<b>Total Financial Assets</b>	<b>83</b>	<b>68,663</b>
0	(496)	Bank Overdraft	0	(1,891)
0	(3,670)	Creditors	0	(6,879)
<b>0</b>	<b>(4,166)</b>	<b>Total Financial Liabilities</b>	<b>0</b>	<b>(8,770)</b>

### 8.17.2 Fair Value

Fair value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arms-length transaction. Financial liabilities and financial assets represented by loans and receivables are carried on the balance sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments, using the following assumptions:

- ❖ Where an instrument will mature in the next 12 months, the carrying amount is assumed to be approximate to fair value.
- ❖ The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The Council has long-term fixed term loans where the carrying value and fair value differ.

Carrying Value 31-Mar-12 £000s	Fair Value 31-Mar-12 £000s		Carrying Value 31-Mar-13 £000s	Fair Value 31-Mar-13 £000s
0	13,608	Cash Equivalents	0	11,049
5,041	5,012	Long Term Investments	0	0
	43,353	Short Term Investments	0	53,366
70	3,734	Trade Debtors	83	4,248
<b>5,111</b>	<b>65,707</b>	<b>Total</b>	<b>83</b>	<b>68,663</b>

As at 31<sup>st</sup> March 2013 the council held no long term fixed term investments. The investment held at 31<sup>st</sup> March 2012 (as shown in the table above) is now re-categorised as short term.

### 8.17.3 Income, Expense, Gains & Losses

The income, expenses, gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments are as follows:

	Financial Liabilities Liabilities at amortised cost 31-Mar-13 £000s	Financial Assets Loans & Receivables 31-Mar-13 £000s	Assets at fair value through I&E 31-Mar-13 £000s	Total 31-Mar-13 £000s
Interest expense	0	0	0	0
Impairment losses	0	0	0	0
<b>Total expense in the Surplus or deficit on the Provision of Service</b>	0	0	0	0
Interest income	0	(917)	(3)	(920)
<b>Total income in the Surplus or deficit on the Provision of Service</b>	<b>0</b>	<b>(917)</b>	<b>(3)</b>	<b>(920)</b>
<b>Net (gain) / loss for the year</b>	<b>0</b>	<b>(917)</b>	<b>(3)</b>	<b>(920)</b>

Comparative figures for 2011/12 are:

	<b>Financial Liabilities Liabilities at amortised cost 31-Mar-12 £000s</b>	<b>Financial Assets Loans &amp; Receivables 31-Mar-12 £000s</b>	<b>Assets at fair value through I&amp;E 31-Mar-12 £000s</b>	<b>Total 31-Mar-12 £000s</b>
Interest expense	0	0	0	<b>0</b>
Impairment losses	0	(1,385)	0	(1,385)
<b>Total expense in the Surplus or deficit on the Provision of Service</b>	<b>0</b>	<b>(1,385)</b>	<b>0</b>	<b>(1,385)</b>
Interest income	0	(958)	(40)	(998)
<b>Total income in the Surplus or deficit on the Provision of Service</b>	<b>0</b>	<b>(958)</b>	<b>(40)</b>	<b>(998)</b>
<b>Net (gain) / loss for the year</b>	<b>0</b>	<b>(2,343)</b>	<b>(40)</b>	<b>(2,383)</b>

#### 8.17.4 Key Risks

The Council's activities expose it to a variety of financial risks. The Council does not require debt financing and currently does not have any debt exposure. As such the key risks are in relation to financial assets and are:

- Credit risk – the possibility that other parties might fail to pay amounts due to the Council;
- Liquidity risk – the possibility that the Council might not have funds available to meet its commitments to make payments;
- Re-financing risk – the possibility that the Council might be requiring to renew a financial instrument on maturity at disadvantageous interest rates or terms;
- Market risk - the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rates movements.

## Overall Procedures for Managing Risk

The Council's overall risk management procedures focus on the unpredictability of financial markets, and are structured to implement suitable controls to minimise these risks. The procedures for risk management are set out through a legal framework set out in the *Local Government Act 2003* and the associated regulations. These require the Council to comply with the CIPFA Prudential Code, the CIPFA Code of Practice on Treasury Management in the Public Services and investment guidance issued through the Act. Overall these procedures require the Council to manage risk in the following ways:

- by formally adopting the requirements of the CIPFA Treasury Management Code of Practice;
- by the adoption of a Treasury Policy Statement and treasury management clauses with its financial regulations;
- by approving annually in advance prudential indicators for the following three years limiting:
  - The Council's overall borrowing;
  - Its maximum and minimum exposures to fixed and variable rates;
  - Its maximum and minimum exposures as to the maturity structure of its debt;
  - Its maximum annual exposures to investments maturing beyond a year.
- by approving an investment strategy for the forthcoming year setting out its criteria for both investing and selecting investment counterparties in compliance with the Government Guidance.

These are required to be reported and approved at or before the Council's annual Council Tax setting meeting. These items are reported with the annual treasury management strategy which outlines the detailed approach to managing risk in relation to the Council's financial instrument exposure. Actual performance is also reported annually to Members.

The 2013/14 annual treasury management strategy which incorporates the prudential indicators was approved by Council in February 2013 and is available on the Council website. The strategy divides its investments into two categories:

**In-house funds:** The Council has in-house managed funds which are mainly cash-flow derived and there is a core balance available for investment over a longer period. Investments will accordingly be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e. rates for investments up to 12 months).

**External fund managers:** A proportion of the Council's funds are externally managed on a discretionary basis by Investec. The Council has used external fund managers since 1997. These fund managers and amounts held are currently under review as we look to rebalance funds as expenditure in our capital programme continues.

The Council's external fund managers will comply with the Annual Investment Strategy. The agreement between the Council and Investec additionally stipulate guidelines and duration and other limits in order to contain and control risk.

These Treasury Management policies are implemented by a central treasury team. The Council maintains written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk, and the investment of surplus cash through Treasury Management Practices (TMPs). These TMPs are a requirement of the Code of Practice and are reviewed regularly.

The Council's Treasury Management function and the rates quoted in this valuation are supported and obtained by the Council's treasury management advisors Sector.

### **Credit risk**

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers.

The risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with the Fitch, Moody's and Standard & Poors Credit Rating Services. The Annual Investment Strategy also considers maximum amounts and time limits in respect of each financial institution. Deposits are not made with banks and financial institutions unless they meet the minimum requirements of the investment criteria outlined above. Additional selection criteria are also applied after the initial criteria are applied. The full Investment Strategy was approved by Council and can be found on the Council's website.

This Council uses the creditworthiness service provided by Sector. This service uses a sophisticated modelling approach with credit ratings from all three rating agencies - Fitch, Moody's and Standard and Poors, forming the core element. However, it does not rely solely on the current credit ratings of counterparties but also uses the following as overlays:

- credit watches and credit outlooks from credit rating agencies
- CDS spreads to give early warning of likely changes in credit ratings
- Sovereign ratings to select counterparties from only the most creditworthy countries.

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

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



<b>Deposits with banks and financial institutions (excluding Iceland Banks)</b>	<b>Credit Rating</b>	<b>Principal Amount 31-Mar-13 £000s</b>	<b>Historical experience of default (adjusted to reflect market conditions)</b>	<b>Estimated maximum exposure to default 31-Mar-13</b>
Prime Rate MMF	AAA	6,000	0%	0
RBS MMF	AAA	2,980	0%	0
Halton Borough Council	AAA	5,000	0%	0
European Bank for Recon 12/13	AAA	259	0%	0
Rabobank	AA	605	0.03%	0
Rabobank T/D	AA	141	0.03%	0
Nordea Group	AA-	1,101	0.03%	0
Nordea Group	AA-	300	0.03%	0
Svenska Handelsbanken	AA-	500	0.03%	0
Svenska Handelsbanken	AA-	700	0.03%	0
Nordea Group	AA-	300	0.03%	0
HSBC	AA-	100	0.03%	0
Bk of Nova Scotia	AA-	1,315	0.03%	0
Nationwide BS	A+	2,000	0.08%	2
Nationwide BS	A+	3,000	0.08%	2
Nationwide BS	A+	3,500	0.08%	3
ING Bank	A+	1,701	0.08%	1
Deutsche Bank	A+	1,701	0.08%	1
Nationwide BS	A+	1,101	0.08%	1
Nationwide	A+	300	0.08%	0
Nat West Liquidity Select	A	2,000	0.08%	2
Lloyds	A	2,000	0.08%	2
Nat West	A	3,000	0.08%	2
Bank of Scotland	A	5,000	0.08%	4
Lloyds	A	1,500	0.08%	1
Bank of Scotland	A	2,500	0.08%	2
Ulster Bank	A	5,000	0.08%	4
Nat West	A	3,000	0.08%	2
Lloyds	A	4,000	0.08%	3
Barclays	A	1,700	0.08%	1
Call Deposit Account	A	15	0.08%	0
<b>Sub total : Deposits with banks and building societies</b>		<b>62,319</b>		<b>33</b>
Trade Debtors		157	5.00%	8
<b>Total</b>		<b>62,476</b>		<b>41</b>

No breaches of the Council's counterparty criteria occurred during the reporting period and the Council does not expect any losses from non-performance by any of its counterparties in relation to deposits and bonds.

The Council generally allows 30 days credit for its debtors, such that £157k of the £10,673k invoices debtors balance before the bad debt provision, is past its due date for payment. The past due amount can be analysed by age as follows:

31-Mar-12 £000s		31-Mar-13 £000s
102	Less than three months	34
28	Three to twelve months	48
74	More than one year	75
<b>204</b>		<b>157</b>

Creditors are paid according to terms; there are no defaults or exposures to be considered. The Council initiates a legal charge on property where, for instance, works in default invoices are raised but the debtor cannot afford to pay immediately. The total collateral at 31 March 2013 was £16,099 (2011/12 £7,927.)

### Glitnir Bank hf

Glitnir Bank hf is an Icelandic entity. Following steps taken by the Icelandic Government in early October 2008 its domestic assets and liabilities were transferred to a new bank (new Glitnir) with the management of the affairs of Old Glitnir being placed in the hands of a resolution committee. Following the Icelandic Supreme Court's decision to grant UK local authorities priority status, the winding up board made a distribution to creditors in a basket of currencies in March 2012.

An element of the distribution is in Icelandic Kroner which has been placed in an escrow account in Iceland and is earning interest of 4.2%. This element of the distribution has been retained in Iceland due to currency controls currently operating in Iceland and as a result is subject to exchange rate risk, over which the Council has no control.

The distribution has been made in full settlement, representing 100% of the claim. The investment remaining in the Council's balance sheet at 31 March 2013 is £1.47m.

Glitnir	Claim Ref	Total Claim Value	Claim Value in	Claim Value in
			Escrow at 31/3/2013	Escrow at 31/3/2013
		ISK	ISK	£1 : 188.97 ISK £
Investment 1	1819	430,659,559	85,605,300	453,010
Investment 2	1870	436,659,157	86,797,889	459,321
Investment 3	1888	527,451,012	104,845,280	554,825
		<u>1,394,769,728</u>	<u>277,248,469</u>	<u>1,467,156</u>

The amounts were converted from Icelandic Kroner to GBP Sterling with the exchange rates as detailed within CIPFA LAAP Bulletin 82 Update 7. There was foreign exchange gain recognised of £97,158 at the balance sheet date.

## Liquidity risk

The Council manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the treasury and investment strategy reports), as well through cash flow management procedures required by the Code of Practice. This seeks to ensure that cash is available when needed.

In the event of an unexpected cash requirement the Council has ready access to borrowings from the Money Markets to cover any day to day cash flow need. The Council is also required to provide a balanced budget through the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

The maturity analysis of financial assets is as follows:

<b>31-Mar-12</b>		<b>31-Mar-13</b>
<b>£000s</b>	<b>Investments (Excluding Glitnir, Iceland)</b>	<b>£000s</b>
47,052	Less than one year	51,899
5,041	Between one and two years	0
0	Between two and three years	0
0	More than three years	0
<b>52,093</b>		<b>51,899</b>

## Refinancing and Maturity Risk

The Council maintains an investment portfolio. Whilst the cash flow procedures above are considered against the refinancing risk procedures, longer term risk to the Council relates to managing the exposure of replacing financial instruments as they mature. This risk relates to the maturing of longer term financial assets.

The approved treasury indicator limits for the maturity structure of debt and the limits placed on investments placed for greater than one year in duration are the key parameters used to address this risk. The Council's approved treasury and investment strategies address the main risks and the central treasury team address the operational risks within the approved parameters. This includes:

- monitoring the maturity profile of financial liabilities and amending the profile through either new borrowing or the rescheduling of the existing debt; and
- monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Council's day to day cash flow needs, and the spread of longer term investments provide stability of maturities and returns in relation to the longer term cash flow needs.

The Council has no long term financial liabilities. All trade and other payables are due to be paid in less than one year.

## Market risk

**Interest rate risk** - The Council is exposed to interest rate movements on its investments. Movements in interest rates have a complex impact on the Council, depending on how variable and fixed interest rates move across differing financial instrument periods. For instance, a rise in variable and fixed interest rates would have the following effects:

- investments at variable rates – the interest income credited to the Comprehensive Income and Expenditure Statement will rise; and
- investments at fixed rates – the fair value of the assets will fall (no impact on revenue balances).

The Council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together Council's prudential and treasury indicators and its expected treasury operations, including an expectation of interest rate movements. From this Strategy a prudential indicator is set which provides maximum and minimum limits for fixed and variable interest rate exposure. The central treasury team will monitor market and forecast interest rates within the year to adjust exposures appropriately. For instance during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate investments may be taken for longer periods to secure better long term returns.

As at 31<sup>st</sup> March 2013, there was no material exposure to changes in interest rates as the majority of investment activity was undertaken at a fixed rate of interest. Therefore, had the interest rate been 1% higher (or conversely 1% lower), there would be no material impact on other financial statements within these accounts.

**Price risk** - The Council, excluding the pension fund, does not generally invest in equity shares or marketable bonds.

**Foreign exchange risk in Relation to Icelandic Deposits** - The Council has foreign exchange exposure resulting from an element of the settlement received from Glitnir. This is being held in Icelandic kroner in an escrow account due to the current imposition of currency controls.

### 8.18 Short Term Debtors

31-Mar-12 £000s		31-Mar-13 £000s
9,793	Central government bodies	5,422
1,900	Other local authorities	2,079
25	NHS bodies	74
	Other entities and individuals:	
966	Council Tax	588
663	Housing Benefit Overpayments	653
978	Other	1,457
<u>14,325</u>	<b>Total</b>	<u>10,274</u>

### 8.19 Cash & Cash Equivalents

31-Mar-12 £000s		31-Mar-13 £000s
(496)	Bank Overdraft	(1,891)
13,608	Short-term deposits	11,049
<u>13,112</u>	<b>Total Cash and Cash Equivalents</b>	<u>9,158</u>

## 8.20 Short Term Creditors

31-Mar-12 £000s		31-Mar-13 £000s
(444)	Central government bodies	(441)
(579)	Other local authorities	(412)
	Other entities and individuals	
(858)	Non-Domestic Rates	(480)
(1,320)	Council Tax	(749)
(4,566)	Other	(7,620)
<u>(7,767)</u>	<b>Total</b>	<u>(9,703)</u>

## 8.21 Provisions

The main provisions during 2012-13 are where the Council undertook to find budget savings and increase efficiencies through joint working/restructuring with South Northants Council. Incremental Pay increases for staff were introduced and backdated to 1<sup>st</sup> October 2012, but where payment for 2012-13 was made in 2013-14. Landlord Rent Guarantee provides for the cost of damage/repairs to properties when tenants vacate properties. Housings Home Improvement provision for running this service.

Provisions have been made to cover the estimated costs of implementation of these initiatives.

Balance at 31-Mar-12 £000s		Transfers Out 31-Mar-13 £000s	Unused Amounts Reversed in 31-Mar-13 £000s	Transfers In 31-Mar-13 £000s	Balance at 31-Mar-13 £000s
	<b>Under 1 year</b>				
(221)	Restructure Provision	233	0	(109)	(97)
(40)	Engineering Services Provision	0	0	0	(40)
(1)	Health Walks Training Fund	0	0	0	(1)
(93)	Joint Working Provision	0	0	0	(93)
0	Incremental Pay Provision 12/13	0	0	(167)	(167)
<u>(355)</u>		<u>233</u>	<u>0</u>	<u>(276)</u>	<u>(398)</u>
	<b>Over 1 year</b>				
(3)	Health Walks Training Fund	0	0	0	(3)
(98)	Landlord Rent Guarantee Provision	34	0	(42)	(106)
(405)	Restructure Provision	88	0	(9)	(326)
(18)	Landlord Rent Ex-Charter Provision	0	0	0	(18)
(2,000)	Flood Prevention Provision	2,000	0	0	0
(16)	Banbury Bowls Club Reserve	0	0	(7)	(23)
(23)	58 Bridge Street - Repair & Renewals	0	0	(10)	(33)
(104)	Housings Home Improvement Agency	1	0	(22)	(125)
0	Bicester Pool	0	0	(60)	(60)
<u>(2,667)</u>		<u>2,123</u>	<u>0</u>	<u>(150)</u>	<u>(694)</u>
<u>(3,022)</u>	<b>Total Provisions</b>	<u>2,356</u>	<u>0</u>	<u>(426)</u>	<u>(1,092)</u>

## Usable and Unusable Reserves

The Council keeps a number of reserves in the balance sheet. Some are required to be held for statutory reasons, some are needed to comply with proper accounting practice, and others have been set up voluntarily to earmark resources for future spending plans. Different reserves held by the Council are analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and 'unusable reserves' (i.e. those that can not be applied to fund expenditure or reduce local taxation).

### 8.22 Usable Reserves

The Council has a number of usable reserves in the balance sheet, those that can be applied to fund future expenditure or reduce local taxation. The purpose of each useable reserve is detailed in the table below or cross referenced to supporting notes.

31-Mar-12 £000s		Movement in Year £000s	31-Mar-13 £000s	Purpose of Reserve
(38,954)	Capital Receipts Reserve	8,562	(30,392)	Proceeds of fixed asset sales available to meet future investment.
(10,223)	Earmarked Reserves	(638)	(10,861)	Various individual needs.
(3,687)	General Fund	(3)	(3,690)	Resources available to meet future running costs.
(567)	Capital Contributions & Grants Unapplied	520	(47)	This is the balance of capital grants that have not been used to fund capital expenditure.
<u>(53,431)</u>		<u>8,441</u>	<u>(44,990)</u>	

### 8.23 Unusable Reserves

The Council has a number of unusable reserves in the balance sheet, those that can not be applied to fund future expenditure or reduce local taxation they are required to be held for statutory reasons and are needed to comply with proper accounting practice

The unusable reserves held by the Council are detailed in the table below. The purpose of each useable reserve is cross referenced to the supporting notes for each unusable reserve.

31-Mar-12 £000s		31-Mar-13 £000s
(20,976)	Revaluation Reserve	(45,036)
(100,137)	Capital Adjustment Account	(97,906)
(31)	Deferred Capital Receipts Reserve	(20)
53,772	Pensions Reserve	53,348
(141)	Collection Fund Adjustment Account	(201)
223	Accumulated Absences Account	204
<u>(67,290)</u>	<b>Total Unusable Reserves</b>	<u>(89,611)</u>

### 8.23.1 Revaluation Reserve

The Revaluation Reserve contains the gains made by the Council arising from increases in the value of its Property. The balance is reduced when assets with accumulated gains are:

- Revalued downwards or impaired and the gains are lost;
- Used in the provision of services and the gains are consumed through depreciation, or;
- Disposed of and the gains are realised.

The Reserve contains only revaluation gains accumulated since 1st April 2007 the date that the reserve was created.

Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

31-Mar-12 £000s		31-Mar-13 £000s
(16,857)	<b>Balance at 1 April</b>	(20,976)
(6,688)	Upward revaluation of assets	(28,745)
1,735	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	3,850
(4,953)	Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	(24,895)
834	Difference between fair value depreciation and historical cost depreciation	835
834	Amount written off to Capital Adjustment Account	835
<u>(20,976)</u>	<b>Balance at 31 March</b>	<u>(45,036)</u>

### 8.23.2 Capital Adjustment Account

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

The account contains accumulated gains and losses on Investment Properties and also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

Note 8.5 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

The movements on the Capital Adjustment Account for the year are:

<b>31-Mar-12</b> <b>£000s</b>		<b>31-Mar-13</b> <b>£000s</b>
<b>(102,820)</b>	<b>Balance at 1 April</b>	<b>(100,137)</b>
0		
<b>(102,820)</b>		<b>(100,137)</b>
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
4,032	Charges for depreciation and impairment of non-current assets	4,186
2,169	Revaluation gains / losses on Property, Plant and Equipment	3,188
402	Amortisation of intangible assets	305
1,877	Revenue expenditure funded from capital under statute	1,445
26	Amounts of non current assets written off on disposal of sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	21
<b>8,506</b>		<b>9,145</b>
<b>(834)</b>	Adjusting amounts written out of the Revaluation Reserve	<b>(835)</b>
<b>7,672</b>	Net written out amount of the cost of non current assets consumed in the year	<b>8,310</b>
	Capital financing applied in the year :	
<b>(3,938)</b>	Use of the Capital Receipts Reserve to finance new capital expenditure	<b>(9,616)</b>
<b>(547)</b>	Use of grants to finance Revenue Expenditure Financed from Capital Under Statute	<b>(544)</b>
<b>(331)</b>	Use of Earmarked Reserves	<b>(447)</b>
0	Contributions for Donated Assets	<b>(565)</b>
<b>(145)</b>	Capital Grants Unapplied written out	0
<b>(131)</b>	Adjustments involvement Financial Instruments Adjustment Account	0
<b>(5,092)</b>		<b>(11,172)</b>
103	Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	5,093
<b>(100,137)</b>	<b>Balance at 31 March</b>	<b>(97,906)</b>



### 8.23.3 Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for income and expenses relating to certain financial instruments and for bearing losses or benefiting from gains per statutory provisions.

31-Mar-12 £000s		31-Mar-13 £000s
(131)	<b>Balance at 1 April</b>	0
131	Proportion of premiums incurred in previous financial years to be charged against the General Fund Balance in accordance with statutory requirements	0
131	Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	0
<b>0</b>	<b>Balance at 31 March</b>	<b>0</b>

### 8.23.4 Pension Reserve

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

31-Mar-12 £000s		31-Mar-13 £000s
<b>35,470</b>	<b>Balance at 1 April</b>	<b>53,772</b>
17,937	Actuarial gains or losses on pensions assets and liabilities	(1,752)
3,057	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	4,150
(2,692)	Employer's pensions contributions and direct payments to pensioners payable in the year	(2,822)
<b>53,772</b>	<b>Balance at 31 March</b>	<b>53,348</b>

### 8.23.5 Deferred Capital Receipts Reserve

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

<b>31-Mar-12</b> <b>£000s</b>		<b>31-Mar-13</b> <b>£000s</b>
<b>(36)</b>	<b>Balance at 1 April</b>	<b>(31)</b>
5	Transfer to the Capital Receipts Reserve upon receipt of cash	11
<u><b>(31)</b></u>	<b>Balance at 31 March</b>	<u><b>(20)</b></u>

### 8.23.6 Collection Fund Adjustment Account

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

<b>31-Mar-12</b> <b>£000s</b>		<b>31-Mar-13</b> <b>£000s</b>
<b>(120)</b>	<b>Balance at 1 April</b>	<b>(141)</b>
<b>(21)</b>	Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	<b>(60)</b>
<u><b>(141)</b></u>	<b>Balance at 31 March</b>	<u><b>(201)</b></u>

### 8.23.7 Accumulated Absences Account

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

31-Mar-12 £000s		31-Mar-13 £000s
<b>252</b>	<b>Balance at 1 April</b>	<b>223</b>
(252)	Settlement or cancellation of accrual made at the end of the preceding year	(223)
<u>223</u>	Amounts accrued at the end of the current year	<u>204</u>
(29)	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(19)
<u><b>223</b></u>	<b>Balance at 31 March</b>	<u><b>204</b></u>

### 8.24 Cash Flow Statement – Operating Activities

31-Mar-12 £000s		31-Mar-13 £000s
<b>(4,067)</b>	<b>Net Surplus on the Provision of Service</b>	<b>(12,767)</b>
	<b>Adjust net surplus on the provision of services for non-cash movements</b>	
4,032	Depreciation	4,186
2,169	Impairment and downward valuations	3,045
402	Amortisation	305
0	Material Impairment losses on Investments debited to surplus or deficit on the provision of services in year	3
666	Increase/Decrease in Creditors	(1,551)
1,257	Increase/Decrease in Interest Debtors	(209)
(2,113)	Increase/Decrease in Sundry Debtors	2,124
(70)	Increase/Decrease in Inventories	(20)
365	Pension Liability	1,328
(980)	Contributions to/from Provisions	(1,930)
103	Movement in Investment Property Values	4,931
26	Carrying amount of non current assets sold	21
0	Other Non-Cash Movements	0
<u><b>5,857</b></u>		<u><b>12,233</b></u>
	<b>Adjust for items included in the net surplus on the provision of services that are investing or financing activities</b>	
(547)	Capital Grants credited to the surplus on the provision of services	(30)
968	Revenue Grants credited to the surplus on the provision of services	155
(824)	Other Capital Receipts	249
0	Proceeds from the sale of property plant and equipment, investment property and intangible assets	(1,052)
<u><b>(403)</b></u>		<u><b>(678)</b></u>
<u><b>1,387</b></u>	<b>Net Cash Flows from Operating Activities</b>	<u><b>(1,212)</b></u>

The cash flows from operating activities include the following:

31-Mar-12 £000s		31-Mar-13 £000s
3,467	Interest received	808
<u>3,467</u>		<u>808</u>

## 8.25 Cash Flow Statement – Investing Activities

31-Mar-12 £000s		31-Mar-13 £000s
(3,160)	Purchase of property, plant and equipment, investment property and intangible assets	(6,251)
0	Other payments for Investing Activities	(416)
2,893	Movement in short-term and long-term investments	0
6	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	11
5,384	Other receipts from investing activities	1,581
<u>5,123</u>	<b>Net cash flows from investing activities</b>	<u>(5,075)</u>

## 8.26 Cash Flow Statement – Financing Activities

31-Mar-12 £000s		31-Mar-13 £000s
(1,110)	Council Tax and NNDR	2,332
<u>(1,110)</u>	<b>Net cash flows from financing activities</b>	<u>2,332</u>

## 8.27 Amounts Reported for Resource Allocation Decisions

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

- the cost of retirement benefits is based on cash flows (payment of employer's pensions contributions) rather than current service cost of benefits accrued in the year;
- the Accumulated Absences accrual is excluded as it will not be matched;
- the balances unspent on revenue grants and contributions without conditions received in year are excluded.

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

Directorate Income and Expenditure 2012/13	Environment	Development	Resources	Total
	& Community			
	£000s	£000s	£000s	£000s
Fees, charges & other service income	(6,598)	(7,412)	(5,950)	<b>(19,960)</b>
Interest and investment income	0	(2)	0	<b>(2)</b>
Income from Council Tax	0	0	0	0
Other Income	(2,403)	(288)	(412)	<b>(3,103)</b>
Government grants and contributions	(140)	(277)	(44,816)	<b>(45,233)</b>
<b>Total income</b>	<b>(9,141)</b>	<b>(7,979)</b>	<b>(51,178)</b>	<b>(68,298)</b>
Employee expenses	6,284	4,648	4,966	<b>15,898</b>
Other service expenses	6,802	4,325	47,944	<b>59,071</b>
Support Service recharges	2,503	2,980	1,736	<b>7,219</b>
<b>Total operating expenses</b>	<b>15,589</b>	<b>11,953</b>	<b>54,646</b>	<b>82,188</b>
<b>Net expenditure</b>	<b>6,448</b>	<b>3,974</b>	<b>3,468</b>	<b>13,890</b>

\* Car & Lorry Parks have been removed from Trading and categorised as Highways per the SERCOP 2012/13 Code of Practice. The Net surplus for 2012/13 is (£1,267) and 2011/12 (£1,482).

<b>Directorate Income and Expenditure 2011/12</b>	<b>Community &amp; Environment</b>	<b>Development</b>	<b>Resources</b>	<b>Total</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Fees, charges & other service income	(9,707)	(7,989)	(8,031)	<b>(25,727)</b>
Interest and investment income	0	(3)	(40)	<b>(43)</b>
Income from Council Tax	0	0	(4,143)	<b>(4,143)</b>
Government grants and contributions	(110)	(572)	(43,438)	<b>(44,120)</b>
<b>Total income</b>	<b>(9,817)</b>	<b>(8,564)</b>	<b>(55,652)</b>	<b>(74,033)</b>
Employee expenses	6,236	4,670	5,268	<b>16,174</b>
Other service expenses	7,288	5,822	411	<b>13,521</b>
Support Service recharges	2,874	3,463	2,017	<b>8,354</b>
Depreciation, amortisation and impairment	3,025	2,950	731	<b>6,706</b>
Interest Payments	0	0	5,285	<b>5,285</b>
Precepts & Levies	0	0	46,339	<b>46,339</b>
Payments to Housing Capital				
Receipts Pool	0	0	0	<b>0</b>
Gain or Loss on Disposal of Fixed Assets	0	0	26	<b>26</b>
<b>Total operating expenses</b>	<b>19,423</b>	<b>16,905</b>	<b>60,077</b>	<b>96,405</b>
<b>Net expenditure</b>	<b>9,606</b>	<b>8,341</b>	<b>4,425</b>	<b>22,372</b>

### 8.27.1 Reconciliation of Directorate Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement

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

<b>31-Mar-12</b>		<b>31-Mar-13</b>
<b>£000s</b>		<b>£000s</b>
<b>RESTATED*</b>		
22,372	Net Expenditure in the Directorate Analysis	13,890
0	Services & Support Services not in Analysis	3,326
(1,406)	Amounts in the CIES not reported to management in the Analysis	4,678
1,383	Amounts included in the Analysis not included in CIES	1,901
<b>22,349</b>	<b>Cost of Services in CIE</b>	<b>23,795</b>

## 8.27.2 Reconciliation to Subjective Analysis

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

31-Mar-13	Directorate Analysis £000s	Not reported to mgmt £000s	Not included in I&E £000s	Allocation of recharges £000s	Cost of services £000s	Corporate Amounts £000s	Total £000s
Fees, charges & other service income	(19,960)	179	8,535	253	(10,993)	(13,451)	(24,444)
Interest and investment income	(2)	0		0	(2)	(4,501)	(4,503)
Income from Council Tax	0	0	0	0	0	(59)	(59)
Other income	(3,103)	(181)	312	0	(2,972)	(108)	(3,080)
Government grants and contributions	(45,233)	(1,147)	16	0	(46,364)	(7,933)	(54,297)
<b>Total income</b>	<b>(68,298)</b>	<b>(1,149)</b>	<b>8,863</b>	<b>253</b>	<b>(60,331)</b>	<b>(26,052)</b>	<b>(86,383)</b>
Employee expenses	15,898	(319)	(2,790)	0	12,789	9	12,798
Other service expenses	59,071	1,565	(1,878)	0	58,758	192	58,950
Support Service recharges	7,219	309	(1,686)	(253)	5,589	253	5,842
Depreciation, amortisation and impairment	0	4,272	(608)	3,326	6,990	5,275	12,265
Interest Payments	0	0	0	0	0	5,206	5,206
Precepts & Levies	0	0	0	0	0	4,089	4,089
<b>Total operating expenses</b>	<b>82,188</b>	<b>5,827</b>	<b>(6,962)</b>	<b>3,073</b>	<b>84,126</b>	<b>15,024</b>	<b>99,150</b>
<b>Surplus or deficit on the provision of services</b>	<b>13,890</b>	<b>4,678</b>	<b>1,901</b>	<b>3,326</b>	<b>23,795</b>	<b>(11,028)</b>	<b>12,767</b>

31-Mar-12 RESTATED	Directorate Analysis £000s	Not reported to mgmt £000s	Not included in I&E £000s	Allocation of recharges £000s	Cost of services £000s	Corporate Amounts £000s	Total £000s
Fees, charges & other service income	(25,727)	(26)	8,592	17,482	321	(20,595)	(20,274)
Interest and investment income	(43)	0	40	0	(3)	(6,379)	(6,382)
Income from council tax	(4,143)	0	0	0	(4,143)	(21)	(4,164)
Government grants and contributions	(44,120)	(627)	0	0	(44,747)	(8,790)	(53,537)
<b>Total income</b>	<b>(74,033)</b>	<b>(653)</b>	<b>8,632</b>	<b>17,482</b>	<b>(48,572)</b>	<b>(35,785)</b>	<b>(84,357)</b>
Employee expenses	16,174	(756)	(269)	0	15,149	2,843	17,992
Other service expenses	13,521	2	3,707	(10,263)	6,967	2,487	9,454
Support Service recharges	8,354	0	(798)	(7,219)	337	1,962	2,299
Depreciation, amortisation and impairment	6,706	1	(465)	0	6,242	1,016	7,258
Interest Payments	5,285	0	(5,353)	0	(68)	5,183	5,115
Precepts & Levies	46,339	0	(4,013)	0	42,326	4,013	46,339
Gain or Loss on Disposal of Fixed Assets	26	0	(58)	0	(32)	0	(32)
<b>Total operating expenses</b>	<b>96,405</b>	<b>(753)</b>	<b>(7,249)</b>	<b>(17,482)</b>	<b>70,921</b>	<b>17,504</b>	<b>88,425</b>
<b>Surplus or deficit on the provision of services</b>	<b>22,372</b>	<b>(1,406)</b>	<b>1,383</b>	<b>0</b>	<b>22,349</b>	<b>(18,281)</b>	<b>4,068</b>

## 8.28 Trading Operations

Net (Surplus) / Deficit 31-Mar-12 £000s		Expenditure 31-Mar-13 £000s	Income 31-Mar-13 £000s	Net (Surplus) / Deficit 31-Mar-13 £000s
	<b>General Corporate Properties</b> These are all investment properties, which have been acquired as a result of developments in previous years, often having strategic importance, and which are now managed with a view to maximising medium term investment income.	5,461	(1,764)	3,697
(1,241)				
	<b>Industrial Units</b> The Council owns 14 small industrial units which it leases to business occupiers as investment properties, with a view to maximising its medium-term investment.	203	(111)	92
127				
	<b>Markets</b> The council has the right to hold street markets in Banbury and Bicester. It employs contractors to run those markets with the aim of contributing to the retail offered in those towns whilst generating an income for the Council.	57	(45)	12
10				
<u>(1,104)</u>		<u>5,721</u>	<u>(1,920)</u>	<u>3,802</u>

Car & Lorry Parks have been removed from Trading and are now categorised as Highways Service costs per the SERCOP 2012/13 Code of Practice.

## 8.29 Agency Income and Expenditure

The Council undertakes Section 38 Highways Act supervision on behalf of Oxfordshire County Council. The majority of the cost for this work is funded by payments from private developers. The Council also provides grounds maintenance services to other Councils as follows:

31-Mar-12 £000s		31-Mar-13 £000s
349	Bicester Town Council	345
141	Oxfordshire County Council	138
75	Kidlington Parish Council	70
1	Other Parish Councils	0
<u>566</u>	<b>Total</b>	<u>554</u>



### 8.30 Members' Allowances

The total of Members' Allowances paid in the year amounted to £316,416. This compares to £316,666 in 2011/12. A detailed list of allowances paid to each member is available for examination on the Council's website under "Councillors - Members Allowances"

The Local Councils (Members Allowances) Regulations 2003 requires local Councils to publish the amounts paid to members under the members' allowances scheme. The allowances available in 2012/13 were as follows:

<b>31-Mar-12</b>		<b>31-Mar-13</b>
<b>£000</b>		<b>£000</b>
	<b>Members' Allowances</b>	
0	Chairman's allowance	2
207	Basic Allowance	207
90	Special Responsibility Allowance	91
19	Travel & subsistence/Others	16
<hr/> <b>316</b> <hr/>	Total	<hr/> <b>316</b> <hr/>

### 8.31 Officers' Remuneration

The Council is required, under regulation 7(2) of the Accounts and Audit Regulations 2003, to include in the notes to the accounts the number of employees in the accounting period whose remuneration was in excess of £50,000 excluding pension contributions. This includes senior staff all accounted for in the table on the following page.

<b>Number of employees 31-Mar-12</b>	<b>Remuneration Band</b>	<b>Number of employees 31-Mar-13</b>
3	£50,000 to £54,999	1
0	£55,000 to £59,999	1
3	£60,000 to £64,999	1
0	£65,000 to £69,999	2
1	£70,000 to £74,999	0
2	£75,000 to £79,999	0
1	£80,000 to £84,999	1
2	£85,000 to £89,999	1
0	£90,000 to £94,999	0
0	£95,000 to £99,999	0
0	£100,000 to £104,999	0
0	£105,000 to £109,999	0
1	£110,000 to £114,999	0
1	£115,000 to £119,999	0
0	£120,000 to £124,999	0
0	£125,000 to £129,999	0
0	£130,000 to £134,999	0
0	£135,000 to £139,999	1
<hr/> <b>14</b> <hr/>		<hr/> <b>8</b> <hr/>

2012/13									
Key	Post title	Year	Basic Salary	Fees - Monitoring Officer, S151, Returning Officer	Expenses Allowances	Compensation for loss of office	Total Remuneration excluding Pension Contribution	Pension Contributions	Total Remuneration including Pension costs
			£s	£s	£s	£s	£s	£s	£s
1	Chief Executive	2012/13	125,000	9,126	1,653	0	135,778	18,640	154,418
1	Director of Community & Environment	2012/13	87,812	0	1,659	0	89,471	12,127	101,599
2	Director of Resources	2012/13	86,176	2,500	1,229	0	89,905	11,232	101,137
2	Director of Development	2012/13	86,992	0	2,640	0	89,632	11,072	100,704
1	Head of Community Services	2012/13	66,451	0	2,131	0	68,582	9,105	77,687
1	Head of Environmental Services	2012/13	65,854	0	2,831	0	68,685	9,105	77,790
1	Head of Finance and Procurement	2012/13	75,224	5,446	1,613	0	82,284	0	82,284
2	Head of Law and Governance	2012/13	74,740	8,162	1,541	0	84,443	10,389	94,832
2	Head of Transformation	2012/13	62,572	0	0	0	62,572	7,973	70,545
2	Head of Public Protection and Development Management	2012/13	73,316	0	754	0	74,070	9,344	83,414
2	Head of Strategic Planning and the Economy	2012/13	72,064	0	334	0	72,398	0	72,398
2	Head of Regeneration and Housing	2012/13	69,360	0	882	0	70,242	0	70,242
1 Joint Management Team Post employed by CDC. (SNC bear 50% of costs from 1st October 2011)									
2 Joint Management Team Post employed by SNC. (CDC bear 50% of costs from 1st October 2011)									

The financial year 2011/12 saw a significant restructure of the council resulting in a shared management team arrangement with South Northamptonshire Council with some shared services.

			Basic Salary	Fees - Monitoring Officer, S151, Returning Officer	Compensation for loss of office / redundancy	Any other emoluments (OT, Hol Pymt, Election Fees, Tel Allow)	Car Allowance & Car Allowance Buy Out *	Total Remuneration excluding pension contributions	Pension Contributions	Total remuneration including pension costs
	Post title	Year	£s	£s	£s	£s	£s	£s	£s	£s
1	Chief Executive	2011/12	109,543	1,412	0	0	0	110,955	15,423	126,378
1	Director of Community & Environment	2011/12	84,699	0	0	236	3,060	87,995	12,199	100,194
3	Director of Development	2011/12	43,250	0	0	0	330	43,580	5,536	49,116
3	Director of Resources	2011/12	43,250	0	0	0	132	43,382	5,536	48,918
2	Strategic Director Planning, Housing and Economy	2011/12	69,801	0	41,625	236	5,041	116,703	9,702	126,405
1	Head of Finance and Procurement	2011/12	68,500	2,652	0	10,694	0	81,846	0	81,846
1	Head of Environmental Services	2011/12	62,500	0	0	0	0	62,500	8,688	71,188
1	Head of Transformation	2011/12	53,549	0	0	1,045	0	54,594	0	54,594
1	Head of Community Services	2011/12	62,500	0	0	236	0	62,736	8,688	71,424
2	Head of Regeneration and Estates	2011/12	44,910	0	31,581	1,969	0	78,460	6,242	84,702
2	Head of Planning Policy & Economic Development	2011/12	35,000	0	50,121	3,770	0	88,891	4,865	93,756
2	Head of Housing Services	2011/12	29,570	0	49,576	226	0	79,372	4,110	83,482
2	Head of Recreation and Health	2011/12	32,083	0	20,897	226	0	53,206	4,460	57,666
3	Head of Law and Governance	2011/12	37,750	0	0	0	810	38,560	4,832	43,392
3	Head of Public Protection and Development Management	2011/12	36,500	0	0	0	32	36,532	4,672	41,204
3	Head of Strategic Planning and the Economy	2011/12	36,000	0	0	0	0	36,000	0	36,000

## Key

1 Joint Management Team Post employed by CDC. (SNC bear 50% of costs from 1st October 2011)
2 Post deleted as part of Joint Management Team Implementation with SNC
3 Joint Management Team posts employed by SNC . (CDC bear 50% of costs)

### 8.32 Exit Packages

The numbers of exit packages with total cost per band and total cost of the compulsory and other redundancies are set out in the tables below

**CDC entirely responsible for these costs**

(a) Exit package cost band (including special payments)	(b) Number of compulsory redundancies		© Number of other departures agreed		(d) total number of exit packages by cost band [(b) + ©]		(e) Total cost of exit packages in each band	
	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13
£0-£80,000	0	0	2	4	2	4	£10,592	£14,250
£80,001-£100,000	0	0	0	0	0	0	£0	£0
£100,001-£200,000	0	0	0	0	0	0	£0	£0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>£10,592</b>	<b>£14,250</b>

**CDC/SNC 60/ 40 responsible for these costs.**

(a) Exit package cost band (including special payments)	(b) Number of compulsory redundancies		© Number of other departures agreed		(d) total number of exit packages by cost band [(b) + ©]		(e) Total cost of exit packages in each band	
	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13
£0-£80,000	5	0	3	0	8	0	£267,181	£0
£80,001-£120,000	0	0	0	0	0	0	£0	£0
£120,001-£200,000	0	0	3	0	3	0	£432,255	£0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>£699,436</b>	<b>£0</b>

\* Cherwell District Council has responsibility for 60% of the costs detailed in the table above.

**CDC/SNC 50/ 50 responsible for these costs.**

(a) Exit package cost band (including special payments)	(b) Number of compulsory redundancies		© Number of other departures agreed		(d) total number of exit packages by cost band [(b) + ©]		(e) Total cost of exit packages in each band	
	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13
£0-£80,000	0	3	0	5	0	8	£0	£130,597
£80,001-£120,000	0	0	0	0	0	0	£0	£0
£120,001-£200,000	0	0	0	0	0	0	£0	£0
<b>Total</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>8</b>	<b>£0</b>	<b>£130,597</b>

Cherwell District Council has responsibility for 50% of the cost detailed in the table above.

### 8.33 External Audit Costs

In 2012/13 the council incurred the following fees relating to external audit and inspection:

31-Mar-12 £000s		31-Mar-13 £000s
114	Fees payable to The External Auditor with regard to external audit services carried out by the appointed auditor	62.5
35	Fees payable to The External Auditor for the certification of grant claims and returns	13.5
	Fees payable to The External Auditor for questions answered regarding HS2.	2
<u>149</u>		<u>78</u>

### 8.34 Grant Income

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

2011/12 £000		2012/13 £000s
	<b>Credited to Taxation and Non Specific Grant Income</b>	
126	Section 106 Developer Contributions	83
2,038	Non-ringfenced Government Grants	148
6,596	Non Domestic Rates	7,629
155	Council Tax Freeze Grant 2011/12	156
<u>8,915</u>	<b>Total</b>	<u>8,016</u>
	<b>Credited to Services</b>	
946	DWP Administration Subsidy Grant	880
35,276	DWP Rent Allowances	36,383
7,430	DWP Council Tax Benefits	7,207
0	Area Based Grant	76
0	Eco Town	50
113	Bicester Vision	0
130	Developer Contributions	83
0	Department for Climate Change	93
375	Disabled Facilities Grant	494
76	Home Improvement Agency Grant	76
220	Homelessness Grant	110
219	NDR Cost of Collection Grant	218
496	New Homes Bonus	646
0	New Burdens	127
142	Other Grants & Contributions	166
30	Oxfordshire Business Enterprise	30
200	Oxfordshire Waste Partnership	220
50	Performance Reward Grant	10
0	Portas Grant	100
<u>45,703</u>	<b>Total</b>	<u>46,969</u>

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

<b>31-Mar-12</b>		<b>31-Mar-13</b>
<b>£000s</b>		<b>£000s</b>
	<b>Capital Grants Received in Advance</b>	
10,855	Eco Town Grant	10,936
2,952	Section 106 Developer Contributions - Capital	3,101
0	DECC Green Deal	95
0	DCLG Modelling	8
0	Other Contributions	22
<u>13,807</u>		<u>14,162</u>
	<b>Revenue Grants Received in Advance</b>	
<u>1,356</u>	Section 106 Developer Contributions - Revenue	<u>1,365</u>
<u>1,356</u>		<u>1,365</u>
<u>15,163</u>	<b>Total</b>	<u>15,527</u>

## 8.35 Related Parties

The purpose of this disclosure is to provide assurance to readers of these statements that any material transaction between the organisation and those in a position to influence its decisions are properly disclosed.

It is a requirement that disclosure is made in the Statement of Accounts of any material transactions between related parties. The reason for this is to draw attention to the possibility that the reported position and results may have been affected by the existence of the related parties and by any material transactions with them.

Transactions for the financial year ended 31<sup>st</sup> March 2013 with Central Government, Oxfordshire County Council, Thames Valley Police, Council and town and parish councils, are disclosed in the Comprehensive Income and Expenditure Account, Cash Flow Statement, and the Collection Fund.

Central Government has effective control over the general operations of the Council - it is responsible for providing the statutory framework within which the Council operates providing significant funding in the form of grants and also prescribing the terms of many of the transactions that the Council has with other parties (eg Council Tax bills and Housing Benefits) The details of the grants received from government departments have been set out within these statements.

Members and Chief Officers are also regarded as related parties. A register of members' interests and a register of staff interest are used to record and monitor related party transactions. In addition declaration forms were sent to all councillors and relevant officers at the end of the financial year and contain details of all related transactions. All significant transactions are listed in the following table.

	2011/12	2012/13
<b>Cllr Reynolds</b>	Councillor's wife works part time at Spiceball Sports Centre. The council had a contract with Parkwood who managed the facility on our behalf. In 2011/12 management fee payments to Parkwood for Spiceball Sports Centre totalled £157,574 also £17,853.37 was made for Hall Hire.	Councillor's wife works part time at Spiceball Sports Centre. The council had a contract with Parkwood who managed the facility on our behalf. In 2012/13 management fee payments to Parkwood for Spiceball Sports Centre totalled £189,223 also £18,952.52 was made for Hall Hire.
<b>Cllr Sibley</b> <b>Cllr Pickford</b> <b>Cllr Gibbard</b> <b>Cllr L Stratford</b>	Cherwell District Council nominees on the Charter Community Housing Board and Sanctuary Housing Board with whom the Council had various financial transactions totalling £51,462.	Cherwell District Council nominees on the Charter Community Housing Board and Sanctuary Housing Board with whom the Council had various financial transactions totalling £463,018.

### Entities controlled or significantly influenced by the Council

During 2012/13 £94,113 (2011/12 £64,697) was paid to Bicester Citizens Advice for service level funding. The payment although not material to the Council, is considered material to the operations of Bicester Citizens Advice and has therefore been disclosed within this note.

During the financial year, both Cllr. Rose Stratford and Cllr. Lawrie Stratford had some involvement with Bicester Citizens Advice.

During 2012/13 £46,531.50 (2011/12 £38,900) was paid to Mill Arts Centre as grant funding. Additionally a loan of £35,000 was advanced to the centre during the year 2012/13. These transactions, although not material to the Council, are considered material to the operations of Mill Art Centre and have therefore been disclosed within this note.

During the financial year Cllr Turner and Cllr Cullip had involvements with the Mill Arts Centre

### 8.36 Capital Expenditure & Financing

31-Mar-12 £000s		31-Mar-13 £000s
	<b>Capital Investment</b>	
2,281	Operational Assets (Note 8.10)	8,919
220	Non-operational Assets (Note 8.10)	543
0	Investment Properties (Note 8.12)	13
438	Intangible Assets (Note 8.13)	252
1,877	Revenue Expenditure Funded from Capital under Statute (REFCUS) (Note 8.15)	1,445
<u>4,816</u>		<u>11,172</u>
	<b>Sources of finance (Note 8.23.2)</b>	
3,938	Capital Receipts	9,616
547	Government Grants and Other Contributions	1,109
331	Funding from Earmarked reserve through Revenue	447
0	Direct Revenue Financing	0
<u>4,816</u>		<u>11,172</u>

### 8.37 Leases

#### 8.37.1 Council as a Lessee

##### Finance Leases

The Council had no finance leases as at 31st March 2013.

##### Operating Leases

The Council has acquired its offices in Bicester and several small items of equipment by entering into operating leases, with typical lives of 3 and 3 ½ years respectively.

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

31st March 2012 £000s		31st March 2013 £000s
47	Not later than one year	18
40	Later than one year and not later than five years	22
<u>87</u>		<u>40</u>

The expenditure charged to the Comprehensive Income and Expenditure Statement during the year in relation to these leases was £18,133 (2011/12 £46,557).

### 8.37.2 Council as a Lessor

#### Finance Leases

The Council had no finance leases as at 31st March 2013.

#### Operating Leases

The Council has leased out property at the Castle Quay Shopping Centre, Banbury to Scottish Widows on an operating lease with a remaining term of 237 years. The Council also has 35 smaller operating leases with a total value of £6.626m.

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

31st March 2012 £000s		31 <sup>st</sup> March 2013 £000s
537	Not later than one year	659
1,950	Later than one year and not later than five years	2,752
<u>27,470</u>	Later than five years	<u>26,944</u>
<u>29,957</u>		<u>30,355</u>

### 8.38 Contingent Liabilities

A group of Property Search Companies are seeking to claim refunds of fees paid to the Council to access land charges data. Proceedings have not yet been issued. The Council has been informed that the value of those claims at present is £134,117 plus interest and costs. The claimants have also intimated that they may bring a claim against all English and Welsh local authorities for alleged anti-competitive behaviour. It is not clear what the value of any such claim would be as against the Council. It is possible that additional claimants may come forward to submit claims for refunds, but none have been intimated at present.



## **8.39 Contingent Assets**

### **8.39.1 VAT Share**

When the Council sold their housing stock an agreement was put in place so that they would be party to any input VAT refund received by the third party responsible for repairs and maintenance work. These amounts relate to the refurbishment of the properties sold to bring them up to the required standard. It is expected that a flow of economic benefit will occur in the future, however the value and timing is less certain.

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## 9. COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT

This account shows the income received from Council Tax payers and Business Rate payers. It also shows how the income is distributed between Cherwell District Council, Oxfordshire County Council and Thames Valley Police Council.

<b>31-Mar-12</b>		<b>31-Mar-13</b>
<b>£000s</b>		<b>£000s</b>
	<b>Income</b>	
(70,484)	Council Tax	(71,542)
	Transfers from General Fund	
(7,317)	Council Tax Benefits	(7,138)
(62,244)	Business Ratepayers	(63,961)
<u>(140,045)</u>		<u>(142,641)</u>
	<b>Expenditure</b>	
	Precepts and Demands	
58,477	Oxfordshire County Council	58,800
7,767	Thames Valley Police and Crime Commissioner	7,810
10,229	Cherwell District Council	10,340
	Business rate	
62,024	Payment to National Pool	63,743
220	Cost of Collection allowance	218
	Bad and doubtful debts	
190	Write offs	205
5	Provision	42
975	Contribution towards previous years' Collection Fund surplus	1,042
<u>139,887</u>		<u>142,200</u>
(158)	<b>Surplus for the year</b>	(441)
(898)	<b>Balance at start of year</b>	(1,056)
<u>(1,056)</u>	<b>Balance at end of year</b>	<u>(1,497)</u>

## 10. NOTES TO THE COLLECTION FUND

### 10.1 Council Tax

Council Tax income derives from charges raised according to the value of residential properties that have been classified into eight valuation bands (A to H). Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by Oxfordshire County Council, Thames Valley Police Council and Cherwell District Council together with each parish requirement and dividing this by the Council Tax base i.e. the number of properties in each valuation band converted to an equivalent number of band D dwellings and adjusted for discounts. The basic amount of Council Tax for a band D property including an average parish charge is £1,520.29 (2011/12 £1,519.23) multiplied by the ratio specified for the particular band to give an individual amount due.

The Council Tax base was calculated as follows:

Valuation Band	Chargeable dwellings after effect of discounts	Ratio	Band D Equivalents Dwellings
A	4,264.75	6/9	2,843.2
B	12,926.75	7/9	10,054.1
C	14,638.00	8/9	13,011.6
D	9,193.25	9/9	9,193.3
E	6,637.50	11/9	8,112.5
F	3,034.75	13/9	4,383.5
G	2,155.25	15/9	3,592.1
H	196.25	18/9	392.5
Relief Reduction	5.75	5/9	3.2
			<b>51,586.0</b>
Ministry of Defence Properties			244.2
			<b>51,830.2</b>

### 10.2 Business Rates

Under the arrangements for Non-Domestic Rates, the Council collects rates for its area based upon local rateable values (determined by the Valuation Office Agency, an executive agency of HM Revenue and Customs) multiplied by the multiplier (determined by the Government). For 2012/13 there are two multipliers, the small business non-domestic rating multiplier of 45.0p and the non-domestic rating multiplier of 45.8p. The total non-domestic rates due, less certain reliefs and deductions are paid into a National Non-Domestic Pool which is administered by the Government. The Government redistributes the sums paid into the pool back to Local Councils' Funds on the basis of a fixed amount per head of population.

The total Non-Domestic Rateable Value at 31st March 2013 was £164.7 million (31st March 2012 £164.2 million).

The gross yield for the year was £74,088,831.

Income from Non-Domestic Ratepayers can be calculated as follows:-

<b>31-Mar-12</b> <b>£000s</b>		<b>31-Mar-13</b> <b>£000s</b>
69,740	Gross Yield for 2012-13	74,089
(3,446)	Adjustments for Previous Years	(1,813)
(4050)	Allowances and Other Adjustments	(8,320)
(1)	(Increase)/Decrease in Provision for Non-Collection	4
1	Interest on Overpayments	1
<b>62,244</b>	<b>Income from Non-Domestic Ratepayers</b>	<b>63,961</b>

### 10.3 Analysis of Collection Fund Balance

The surplus on the Collection Fund is available for financing the expenditure of Oxfordshire County Council, Thames Valley Police Council and Cherwell District Council and will be distributed in future financial years as follows.

<b>31-Mar-12</b> <b>£000s</b>		<b>31-Mar-13</b> <b>£000s</b>
(807)	Oxfordshire County Council	(1,144)
(107)	Thames Valley Police and Crime Commissioner	(152)
<b>(915)</b>	<b>Disclosed as creditors in the balance sheet</b>	<b>(1,296)</b>
(141)	Cherwell District Council	(201)
<b>(1,056)</b>		<b>(1,498)</b>

## 11. GROUP ACCOUNTS

Under the terms of the Code where the Council has an interest in any other entity, it is required to prepare a Group Income and Expenditure and Group Balance Sheet. The Council holds no interest in any other entity and therefore no group accounts have been produced.

Where either the Council, or its Members or Senior Officers are connected with any other entity that it transacts any business with, it is required to disclose these as related party interests. These are shown in the Notes to the Core Financial Statements – 8.35 Related Parties.

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## 12. THE PENSION FUND ACCOUNTS

### 12.0 Background

As part of the terms and conditions of employment of its officers and other employees, the Council offers retirement benefits through membership of the Local Government Pension Scheme. Cherwell District Council is a member of the Oxfordshire Local Government Pension Scheme and Oxfordshire County Council is the administering Council. The county council is responsible for maintaining, administering and paying out all benefits from the pension fund. The fund is valued by a professional Actuary and Barnett Waddingham is the appointed Actuary to the Fund.

Although these benefits will not actually become payable until after the employees retire, the council is required to disclose the cost of these at the time that the employees earn their future entitlement. The arrangement is a funded defined benefit final salary scheme. This means that the council and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets. The retirement benefits are determined independently of the investments of the scheme and employers have an obligation to make contributions where assets are insufficient to meet employee benefits.

Cherwell District Council recognises the cost of retirement benefits in the Comprehensive Income and Expenditure Statement under Net Cost of Services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge we are required to make against council tax is based on the cash contributions payable in the year, so the future cost of retirement benefits is reversed out in the Movement in Reserves Statement so that it does not impact the charge to council tax.

The following transactions have been made in the Comprehensive Income and Expenditure Statement (CIES) and Movement in Reserves Statement during the year:

	31-Mar-12 £000s	31-Mar-13 £000s
<b>Comprehensive Income &amp; Expenditure Statement</b>		
Cost of Services		
Current Service Cost	1,940	2,428
Past Service Costs / (gain)	0	0
Settlements and curtailments	206	0
Financing and Investment Income & Expenditure		
Interest Costs	5,251	5,183
Expected Return on Scheme Assets	(4,134)	(3,461)
<b>Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Service</b>	<b>3,263</b>	<b>4,150</b>
<b>Other Post Employment Benefit Charged to the CIES</b>		
Actuarial (Gains) and Losses	17,937	(1,752)
<b>Total Post Employment Benefit Charged to the CIES</b>	<b>21,200</b>	<b>2,398</b>
<b>Movement in Reserves Statement</b>		
Reversal of net changes made to the Surplus or Deficit for the Provision of Services for Post Employment Benefits in accordance with the Code	(3,263)	(4,150)
<b>Actual amount charged against the General Fund Balance for pensions in the year</b>		
Employers' contributions payable to the scheme	<b>2,898</b>	<b>2,822</b>

## 12.1 Principal Actuarial Data Sources as at 31 March 2013

The actuary has used the following items of data, which it received from Oxfordshire County Council:

- The results of the funding valuation as at 31 March 2010 which was carried out for funding purposes;
- Estimated whole fund income and expenditure items for the period to 31 March 2013;
- Estimated whole fund returns for the period to 31 March 2013 are based on assets used for the purpose of the IAS19 valuation as at 31 March 2012, actual fund returns for the period to 28 February 2013 and then market returns (estimated where necessary) for the period to 31 March 2013;
- Estimated Fund income and expenditure in respect of the Employer for the period to 28 February 2013.
- Details of any new early retirements for the period to 31 March 2013 that have been paid out on an unreduced basis, which are not anticipated in the normal employer service cost.

### 12.1.1 Employer Membership Statistics

The table below summarises the membership data as at 31 March 2010.

<b>Member Data Summary</b>	<b>Number</b>	<b>Salaries / Pensions £000s</b>	<b>Average Age</b>
Active members	429	10,449	44
Deferred pensioners	650	1,006	43
Pensioners	517	3,383	70

The service cost for the year ending 31 March 2013 is calculated using an estimate of the average total pensionable payroll during the year. From the contribution information provided by the employer, the estimated average total pensionable payroll during the year is £9,403,000. The projected service cost for the year ending 31 March 2014 is calculated from an estimated payroll of £9,403,000.

### 12.1.2 Early Retirements

The actuary requested data on any early retirements in respect of the Employer from the Administering Council for the year ending 31 March 2013.

It is the actuary's understanding that there were no new early retirements over the year which were not allowed for in the IAS19 assumptions.

### 12.1.3 Assets

The return on the Fund (on a bid value to bid value basis) for the year to 31 March 2013 is estimated to be 21%. This is based on the estimated Fund value used at the previous accounting date and the estimated Fund value used at this accounting date. The actual return on Fund assets over the year may be different.

The estimated asset allocation for Cherwell District Council as at 31 March 2013 is as follows:

<b>Employer Asset Share - Bid Value</b>	<b>31-Mar-12</b>		<b>31-Mar-13</b>	
	<b>£000s</b>	<b>%</b>	<b>£000s</b>	<b>%</b>
Equities	42547	70	50071	70
Gilts	6078	10	7257	10
Other bonds	3647	6	4354	6
Property	3647	6	4354	6
Cash	1823	3	2903	3
Alternative Assets	3039	5	3628	5
<b>Employer Asset Share Total</b>	<b>60,781</b>	<b>100%</b>	<b>72,567</b>	<b>100%</b>

The Actuary have estimated the bid values where necessary. The final asset allocation of the Fund assets as at 31 March 2013 is likely to be different from that shown due to estimation techniques.

Based on the above, the Employer's share of the assets of the Fund is approximately 5%.

#### **12.1.4 Unfunded Benefits**

In the year to 31st March 2013 £240,000 (2011/12 £229,000) of unfunded pensions were paid.

### **12.2 Actuarial Methods and Assumptions**

#### **12.2.1 Roll-Forward Approach**

To assess the value of the Employer's liabilities as at 31 March 2013, the Actuary have rolled forward the value of the Employer's liabilities calculated for the funding valuation as at 31 March 2010 allowing for the different financial assumptions required under IAS19. A similar roll-forward approach was taken for the report as at 31 March 2012.

The full actuarial valuation involved projecting future cashflows to be paid from the Fund and placing a value on them. These cashflows include pensions currently being paid to members of the Scheme as well as pensions (and lump sums) that may be payable in future to members of the Fund or their dependants. These pensions are linked to inflation and will normally be payable on retirement for the life of the member or a dependant following a member's death.

It is not possible to assess the accuracy of the estimated liability as at 31 March 2013 without completing a full valuation. However, the Actuary are satisfied that the approach of rolling forward the previous valuation data to 31 March 2013 should not introduce any material distortions in the results provided that the actual experience of the Employer and the Fund has been broadly in line with the underlying assumptions, and that the structure of the liabilities is substantially the same as at the latest formal valuation. From the information we have received there appears to be no evidence that this approach is inappropriate.

To calculate the asset share we have rolled forward the assets allowing for investment returns (estimated where necessary), contributions paid into, and estimated benefits paid from, the Fund by, and in respect of, the Employer and its employees.

#### **12.2.2 Valuation Method**

As required under IAS19 the Actuary has used the projected unit method of valuation to calculate the service cost.



### 12.2.3 Demographic / Statistical Assumptions

The Actuary has adopted a set of demographic assumptions that are consistent with those used for the formal funding valuation as at 31 March 2010. The post retirement mortality tables adopted were the S1PA Heavy tables allowing for medium cohort projection, with a minimum 1% improvement. The assumed life expectations from age 65 are:

Life expectancy from age 65		31-Mar-12	31-Mar-13
<b>Retiring today</b>			
	Males	19	19.2
	Females	23.1	23.2
<b>Retiring in 20 years</b>			
	Males	21	21.1
	Females	25	25.1

The following assumptions have also been made:

- Members will exchange half of their commutable pension for cash at retirement;
- Active members will retire one year later than they are first able to do so without reduction.

### 12.2.4 Financial Assumptions

The financial assumptions used for the purposes of the IAS19 calculations are as follows:

Assumptions as at	31-Mar-11		31-Mar-12		31-Mar-13	
	% pa	Real %	% pa	Real %	% pa	Real %
RPI Increases	3.5%	-	3.3%	-	3.3%	-
CPI Increases	2.7%	-0.8%	2.5%	-0.8%	2.5%	-0.8%
Salary Increases	5.0%	1.5%	4.7%	1.4%	4.7%	1.4%
Pension Increases	2.7%	-0.8%	2.5%	-0.8%	2.5%	-0.8%
Discount Rate	5.5%	1.9%	4.6%	1.3%	4.3%	1.0%

These assumptions are set with reference to market conditions at 31 March 2013.

The Actuary's estimate of the duration of the Employer's liabilities is 19 years.

The discount rate is the annualised yield at the 19 year point on the Merrill Lynch AA rated corporate bond curve which has been chosen to meet the requirements of IAS19 and with consideration of the duration of the Employer's liabilities. This approach has been updated from previous disclosures when the yield on the iBoxx AA rated over 15 year corporate bond index was used as a standard assumption for most Employers in the Fund.

The RPI increase assumption is set based on the difference between conventional gilt yields and index-linked gilt yields at the accounting date using data published by the Bank of England, specifically the 19 year point on the BoE spot inflation curve. Previously, the 20 year point was

used and so this has been updated to reflect that this Employer's liabilities have a shorter duration than average.

This measure has historically overestimated future increases in the RPI and so the Actuary have made a deduction of 0.25% to get the RPI assumption of 3.3%. As future pension increases are expected to be based on CPI rather than RPI, we have made a further assumption about CPI which is that it will be 0.8% below RPI i.e. 2.5%. We believe that this is a reasonable estimate for the future differences in the indices, based on the different calculation methods.

Salary increases are then assumed to be 1.4% above RPI in addition to a promotional scale.

#### **12.2.5 Expected Return on Assets**

For accounting years beginning on or after 1 January 2013, the expected return and the interest cost will be replaced with a single net interest cost, which will effectively set the expected return equal to the IAS19 discount rate.

Therefore the Actuary are not required to disclose an expected return assumption for the year to 31 March 2014.

For the year to 31 March 2013, the expected return was 5.7% per annum, which has been used to determine the profit and loss charge for the year ended 31 March 2013.

#### **12.2.6 Past Service Costs**

Past service costs can arise when the Employer awards additional discretionary benefits such as added years and other forms of augmentation of benefits. A change to benefits may result in either a past service cost or a past service gain.

The Actuary are not aware of any additional benefits which were granted over the year ended 31 March 2013.

#### **12.2.7 Curtailments**

The Actuary have calculated the cost of curtailments arising as a result of the payment of unreduced pensions on early retirement. The Employer may also have to account for non-pension related costs (e.g. lump sum payments on redundancy) but for the avoidance of doubt, we have only calculated the cost of curtailments which affect the Employer's LGPS pension liabilities.

The Actuary calculate the cost of curtailments at the point of exit, with interest applied to the accounting date accounted for separately.

Over the year, the Actuary understand no employees were permitted by the Employer to take unreduced early retirement that they would not otherwise have been entitled to.

### **12.3 Results and Disclosures**

The Actuary estimate that the net liability as at 31 March 2013 is a liability of £53,338,000. In addition:

- 12.3.1 sets out the balance sheet position ended 31 March 2013
- 12.3.2 sets out the profit and loss account costs for the year ended 31 March 2013
- 12.3.3 details a reconciliation of assets and liabilities during the year
- 12.3.4 shows the sensitivity analysis to a change in discount rate
- 12.3.5 shows the balance sheets for the previous 4 years

- 12.3.6 shows the Statement of Recognised Income and Expense
- 12.3.7 contains estimates of the projected profit and loss account costs for the year ending 31 March 2014.

### 12.3.1 Balance Sheet Disclosure

	31-Mar-11 £000s	31-Mar-12 £000s	31-Mar-13 £000s
<b>Net Pension Assets as at</b>			
Present value of funded obligation	93,310	111,214	122,457
Fair value of Scheme assets (bid value)	(60,743)	(60,781)	(72,567)
<b>Net Liability</b>	<b>32,567</b>	<b>50,433</b>	<b>49,890</b>
Present value of unfunded obligation	2,903	3,339	3,458
Unrecognised past service cost	0	0	0
<b>Net Liability in Balance Sheet</b>	<b>35,470</b>	<b>53,772</b>	<b>53,348</b>

### 12.3.2 Profit & Loss Account Costs

	31-Mar-12 £000s	31-Mar-13 £000s
Current service cost	1,940	2,428
Interest on obligation	5,251	5,183
Expected return on Scheme assets	(4,134)	(3,461)
Past service cost	0	0
Loss on curtailments and settlements	206	0
<b>Total</b>	<b>3,263</b>	<b>4,150</b>
<b>Actual return on Scheme assets</b>	<b>722</b>	<b>12,756</b>

The international Accounting Standards Board have published a final version of the revised IAS19 standard which will apply for company accounting periods beginning on or after 1 January 2013. In summary, the main changes that affect the Profit and Loss Charge are:

- Removal of the expected return on assets, to be replaced by a net interest cost comprising interest income on the assets and interest expense on the liabilities, which are both calculated with reference to the discount rate;
- Some labelling changes to the Profit & Loss charge eg "Service cost" now includes what was previously described as the "Current Service Cost" plus the "Past Service Cost" plus any "Curtailments" plus any "Settlements".

Administration expenses are now accounted for within the Profit and Loss charge; previously we made a deduction to the actual and expected returns on assets.

The changes set out above are effective for company periods beginning on or after 1 January 2013 so do not affect the disclosures for 2012/13. However, the following disclosure shows the impact of the revised IAS19 standard had it been applied in 2012/13.

<b>The amounts recognised in the profit and loss statement (if the revised IAS19 standard was adopted) are:</b>	<b>31-Mar-13 £000s</b>
Service cost	2,428
Net Interest on the defined liability (asset)	2,409
Administration expenses	39
<b>Total</b>	<b><u>4,876</u></b>
<b>Actual Return on Scheme assets</b>	<b>12,795</b>

### 12.3.3 Asset and Benefit Obligation Reconciliation

<b>Reconciliation of opening &amp; closing balances of the present value of the defined benefit obligation</b>	<b>31-Mar-12 £000s</b>	<b>31-Mar-13 £000s</b>
Opening defined benefit obligation	96,213	114,553
Service cost	1,940	2,428
Interest cost	5,251	5,183
Actuarial loss / (gain)	14,525	7,544
Losses on curtailments	206	0
Liabilities extinguished on settlements	0	0
Estimated benefits paid (net of transfers in)	(4,029)	(4,185)
Past service cost	0	0
Contributions by Scheme participants	676	632
Unfunded pension payments	(229)	(240)
<b>Closing defined benefit obligation</b>	<b><u>114,553</u></b>	<b><u>125,915</u></b>

### Reconciliation of opening and closing balances of the fair value of Scheme assets

<b>Reconciliation of opening &amp; closing balances of the fair value of Scheme assets</b>	<b>31-Mar-12 £000s</b>	<b>31-Mar-13 £000s</b>
Opening fair value of Scheme assets	60,743	60,781
Expected return on Scheme assets	4,134	3,461
Actuarial gains / (losses)	(3,412)	9,296
Contributions by employer including unfunded benefits	2,898	2,822
Contributions by Scheme participants	676	632
Estimated benefits paid including unfunded benefits	(4,258)	(4,425)
Receipt of bulk transfer value	0	0
<b>Fair value of Scheme assets at end of period</b>	<b><u>60,781</u></b>	<b><u>72,567</u></b>

## Reconciliation of opening and closing deficit

<b>Reconciliation of opening &amp; closing surplus</b>	<b>31-Mar-12</b>	<b>31-Mar-13</b>
	<b>£000s</b>	<b>£000s</b>
Deficit at beginning of year	(35,470)	(53,772)
Current service cost	(1,940)	(2,428)
Employer contributions	2,669	2,582
Unfunded pension payments	229	240
Past service cost	0	0
Other finance income	(1,117)	(1,722)
Settlements and curtailments	(206)	0
Actuarial gains / (losses)	(17,937)	1,752
<b>Deficit at end of year</b>	<b>(53,772)</b>	<b>(53,348)</b>

### 12.3.4 Sensitivity Analysis

<b>Sensitivity Analysis</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Adjustment to discount rate	+0.1%	0.0%	-0.1%
Present value of defined benefit obligation	123,376	125,915	128,535
Projected service cost	2,607	2,702	2,802
Adjustment to mortality age rating assumption	+ 1 year	none	- 1 year
Present value of defined benefit obligation	121,099	125,915	130,795
Projected service cost	2,576	2,702	2,831

### 12.3.5 Amounts for the Current and Previous Periods

<b>Amounts for the current and previous four periods</b>	<b>31-Mar-09</b>	<b>31-Mar-10</b>	<b>31-Mar-11</b>	<b>31-Mar-12</b>	<b>31-Mar-13</b>
	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>	<b>£000s</b>
Defined benefit obligation	(89,950)	(126,399)	(96,213)	(114,553)	(125,915)
Scheme assets	44,220	58,215	60,743	60,781	72,567
Deficit	(45,730)	(68,184)	(35,470)	(53,772)	(53,348)
Experience adjustment on Scheme liabilities	(250)	351	8,315	(355)	(133)
Percentage of liabilities	-0.3%	0.3%	8.6%	-0.3%	-0.1%
Experience adjustment on Scheme assets	(18,080)	13,336	(822)	(3,412)	9,296
Percentage of assets	-40.9%	22.9%	-1.4%	-5.6%	12.8%
Cumulative actuarial gain / (loss)	(12,910)	(33,141)	(8,724)	(26,661)	(24,909)

### 12.3.6 Statement of Recognised Income & Expenses

	31-Mar-12 £000s	31-Mar-13 £000s
<b>Statement of total income and expenses</b>		
Actual return less expected return on pension scheme assets	(3,412)	9,296
Experience gain	(355)	(133)
Changes in assumptions underlying the present value of the scheme liabilities	(14,170)	(7,411)
<b>Actuarial gains / (losses) on pension scheme</b>	<b>(17,937)</b>	<b>1,752</b>
Increase / (decrease) in irrecoverable surplus	0	0
<b>Actuarial gains / (losses) recognised</b>	<b>(17,937)</b>	<b>1,752</b>

### 12.3.7 Projected Pension Expense for the year to 31st March 2014

Projections for the year to 31-Mar-14	31-Mar-14 £000s
Service cost	2,702
Interest cost	2,239
Return on assets	43
<b>Total</b>	<b><u>4,984</u></b>
Employer contributions	2,402

The information included for all of the pension disclosures is provided by Barnett Waddingham, the Actuary for the Pension Fund. Further information can be found in the County Council's Pension Fund's Annual Report which is available on request from the Pensions Services Oxfordshire County Council, Unipart House, Garsington Road, Oxford OX4 2GQ.

## 13. ACCOUNTING POLICIES

### 13. Accounting Policies

#### 13.1 General principles

The Statement of Accounts summarises the Council's transactions for the financial year 2012/13 and its position at the year end. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2011, which those Regulations require to be prepared in accordance with proper accounting practices.

These practices primarily comprise the Code of Practice on Local Council Accounting in the United Kingdom 2012/13 and the Service Reporting Code of Practice 2012/13, both issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). These are supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the 2003 Act.

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

There are no amendments to accounting policies for 2012/13.

#### 13.2 Accruals of Income and Expenditure

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

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

### **13.3 Acquisitions and Discontinued Operations**

There have been no acquisitions or transfer of operations in CDC. Additional policy detail required where a Council has acquired operations (or transferred operations under machinery of government arrangements) during the financial year.

### **13.4 Cash and Cash Equivalents**

Cash and Cash Equivalents comprises of cash on hand and demand deposits which are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value. They must be held for the purpose of meeting short-term cash commitments rather than for investment or other purposes.

They must be repayable without penalty on notice of not more than 24 hours. Investments must mature in three months or less from the date of acquisition.

### **13.5 Exceptional Items**

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

The Council has no Exceptional Items in 2012/13.

### **13.6 Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors**

Changes in accounting policy no longer need to be material to result in a Prior Period Adjustment.

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

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

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

No material errors have been made in prior year accounts that need to be amended in the 2012/13 accounts.



## **13.7 Charges to Revenue for Non-Current Assets**

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

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

The Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement but as CDC does not hold any debt this requirement is not applicable.

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

## **13.8 Employee Benefits**

### **13.8.1 Benefits Payable during Employment**

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave for current employees and are recognised as an expense for services in the year in which employees render service to the Council. An accrual is made for the cost of holiday entitlements (or any form of leave e.g. time off in lieu, flex-leave) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to the service account, but then reversed out through the Movement in Reserves Statement so that holiday benefits accrual has no impact on Council Tax and holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

### **13.8.2 Termination Benefits**

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

### **13.8.3 Post Employment Benefits**

Employees of the Council are members of the Local Government Pension Scheme, administered by Oxfordshire County Council. The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Council.

The Local Government scheme is accounted for as a defined benefit scheme.

The liabilities of the Oxfordshire 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 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 of current employees.

Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of return on a high quality corporate bond. The discount rates are based on the annualised yield on the iBoxx over 15 year AA rated corporate bond index.

The assets of the Oxfordshire County Council pension fund attributable to the Council are included in the Balance Sheet at their fair value and include quoted securities at current bid price and property at market value.

The change in the net pension's liability is analysed into seven components:

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

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

#### **13.8.4 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.

#### **13.9 Events after the Balance Sheet Date**

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

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

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

#### **13.10 Financial Instruments**

##### **13.10.1 Financial Liabilities**

Financial liabilities are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost.

##### **13.10.2 Financial Assets**

Financial assets are classified into two types:

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

The Council has financial assets comprising of long-term and short-term investments, long-term debtors, short-term debtors (excluding statutory debts such as Council Tax, Non-Domestic Rates, rent allowances, precepts, etc) and cash & cash equivalents. These are assets that have fixed or determinable payments but are not quoted in an active market. They are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the loans that the Council has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the relevant service (for receivables specific to that service) or the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The

impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate.

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

The Council has no available for sale financial assets.

### **13.11 Foreign Currency Translation**

Where the Council has entered into a transaction denominated in a foreign currency, the transaction is converted into sterling at the exchange rate applicable on the date the transaction was effective.

Where amounts in foreign currency are outstanding at the year-end, they are reconverted at the spot exchange rate at 31 March. Resulting gains or losses are recognised in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

### **13.12 Government Grants and Contributions**

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

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

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

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

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

#### **Area Based Grant**

Area Based Grant (ABG) is a general grant allocated by central government directly to local Council's as additional revenue funding. ABG is non-ring fenced and is credited to Taxation and Non-Specific Grant Income in the Comprehensive Income and Expenditure Statement.

### **Business Improvement Districts**

CDC does not currently have any Business Improvement Districts.

### **Community Infrastructure Levy**

The Council does not currently charge a Community Infrastructure Levy (CIL).

## **13.13 Intangible Assets**

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

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

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

## **13.14 Interests in Companies and Other Entities**

The Council has no material interests in companies and other entities that have the nature of subsidiaries, associates and jointly controlled entities and are not required to prepare group accounts.

## **13.15 Inventories and Long Term Contracts**

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

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

## **13.16 Investment Property**

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

Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arm's-length. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

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

### **13.17 Jointly Controlled Operations and Jointly Controlled Assets**

The Council has carried out a comprehensive review and concludes that there are no jointly controlled operations of a material financial nature.

### **13.18 Leases**

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

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

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

#### **13.18.1 The Council as Lessee**

##### **Finance Leases**

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

Lease payments are apportioned between:

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

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

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

## **Operating Leases**

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

### **13.18.2 The Council as Lessor**

#### **Finance Leases**

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

Lease rentals receivable are apportioned between:

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

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

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

#### **Operating Leases**

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

### **13.19 Overheads and Support Services**

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

The exceptions to the absorption costing principle are:

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

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

### **13.20 Property, Plant & Equipment**

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

#### **13.20.1 Recognition**

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

#### **13.20.2 Measurement**

Assets are initially measured at cost, comprising:

- the purchase price;
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management; and
- the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located if the cost is above the £10,000 de minimis threshold.

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

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

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

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



- dwellings – fair value, determined using the basis of existing use value for social housing (EUV-SH)

Where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of fair value. At Cherwell District Council this applies to our sports centres.

Where non-property assets that have short useful lives or low values (or both), depreciated historical cost basis is used as a proxy for fair value.

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

At Cherwell District Council, all property valuations are carried out by John Slack MRICS, Head of Regeneration and Estates. The bases of valuations are undertaken in accordance with the Statement of Asset Valuation Practice and Guidance Notes, published by the Royal Institute of Chartered Surveyors (RICS).

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

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

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

### **13.20.3 Impairment**

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

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

### **13.20.4 Depreciation**

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

Depreciation is calculated on the following basis:

- dwellings and other buildings – straight-line allocation over the useful life of the property as estimated by the valuer;
- vehicles, plant, furniture and equipment – straight-line allocation over the useful life of the asset, as advised by a suitably qualified officer and/or Responsible Officer for that asset; and
- infrastructure – straight-line allocation over the useful life of the asset, as advised by a suitably qualified officer, and/or Responsible Officer and/or valuer for that asset.

Newly acquired assets and capital enhancements are depreciated from the year after acquisition, unless the variation in change is considered material. In this respect only, the Council does not fully comply with the requirements of IAS16 Property, Plant & Equipment but this is not a material consideration for the Council.

Useful life of an asset is shown below for the relevant categories

- |                                |                    |
|--------------------------------|--------------------|
| • Infrastructure               | 10, 20 or 40 years |
| • Buildings                    | 10, 20 or 50 years |
| • Vehicles                     | 5, 6 or 7 years    |
| • Computer Equipment / systems | 3, 5 or 10 years   |
| • Other                        | 3, 5 or 7 years    |

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately. All assets with a gross value over £50,000 are considered for componentisation. If on consideration a component is assessed to be greater than 20% of the total cost of the asset, it is componentised and the separate components depreciated using appropriate useful lives. Components that are individually less than 20% of the total cost of the asset are not treated as separate components for accounting purposes. They are valued and depreciated as part of the building structure.

The Council has a de minimis limit of £10,000 for capital expenditure purposes which results in the capitalisation of expenditure above that limit as an asset in the balance sheet. Items below this limit charged to revenue.

A materiality level of £50,000 for property assets has been determined based on previous analysis. Using a £50,000 limit means that £75.4m of the Council's £75.6m property portfolio have been assessed for componentisation, 77% of these assets have been componentised (figures correct as at 31<sup>st</sup> March 2013).

The following five components have been identified:

- 1) Land;
- 2) Structure of Building;
- 3) Roof;
- 4) Electrical & Mechanical (inc. Plant & Equipment); and
- 5) Other / specialist.

Each component is considered to depreciate on a straight line basis. The useful life of a component will vary according to the type of property in which it is located and the amount of use to which it is put. The useful life of a component will be determined by the valuer when a component part is identified.

Where a component is replaced or restored, the carrying amount of the old component shall be derecognised to avoid double counting and the new component reflected at the cost or new carrying value.

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

### **13.20.5 Disposals and Non-Current Assets Held for Sale**

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

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

Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale and are kept under their original category.

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

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals (75% for dwellings and 50% for land, net of statutory deductions and allowances) are payable to the Government. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment. Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement. The written-off value of disposals is not a charge against council tax, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

## **13.21 Heritage Assets**

### **13.21.1 Tangible and Intangible Heritage Assets**

The Council's Heritage Assets are held in the Council's Museum. The Museum has collections of heritage assets which are held in support of the primary objective of the Council's Museum (increasing the knowledge, understanding and appreciation of the Council's history and local area).

Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Council's accounting policies on property, plant and equipment. However, some of the measurement rules are relaxed in relation to heritage assets. These items are reported in the Balance Sheet at insurance valuation which is based on market values. These insurance valuations are updated on an annual basis.

There is an annual programme of valuations and items are valued by an external valuer. The assets within the art collection are deemed to have indeterminate lives and a high residual value; hence the Council does not consider it appropriate to charge depreciation.

Acquisitions are made by purchase or donation. Acquisitions are initially recognised at cost and donations are recognised at valuation with valuations provided by the external valuers and with reference to appropriate insurance values and commercial markets using the most relevant and recent information from sales at auctions.

### **13.21.2 Heritage Assets – General**

The carrying amounts of heritage assets are reviewed where there is evidence of impairment for heritage assets, for example, where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Council's general policies on impairment. The trustees of the Council's Museum will occasionally dispose of heritage assets which have a doubtful provenance or are unsuitable for public display. The proceeds of such items are accounted for in accordance with the Council's general provisions relating to the disposal of property, plant and equipment.

Disposal proceeds are disclosed separately in the notes to the financial statements and are accounted for in accordance with statutory accounting requirements relating to capital expenditure and capital receipts.

### **13.22 Private Finance Initiative (PFI) and Similar Contracts**

The Council has no PFI or similar contracts.

### **13.23 Provisions, Contingent Liabilities and Contingent Assets**

#### **13.23.1 Provisions**

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation.

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

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

Where some or all of the payment required to settle a provision is expected to be recovered from another party (e.g. from an insurance claim) this is only recognised as income for the

relevant service if it is virtually certain that reimbursement will be received if the Council settles the obligation.

#### **13.23.2 Provision for Back Pay Arising from Unequal Pay Claims**

The Council has no claims for back pay arising from discriminatory payments incurred before the Council implemented its equal pay strategy.

#### **13.23.3 Contingent Liabilities**

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

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

#### **13.23.4 Contingent Assets**

A contingent asset arises where an event has taken place that gives the Council a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Council.

Contingent assets are not recognised in the Balance Sheet but disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential.

### **13.24 Reserves**

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against council tax for the expenditure. Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, retirement and employee benefits and do not represent usable resources for the Council – these reserves are explained in the relevant policies.

### **13.25 Revenue Expenditure Funded from Capital under Statute (REFCUS)**

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

### **13.26 VAT**

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

## 14. GLOSSARY OF TERMS USED IN FINANCIAL STATEMENTS

### **Accrual**

An amount included in the final accounts to cover income or spending during an accounting period for goods or work done, but for which we have not received or made a payment by the end of that accounting period.

### **Accumulated Absences Account**

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

### **Actuarial Gains and Losses**

Actuarial gains and losses, in respect of the pension fund, arise where actual events have not coincided with the actuarial assumptions made for the last valuation (known as experience gains/losses) or the actuarial assumptions have changed. For example an unexpectedly high pay award may have been made during the year or employee turnover may have been greater than expected. Scheme assets will need to be revalued on the basis of the revised information.

### **Actuarial valuation**

This is when an actuary checks what the pension scheme's assets are worth and compares them with what the scheme owes. They then work out how much the contributions from employers must be so that there will be enough money in the scheme when people get their pensions.

### **Audit**

An independent examination of the Council's accounts to ensure that they comply with the necessary legislation and follow best accounting practice. The Council's accounts are audited by the external auditor. For 2013/14 Ernst Young have been Appointed as the Council's external auditor.

### **Balances**

The revenue reserves of the Council, made up of the accumulated surplus of income over expenditure. Balances from part of our reserves.

### **Balance Sheet**

The Balance Sheet is a snapshot of the accounts as at the 31st March. It includes the assets and liabilities of all activities of the Council.

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

The rates paid by businesses. The money is collected by the Council and paid into a central pool administered by the Government. The total collected is then redistributed to Council's on the basis of population.

### **Capital Adjustment Account**

Reflects the timing difference between the cost of fixed assets consumed and the capital financing set aside to pay for them.

### **Capital Charge**

A charge to reflect the cost of fixed assets used to provide services.

### **Capital Expenditure**

Spending to buy significant fixed assets that we will use or benefit from for more than a year (for example, land and buildings).

### **Capital Receipts**

Proceeds from the sale of assets which have a long term value.

### **Cash and Cash Equivalents**

Cash and Cash Equivalents comprises of cash on hand and demand deposits which are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value. They must be held for the purpose of meeting short-term cash commitments rather than for investment or other purposes.

### **Cash Flow Statement**

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

### **Chartered Institute of Public Finance and Accountancy (CIPFA)**

The leading professional accountancy body for the public services. They set and monitor professional standards and provide education and training in accountancy and financial management. This is the main professional organisation for accountants working in the public service.

### **Code of Practice on Local Council Accounting**

A guidance publication which interprets the requirements of International Financial Reporting Standards in the United Kingdom.

### **Collection Fund**

This account reflects the statutory requirement to maintain a separate Fund, which shows the transactions of the billing Council in relation to National Non-Domestic Rates and Council Tax, and illustrates the way in which these have been distributed to preceptors and the Council's General Fund. The Collection Fund is consolidated with the other accounts of the Council.

### **Collection Fund Adjustment Account**

The practical effect of the changes in the 2009 SORP is that the Collection Fund balance in the Balance Sheet will disappear. The surplus/deficit will be shared out in its entirety between the Council and its preceptors. The preceptors' share will be carried as creditors/debtors, but the Council's share will be credited to its I+E Account. The Collection Fund Adjustment Account is then needed to reconcile the net credit made to the I+E Account for council tax to the statutory amount in the Statement of Movement - i.e., the demand on the Collection Fund for the year, plus the statutory amount payable/receivable for the year in relation to past deficits/surpluses.

### **Communities & Local Government (CLG)**

CLG works to create a thriving, sustainable, vibrant community that improves everyone's life.

### **Community Assets**

Assets that we plan to hold onto indefinitely, that have no set useful life and that may have restrictions on being sold.

### **Commutated Sums**

Commutated Sums are negotiated contributions from developers, usually under section 106 Planning Agreements. The amenities provided by this funding are generally on-site play facilities; off-site sports facilities or 15 years open space grounds maintenance.

### **Comprehensive Income and Expenditure Account**

The Income and Expenditure Account reports the net cost of the functions for which the Council is responsible. It shows how the net cost has been financed from general government grants and income from taxpayers.

**Contingency**

The money we set aside to pay for unexpected spending.

**Contingent liabilities**

An amount we could owe when we send the accounts for approval. We will include the liability in the balance sheet if we can estimate it reasonably accurately. Otherwise we would add the liability as a note to the accounts.

**Contingent Assets and Liabilities**

A condition which exists at the balance sheet date, where the outcome will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events.

**Corporate and Democratic Core**

Split under 2 headings:

Corporate Management: concerns those activities and costs that provide the “infrastructure” that allows services to be provided. Charges to this heading are strictly regulated. If costs can be identified within individual service areas, they cannot be charged here.

Democratic Representation and Management: includes all aspects of Members’ activities including corporate, programme and service policy making, governance and representation of local interests.

**Council Tax**

The local tax that pays for a proportion of council services. It replaced the poll tax in April 1993.

**Creditors**

Amounts we owe for work done, goods received or services provided which have not been paid for by the end of the financial year.

**Current Assets**

An asset which will be used up during the next accounting period e.g. stocks.

**Current Liabilities**

Amounts which will become due or could be called upon during the next accounting period.

**Current Service Cost**

Current service (pension) cost is an estimate of the true economic cost of employing staff in a financial year, earning years of service that will eventually entitle them to a lump sum and a pension. It measures the full liability estimated to have been generated in the year (at today’s prices) and is unaffected by whether the fund is in surplus or deficit.

**Debtors**

Amounts we owe for work done, goods received or services provided which have not been paid for by the end of the financial year.

**Depreciation**

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

**Derecognition**

The Code requires investment property to be de-recognised on disposal or when the property is permanently withdrawn from use and no future economic benefits are expected from its disposal.



**Earmarked Reserves**

Reserves set aside for specific purposes.

**Exceptional Items**

Items of income and expense that are deemed to be exceptional based on their significance (material), their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Council's financial performance.

**Expected Return on Assets**

Under the provisions of IAS19 the expected return on assets is a measure of the return (income from dividends, interest etc.) on the assets held by the scheme for the year. It is not intended to reflect the actual returns, but a longer term measure, based on assets at the start of the year, any movements during the year and an expected return factor.

**Fair Value**

The fair value of an asset is the price at which it could be exchanged in an "arms length" transaction less, where applicable, any grants receivable towards the purchase or use of that asset.

**Finance Lease**

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

**Financial Instrument Adjustment Account**

This technical guidance requires certain Financial Instruments such as loans and deposits to be valued on the Balance Sheet in accordance with the financial reporting requirements rather than being shown at their "nominal" value. This results in an impact on Service Cost and Interest in the Income and Expenditure Account. However, Accounting Regulations have been put in place to allow the impact of these new accounting requirements to be adjusted in the Statement of Movement in the General Fund Balance. This adjustment has resulted in creation of a Financial Instrument Adjustment Account on the Balance Sheet.

**Fixed Asset**

A tangible asset that yields benefit to the Council and the services it provides for a period of time in excess of one year.

**General Fund**

This account shows the expenditure and income relating to all the services provided by the Council and how the net cost of these services has been financed by the local taxpayers and government grants.

**Government Grants**

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

**Heritage Assets**

A heritage asset is an asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture. These are accounted for in accordance with FRS 30 Heritage Assets as adopted in

the Code of Practice on Local Council Accounting, as there is no IFRS that deals with heritage assets. Heritage assets can be both tangible and intangible in nature.

### **Housing Benefit**

Payments to people on low incomes to assist them in meeting their housing costs.

### **Impairment**

Impairment occurs where the recoverable amount of the fixed asset is lower than the carrying value amount.

### **Infrastructure Assets**

Fixed assets that are immovable or not transferable, expenditure on which is recoverable only by the continued use of the asset created. Examples of infrastructure assets are the various Town Centre Improvement Schemes.

### **Intangible Assets**

Expenditure which has been capitalised but which does not always produce a fixed asset, e.g. software licences.

### **Interest Cost**

Under the provisions of IAS 19 interest cost is the amount needed to unwind the discount applied in calculating the current service cost. Provisions made at present value in previous years will need to be uplifted by a year's discount in order to keep pace with current values.

### **IFRS**

International financial reporting standards (IFRS) represent a set of generally accepted accounting principles (GAAP) used by companies to prepare financial statements.

International Financial Reporting Standards that have been developed by the International Accounting Standards Board (IASB). These are a set of accounting rules followed by, or being adopted by, more than 100 countries. All member states of the EU are required to use IFRS as adopted by the EU for listed companies since 2005.

### **International Accounting Standard 19 (Retirement Benefits)**

The objectives of IAS19 are to ensure that financial statements contain adequate disclosure of the cost of providing retirement benefits and the related gains, losses, assets and liabilities. The financial statement should also reflect the assets and liabilities arising from an employer's retirement benefit obligations and any related funding at fair values. In addition the operating costs of providing retirement benefits should be recognised in the accounting period(s) in which the benefits are earned by the employees, and the related finance costs and any other changes in value of the assets and liabilities should be recognised in the accounting periods in which they arise.

### **Inventories**

These comprise the following:-

- a) goods or other assets purchased for resale;
- b) consumable stores;
- c) products and services in intermediate stages of completion; and
- d) finished goods for resale.

### **Investments**

A long-term investment is an investment for longer than twelve months. Investments which do not meet these criteria are classed as short term investments and shown in current assets.

### **Investment Properties**

Interest in land and / or buildings which is held for its investment potential, rather than its use in the provision of the Council's services to the public, any rental income being negotiated at arms length.

### **Leasing**

A way of paying for capital spending where we pay a rental charge for a certain period of time. There are two main types of leasing arrangements.

a) Finance leases, which transfer all the risks and rewards of owning a fixed asset to the person taking out the lease. These assets are included in the fixed assets in the balance sheet.

b) Operating leases, where the leasing company owns the asset and the yearly rental is charged direct to the income and expenditure account.

### **Local Government Pension Scheme (LGPS)**

Cherwell District Council participates in the LGPS, which is a defined benefit pension scheme based on final pensionable salary. The fund is administered by Oxfordshire County Council.

### **Minimum Revenue Provision**

The minimum amount of the Council's external debt that must be repaid in accordance with Government regulations, by the revenue account in the year of account.

### **Movement in Reserves Statement**

This statement brings together all the recognised gains and losses of the Council during the period and identifies those that have and have not been recognised in the Income and Expenditure account. The statement separates the movements between revenue and capital reserves

### **Net Book Value**

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

### **Non Distributed Costs**

These tend to be costs which, because of their nature, cannot be allocated or apportioned to services. They may include the costs associated with the unused shares of IT facilities or other long-term unused but unrealisable assets. They may also include the costs of past service, settlement and curtailment pension contributions.

### **Non-Operational Assets**

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

### **Operational Assets**

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

### **Past Service Costs**

Under the provisions of IAS19 past service costs are non-periodic costs arising from decisions in the current year but whose financial effect is derived from years of service earned in earlier years. Most costs are likely to be discretionary benefits, including added year liabilities. Any new added years liabilities/past service costs will need to be recognised in non distributed costs.

### **Pensions Reserve**

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions.

### **Post Balance Sheet Events**

Those events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the Statement of Accounts is signed by the responsible officer and authorised for issue.

### **Precepts**

The amount that the Council is required to collect from council tax payers to fund another, non tax collecting Council's expenditure. Precepts are issued by County, Parish and Town Councils and the local police Council.

### **Prior Year Adjustments**

Those material adjustments which apply to previous years, which have arisen from changes in accounting policies or from the correction of fundamental errors. They do not include adjustments of accounting estimates made in prior years.

### **Provision**

An amount we set aside to provide for something we will need to pay, but where we do not know the exact amount and the date on which it will arise.

### **Related Party Transactions**

The Council is required to disclose any material transactions with related parties to ensure that stakeholders are aware when these transactions take place and the amount and implications of such transactions.

### **Reserves**

Amounts of money put aside to meet certain categories of expenditure in order to avoid fluctuations in the charge to the General Fund.

### **Revaluation Reserve**

Records the unrealised net gains from revaluations made after 1st April 2007.

### **Revenue Expenditure**

The Council's day-to-day expenditure on items which include wages, stationery and interest charges.

### **Revenue Expenditure Funded from Capital under Statute (REFCUS)**

Capital expenditure which does not result in, or remain matched with, tangible assets. Examples of this include expenditure on items such as private sector housing grants or expenses included in the promotion of a Private Act of Parliament.

### **Revenue Support Grant**

The main non-service specific grant from Central Government to fund the Council's expenditure.

### **Service Reporting Code of Practice (SeRCOP)**

This Code of Practice provides guidance on the reporting structure, to enable consistency and comparison of costs with other councils. The highest structure level shown in the statements are mandatory.

### **Useable Capital Receipts**

The amount of capital receipts which the Council is able to use to finance capital spending.

**Useful Life**

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

**Usable Reserves**

Reserves that can be applied to fund expenditure or to reduce council tax.

**Unusable Reserves**

Reserves that are kept to manage the accounting processes for non-current assets, financial instruments, and retirement and do not represent usable resources for the Council.

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