

AGENDA

Audit and Governance Committee

Date: **Tuesday 28 June 2011**

Time: **2.00 pm**

Place: **Council Chamber - Brockington**

Notes: Please note the **time, date** and **venue** of the meeting.

For any further information please contact:

Sally Cole, Committee Manager Executive

Tel: 01432 260249

Email: scole@herefordshire.gov.uk

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Agenda for the Meeting of the Audit and Governance Committee

Membership

Chairman	Councillor J Stone
Vice-Chairman	
	Councillor CNH Attwood
	Councillor EMK Chave
	Councillor KS Guthrie
	Councillor Brig P Jones CBE
	Councillor PJ McCaull
	Councillor JW Millar

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A personal interest is an interest that affects the Councillor more than most other people in the area. People in the area include those who live, work or have property in the area of the Council. Councillors will also have a personal interest if their partner, relative or a close friend, or an organisation that they or the member works for, is affected more than other people in the area. If they do have a personal interest, they must declare it but can stay and take part and vote in the meeting.

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AGENDA

	Pages
1. APOLOGIES FOR ABSENCE To receive apologies for absence.	
2. NAMED SUBSTITUTES (IF ANY) To receive details any details of Members nominated to attend the meeting in place of a Member of the Committee.	
3. DECLARATIONS OF INTEREST To receive any declarations of interest by Members in respect of items on the Agenda.	
4. MINUTES To approve and sign the Minutes of the meeting held on 18th March 2011.	1 - 2
5. ANNUAL AUDIT FEE LETTER AND AUDIT WORK 2011/12 To inform the Audit and Governance Committee of the work to be undertaken for 2011/12 financial year by the Audit Commission. The report also includes the proposed indicative fee.	3 - 30
6. AUDIT UPDATE 2011/12 The purpose of this Internal Audit Report is to update members on the current status of internal audit provision and bring to their attention any key internal control issues arising from work recently completed.	31 - 34
7. STATEMENT OF ACCOUNTS To report to the Audit and Governance Committee on the 2010/11 Statement of Accounts.	35 - 142

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- Inspect minutes of the Council and all Committees and Sub-Committees and written statements of decisions taken by the Cabinet or individual Cabinet Members for up to six years following a meeting.
- Inspect background papers used in the preparation of public reports for a period of up to four years from the date of the meeting. A list of the background papers to a report is given at the end of each report. A background paper is a document on which the officer has relied in writing the report and which otherwise is not available to the public.
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COUNTY OF HEREFORDSHIRE DISTRICT COUNCIL

BROCKINGTON, 35 HAFOD ROAD, HEREFORD.

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HEREFORDSHIRE COUNCIL

MINUTES of the meeting of Audit and Governance Committee held at The Council Chamber, Brockington, 35 Hafod Road, Hereford, HR1 1SH on Friday 18 March 2011 at 2.00 pm

Present: Councillor ACR Chappell (Chairman)
Councillor RH Smith (Vice Chairman)

Councillors: MJ Fishley, JHR Goodwin and PJ McCaull

In attendance: Councillors WLS Bowen

46. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr Phillip Ashurst, Non-Executive Director NHS Herefordshire (PCT).

47. NAMED SUBSTITUTES (IF ANY)

There were no named substitutes.

48. DECLARATIONS OF INTEREST

There were no declarations of interest made.

49. MINUTES

RESOLVED: That the Minutes of the meeting held on 17 January 2011 be approved as a correct record and signed by the Chairman.

Note: The Chairman invited the audit services team to attend the Audit and Governance meeting and thanked the staff on behalf of the committee for all their hard work. The Director of Resources endorsed the Chairman's comments and thanked the audit services team for their hard work and support.

50. INTERIM AUDIT SERVICES ASSURANCE REPORT 2010/11 NO. 4

The Chief Internal Auditor updated the Committee on the report of 17 January 2011 and advised that issues in five areas had now been closed and were outlined at Appendix 1 to the report. Following the Chairman's briefing meeting item 5.8 would also be closed, leaving one remaining area of risk management. The Committee was advised that improvements had been made in risk management and risk management would continue to be reviewed under the new provisions for audit services.

The Committee were referred to page 13, appendix 2 of the agenda and advised that five of the resolutions had been left open.

- Item 90, review of procurement – was still ongoing.
- Item 113, audit strategy and audit charter, deleted.

- Items 116 – 117, corporate risk register and risk recommendations implementation.

It was noted that the Deputy Chief Executive recognised that the Committee were not satisfied with risk management as it currently had not been embedded throughout the Council. The Committee felt that the new Audit and Governance Committee under the new administration should consider risk management as a matter of priority. It was noted that as part of the tender for the new audit company, risk management would be a high priority.

The Committee were referred to page 17, appendix 3 of the agenda, fundamental audit area and were advised that all fundamental areas were very good and audit opinions were improving. The Chief Internal Auditor referred to Members' allowances and stated that three audits had been carried out, which had been satisfactory, good and satisfactory and that he was confident that everything was in order. With reference to the car parking audit that had previously been an unsatisfactory audit, work had been carried out to bring this area up to standard, which had been achieved. This audit inspection would now be closed down at the end of March.

RESOLVED That: the report be noted.

51. AUDIT SERVICES AND COUNTER FRAUD TENDER

EXCLUSION OF THE PRESS AND PUBLIC

This item is exempt by virtue of paragraph 3 of Schedule 12A information relating to the financial or business affairs of any particular person (including the authority holding the information).

The Committee considered the audit services and counter fraud tender report.

RESOLVED That: the report be noted.

The meeting ended at 2.25 pm

CHAIRMAN

MEETING:	AUDIT AND GOVERNANCE COMMITTEE
DATE:	28TH JUNE 2011
TITLE OF REPORT:	ANNUAL AUDIT FEE LETTER AND AUDIT WORK 2011/12
PORTFOLIO AREA:	CORPORATE SERVICES AND EDUCATION

CLASSIFICATION: Open

Wards Affected

County-wide.

Purpose

To inform the Audit and Governance Committee of the work to be undertaken for 2011/12 financial year by the Audit Commission. The report also includes the proposed indicative fee.

Recommendations

- THAT**
- (a) **Audit and Governance Committee notes the content of the Audit Commission's Annual Audit Fee Letter; and**
 - (b) **Audit and Governance Committee notes the planned outputs.**

Key Points Summary

1. The audit fee for 2011/12 is £274,672.
2. A series of planned outputs are included in the audit fee letter
3. A separate Audit Plan will be issued in December 2011.

Alternative Options

2. There are no alternative options.

Reasons for Recommendations

3. The Audit Commission is the Council's appointed external auditor. The annual fee letter is an opportunity for the Audit and Governance Committee to be informed of the planned outputs and proposed fee.

Further information on the subject of this report is available from
David Powell, Chief Officer (Finance and Commercial Services_ on (01432) 383519

Key Considerations

4. The Annual Audit Fee letter (attached) details the amount to be paid to the Audit Commission (£274,672). This is a decrease on the planned fees of £305,191 for 2010/11. The reason for the reduction is outlined in the letter and is from a combination of factors.
5. The Audit fee covers work on the Audit of financial statements, value for money conclusion and Whole of Government accounts aspects.
6. The letter indicates that a separate audit plan will be issued in December 2011. In December's plan any risks that may be identified from the financial statements audit and value for money conclusion may be reflected in the plan. Any fee amendments will be discussed with the Council's Chief Officer (Finance and Commercial Services) and a report would then go to the Audit and Governance Committee.
7. The audit commission indicates that given the timescale of the financial challenge faced by local government it will review the robustness of Herefordshire's medium term financial plan. The value for money of any variations to the waste disposal contract along with a review of progress on benefits realisation from the transformation programme will also be reviewed.
8. The letter lists the planned outputs and their indicative dates

Financial Implications

9. The fee reflected in the Audit Fee letter is included in the Council's budget.

Legal Implications

10. There are no legal implications.

Risk Management

11. The effective management of risk is through the delivery of internal processes that address the risks associated with areas such as final accounts delivery.

Consultees

None

Appendices

Appendix 1 – The Annual Audit Fee Letter .
Appendix 2 – Audit Plan

Background Papers

None identified.

27 April 2011

Mr Chris Bull
Chief Executive
Herefordshire Council
Brockington
35 Hafod Road
Hereford
HR1 1SH

Direct line 0844 798 8552

Dear Chris

Annual audit fee 2011/12

I am writing to confirm the audit work that we propose to undertake for the 2011/12 financial year at Herefordshire Council. The fee reflects the risk-based approach to audit planning set out in the Code of Audit Practice and work mandated by the Commission for 2011/12. The audit fee covers the:

- Audit of financial statements
- Value for money conclusion
- Whole of Government accounts.

As I have not yet completed my audit for 2010/11 the audit planning process for 2011/12, including the risk assessment, will continue as the year progresses.

Audit fee

The Audit Commission proposes to set the scale fee for each audited body for 2011/12, rather than providing a scale fee with fixed and variable elements. The scale fee reflects proposed decreases in the total audit fee, as follows:

- no inflationary increase in 2011/12 for audit and inspection scales of fees and the hourly rates for certifying claims and returns;
- a cut in scale fees resulting from our new approach to local VFM audit work; and
- a cut in scale audit fees of 3 per cent for local authorities, police and fire and rescue authorities, reflecting lower continuing audit costs after implementing IFRS.

The scale fee for Herefordshire Council is £274,672. The scale fee is based on the planned 2010/11 fee, adjusted for the proposals summarised above, shown in the table below. Variations from the scale fee will only occur where my assessments of audit risk and complexity are significantly different from those identified and reflected in the 2010/11 fee.

	Scale fee 2011/12	Planned fee 2010/11
Audit fee	£274,672	£305,191

I will issue a separate audit plan in December 2011. This will detail the risks identified to both the financial statements audit and the vfm conclusion. The audit plan will set out the audit procedures I plan to undertake and any changes in fee. If I need to make any significant amendments to the audit fee, I will first discuss this with the Director of Resources. I will then prepare a report outlining the reasons the fee needs to change for discussion with the audit and governance committee.

For the VFM conclusion I plan at this stage to review the robustness of your medium term financial planning and your consideration of the value for money of any variations to the waste disposal contract. I also plan to review progress on benefits realisation from the transformation programme.

I will issue several reports over the course of the audit. I have listed these at Appendix 1.

The fee excludes work the Commission may agree to undertake using its advice and assistance powers. We will negotiate each piece of work separately and agree a detailed project specification.

Audit team

Your audit team must meet high specifications and must:

- understand you, your priorities and provide you with fresh, innovative and useful support;
- be readily accessible and responsive to your needs, but independent and challenging to deliver a rigorous audit;
- understand national developments and have a good knowledge of local circumstances; and
- communicate relevant information to you in a prompt, clear and concise manner.



The key members of the audit team for 2011/12 are:

Name	Contact details	Responsibilities
Elizabeth Cave Engagement Lead	<u>l-cave@audit-commission.gov.uk</u> 0844 798 7552	Elizabeth Cave is responsible for the overall delivery of the audit including the quality of outputs, liaison with the Chief Executive and Chair of the Audit and Governance Committee and issuing the auditor's report.
Terry Tobin Engagement Manager	<u>t-tobin@audit-commission.gov.uk</u> 0844 798 7562	Terry Tobin manages and coordinates the different elements of the audit work. Key point of contact for the Director of Resources.
Martin Bell Team Leader	<u>m-bell@audit-commission.gov.uk</u> 0844 798 8789	Martin Bell has experience of auditing the financial statements of large local authorities. He will lead the on-site team in delivering the audit.

I am committed to providing you with a high-quality service. If you are in any way dissatisfied, or would like to discuss how we can improve our service, please contact me. Alternatively you may wish to contact Chris Westwood, Director of Professional Practice, Audit Practice, Audit Commission, 1st Floor, Millbank Tower, Millbank, London SW1P 4HQ (c-westwood@audit-commission.gov.uk)

Yours sincerely



Elizabeth Cave
District Auditor

cc David Powell ✓

Chair of the Audit Committee

Room 24
West Mercia Police HQ
Hindlip Hall
PO Box 55
Worcs WR3 8SP



Appendix 1- Planned outputs

We will discuss and agree our reports with officers before issuing them to the audit and governance committee.

Table 1

Planned output	Indicative date
Audit plan	December 2011
Annual governance report	September 2012
Auditor's report giving the opinion on the financial statements and value for money conclusion	September 2012
Final accounts memorandum (to the Director of Finance)	October 2012
Annual audit letter	November 2012
Annual claims and returns report	February 2013



Audit plan

Herefordshire Council

Audit 2010/11

The Audit Commission is an independent watchdog, driving economy, efficiency and effectiveness in local public services to deliver better outcomes for everyone.

Our work across local government, health, housing, community safety and fire and rescue services means that we have a unique perspective. We promote value for money for taxpayers, auditing the £200 billion spent by 11,000 local public bodies.

As a force for improvement, we work in partnership to assess local public services and make practical recommendations for promoting a better quality of life for local people.

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Introduction

This plan sets out the audit work that I propose to undertake for the audit of financial statements and the value for money conclusion 2010/11.

1 The plan is based on the Audit Commission's risk-based approach to audit planning. It reflects:

- audit work specified by the Audit Commission for 2010/11;
- current national risks relevant to your local circumstances; and
- your local risks.

2 Herefordshire Council provides a number of key services to its residents including schools, care for children in need, care for older people and people with disabilities, refuse collection and disposal ,development and building control roads and passenger transport, trading standards and libraries. It spent just over £385 million in 2009/10

3 The Spending Review means that the amount of grant given to the Council from central government is being reduced sharply. The Council has already identified savings over the next four years to 2015. However further savings need to be identified.

Responsibilities

The Audit Commission's Statement of Responsibilities of Auditors and of Audited Bodies sets out the respective responsibilities of the auditor and the audited body. The Audit Commission has issued a copy of the Statement to every audited body.

4 The Statement summarises where the different responsibilities of auditors and of the audited body begin and end and I undertake my audit work to meet these responsibilities.

5 I comply with the statutory requirements governing our audit work, in particular:

- the Audit Commission Act 1998; and
- the Code of Audit Practice.

Fee for the audit

The fee for the audit is £305,191, as indicated in my letter of April 2010.

6 The fee proposed for 2010/11 is 17 per cent above the scale fee and is within the normal level of variation specified by the Commission.

7 However, the Commission wrote to all audited bodies, on 9 August, about its proposed new arrangements for local value for money audit work. The Commission has subsequently decided to give all county councils a rebate of 3.5 per cent to take account of changes in the approach to our value for money conclusion work. This is on top of the rebate already given to the Council last year of 6 per cent.

8 In setting the fee, I have assumed that:

- the level of risk in relation to the audit of accounts is consistent with that for 2009/10;
- good quality, accurate working papers are available at the start of the financial statements audit;
- the Council will supply good quality working papers to support the restatement of 2009/10 balances to comply with International Financial Reporting Standards (IFRS); and
- Internal Audit undertakes appropriate work on all material systems and this is available for our review by 31 January 2011.

9 Where these assumptions are not met, I will be required to undertake additional work which is likely to result in an increased audit fee. Where this is the case, I will discuss this first with the Director of Resources and I will issue supplements to the plan to record any revisions to the risk and the impact on the fee.

10 Further information on the basis for the fee is set out in Appendix 1.

Specific actions Council could take to reduce its audit fees

11 The Audit Commission requires its auditors to inform audited bodies of specific actions it could take to reduce its audit fees. As in previous years, I will work with staff to identify any specific actions that the Council could take and to provide ongoing audit support.

Auditors report on the financial statements

I will carry out the audit of the financial statements in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board (APB).

12 I am required to issue an audit report giving my opinion on whether the accounts give a true and fair view of the financial position of the Council as at 31 March 2011.

Materiality

13 I will apply the concept of materiality in both planning and performing the audit, in evaluating the effect of any identified misstatements, and in forming my opinion. Materiality has been set for planning purposes at £3.8 million.

Identifying opinion audit risks

14 I need to understand fully the audited body to identify any risk of material misstatement (whether due to fraud or error) in the financial statements. I do this by:

- identifying the business risks facing the Council, including assessing your own risk management arrangements;
- considering the financial performance of the Council;
- assessing internal control - including reviewing the control environment, the IT control environment and Internal Audit; and
- assessing the risk of material misstatement arising from the activities and controls within the Council information systems.

Identification of specific risks

I have considered the additional risks that are appropriate to the current opinion audit and have set these out below.

Table 1: **Specific risks**

Specific opinion risks identified

Risk area	Audit response
<p>Preparation of 2010/11 financial statements under International Financial Reporting Standards (IFRS) requires the restatement of 2009-10 opening and closing balances. This involves a mixture of full and partial retrospective recognition of the new standards.</p>	<p>We have maintained a watching brief and liaised with officers throughout the period of the Council's IFRS plan. We aim to review the re-stated balances prior to 31 March 2011.</p>
<p>We expect there to be specific risks in restating the accounts to comply with IFRIC4 (contracts that contain a lease) There may be particular issues to consider for the Maylord Shopping Centre lease and leaseback and FOCSA refuse collection contract.</p>	<p>We have maintained a watching brief and liaised with officers throughout the period of the Council's IFRS plan. We aim to review the re-stated balances prior to 31 March 2011.</p>
<p>On 1 April 2010 the Council implemented the ACADEMY cash receipting and allocation system.</p>	<p>We will document and evaluate the system, identify key IT and management controls and obtain assurance from relevant internal audit testing.</p>
<p>Clarified auditing standards applicable from 2010-11 require auditors to obtain more assurance of the operation of the IT control environment. Our technical specialist IT auditor has identified that the Council's firewall baseline settings have not been documented and that firewall settings change control procedures are informal.</p>	<p>Internal audit have agreed to follow up on this issue in their February 2011 audit and to follow up on the cash and payroll system access control weakness they also identified.</p>

Testing strategy

On the basis of risks identified above I will produce a testing strategy which will consist of testing key controls and/or substantive tests of transaction streams and material account balances at year end.

15 I can carry out the testing both before and after the draft financial statements have been produced (pre- and post-statement testing).

16 Wherever possible, I will complete some substantive testing earlier in the year before the financial statements are available for audit. I have identified the following areas where substantive testing could be carried out early.

- Review of accounting policies.
- Bank reconciliation.
- Contributions.
- Investments – ownership.
- Year-end feeder system reconciliations.
- Substantive testing of capital expenditure.
- Substantive testing of the SPOCC and ISIS systems.
- Vouching of precepts and general and specific government grants.
- Agreement of the minimum revenue provision (MRP).

Where I identify other possible early testing, I will discuss it with officers.

17 Wherever possible, I will seek to rely on the work of Internal Audit to help meet my responsibilities. For 2010/11, I expect to be able to use the results of the following pieces of work.

- General ledger.
- Creditor payments.
- Cash receipting and allocation.

18 We will also evaluate the results of their planned work on the treasury management, debtors, bank account schools and Housing and Council Tax benefits systems to ensure that the key controls in these systems continue to operate effectively

19 I will also seek to rely on the work of other auditors and experts, as appropriate, to meet my responsibilities. For 2010/11, I only plan to rely on my work as the auditor of the Worcestershire County Council Pension Fund.

20 I also plan to rely on the work of experts in the following areas.

- Property valuations.
- Actuarial valuations.

Value for money conclusion

I am required to give a statutory VFM conclusion on the Council's arrangements to secure economy, efficiency and effectiveness.

21 This is based on two criteria, specified by the Commission, related to your arrangements for:

- securing financial resilience – focusing on whether the Council is managing its financial risks to secure a stable financial position for the foreseeable future; and
- challenging how the Council secures economy, efficiency and effectiveness – focusing on whether the Council is prioritising its resources within tighter budgets and improving productivity and efficiency.

22 I am currently planning a programme of VFM audit work based on my risk assessment. The risks that I have already identified are included below. I will update the Council of any additional risks as they arise.

Table 2: **VFM Conclusion Risks**

Specific value for money risks

Risks	Audit Response
The significant reduction in grants from central government announced in the Spending Review is presenting all councils with a huge challenge to respond to. There is a risk that the savings and assumptions set out in the Council's new Medium Term Financial Plan are not sufficiently robust to deliver a balanced medium term position.	Review the robustness of assumptions made in the Council's medium term financial plan and how this is being monitored.
Continued overspending in Adult Social Care will make it increasingly difficult to balance the Council's financial position.	Review the Council's approach to addressing the overspending in Adult Social Care.

Risks	Audit Response
<p>The Council cannot yet demonstrate that any change to current waste disposal arrangements delivers value for money.</p>	<p>Review the Council's assessment of whether changes to the Council's waste disposal arrangements deliver value for money.</p>
<p>The Council fails to deliver savings and other benefits from its transformation programme.</p>	<p>Review the Council's savings plans to establish whether they include benefits from the transformation agenda.</p>

Key milestones and deadlines

The Council is required to prepare the financial statements by 30 June 2011. I am required to complete the audit and issue the opinion and value for money conclusion by 30 September 2011.

23 The key stages in producing and auditing the financial statements are in Table 2.

24 I will agree with you a schedule of working papers required to support the entries in the financial statements. The agreed fee is dependent on the timely receipt of accurate working papers.

25 Every week, during the audit, the audit team will meet with the key contact and review the status of all queries. I can arrange meetings at a different frequency depending on the need and the number of issues arising.

Table 3: **Proposed timetable**

Activity	Date
Control and early substantive testing	February 2011
Receipt of accounts	June 2011
Sending audit working papers to the auditor	July 2011
Start of detailed testing	July 2011
Progress meetings	Weekly
Present report to those charged with governance at the audit committee	September 2011
Issue opinion and value for money conclusion	By 30 September 2011

The audit team

Table 3 shows the key members of the audit team for the 2010/11 audit.

Table 4: **Audit team**

Name	Contact details	Responsibilities
Elizabeth Cave District Auditor	l-cave@audit-commission.gov.uk 0844 798 7552	Responsible for the overall delivery of the audit including the quality of outputs, signing the opinion and conclusion, and liaison with the Chief Executive.
Terry Tobin Audit Manager	t-tobin@audit-commission.gov.uk 0844 798 7562	Manages and coordinates the different elements of the audit work. Key point of contact for the Director of Resources.

Independence and objectivity

26 I am not aware of any relationships that may affect the independence and objectivity of the District Auditor and the audit staff, which I am required by auditing and ethical standards to communicate to you.

27 I comply with the ethical standards issued by the APB and with the Commission's requirements in respect of independence and objectivity as summarised in Appendix 2.

Meetings

28 The audit team will ensure we have knowledge of your issues to inform our risk-based audit through regular liaison with key officers. Our proposals are set out in Appendix 3.

Quality of service

29 I aim to provide you with a fully satisfactory audit service. If, however, you are unable to deal with any difficulty through me and my team please contact Chris Westwood, Director of Professional Practice, Audit Practice, Audit Commission, 1st Floor, Millbank Tower, Millbank, London SW1P 4HQ (c-westwood@audit-commission.gov.uk) who will look into any complaint promptly and to do what he can to resolve the position.

30 If you are still not satisfied you may of course take up the matter with the Audit Commission's Complaints Investigation Officer (The Audit Commission, Westward House, Lime Kiln Close, Stoke Gifford, Bristol BS34 8SR).

Planned outputs

31 My team will discuss and agree reports with the right officers before issuing them to the Audit and Corporate Governance Committee.

Table 5: **Planned outputs**

Planned output	Indicative date
Annual governance report	30 September 2011
Auditor's report giving an opinion on the financial statements	30 September 2011
Final accounts memorandum	30 November 2011
Annual audit letter	30 November 2011

Appendix 1 Basis for fee

The Audit Commission is committed to targeting its work where it will have the greatest effect, based upon assessments of risk and performance. This means planning work to address areas of risk relevant to our audit responsibilities and reflecting this in the audit fees.

The risk assessment process starts with the identification of the significant financial and operational risks applying to the Council with reference to:

- my cumulative knowledge of the Council;
 - planning guidance issued by the Audit Commission;
 - the specific results of previous and ongoing audit work;
- interviews with Council officers; and
- liaison with Internal Audit.

Assumptions

In setting the fee, I have assumed that:

- the level of risk in relation to the audit of the financial statements is not significantly different from that identified for 2009/10;
- the fee for the value for money conclusion is the same as for 2009/10
- you will inform me of significant developments impacting on the audit;
- Internal Audit meets the appropriate professional standards;
- Internal Audit undertakes appropriate work on all systems that provide material figures in the financial statements sufficient that I can place reliance for the purposes of our audit;
- you provide:
 - good quality working papers and records to support the financial statements by 30 June;
 - information asked for within agreed timescales;
 - prompt responses to draft reports; and
- there is no allowance for extra work needed to address questions or objections raised by local government electors.

Where these assumptions are not met, I will be required to undertake additional work which is likely to result in an increased audit fee.

Appendix 2 Independence and objectivity

Auditors appointed by the Audit Commission are required to comply with the Commission's Code of Audit Practice and Standing Guidance for Auditors, which defines the terms of the appointment. When auditing the financial statements, auditors are also required to comply with auditing standards and ethical standards issued by the Auditing Practices Board (APB).

The main requirements of the Code of Audit Practice, Standing Guidance for Auditors and the standards are summarised below.

International Standard on Auditing (UK and Ireland) 260 (Communication of audit matters with those charged with governance) requires that the appointed auditor:

- discloses in writing all relationships that may bear on the auditor's objectivity and independence, the related safeguards put in place to protect against these threats and the total amount of fee that the auditor has charged the client; and
- confirms in writing that the APB's ethical standards are complied with and that, in the auditor's professional judgement, they are independent and their objectivity is not compromised.

The standard defines 'those charged with governance' as 'those persons entrusted with the supervision, control and direction of an entity'. In your case, the appropriate addressee of communications from the auditor to those charged with governance is the Audit and Governance Committee. The auditor reserves the right, however, to communicate directly with the Council on matters which are considered to be of sufficient importance.

The Commission's Code of Audit Practice has an overriding general requirement that appointed auditors carry out their work independently and objectively, and ensure that they do not act in any way that might give rise to, or could reasonably be perceived to give rise to, a conflict of interest. In particular, appointed auditors and their staff should avoid entering into any official, professional or personal relationships which may, or could reasonably be perceived to, cause them inappropriately or unjustifiably to limit the scope, extent or rigour of their work or impair the objectivity of their judgement.

The Standing Guidance for Auditors includes a number of specific rules.

The key rules relevant to this audit appointment are as follows.

- Appointed auditors should not perform additional work for an audited body (ie work over and above the minimum required to meet their statutory responsibilities) if it would compromise their independence or might give rise to a reasonable perception that their independence could be compromised. Where the audited body invites the auditor to carry out risk-based work in a particular area that cannot otherwise be justified as necessary to support the auditor's opinion and conclusions, it should be clearly differentiated within the Audit and Inspection Plan as being 'additional work' and charged for separately from the normal audit fee.
- Auditors should not accept engagements that involve commenting on the performance of other auditors appointed by the Commission on Commission work without first consulting the Commission.
- The District Auditor responsible for the audit should, in all but the most exceptional circumstances, be changed at least once every seven years, with additional safeguards in the last 2 years.
- The District Auditor and senior members of the audit team are prevented from taking part in political activity on behalf of a political party, or special interest group, whose activities relate directly to the functions of local government or NHS bodies in general, or to a particular local government or NHS body.

The District Auditor and members of the audit team must abide by the Commission's policy on gifts, hospitality and entertainment.

Appendix 3 Working together

Meetings

The audit team will ensure we have knowledge of your issues to inform our risk-based audit through regular liaison with key officers.

Sustainability

The Audit Commission is committed to promoting sustainability in our working practices and I will actively consider opportunities to reduce our impact on the environment. This will include:

- reducing paper flow by encouraging you to submit documentation and working papers electronically;
- use of video and telephone conferencing for meetings as appropriate; and
- reducing travel.

Appendix 4 Glossary

Annual audit letter

Report issued by the auditor to an audited body that summarises the audit work carried out in the period, auditors' opinions or conclusions (where appropriate) and significant issues arising from auditors' work.

Audit of the accounts

The audit of the accounts of an audited body comprises all work carried out by auditors in accordance with the Code to meet their statutory responsibilities under the Audit Commission Act 1998.

Audited body

A body to which the Audit Commission is responsible for appointing the external auditor, comprising both the members of the body and its management (the senior officers of the body). Those charged with governance are the members of the audited body. (See also 'Members' and 'Those charged with governance'.)

Auditing Practices Board (APB)

The body responsible in the UK for issuing auditing standards, ethical standards and other guidance to auditors. Its objectives are to establish high standards of auditing that meet the developing needs of users of financial information and to ensure public confidence in the auditing process.

Auditing standards

Pronouncements of the APB, which contain basic principles and essential procedures with which auditors are required to comply, except where otherwise stated in the auditing standard concerned.

Auditor(s)

Auditors appointed by the Audit Commission.

Code (the)

The Code of Audit Practice.

Commission (the)

The Audit Commission for Local Authorities and the National Health Service in England.

Ethical Standards

Pronouncements of the APB that contain basic principles that apply to the conduct of audits and with which auditors are required to comply, except where otherwise stated in the standard concerned.

Financial statements

The annual statement of accounts or accounting statements that audited bodies are required to prepare, which summarise the accounts of the audited body, in accordance with regulations and proper practices in relation to accounts.

Internal control

The whole system of controls, financial and otherwise, that is established in order to provide reasonable assurance of effective and efficient operations, internal financial control and compliance with laws and regulations.

Materiality (and significance)

The APB defines this concept as ‘an expression of the relative significance or importance of a particular matter in the context of the financial statements as a whole. A matter is material if its omission would reasonably influence the decisions of an addressee of the auditor’s report; likewise a misstatement is material if it would have a similar influence. Materiality may also be considered in the context of any individual primary statement within the financial statements or of individual items included in them. Materiality is not capable of general mathematical definition, as it has both qualitative and quantitative aspects’.

The term ‘materiality’ applies only in relation to the financial statements. Auditors appointed by the Commission have responsibilities and duties under statute, in addition to their responsibility to give an opinion on the financial statements, which do not necessarily affect their opinion on the financial statements.

The concept of ‘significance’ applies to these wider responsibilities and auditors adopt a level of significance that may differ from the materiality level applied to their audit in relation to the financial statements. Significance has both qualitative and quantitative aspects.

Members

The elected, or appointed, members of local government bodies who are responsible for the overall direction and control of the audited body. (See also ‘Those charged with governance’ and ‘Audited body’.)

Regularity (of expenditure and income)

Whether, subject to the concept of materiality, the expenditure and income of the audited body have been applied for the purposes intended by parliament, and whether they conform with the authorities that govern them.

Remuneration report

Audited bodies are required to produce, and publish with the financial statements, a remuneration report that discloses the salary and pension entitlements of senior managers.

Statement on internal control/Annual Governance Statement

Local government bodies are required to publish a statement on internal control (SIC) with their financial statements (or with their accounting statements in the case of small bodies). The disclosures in the SIC are supported and evidenced by the body's assurance framework. At local authorities the SIC is known as the Annual Governance Statement and is prepared in accordance with guidance issued by CIPFA. Police authorities also produce a SIC in accordance with relevant CIPFA guidance. Local probation trusts are required to prepare a SIC in accordance with the requirements specified by HM Treasury in Managing Public Money.

Those charged with governance

Those charged with governance are defined in auditing standards as 'those persons entrusted with the supervision, control and direction of an entity'.

In local government bodies, those charged with governance, for the purpose of complying with auditing standards, are the full council, audit committee (where established) or any other committee with delegated responsibility for approval of the financial statements.

Audit committees are not mandatory for local government bodies, other than police authorities and local probation trusts. Other bodies are expected to put in place proper arrangements to allow those charged with governance to discuss audit matters with both internal and external auditors. Auditors should satisfy themselves that these matters, and auditors' reports, are considered at the level within the audited body that they consider to be most appropriate.

Whole of Government Accounts

The Whole of Government Accounts initiative is to produce a set of consolidated financial accounts for the entire UK public sector on commercial accounting principles. Local government bodies, other than probation boards and trusts, are required to submit a consolidation pack to the department for Communities and Local Government which is based on, but separate from, their statutory accounts.

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The Statement of Responsibilities of Auditors and Audited Bodies issued by the Audit Commission explains the respective responsibilities of auditors and of the audited body. Reports prepared by appointed auditors are addressed to non-executive directors, members or officers. They are prepared for the sole use of the audited body. Auditors accept no responsibility to:

- any director/member or officer in their individual capacity; or
- any third party.



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May 2011

MEETING:	AUDIT AND GOVERNANCE COMMITTEE
DATE:	28 JUNE 2011
TITLE OF REPORT:	AUDIT UPDATE 2011/12
PORTFOLIO AREA:	CORPORATE SERVICES AND EDUCATION

CLASSIFICATION: Open

Wards Affected

County-wide

Purpose

The purpose of this Internal Audit Report is to update members on the current status of internal audit provision and bring to their attention any key internal control issues arising from work recently completed.

Recommendation

THAT subject to any comments the Committee wish to make the report be noted.

Key Points Summary

- The Council has now completed its procurement process and has appointed KPMG LLP as internal auditors subject to contract.
- Whilst contractual matters are resolved, KPMG LLP is providing interim support and audit work is continuing.

Alternative Options

- 1 This report is for information therefore alternative options are not applicable.

Reasons for Recommendations

- 2 To ensure compliance with good practice as set out in the CIPFA Code of Practice for Internal Audit in Local Government in the United Kingdom.

Introduction and Background

- 3 To ensure that the Committee is informed of the status of internal audit provision.

Further information on the subject of this report is available from
Saverio Della Rocca, Interim Head of Audit, on (01432) 260426

Key Considerations

Internal audit provision

- 4 In April 2011 the procurement exercise in relation to the provision of internal audit and counter fraud services to Herefordshire Council, Herefordshire Primary Care Trust (PCT) and Herefordshire Hospitals NHS Trust (NHS Trust) was completed with KPMG LLP being selected as the preferred supplier.
- 5 Contracts have now been agreed and signed by KPMG with the PCT and NHS Trust. KPMG and the Council are still working through the contract matters in relation to the Council's provision and this may take some time as the Council and KPMG must ensure that all necessary legal requirements are complied with.
- 6 During this transitional phase, it has been agreed by the Council's statutory financial officer that KPMG will second two members of staff, Saverio Della Rocca and Mukhtar Khangura, on a part-time basis into the Audit Services Team. The secondees will support the existing team in the delivery of internal audit provision with Saverio assuming the role of Head of Audit and will report to the Chief Officer (Finance and Commercial Services).
- 7 This began 16th June and will continue in the short term.

Annual Assurance Report 2010/11

- 8 The Annual Assurance Report including the annual internal audit opinion is being finalised and will be presented to the next Audit and Governance Committee.

Audit Planning 2011/12

- 9 The team are currently working on refreshing the audit plan for 2011/12 which will be presented to Members once it has been agreed with the HPS Leadership Team.
- 10 The Code of Practice for Internal Audit in Local Government in the United Kingdom (2006) states that "The Head of Internal Audit should prepare a risk-based audit plan designed to implement the audit strategy. In preparing the plan, the Head of Internal Audit should take account of the adequacy and outcomes of the organisation's risk management, performance management and other assurance processes".
- 11 The approach to preparing the Annual Audit Plan will be based on a number of key principles as set out below.
 - Risk based – the plan will be risk based and covers risk assessments in all key financial and operational areas. Each area will be assessed for potential risks and classified as extreme, high, medium, or low. The audit plan will focus on extreme and high risks with less coverage of lower risks areas.
 - Placing reliance on other assurance providers – internal audit recognises that it is only one source of assurance for management and where possible it should place reliance on the work of other assurance providers including internal assurance providers rather than complete detailed audit work itself. As part of the audit planning process, we will identify those areas where there are other assurance mechanisms in place;
 - Embracing different types of audit – there are a variety of different types of audit review that allow for a different level of audit coverage depending upon the risks and issues.

For example, for well established financial systems where there are no system or personnel changes or known problems, key control testing may be preferable to a detailed systematic audit.

- 12 The application of this approach will mean there are some changes to the prior year audit plan. The audit plan will also set out our approach to individual reviews.
- 13 Whilst the audit plan is being finalised, audit work will commence in relation to some follow up work and fundamental systems.

Financial Implications

- 14 There are no financial Implications.

Legal Implications

- 15 There are no Legal Implications.

Risk Management

- 16 There is a risk that the Council does not have appropriate internal audit arrangements in place. The arrangement with KPMG LLP provides mitigation.

Appendices

- There are no Appendices.

Background Papers

- There are no background papers..

MEETING:	AUDIT AND GOVERNANCE COMMITTEE
DATE:	28TH JUNE 2011
TITLE OF REPORT:	STATEMENT OF ACCOUNTS
PORTFOLIO AREA:	CORPORATE SERVICES AND EDUCATION

Wards Affected

None affected.

Purpose

To report to the Audit and Governance Committee on the 2010/11 Statement of Accounts.

Recommendation

THAT the Audit and Governance Committee note the report.

Key Points Summary

The council is required to produce a statement of accounts in accordance with legal and accounting requirements, which have to be certified by the Chief Finance and Commercial Officer by 30th June. The statement is a technical document setting out the council's financial accounting information. Management accounting information is reported to Cabinet and Scrutiny committees throughout the year and the out-turn position will be reported to Cabinet on 30th June.2011. There have been significant changes to the accounting requirements for the statement of accounts in 2010/11.

Herefordshire Council's Statement of Accounts 2010/11, which have been certified by the Chief Finance and Commercial Officer are attached at Appendix A.

Alternative Options

1. There are no Alternative Options as all councils are required to produce a statutory statement of accounts.

Reasons for Recommendations

2. Not applicable.

Introduction and Background

- 3 The purpose of the statement of accounts is to give electors, members, employees and other interested parties (including the Audit Commission) clear information about the council's finances.
- 4 The statement has been drawn up in accordance with the Accounts and Audit Regulations 2011, and the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom

Further information on the subject of this report is available from
Heather Foster, Head of Corporate Finance on 01432 260284

(the Code). The Code consolidates the statutory requirements and accounting standards that the council is legally required to follow.

5. The revenue and capital out-turn position compared to budget will be reported to Cabinet on 30th June 2011 and a summary of the position is included in the explanatory foreword to the Statements.
6. The focus of the formal Statement of Accounts is the financial accounting and external reporting requirements of the council, which the Audit and Governance Committee will consider and approve by 30th September 2011.

Key Considerations

Accounts and Audit Regulations 2011

7. The Accounts and Audit Regulations 2011 came into force on 31 March 2011 and specify the arrangements for the preparation, approval and audit of these statements.
8. Under these regulations, council's must prepare a statement of accounts in accordance with 'proper practices', which must be certified by the responsible financial officer by 30th June. The responsible officer for Herefordshire Council is the Chief Finance and Commercial Officer, who has signed and certified the statement of accounts attached as Appendix A.
9. The statement of accounts must be considered and approved by a committee of the authority, before 30th September, after members have been made aware of the findings of the audit of the statements by appointed external auditors (the Audit Commission in Herefordshire's case). The Audit and Governance Committee fulfils this role for Herefordshire Council and a meeting will be arranged in September for the committee to consider and approve the statements.
10. These arrangements are new for the 2010/11 accounts. The 2011 regulations replaced the Accounts and Audit Regulations 2003, under which the accounts had to be approved by a committee of the council by 30th June.
11. Councils are required to publish their accounts by 30th September, although it is considered good practice to publish the accounts on the website once they are certified by the responsible finance officer. The council will be publishing the pre-audited statement of accounts on the council's website.

Code of Practice on Local Authority Accounting in the United Kingdom (the Code)

12. In preparing the statutory statement of accounts the council is required to follow the Code of Practice on Local Authority Accounting in the United Kingdom (the Code) produced by the Chartered Institute of Finance and Accountancy (CIPFA). This constitutes 'proper practice' in relation to the accounts.
13. The statutory accounts are intended to give electors, members of the authority, employees and other interested parties clear information about the council's finances. In reality they are long, technical documents, whose contents are heavily prescribed by the Code. The key points will be explained at the September meeting of the Audit and Governance Committee meeting to facilitate members to consider and approve the accounts.
14. For the first time in 2010/11 the Code is based on International Financial Reporting Standards (IFRS) and the council is required to produce IFRS compliant accounts from 2010/11, with restated comparative data for 2009/10. IFRS is a significant change to the way that accounts

are prepared and regular progress reports on the implementation of IFRS have been presented to the Audit and Corporate Governance Committee meetings. The deadlines have been achieved and the 2010/11 statement of accounts, including restated 2009/10 comparative figures, meet the requirements of IFRS.

2010/11 Financial Position

- 15 The final out-turn position for the 2010/11 accounts will be presented to Cabinet on 30th June 2011 and the key points are as follows:
- The council delivered a balanced budget for 2010/11. The overall position includes the management of reserves and other central budgets. A summary is included in the explanatory foreword to the statement of accounts (see Appendix A)
 - The General Fund working balance is at the predicted level of £6.4m. Specific earmarked reserves total £17.9m of which £6m is ring-fenced schools reserves. Details of the reserves are included in the notes to the accounts.
 - The capital outturn totalled £70.3m, which was funded by borrowing of £20.4m, capital receipts reserve of £8.9m, revenue funding of £0.5m and grants of £40.5m.
- 16 The formal Statement of Accounts, attached as Appendix A, satisfy the financial accounting and external reporting requirements of the council, which the Audit and Governance Committee will consider and approve by 30th September 2011.

Community Impact

17. Not applicable.

Financial Implications

18. As set out in the report

Legal Implications

11. The requirement for the responsible finance officer to certify the statement of accounts by end of June is a legal requirement

Risk Management

12. A detailed timetable is produced to ensure that the statutory deadline is achieved.
13. If IFRS is not interpreted correctly in the council's accounts and implemented in accordance with the required timetable it would impact on the Auditor's opinion on the accounts. The management of this identified risk was by attendance of staff on relevant training courses.
14. Progress on the project for implementing IFRS into the 2010/11 statement of accounts was reported regularly to the Audit and Governance Committee.
15. Further risk management activity is addressed by providing high quality working papers and officer time to help external auditors form an appropriate judgement on the statement of accounts by 30 September 2011.

Consultees

15. None.

Appendices

16. Appendix A – Draft Statement of Accounts

Background Papers

17. Accounts and Audit Regulations 2011.

HEREFORDSHIRE COUNCIL

STATEMENT OF ACCOUNTS

2010-2011

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1. INTRODUCTION

- 1.1 The Statement of Accounts for 2010/11 is the key financial report that presents the council's overall revenue and capital position for the year.
- 1.2 The accounts have been compiled to comply with the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom (the Code). The Code consolidates the statutory requirements and accounting standards that the council is legally required to follow and there have been significant changes to the accounting requirements for the statement of accounts in 2010/11. For the first time in 2010/11 the Code is based on International Financial Reporting Standards (IFRS), which has resulted in a number of changes in the format of the accounts and the explanatory notes.
- 1.3 Despite the pressures on budgets in 2010/11, most notably in social services, the council achieved a balanced budget after the use of reserves and savings in corporate functions, such as borrowing and investment activity.
- 1.4 General reserves stood at £6.4 million at 31st March 2011, including £1 million in year repayment of a sum to support the budget in 2009/10. In addition a number of specific reserves remain on the Balance Sheet including some created in 2010/11

Cllr Philip Price
Cabinet member for Corporate and Education

2. EXPLANATORY FOREWORD

2.1 Introduction

2.1.1 The following Statement of Accounts for Herefordshire Council presents the overall financial position for the Authority for the year ended 31st March 2011 and has been produced in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom, a statement of recommended practice published by the Chartered Institute of Public Finance and Accountancy (CIPFA). The amounts presented in the financial statements and notes have been rounded to the nearest thousand.

2.1.2 This year, for the first time, the Code is based on International Financial Standards (IFRS) whereas in previous years it was based on UK Accounting Standards. The move to IFRS has resulted in a number of significant changes in accounting practice. Key accounting changes include;

- a) The main financial statements have changed, now comprising the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet and Cash Flow Statement.
- b) Grants and contributions for capital purposes are recognised as income immediately rather than being deferred and released to revenue to match depreciation.
- c) Grants and contributions for revenue purposes are recognised as income immediately unless there are conditions requiring repayment of the grant if specific conditions are not met. Where there are no such conditions unapplied grants are now carried forward as earmarked reserves rather than receipts-in-advance included in short-term creditors on the Balance Sheet.
- d) Property leases are classified and accounted for as separate leases of land and buildings with new criteria for determining whether leases are operational or financing. Local authorities are also required to assess whether other arrangements contain the substance of a lease.
- e) Investment properties are now measured at fair value, with gains and losses recognised in the Comprehensive Income and Expenditure account rather than through the revaluation reserve.
- f) Impairment losses are initially taken to the revaluation reserve to the extent that there is a balance on that reserve relating to that specific asset.
- g) The Code introduces new classifications of non-current assets, including assets held for sale. Specific criteria apply to this classification.
- h) The accounts now include accruals for short-term accumulating absences, the most significant being holiday pay.

2.2 Revenue Expenditure and Income

2.2.1 The council delivered a balanced budget for 2010/11, including the use of reserves.

2.2.2 The following table summarises the overall position.

	£000
Directorate over spends	(2,663)
Treasury management including borrowing and investment income	1,557
Application of government grant	181
Reduced transfer to reserves	867
Other changes	58
NET POSITION	0

2.2.3 As part of the year end process new reserves were also created:

- **Grange Court** – This is a community building grant set aside for use in 2011/12.
- **ICT reserve** – This is for funding flexible working, which supports the council's overall accommodation strategy, and new systems to support customer services.
- **Members reserve** - has been set up to support the training and technical support requirements of the newly elected members.

Service Area out-turn position

2.2.4 The net over spend for the council's directorates of £2.66 million was made up as follows:

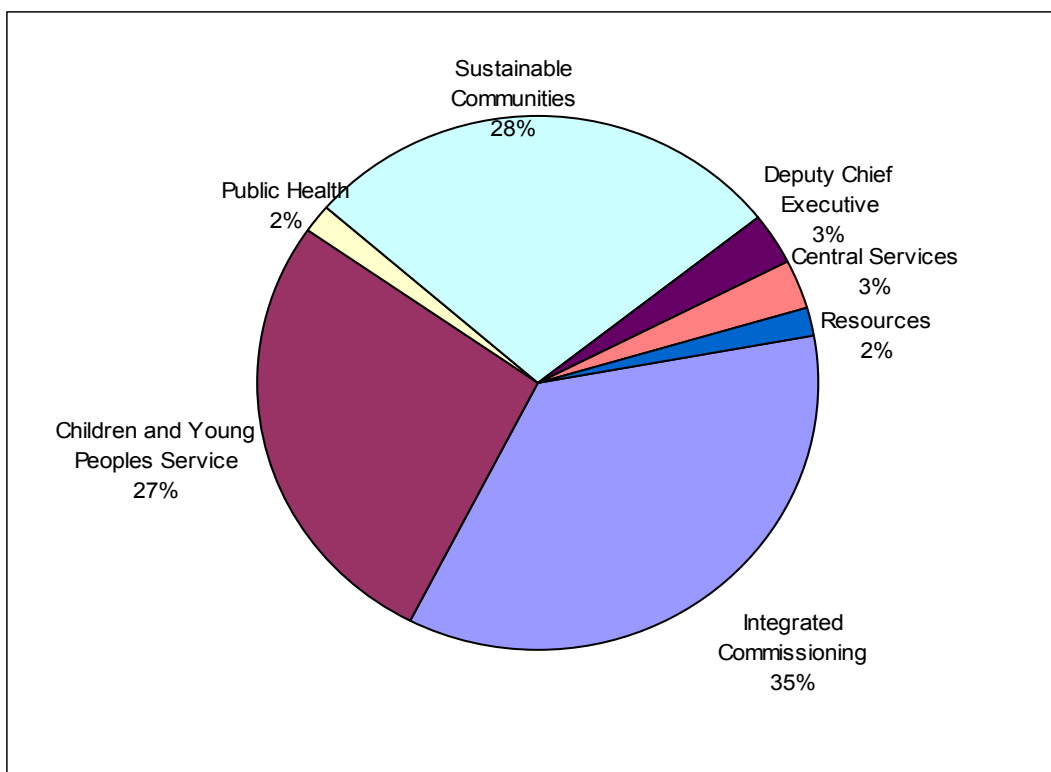
*	Budget *	Actual *	Under/(Over) Spends
	£000	£000	£000
Directorate			
Integrated commissioning	56,047	60,393	(4,346)
Children and Young People	46,652	47,061	(409)
Deputy Chief Executive	5,348	5,197	151
Sustainable Communities	49,057	47,783	1,274
Public Health	3,199	3,090	109
Resources	3,453	2,416	1,037
Central Services	(17,230)	(16,751)	(479)
TOTAL	146,526	149,189	(2,663)

* These figures include reallocated support services, overheads, capital charges and IAS 19 pension adjustments.

2.3 Analysis of Revenue Expenditure and Income

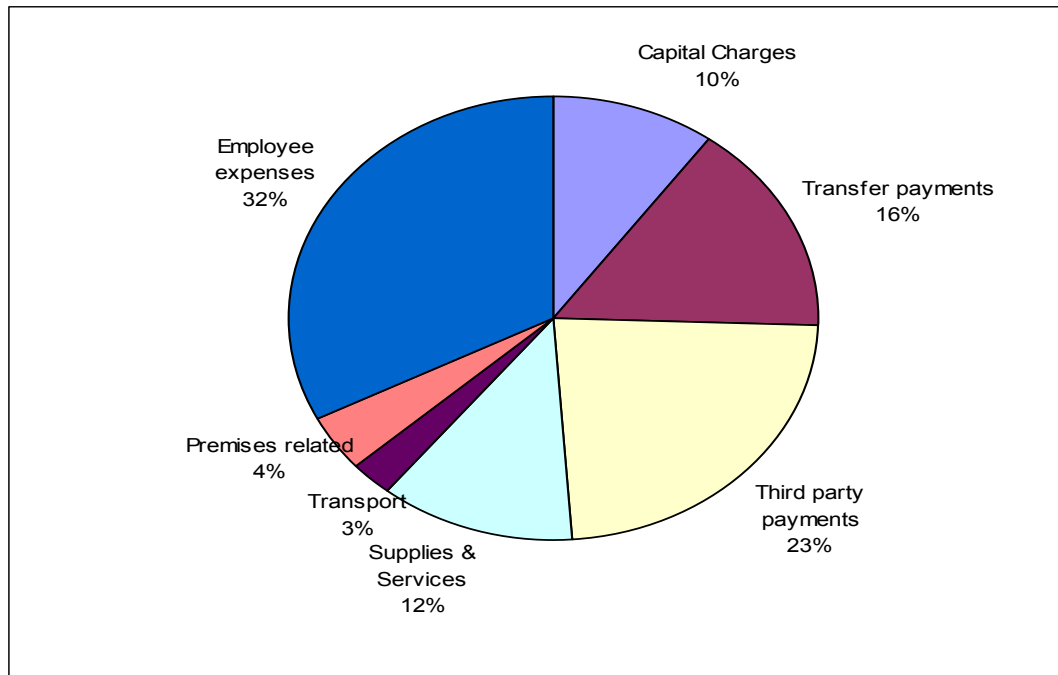
2.3.1 The net cost of services within the Income and Expenditure Account is £148.9 million, made up of the following directorates. The graph below excludes the £22.5 million within Central Services, which is an exceptional item relating to the change in pension liabilities (see paragraph 2.8.4).

Analysis of Net Expenditure by Directorates



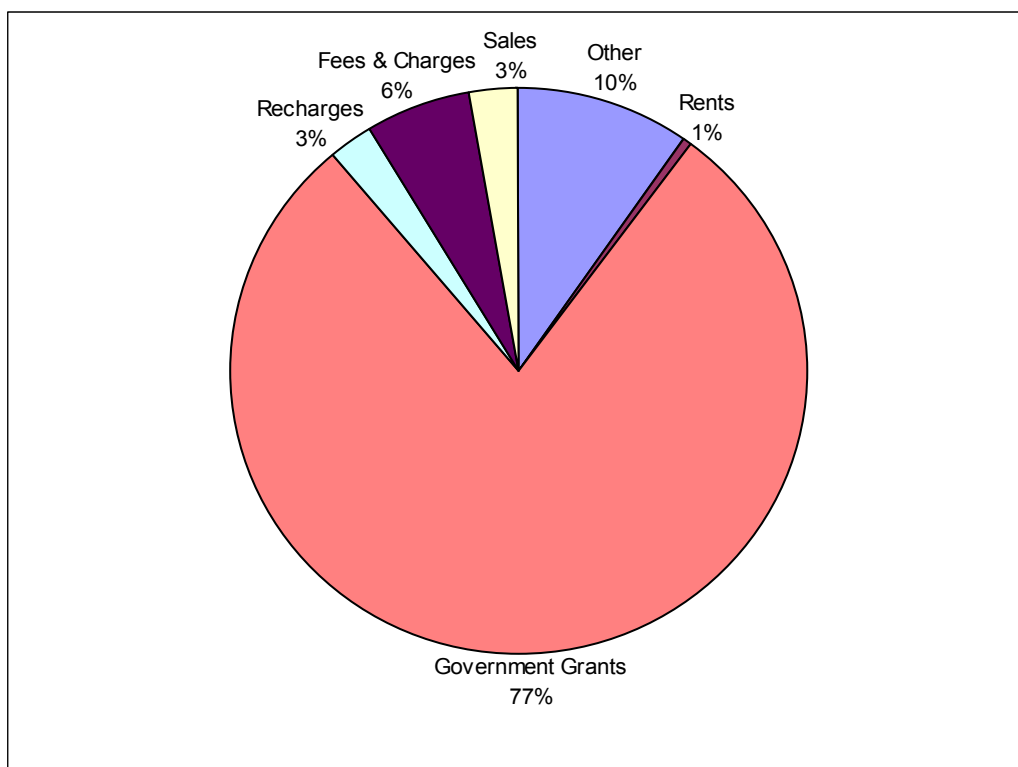
2.3.2 The gross cost of services was £388 million, spent on the following types of expenditure:

Analysis of Gross Service Expenditure



2.3.3 The gross income for the year for services was £239.1 million and came from the following sources:

Analysis of Income within Services

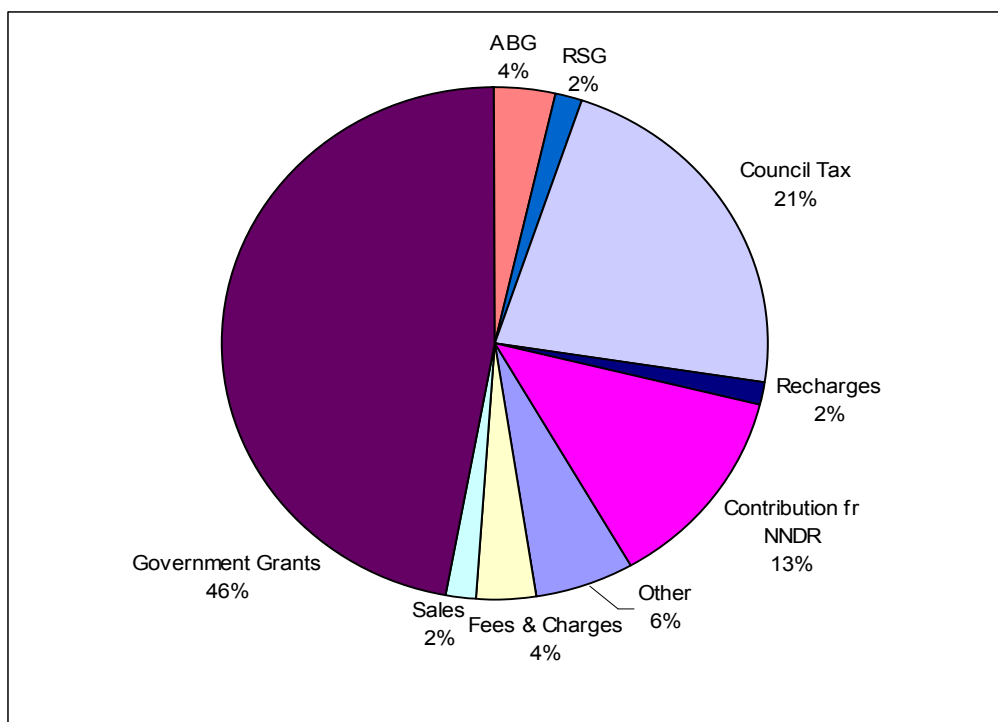


2.3.4 The figure for government grants includes £85.8 million Dedicated Schools Grant, which is a ring-fenced grant towards schools expenditure. The grants figure also includes £55.9 million in respect of the payment and administration of housing and council tax benefits.

2.3.5 In addition to income generated by services and service specific grants, the council received £7.3 million Revenue Support Grant (RSG), £14.5 million Area Based Grant (ABG) and £50.3 million in redistributed non-domestic rates towards financing the council's net expenditure. Council tax income totalled £87.9 million in 2010/11, including parish and town councils' precepts.

2.3.6 The total sources of income, including service income and income received centrally, is shown in the pie chart below. This excludes capital grants and contributions of £39.7 million, which are shown in the Comprehensive Income and Expenditure account but are reversed out through the Movement in Reserves Statement to fund capital schemes.

Total Revenue Income



2.4 Capital Programme

2010/11 Out-turn

- 2.4.1 £70.3 million was incurred on capital spending compared to the original forecast of investment in the council's assets of £77.9 million. The decrease reflects a number of changes reported to Cabinet throughout the year, the greatest representing slippage on the corporate accommodation capital spend.
- 2.4.2 Herefordshire Council utilised supported borrowing of £13.2 million, capital receipts reserve funding of £8.9 million, revenue funding of £0.5 million, grants of £40.5 million and prudential borrowing of £7.2 million to fund capital expenditure in 2010/11.

Summary of Capital Expenditure

- 2.4.3 Capital expenditure for the year can be summarised as follows:

	£000
Local Transport Plan	13,563
Hereford Academy	13,134
New livestock market	6,162
Devolved school expenditure	4,120
Earl Mortimer college	4,104
Hereford ICT efficiencies	2,181
Rural Enterprise Grant Scheme	2,090
Corporate accommodation	1,152
Smallholding estate	1,095
Ross Flood Alleviation Scheme	1,077
Hereford City Centre Enhancements	1,020
Extreme highway winter damage	1,017
Other capital schemes	19,600
	70,315

Prudential Borrowing

2.4.4 When the usual sources of capital financing, such as grants and supported borrowing, cannot fund a scheme in full then the use of unsupported prudential borrowing can be considered. In 2010/11 the council utilised £7.2 million of prudential borrowing to fund the capital programme. The table below summarises the out-turn position:

	£000	£000
2010/11 Planned Prudential Borrowing		18,601
Add: Slippage from 2009/10	4,888	
New Funding Allocations	771	
Less: Slippage into future years	(16,316)	
No longer required	(697)	
		7,247

2.4.5 Included in the £16.3 million slippage is £9.3 million in relation to the corporate accommodation capital scheme, £2.4 million for the Ledbury library scheme and £1.4m for works required at the Hereford leisure pool, which is expected to be completed over the summer months.

Future years' capital programme

2.4.6 The council maintains as a minimum a full three-year rolling capital programme reflecting commitments, links to strategic plans and estimated sources of capital funding. The forecast capital programme detailed by the sources of funding is set out below.

	2011/12	2012/13	2013/14
	£'000	£'000	£'000
Sources of funding			
Grants and Contributions	40,297	19,834	14,641
Prudential Code Borrowing	10,920	7,811	147
Capital Receipts Reserves	4,260	-	-
	55,477	27,645	14,788

2.5 The Council's Borrowing

2.5.1 The council's borrowing strategy is determined each year within the Treasury Management Strategy, which is approved as part of the budget process. External borrowing is taken out to support the council's capital programme and borrowing limits are set in accordance with the Prudential Code for Capital Finance in Local Authorities.

2.5.2 In 2010/11 the council took out net new borrowing of £17 million from the Public Works Loan Board. This net borrowing figure comprises new loans of £32 million less the repayment of existing loans totalling £15 million. For the first half of the year PWLB rates for shorter term maturities were available at unprecedented low levels and so the council took the opportunity to replace some of its more expensive longer term debt with cheaper shorter term loans. This rescheduling will result in significant savings over the next ten years.

2.5.3 The amounts borrowed and repaid in 2010/11 were as follows:

New Loans				
Date	Amount Borrowed £'000	Interest Rate	Period of Loan	Type of Loan
24/06/10	10,000	2.47%	10 years	EIP
27/07/10	5,000	2.24%	9 years	EIP
27/08/10	5,000	3.95%	50 years	Maturity
15/10/10	4,000	1.85%	5 years	Maturity
15/10/10	3,000	2.16%	6 years	Maturity
03/03/11	5,000	3.71%	10 years	EIP
Loans Repaid				
Date	Amount Repaid £	Interest Rate	Remaining Term	Type of Loan
30/07/10	5,000	4.25%	23 years	Maturity
02/08/10	5,000	4.20%	37 years	Maturity
02/08/10	5,000	4.20%	41 years	Maturity
Notes:				
EIP = Loan repayable in equal instalments every 6 months over period of loan				
Maturity = All principal repayable at the end of the loan period				

2.5.4 Principal of £2.05 million was also repaid to the Public Works Loan Board under existing EIP and annuity loan agreements.

2.5.5 In addition to the above borrowing transactions, during the year there were occasions when the council also borrowed from other local authorities to ensure sufficient liquidity to meet short-term cash flow requirements. Nine loans were taken out totalling £24.5 million. Interest rates varied from 0.30% to 0.60% with loan periods ranging from 4 weeks to 4 months. As at 31st March 2011 £5.5 million of short-term loans were still outstanding although all had been repaid by 4th May 2011.

2.5.6 At 31st March 2011, including the £5.5 million of short-term loans, total borrowing stood at £145.6 million, of which £23.3 million is treated as repayable within 12 months. This amount comprises the £5.5 million noted above, £5.8 million repayable on loans from the PWLB and £12 million relating to two long-term bank loans. Accounting convention dictates that these two loans are shown as current liabilities because the lenders have an annual option to increase the rates of interest being charged. If a lender did increase the rate (from 4.50%) the council would then have the option to repay the loan.

2.5.7 The council is only allowed to borrow to support capital projects. The borrowing supports fixed assets valued at more than £487 million at the balance sheet date.

2.6 The Council's Reserves

General reserves

2.6.1 The council has a policy of maintaining a minimum of £4.5 million of general reserves as contingency against unforeseen emergencies and events. At the end of 2010/11 the council held general reserves of £6.39 million compared with a position of £5.39 million in 2009/10. This reflected a budgeted repayment of reserves used in 2009/10.

Earmarked reserves

2.6.2 Specific reserves totalled £17.89 million (£19.34 million in 2009/10), which are detailed in Note 8.8 to the Statements.

2.7 Significant provisions, contingencies and write-offs

- 2.7.1 The council held provisions of £2.7m at 31st March 2011, as detailed in Note 8.21 to the Statements.
- 2.7.2 The most significant provision is the insurance provision of £1.46 million. In order for the council to ensure that it holds sufficient funds to pay insurance claims that fall within policy excesses an external review of the insurance provision was carried out by the council's insurance brokers, Marsh UK Ltd, in February 2010. The review assessed the outstanding liability to the end of 2009/10 to be £1.46 million and this level has been maintained in the 2010/11 accounts. In addition a reserve of £295,000 is held for future potential claims.
- 2.7.3 At 31st March the council also held a provision of £787,000 for redundancies, including schools, based on the number of planned redundancies and staff identified at risk of redundancy at 31st March 2011.
- 2.7.4 A list of contingent liabilities are set out in Note 8.43 to the Statements. Although contingent liabilities are not specifically accounted for there is an earmarked reserve of £300,000 towards potential claims.
- 2.7.5 There were no significant write-offs of income to the General Fund in the year.

2.8 Pensions

- 2.8.1 In accordance with International Accounting Standard 19 on Retirement Benefits (IAS 19), Note 8.42 to the Statements sets out the council's assets and liabilities in respect of the Local Government Pension Scheme (LGPS). Herefordshire Council's non-teaching staff are members of the Worcestershire County Council Pension Fund.
- 2.8.2 The net deficit shown as at 31st March 2011 is £131.8 million, which is approximately 57% of the fair value of the assets (76% at 31st March 2010). Whilst this deficit does not have to be met immediately from the council's reserves, action must be taken over a period of years to eliminate it. In addition the balance sheet deficit also includes £1.1 million relating to ex-Hereford and Worcester teachers' unfunded benefits.
- 2.8.3 The pension fund position is reviewed every three years and was last revalued as at 31st March 2010. Further to the revaluation, the council's employers' contribution will increase from 20.4% of pensionable pay in 2010/11 to 25% by 2016/17.
- 2.8.4 In the UK budget statement on 22nd June 2010 the Chancellor announced that with effect from 1st April 2011 public service pensions would be up-rated in line the Consumer Prices Index (CPI) rather than the Retail Prices Index (RPI). This has the effect of reducing Herefordshire Council's liabilities in the pension scheme by £22.5 million and has been recognised as a past service gain in accordance with accounting guidance, since the change is considered to be a change in benefit entitlement. There was no impact on the General Fund.

2.9 Impact of Economic Climate

- 2.9.1 The economic climate has had an impact on the 2010/11 accounts in a number of areas;
- 2.9.2 **Children's Services:** The current economic climate is affecting the lives of children and young people in Herefordshire.
- 2.9.3 Financial pressures are affecting all families, and there is national research to suggest that these are particularly affecting vulnerable families who are on low incomes. This

can lead to increased demands on a range of services to support families, including family support, children's centres, health services and wider support services for adults in terms of support when out of work and getting into work. Though schools' budgets have received an element of protection, local and national factors including changes in policy have meant financially budgets have been cut. In previous periods of national recession and economic difficulty research has identified that family breakdown increases. Over the last 12 months Herefordshire has seen a significant increase in the numbers of looked after children which may in part be related to financial pressures on families.

- 2.9.4 A specific example of the economic impact on the young people of Herefordshire is that increasing numbers are struggling to find jobs, apprenticeships, and training opportunities when they leave education. In line with national trends there are increases in NEET's (Not in Education, Employment or Training).
- 2.9.5 **Adult Services:** Economic pressures facing adult services are reflected by increased pressure from providers due to inflation being applied to contracts below the retail price index. The reduction in donations to voluntary organisations has led to a number seeking additional support from the council in order to continue providing services to the vulnerable.
- 2.9.6 In addition the reduced level of client income and the fall in house prices has led to lower income received and clients achieving below the capital threshold sooner and therefore the full cost of residential care falls to the local authority.
- 2.9.7 **Sustainable Communities:** During 2010/11 rural bus route subsidies rose from 2% to 4%, due in part to the significant rise in fuel costs. This had the effect of significantly increasing the cost to the council of maintaining existing public transport services.
- 2.9.8 **Treasury Management activities:** The Bank Base Rate remained at its historically lowest level of 0.50% throughout the year. As a consequence short-term borrowing rates from the Public Works Loan Board were also comparatively cheap enabling the council to reduce the average cost of its long-term borrowing from 4.35% as at 31st March 2010 to 4.02% as at 31st March 2011. However, the continuing low interest rate regime also meant that the council's return on its investments remained relatively poor. Interest rates obtained ranged from 0.60% on instant access accounts to 2.05% on a one year term deposit. The average rate achieved was 0.97% which compares favourably with the generally accepted benchmark of the average 7-day London Inter-Bank Bid (LIBID) Rate of 0.43%.

2.10 Planned Future Developments in Service Delivery

- 2.10.1 Herefordshire Public Services (HPS), in partnership with Hereford Hospitals Trust (HHT) have undertaken a number of initiatives commencing on the 1st April 2011. These form part of the wider vision for transforming and improving services and designed to deliver financial savings essential to balance future years' budgets.
- 2.10.2 The shared services programme, including the setting up of a Joint Venture Company, facilitates the sharing of back office functions. The key aims are:
- Make public services in Herefordshire more efficient and able to survive reduced public sector spending in the future
 - Remove duplication, reduce bureaucracy and provide better value for money - making much more effective use of professional skills, technology, premises and time for the benefit of everyone.
 - Revitalise local public services to help them become more efficient, joined up, customer focused and responsive

- Pool resources - such as human resources, information technology, finance and purchasing,
- Strengthen investment in new ways of working, so that employees are supported by modern systems
- Boost employee skill levels, achieve best practice, increase capacity and flexibility, and improve communication and collaboration between organisations and service areas.

2.10.3 An Integrated Care Organisation (ICO) for Herefordshire has been established, comprising the provider arm of the council and Herefordshire PCT (NHS), alongside HHT. The aim is to deliver health and social care which is focused on providing care as close as possible to people's homes, rather than in an institutional setting; the model is also aimed at identifying our most vulnerable citizens and shifting the emphasis from diagnosis and treatment to prediction and prevention. The creation of the ICO will deliver financial savings across the health sector which will contribute towards financial viability. A proposal to change Care Pathways, shifting care from a bed to community base with pilot areas for frail elderly, stroke, chronic obstructive pulmonary disease (COPD) and diabetes is progressing. It is likely spend will increase within social care, but will be funded partly by health savings.

2.10.4 Mental health services are being delivered through an established specialist trust in order to deliver and modernise services, using the care professionals transferring from the existing organisations.

2.10.5 NHS and the council currently operate two separate continuing care panels and assessment processes which do not facilitate the joint commissioning of care packages, best use of resources nor ensures the best outcomes for Herefordshire citizens; additionally, the use of personal health or social care budgets is not maximised. It is proposed that an agreement be developed that will support a single assessment process, single panel and a joint commissioning approach via a pooled budget approach.

2.11 Academy schools

2.11.1 Academies are publicly funded local schools that are independent of the council, responsible to, and funded directly by, government. They are freed from national restrictions such as the teachers pay and conditions documents, the national curriculum and Ofsted inspection requirements. Academies receive additional top-up funding to reflect their extra responsibilities which are no longer provided by the local authority.

2.11.2 In May 2010 the Secretary of State for Education, announced legislation which allows the Secretary of State to approve schools to become academies through a simplified streamlined process.

2.11.3 Many schools in Herefordshire are investigating the benefits of converting to academy schools and as at 1st June 2011 there are 11 academies with 4,803 pupils (21% of total pupils) and it is expected that by 1st October 2011 there will be a further eight academies (19 in total) educating 33% of the county's pupils. Included in this number is Whitecross High School, a PFI school. A further increase in the number of academies is expected over the next few years.

2.11.4 Reduction from formula grant for schools moving to academy status is £650,000 in 2011/12 and £500,000 in 2012/13, which is irrespective of the number of academies commencing. Further reductions are likely in future years' Formula grant allocations as well as recoument by the Department for Education for Dedicated Schools Grant.

Services will need to consider charging to mitigate this reduction, for example within the areas of school improvement, strategic management and property.

2.12 The 2010/2011 Financial Statements

The council's accounts are detailed in the following pages and comprise:

Movement in Reserves Statement

- 2.12.1 This statement shows the movement in the year on the different reserves held by the authority and is a new statement, which replaces the Statement of Movement on the General Fund Balance and the note on the movement in reserves.

Comprehensive Income and Expenditure Statement

- 2.12.2 This is a new statement which replaces the Income and Expenditure Account and the Statement of Total Recognised Gains and Losses. It shows the accounting cost in the year of providing services, rather than the amount to be funded from council tax.

Balance Sheet

- 2.12.3 The Balance Sheet summarises the council's assets, liabilities and other balances at the end of the financial year.

Cash Flow Statement

- 2.12.4 This statement represents a summary of all cash flowing in and out of the council arising from transactions with third parties. All internal transactions between the various accounts maintained by the council are excluded.

Notes to the Financial Statements

- 2.12.5 The notes to the core financial statements provide further information on the financial activities of the council.

The Collection Fund

- 2.12.6 This statement shows all income collected from council taxpayers and business ratepayers (NNDR). Expenditure includes precept payments to the West Mercia Police Authority and Hereford & Worcester Fire Authority, representing income collected from council taxpayers on their behalf, and NNDR contributions payable to central government.
- 2.12.7 The Statement of Accounts, which takes into account events up to 17th June 2011, was authorised for issue on 17th June 2011 by the Chief Officer (Finance and Commercial Services).
- 2.12.8 Further information about the council's finances is available from the Chief Officer (Finance and Commercial Services), Herefordshire Council, Brockington, 35, Hafod Road, Hereford, HR1 1SH.

Chief Officer (Finance and Commercial Services)

3. STATEMENT OF RESPONSIBILITIES

3.1 The Council's Responsibilities

3.1.1 The council is required to:

- a. Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Chief Officer (Finance and Commercial Services).
- b. Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets
- c. Approve the statement of accounts.

3.2 The Chief Officer (Finance and Commercial Services) - Responsibilities

3.2.1 The Chief Officer (Finance and Commercial Services) is responsible for the preparation of the authority's statement of accounts in accordance with proper practices as set out in the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

3.2.2.1 In preparing this statement of accounts, the Chief Officer (Finance and Commercial Services) has:

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

3.2.3 The Chief Officer (Finance and Commercial Services) has also:

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

Certificate of the Chief Officer (Finance and Commercial Services)

I certify that the Statement of Accounts gives a true and fair view of the financial position of Herefordshire Council at 31st March 2011 and its income and expenditure for the year ended 31st March 2011.

4 MOVEMENT IN RESERVES STATEMENT

4.1 This Statement shows the movement in the year on the different reserves held by the authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The surplus or (deficit) on the provision of services' line shows the true economic cost of providing the authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. This is different from the statutory amounts required to be charged to the General Fund Balance for council tax setting. 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 £000	Earmarked reserves £000	Capital receipts reserve £000	Capital grants unapplied £000	Total usable reserves £000	Unusable reserves £000	Total reserves £000
Balance as at 31st March 2009	6,359	23,052	17,827	4,487	51,725	113,707	165,432
<u>Movement in reserves during 2009/10</u>							
Surplus or (deficit) on the provision of services	(1,346)				(1,346)		(1,346)
Other comprehensive income and expenditure					0	14,622	14,622
Total comprehensive income and expenditure	(1,346)	0	0	0	(1,346)	14,622	13,276
Adjustments between accounting basis and funding basis under regulations (note 8.7)	(3,380)		(4,262)	1,834	(5,808)	5,808	0
Net increase or decrease before transfers to earmarked reserves	(4,726)	0	(4,262)	1,834	(7,154)	20,430	13,276
Transfers to or from earmarked reserves (note 8.8)	3,716	(3,716)			0		0
Increase or (decrease) in 2009/10	(1,010)	(3,716)	(4,262)	1,834	(7,154)	20,430	13,276

Balance as at 31st March 2010	5,349	19,336	13,565	6,321	44,571	134,137	178,708
	General fund balance £000	Earmarked reserves £000	Capital receipts reserve £000	Capital grants unapplied £000	Total usable reserves £000	Unusable reserves £000	Total reserves £000
Balance as at 31st March 2010	5,349	19,336	13,565	6,321	44,571	134,137	178,708
<u>Movement in reserves during 2010/11</u>							
Surplus or (deficit) on the provision of services	24,371				24,371		24,371
Other comprehensive income and expenditure						(15,088)	(15,088)
Total comprehensive income and expenditure	24,371	0	0	0	24,371	(15,088)	9,283
Adjustments between accounting basis and funding basis under regulations (note 8.7)	(24,813)		(6,811)	6,782	(24,842)	24,842	0
Net increase or decrease before transfers to earmarked reserves	(442)	0	(6,811)	6,782	(471)	9,754	9,283
Transfers to or from earmarked reserves (note 8.8)	1,442	(1,442)			0		0
Increase or (decrease) in 2010/11	1,000	(1,442)	(6,811)	6,782	(471)	9,754	9,283
Balance as at 31st March 2011	6,349	17,894	6,754	13,103	44,100	143,891	187,991

5. COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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

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2009/10				2010/11		
Expenditure £000	Income £000	Net £000		Expenditure £000	Income £000	Net £000
69,511	(19,301)	50,210	Adult Social Care	74,666	(14,245)	60,421
54,541	(15,229)	39,312	Cultural, Environmental, Regulatory and Planning	50,690	(15,368)	35,322
167,032	(123,034)	43,998	Children and Educational Services	184,566	(137,928)	46,638
23,061	(7,800)	15,261	Highways and Transport Services	22,435	(7,685)	14,750
48,891	(43,752)	5,139	Housing Services	49,691	(45,989)	3,702
6,381	(760)	5,621	Corporate and Democratic Core	6,838	(302)	6,536
933	0	933	Non-distributed Costs	(22,290)	0	(22,290)
17,690	(14,774)	2,916	Central Services to the Public	17,458	(15,233)	2,225
1,179	(900)	279	Other Services	3,994	(2,371)	1,623
389,219	(225,550)	163,669	Cost of Services	388,048	239,121	148,927
8,600	0	8,600	Other operating expenditure (Note 8.9)	13,486		13,486
18,639	(3,969)	14,670	Financing and investment income & expenditure (Note 8.10)	17,352	(4,792)	12,560
0	(185,593)	(185,593)	Taxation and non-specific grant income (Note 8.11)	0	(199,344)	(199,344)
		1,346	(Surplus) or Deficit on the provision of services			(24,371)
		(43,609)	Surplus/deficit on revaluation of Property, Plant and Equipment assets			28,619
		0	Surplus/deficit on revaluation of available for sale financial assets			0
		28,987	Actuarial gains or losses on pension assets and liabilities			(13,531)
		(14,622)	Other comprehensive income and expenditure			15,088
		(13,276)	Total comprehensive income and expenditure			(9,283)

6 BALANCE SHEET

- 6.1 The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the authority. The net assets of the authority (assets less liabilities) are matched by the reserves held by the authority. Reserves are reported in two categories.
- 6.2 The first category of reserves are usable reserves i.e. those reserves that the authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve may only be used to fund capital expenditure or repay debt).
- 6.3 The second category of reserves are those that the authority is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example 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'.

BALANCE SHEET

1.4.09	31.3.10		Notes	31.3.11	31.3.11
£000	£000			£000	£000
389,583	465,982	Property, plant and equipment	8.12	455,250	
31,466	24,934	Investment property	8.13	23,955	
3,492	4,955	Intangible assets	8.14	5,657	
2,538	2,963	Assets held for sale	8.19	2,963	
4	4	Long-term investments	8.15	4	
1,240	1,333	Long-term debtors	8.15	1,754	
428,323	500,171	Long-term Assets			489,583
20,145	5,016	Short-term Investments	8.15	11,052	
0	700	Assets held for sale	8.19	0	
102	128	Inventories	8.16	655	
31,135	35,074	Short-term Debtors	8.17	32,218	
4	703	Intangible current asset	8.14	445	
9,888	11,662	Cash and cash equivalents	8.18	19,444	
61,274	53,283	Current Assets			63,814
(5,646)	(4,855)	Cash and cash equivalents	8.18	(6,727)	
(15,757)	(14,704)	Short term borrowing	8.15	(24,769)	
(32,692)	(35,889)	Short-term creditors	8.20	(34,468)	
(490)	(3,194)	Capital grants receipts in advance	8.24	(6,530)	
(270)	(1,205)	Provisions	8.21	(1,252)	
(54,855)	(59,847)	Current Liabilities			(73,746)
(1,759)	(1,463)	Provisions	8.21	(1,463)	
(104,068)	(111,880)	Long-term borrowing	8.15	(122,266)	
(159,000)	(194,657)	Other long-term liabilities	8.15/ 42	(162,302)	
(4,483)	(6,899)	Capital grants receipts in advance	8.24	(5,629)	
(269,310)	(314,899)	Total Long-term liabilities			(291,660)
165,432	178,708	Net Assets			187,991
51,725	44,571	Usable reserves	8.22		44,100
113,707	134,137	Unusable reserves	8.23		143,891
165,432	178,708	Total reserves			187,991

7 CASH FLOW STATEMENT

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

CASH FLOW STATEMENT

2009/10 £000		2010/11 £000	2010/11 £000
	Operating Activities		
	Cash inflows		
(75,757)	Taxation	(78,402)	
(250,295)	Grants	(247,257)	
(393)	Interest received	(456)	
(89,536)	Other receipts from operating activities	(114,162)	
(415,981)	Cash inflows generated from operating activities		(440,277)
	Cash outflows		
138,738	Cash paid to and on behalf of employees	140,723	
39,673	Housing benefit paid out	41,684	
2,389	Precepts paid	2,488	
4	Payments to the Capital Receipts Pool	11	
7,319	Interest paid	7,726	
224,250	Other payments and operating activities	236,388	
412,373	Cash outflows generated from operating activities		429,020
(3,608)	Net cash flows from operating activities		(11,257)
	Investing Activities		
55,910	Purchase of PPE, investment property and intangible assets	62,192	
154,770	Purchase of investments (<i>not cash equivalents</i>)	50,550	
256	Other payments for investing activities	267	
(474)	Proceeds from the sale of PPE, investment property and intangible assets	(1,855)	
(169,761)	Proceeds from investments (<i>not cash equivalents</i>)	(44,550)	
(38,404)	Other receipts from investing activities	(45,548)	
2,297	Net cash flows from investing activities		21,056
	Financing Activities		
(24,800)	Cash receipts of short and long term borrowing	(56,500)	
964	Cash payments for the reduction liabilities for finance leases and PFI contracts	818	
18,055	Repayments of short and long term borrowing	36,045	
4,527	Other payments for financing activities	3,928	
(1,254)	Net cash flows from financing activities		(15,709)
(2,565)	Net decrease/(increase) in cash and cash equivalents		(5,910)
4,242	Cash and cash equivalents at 1st April		6,807
6,807	Cash and cash equivalents at 31st March		12,717
(2,565)	Net decrease/(increase) in cash and cash equivalents		(5,910)

8 NOTES TO THE FINANCIAL STATEMENTS

8.1. Accounting Policies

General Principles

- 8.1.1 The council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2011, which require the accounts to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2010/11 and the Best Value Accounting Code of Practice 2010/11, supported by International Financial Reporting Standards.

Accruals of Income and Expenditure

- 8.1.2 Revenue and capital transactions are accounted for on an accruals basis. Customer and client receipts are accounted for in the period to which they relate. The cost of supplies and services are accrued and accounted for in the period during which they were consumed or received. Interest payable on external borrowings and interest income is accounted for on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract. Debtors and creditors are included in the accounts on an actual basis where known, or on an estimated basis where precise amounts are not established at the year-end.

Area based grant

- 8.1.3 Area based grant (ABG) is a ring-fenced general grant received from central government. There are no stipulations to its use and therefore it is included in the Comprehensive Income and Expenditure Statement within the line for 'Taxation and non-specific grant income'.

Borrowing Costs

- 8.1.4 Borrowing costs that can be directly attributable to acquisition, construction or production of *qualifying assets* are capitalised as part of the cost of those assets. *Qualifying assets* are assets that take a substantial period of time to get ready, which is sufficiently long enough for a material balance of borrowing to accrue. This will be applied to schemes lasting more than 12 months and with at least £10,000 of interest associated with the project.
- 8.1.5 During 2010/11 no borrowing costs have been capitalised.

Cash and cash equivalents

- 8.1.6 Cash comprises cash on hand and demand deposits. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Cash equivalents are deemed to be 'on-call' investments, where investments can be recalled immediately.
- 8.1.7 Moving from cash to cash equivalents on the balance sheet has resulted in the following changes being made to the 2009/10 financial statements:

Opening 1st April 2009 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Short-term investments	26,595	(6,450)
Cash and cash equivalents	0	9,888
Cash and bank	3,438	(3,438)

31st March 2010 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Short-term investments	12,947	(7,931)
Cash and cash equivalents	0	11,662
Cash and bank	3,731	(3,731)

Contingent assets

- 8.1.8 Contingent assets are not recognised in the financial statements but disclosed as a note to the accounts where an inflow of economic benefits or service potential is probable. If it becomes virtually certain that an inflow of economic benefits or service potential will arise and the asset's value can be measured reliably, then the debtor and related revenue are recognised in the financial statements in the year the change occurs.

Contingent liabilities

- 8.1.9 A contingent liability arises when an event has taken place that gives the authority a possible obligation whose existence will only be confirmed by the occurrence of uncertain future events not wholly within control of the authority. Contingent liabilities are not recognised in the financial statements but disclosed as a note to the accounts. If it becomes probable that an outflow of future economic benefits or service potential will be required then a provision is recognised in the year in which the probability occurs.

Employee benefits

Benefits payable during employment

- 8.1.10 Employment benefits are accounted for according to the principles of accruals of expenditure. Short-term compensated absences, such as annual leave and flexi-time, are recognised when employees render services that increase their entitlement to future compensated absences. These are measured as the additional amount that the authority expects to pay as a result of unused entitlement at the balance sheet date, including employer's national insurance and pension contributions. The accumulated benefits are included in the balance sheet as a provision for accumulated absences. The amounts charged to the General Fund are reversed out through the Movement of Reserves Statement to the accumulated absences account in the balance sheet.
- 8.1.11 Accruing for short-term accumulating compensated absences has resulted in the following changes being made to the 2009/10 financial statements:

Opening 1st April 2009 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Creditors	37,916	3,888
Accumulated Absences Account	0	3,888

31st March 2010 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Creditors	40,034	3,902
Accumulated Absences Account	0	3,902

2009/10 Comprehensive Income and Expenditure Statement

	2009/10 Statements £000	Adjustments made £000
Adult Social Care	47,974	(27)
Cultural, Environmental, Regulatory and Planning	38,467	(17)
Children and Educational Services	41,812	36
Central Services to the Public	2,913	(1)
Other services	160	23

Termination benefits

8.1.12 Termination benefits are payable as a result of either:

- a) An employer's decision to terminate an employee's employment; or
- b) An employee's decision to accept voluntary redundancy

Termination benefits are recognised immediately in the Surplus or Deficit on the Provision of Services

Post-employment benefits

8.1.13 Employees of the council are members of two separate pension schemes;

- a) The Teachers' Pension Scheme, administered by Capita Teachers' Pensions on behalf of the Department for Children, Schools and Families (DCSF).
- b) The Local Government Pension Scheme administered by Worcestershire County Council.

8.1.14 Pension schemes are classed as either defined contribution or defined benefit plans. Both schemes provide defined benefits to members, built up during the time employees work for the council. However, the arrangements for the Teachers' scheme mean that the liabilities for these benefits cannot be identified to the council. The scheme is therefore accounted for as if it were a defined contributions scheme – no liability for future payments of benefits is recognised in the balance sheet and the education service revenue account is charged with the employer's contributions payable to the Teachers' Pensions Scheme in the year.

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

- a) The liabilities are included in the Balance Sheet on an actuarial basis using the projected unit method, that is, an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees.
- b) Liabilities are discounted to their value at current prices
- c) Assets are included in the Balance Sheet at their fair value
- d) The change in the net pension's liability is analysed into seven components;
 - i. **Current service cost:** The increase in liabilities as a result of service earned in the year is allocated to the revenue account of the services for which the employee worked, within the Comprehensive Income and Expenditure Account.
 - ii. **Past service cost:** The increase in liabilities arising from current year decisions whose effect relates to service earned in earlier years is debited to the Net Cost of Services in the Comprehensive Income and Expenditure Account.
 - iii. **Interest cost:** The expected increase in the present value of liabilities during the year as they move one year closer to being paid is debited to the Financing and Investment Income section of the Comprehensive Income and Expenditure Account.
 - iv. **Expected return on assets:** The annual investment return on the fund assets attributable to the council, based on an average of the expected long-term return, is credited to the Financing and Investment Income section of the Comprehensive Income and Expenditure Account.
 - v. **Gains/losses on curtailments:** The results of actions to relieve the council of liabilities or events that reduce the expected future benefits of employees is included in the Net Cost of Services in the Comprehensive Income and Expenditure Account.
 - vi. **Actuarial gains and losses:** Changes in the net pension's liability that arise because events have not coincided with assumptions previously made by the actuaries is included in Other Comprehensive Income and Expenditure.
 - vii. **Contributions paid to the pension fund:** Cash paid as employer's contributions to the pension fund.

8.1.16 Statutory provisions limit the council to raising council tax to cover amounts payable by the council to the pension fund in the year. In the Movement in Reserves Statement there is an appropriation to or from the Pensions Reserve to replace the notional costs of retirement benefits with the amounts payable to the pension fund in the year.

8.1.17 Further information on accounting for the pension fund is set out in Note 8.42 to the Statements.

Events after the balance sheet date

8.1.18 Events after the Balance Sheet date are those that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. There are two types;

- a. Those that provide evidence of conditions at the end of the reporting period, which are adjusted in the accounts; and
- b. Those that relate to conditions after the reporting period, which are not adjusted in the accounts, rather disclosed in the notes to the statements.

Exceptional items

8.1.19 Where items of income and expenditure are material, the nature and amount is disclosed separately in the Income and Expenditure Statement or in the notes to the accounts.

8.1.20 In 2010/11 there was a significant credit of £22.5 million to the net cost of services for the change in pension liabilities arising from the movement from RPI to CPI inflation uplifts. This has had the effect of reducing the net cost of services, but is not a charge to the General Fund as it is reversed out through the Movement in Reserves statement.

8.1.21 John Kyrle High School transferred to Academy status on 1st January 2011, resulting in the net book value of the school (£12.1 million) being written out of the council's assets through the 'Other Operating Expenditure' section of the Comprehensive Income and Expenditure Statement. This is not a charge to the General Fund.

Prior period adjustments, changes in accounting policies and estimates and errors

8.1.22 Prior period adjustments may arise from a change in accounting policies or to correct a material error. Changes in estimates are accounted for prospectively, whereas changes in accounting policies are applied retrospectively. Material errors in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

8.1.23 In 2010/11 there have been changes in accounting policies arising from the adoption of International Financial Reporting Standards. These relate to leasing, grants, employee remuneration and property, plant and equipment and are detailed in the relevant paragraphs in the Accounting Policies.

Financial Instruments

8.1.24 Financial instruments are contracts that give rise to a financial asset of one entity and a financial liability (or equity instrument, such as share capital) of another entity.

Financial liabilities

8.1.25 A financial liability is an obligation to deliver cash (or another financial asset) to another entity.

- 8.1.26 Financial liabilities are initially measured at fair value and carried at amortised cost. Annual charges for interest payable are based on the carrying amount of the liability, multiplied by the effective interest rate for the instrument and are charged to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised. For most of the borrowings that the council has, the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest) and interest charged is the amount payable for the year in the loan agreement. However, the council has two stepped interest rate loans, where the effective interest rate differs from the loan agreement.
- 8.1.27 Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the new or modified loan and the write-down is spread over the life of the loan by an adjustment to the effective interest rate.
- 8.1.28 Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund Balance to be spread over future years. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account through the Movement on Reserves Statement.

Financial Assets

- 8.1.29 A financial asset is a right to future economic benefits that is represented by cash, an equity instrument of another entity (e.g. shares held) or a contractual right to receive cash (or another financial asset) from another entity.
- 8.1.30 Financial assets are classified into two types:
- a. Loans and receivables – assets that have fixed or determinable payments but are not quoted in an active market; or
 - b. Available for sale assets – assets that have a quoted market price and/or do not have fixed or determinable payments.
- 8.1.31 **Loans and receivables** are initially measured at fair value and 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 all of the loans the council has made 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.
- 8.1.32 The council has no available-for-sale assets.

Government grants and other contributions

8.1.33 Grants and contributions are recognised in the accounts when there is reasonable assurance that;

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

8.1.34 Grants and contributions relating to capital and revenue expenditure are accounted for on an accruals basis and recognised immediately in the Comprehensive Income and Expenditure Statement as income, except to the extent that the grant or contribution has conditions that the authority has not satisfied.

8.1.35 General grants and contributions e.g. Revenue Support Grant, are disclosed on the face of the Comprehensive Income and Expenditure Statement.

8.1.36 Grants and contributions funding capital expenditure that have been credited to the Comprehensive Income and Expenditure Statement are not proper income to the General Fund according to the capital control regime. These amounts are accounted for as follows;

- Where conditions of the grant are outstanding at the balance sheet date, they are recognised as Capital Grants Receipts in Advance. Once the conditions have been met the grant or contribution is transferred to the Comprehensive Income and Expenditure Statement.
- Where the capital grant or contribution has been recognised in the Comprehensive Income and Expenditure Statement, no conditions remain outstanding and the expenditure has been incurred at the Balance Sheet date, the grant or contribution is transferred from the General Fund to the Capital Adjustment Account. This reflects the application of capital resources to finance expenditure and is reported in the Movement in Reserves Statement.
- Where the capital grant or contribution has been recognised in the Comprehensive Income and Expenditure Statement, but the expenditure to be financed has not been incurred at the Balance Sheet date, the grant or contribution is transferred to the Capital Grants Unapplied Account. When the expenditure is incurred the grant or contribution is transferred from the Capital Grants Unapplied Account to the Capital Adjustment Account, reflecting the application of capital resources to finance expenditure.

8.1.37 The changes in accounting policy for grants has resulted in the following changes being made to the 2009/10 accounts:

Opening 1st April 2009 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Creditors	37,916	(9,121)
Capital Contributions Deferred Account	70,160	(70,160)
Capital Grants receipts in advance	0	4,973
Capital Adjustment Account	163,703	62,833
Capital grants unapplied account	0	4,487
Earmarked reserves	16,064	6,988

31st March 2010 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Creditors	40,034	(8,047)
Capital Contributions Deferred Account	104,138	(104,138)
Capital Grants receipts in advance	0	10,093
Capital Adjustment Account	147,948	90,672
Capital grants unapplied account	0	6,321
Earmarked reserves	14,236	5,099

2009/10 Comprehensive Income and Expenditure Statement

	2009/10 Statements £000	Adjustments made £000
Adult Social Care	47,974	2,334
Cultural, Environmental, Regulatory and Planning	38,467	885
Children and Educational Services	41,812	2,262
Highways and Transport Services	15,312	(30)
Housing Services	5,174	(35)
Other services	160	44
Profit/loss on disposal of fixed assets	4,495	1,510
Investment properties	(1,379)	18
Government grants	(66,001)	(34,772)

Intangible assets

8.1.38 Expenditure on non-monetary assets that do not have physical substance but are identifiable and controlled by the council (e.g. computer software licences) is capitalised when it will bring benefits to the council for more than one financial year. Intangible assets are normally carried at cost less accumulated amortisation and impairment losses. Where an intangible asset is acquired by way of government grant, it is recognised initially at fair value.

- 8.1.39 An intangible asset with a finite useful life is amortised to the relevant service revenue account over its economic life to reflect the pattern of consumption of benefits.
- 8.1.40 Gains or losses on derecognition of an intangible asset are recognised in the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.
- 8.1.41 Neither amortisation, gains nor losses are permitted to have an impact on the General Fund Balance and so all are reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account.

Inventories

- 8.1.42 Inventories are measured at the lower of cost and net realisable value, except where they are held for distribution at no charge in which case they are measured at the lower of cost and net current replacement cost.

Investment property

- 8.1.43 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 is held for sale.
- 8.1.44 Investment property is measured initially at cost, and subsequently at market value. Properties are not depreciated but are revalued annually reflecting market conditions at the year end. Gains and losses on revaluation are included in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. Gains or losses on disposal of an investment property are treated in the same way.
- 8.1.45 Gains or losses recognised in the Comprehensive Income and Expenditure Statement are not proper charges to the General Fund and are reversed out through the Movement in Reserves Statement as follows;
- a) On derecognition of an investment property the disposal proceeds are credited to the Capital Receipts Reserve and the carrying amount of the property is debited to the Capital Adjustment Account.
 - b) Gains or losses are reversed out to the Capital Adjustment Account.

Landfill allowances scheme

- 8.1.47 The Waste and emissions Trading Act 2003 places a duty on waste disposal authorities (WDAs) to reduce the amount of biodegradable municipal waste (BMW) disposed to landfill. It provides the legal framework for the Landfill Allowance Trading Scheme (LATS), which commenced operation on 1 April 2005 in England.
- 8.1.48 LATS is a 'cap and trade' scheme. The scheme gives rise to;
- an asset for allowances held
 - LATS grant income
 - A liability for actual BMW
- 8.1.49 Landfill allowances are recognised as assets and measured initially at fair value. The landfill allowances issued free by DEFRA are treated as a government grant.

8.1.50 As landfill is used a liability in the form of a provision is recognised for actual BMW landfill usage. The liability is discharged by using allowances to meet the liability, paying a cash penalty to DEFRA or a combination of both. The liability is measured at the best estimate of the expenditure required to meet the obligation at the reporting date. After initial measurement the value of landfill allowances is re-measured at the lower of cost or net realisable value.

Leases

8.1.51 Leases are classified as either finance leases or operating leases based on the extent to which risks and rewards of ownership of a leased asset lie with the lessor or the lessee.

8.1.52 Finance leases

- a) Where the council is **lessee** - finance leases are recognised as assets and liabilities at the fair value of the property or, if lower, the present value of the minimum lease payments. Minimum lease payments are apportioned between the finance charge (interest) and the reduction of the outstanding liability. Assets recognised under a finance lease are depreciated over the shorter of the lease term and the asset's useful economic life. Assets recognised under a finance lease are subject to revaluation in the same way as any other asset.
- b) Where the council is **lessor** - assets held under a finance lease are recognised as a debtor equal to the net investment in the lease. The lease payment receivable is treated as repayment of principal and interest.

8.1.53 Operating leases

- a) Where the council is **lessee** – an operating lease is recognised as an expense on a straight line basis over the lease term.
- b) Where the council is **lessor** – the asset is recognised under the relevant category of assets. Costs, including depreciation, are recognised as an expense and income is recognised on a straight-line basis over the lease term.

8.1.54 Arrangements containing a lease

Arrangements that do not take the legal form of a lease but convey the right to use an asset in return for payments, are assessed under IFRIC 4 to determine whether the arrangement contains a lease. This requires an assessment of whether;

- a) The arrangement depends on use of a specific asset
- b) The arrangement conveys the right to use the asset.

If the arrangement contains a lease, that lease shall be classified as a finance or operating lease.

8.1.55 Changes to the 2009/10 accounts

Changes to the accounting policy for leases has resulted in the following changes being made to the 2009/10 financial statements:

Opening 1st April 2009 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Long-term assets	427,944	(891)
Creditors	37,916	9
Finance lease liabilities	28,530	352
Revaluation reserve	23,116	(294)
Capital Adjustment Account	163,703	(1,029)
Capital receipts reserve	17,558	269
Deferred credits	228	(167)
Revenue balances	6,390	(31)

31st March 2010 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Long-term assets	499,849	(869)
Finance lease liabilities	29,711	350
Revaluation reserve	65,322	(281)
Capital Adjustment Account	147,948	(1,011)
Capital receipts reserve	13,296	269
Deferred credits	195	(155)
Revenue balances	5,390	(41)

2009/10 Comprehensive Income and Expenditure Statement

	2009/10 Statements £000	Adjustments made £000
Cultural, Environmental, Regulatory and Planning Services	38,467	(25)
Children and Educational Services	41,812	(28)
Highways and Transport Services	15,312	(25)
Interest payable and similar charges	7,288	46

Non-current assets held for sale

8.1.56 An asset is classified as held for sale if;

- a) The asset is available for immediate sale in its present condition
- b) The sale is highly probable.
- c) The asset is being actively marketed.
- d) The sale should be expected to be completed within one year

8.1.57 Assets held for sale are measured at the lower of the carrying amount and fair value less costs to sell and are not depreciated.

8.1.58 Assets held for sale are presented separately on the face of the Balance Sheet.

Overheads and Support Services

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

a. **Corporate and Democratic Core:** The costs relating to the council's status as a multi-functional, democratic organisation; and

b. **Non Distributed Costs:** The cost of discretionary benefits awarded to employees retiring early and capital charges on non-operational assets.

PFI schemes

8.1.60 Private Finance Initiative (PFI) contracts are agreements to receive services where the responsibility for making available the fixed assets needed to provide the services passes to the PFI contractor. As the council is deemed to control the services that are provided under its PFI schemes and as ownership of the fixed assets will pass to the council at the end of the contracts for no additional charge, the council carries the fixed assets used under the contracts on the Balance Sheet.

8.1.61 The original recognition of these fixed assets is balanced by the recognition of a liability for amounts due to the scheme operator to pay for the assets.

8.1.62 Fixed assets recognised on the Balance Sheet are revalued and depreciated in the same way as property, plant and equipment owned by the council.

8.1.63 The amounts payable to the PFI contractors each year are analysed into five elements:

a) Fair value of the services received during the year – debited to the relevant service in the Comprehensive Income and Expenditure Statement.

b) Finance cost – a percentage interest charge on the outstanding Balance Sheet liability, debited to interest payable and similar charges in the Comprehensive Income and Expenditure Statement.

c) Contingent rent – differences in the amount to be paid for the property arising during the contract, debited or credited to interest payable and similar charges in the Comprehensive Income and Expenditure Statement.

d) Payment towards liability – applied to write down the Balance Sheet liability towards the PFI operator.

e) Lifecycle replacement costs – the annual payment implicit in the contract is funded and treated as a prepayment on the Balance Sheet and recognised as fixed assets when the contractor incurs the expenditure

8.1.64 Under the Shaw Healthcare contract the rent and service charges paid to Shaw by residents for the council's extra care flats at Leadon Bank have been treated as a contribution to the revenue costs of the units.

8.1.65 The council has two traditional PFI contracts, one in partnership with Worcestershire County Council for the provision of waste management services and the other for the provision of Whitecross secondary school. The council also has one contract that falls within the definition of a similar contract to a PFI, which is the Shaw Healthcare contract for the provision of residential care services

Property, plant and equipment

8.1.66 Property, plant and equipment are tangible assets that are held for use on the production or supply of goods and services, for rental to others, or for administration purposes, and are expected to be used for more than a year.

Recognition

8.1.67 Property, plant and equipment is only recognised as an asset on the balance sheet if;

- a) it is probable that the future economic benefits or service potential will flow to the council, and
- b) the cost of the asset can be measured reliably.

8.1.68 Costs meeting the definition of recognition include initial costs of acquisition and construction and subsequent costs to enhance or replace part of the asset. Costs arising from day-to-day servicing of an asset is not capitalised as this does not add to the future economic benefits or service potential of the asset.

8.1.69 Where a component is replaced or enhanced, the carrying amount of the old component is derecognised and the new component reflected in the carrying amount.

Measurement

8.1.70 Assets are initially recognised at cost and accounted for on an accruals basis. The measurement of cost comprises:

- a) purchase price;
- b) any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in a manner intended by management; and
- c) the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located

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

- a) **Infrastructure, community assets and assets under construction** – historical cost.
- b) **Land and buildings** – fair value. Where there is no market-based evidence of fair value because of the specialist nature of the asset fair value may need to be estimated using a depreciated replacement cost approach (DRC).
- c) **Vehicles, plant and equipment** – depreciated historical cost (as a proxy for fair value)

Revaluations

- 8.1.72 Assets included in the Balance Sheet at fair value are revalued where there have been material changes in the value, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. The Revaluation Reserve was created with a zero balance on 31 March 2007. Gains may be credited to the Provision of Services where they arise from the reversal of an impairment loss or revaluation decrease previously charged to a service revenue account.
- 8.1.73 Where the carrying amount of an item of property, plant and equipment is decreased as a result of a revaluation that is not specific to the asset the decrease is recognised in the Revaluation Reserve up to the credit balance existing in respect of the asset and thereafter in the Surplus or Deficit on the Provision of Services.
- 8.1.74 Revaluation gains and losses charged to the Surplus or Deficit on the Provision of Services are not proper charges to the General Fund and are transferred to the Capital Adjustment Account and reported in the Movement in Reserves Statement.
- 8.1.75 When an asset is revalued, any accumulated depreciation and impairment is eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

Depreciation

- 8.1.76 Depreciation is provided for on all assets classified as property, plant and equipment 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).
- 8.1.77 The council's valuer makes a professional assessment of the economic life remaining based on the age, condition and suitability of the asset. For the purposes of depreciation a nil residual value is assumed for all building assets. New assets are not subject to a depreciation charge in the year of acquisition.
- 8.1.78 Each part of an asset with a cost significant in relation to the total cost is depreciated separately where the useful lives or depreciation methods of the components are different. The council reviews assets of £3 million and over for componentisation and treats components worth at least 20% of the asset value as being significant. This applies to enhancement expenditure and revaluations carried out from 1 April 2010. Where a component is replaced or restored, the carrying amount of the old component is derecognised.
- 8.1.79 Depreciation charged to the Surplus or Deficit on the Provision of Services is not a proper charge to the General Fund and is transferred to the Capital Adjustment Account. This is reported in the Movement in Reserves Statement. 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 on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

Impairments

- 8.1.80 An impairment loss is the amount by which the carrying amount of an asset exceeds its recoverable amount. At the end of each financial year assets are

assessed for any indications of impairment and if there are then the recoverable amount shall be estimated. Circumstances that indicate an impairment may have occurred include;

- a) A significant decline in an asset's value during the year, which is specific to the asset
- b) Evidence of obsolescence or physical damage of an asset
- c) A commitment by the council to undertake a significant re-organisation
- d) A significant adverse change in the statutory or other regulatory environment in which the council operates.

8.1.81 General Fund Service Revenue Accounts, central support services and trading accounts are charged with impairment losses (in excess of any balance on the revaluation reserve). An impairment on a revalued assets is recognised in the Revaluation Reserve to the extent that the impairment does not exceed the amount in the Revaluation Reserve for the same asset and thereafter in the Surplus or Deficit on the Provision of Services. An impairment loss on a non-revalued asset shall be recognised in the Surplus or Deficit on the Provision of Services.

8.1.82 At the end of each financial year an assessment shall take place as to whether there is any indication that an impairment loss recognised in earlier periods for an asset may no longer exist or have decreased. The reversal of an impairment loss previously recognised in the Surplus or Deficit on the Provision of Services shall not exceed the carrying amount that would have been determined had no impairment loss been recognised. Any excess above the carrying amount is treated as a revaluation gain and credited to the Revaluation Reserve.

8.1.83 Impairment losses and subsequent reversals are charged to the Surplus or Deficit on the Provision of Services are not proper charges to the General Fund. These amounts are transferred to the Capital Adjustment Account are reported in the Movement in Reserves Statement.

Disposals

8.1.84 The carrying amount of an asset is derecognised on disposal and the gain or loss on disposal of the asset is included in the Surplus or Deficit on the Provision of Services. This is not a proper charge to the General Fund and is reversed out by;

- a) Crediting the Capital Receipts Reserve with the disposal proceeds; or
- b) Debiting the Capital Adjustment Account with the carrying amount of the asset on disposal.

Any balance on the Revaluation Reserve is written off to the Capital Adjustment Account on disposal of the asset.

8.1.85 Where appropriate the costs of disposing of non-current assets are financed from the capital receipts generated up to a maximum of 4% of the capital receipt.

Changes to the 2009/10 accounts

8.1.86 Changes to the accounting policy for property, plant and equipment has resulted in the following changes being made to the 2009/10 financial statements:

Opening 1st April 2009 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Long-term assets	427,944	26
Revaluation reserve	23,116	1,067
Capital Adjustment Account	163,703	(1,041)

8.1.87 Within long-term assets the categories of assets has been changed to comply with the revised IFRS classifications.

31st March 2010 Balance Sheet

	2009/10 Statements £000	Adjustments made £000
Long-term assets	499,849	(145)
Assets held for sale (current)	0	700
Revaluation reserve	65,322	1,117
Capital Adjustment Account	147,948	(562)

8.1.88 Within long-term assets the categories of assets has been changed to comply with the revised IFRS classifications.

2009/10 Comprehensive Income and Expenditure Statement

	2009/10 Statements £000	Adjustments made £000
Adult Social Care	47,974	(71)
Cultural, Environmental, Regulatory and Planning Services	38,467	2
Children and Educational Services	41,812	(84)
Highways and Transport Services	15,312	4
Central Services	2,913	4
Other services	160	52
Investment properties	(1,379)	(300)

Provisions

8.1.89 A provision is recognised when:

- a) An authority has a present obligation (legal or constructive) as a result of a past event;
- b) It is probable that an outflow of resources embodying economic benefits or service potential will be required to settle the obligation; and
- c) A reliable estimate can be made of the amount of the obligation.

- 8.1.90 Provisions are charged to the cost of services when the authority becomes aware of the obligation, based on the best estimate of the likely settlement. When payments are made they are charged to the provision set up in the balance sheet.

Reserves

- 8.1.91 The council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred it is charged to the appropriate revenue account and included in the Cost of Services. The reserve is then appropriated back through the Movement in Reserves Statement so that there is no charge against council tax for the expenditure.

Revenue funded from capital under statute

- 8.1.92 Where legislation allows expenditure to be classified as capital for funding purposes, which does not result in a fixed asset on the balance sheet (generally grants), it is charged to the Surplus or Deficit on the Provision of Services in accordance with proper practice. A transfer to the Capital Adjustment Account from the Statement of Movement in Reserves reverses this out so that there is no impact on council tax.

Value added tax

- 8.1.93 Revenue included in the Comprehensive Income and Expenditure Statement is only the amount relating to the authority on its own behalf and therefore excludes VAT that must be passed on the HM Revenues and Customs. VAT is only included in the accounts to the extent that it is irrecoverable. The net amount due to or from HM Revenues and Customs in respect of VAT is included as part of creditors or debtors.

Revenue recognition

- 8.1.94 Revenue is measured at the fair value of the consideration received or receivable.

- 8.1.95 ***The sale of goods***; revenue is recognised when all the following conditions have been satisfied:

- a) the significant risks and rewards of ownership have been transferred to the purchaser.
- b) the council retains neither continuing managerial involvement nor effective control over the goods sold
- c) the amount of revenue can be measured reliably.
- d) it is probable that the economic benefits or service potential associated with the transaction will flow to the entity, and
- e) the costs incurred or to be incurred in respect of the transaction can be measured reliably.

- 8.1.96 ***The rendering of services***; when the outcome of a transaction can be estimated reliably, associated revenue is recognised according to the percentage completed at the reporting date. The following conditions need to be satisfied;

- a) the amount of revenue can be measured reliably;
- b) it is probable that the economic benefits or service potential associated with the transaction will flow to the entity;

- c) the stage of completion at the balance sheet date can be measured reliably; and
- d) the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

8.1.97 **Interest**; revenue is recognised when;

- a) it is probable that the economic benefits or service potential associated with the transaction will flow to the authority; and
- b) the amount of the revenue can be measured reliably.

8.1.98 **Non-exchange transactions**; revenue is recognised when;

- a) it is probable that the economic benefits or service potential associated with the transaction will flow to the authority; and
- b) the amount of the revenue can be measured reliably.

Interests in Companies and Other Entities

8.1.99 The council has a 20% non-voting shareholding in Amey Wye Valley. The council does not have control over decision making or exercise dominant influence and therefore there is no group relationship requiring group accounts. This is conducted as a contractual arrangement with the transactions included in the Income and Expenditure Statement and capital accounts. The amount included in the accounts for the investment is £200, which is the initial amount paid for the share.

8.1.100 The council has 33% voting rights with Herefordshire Housing. However, the council is not exposed to the direct risk of any loss through transactions or collapse, and therefore there is no requirement to complete group accounts.

8.1.101 The council has an interest in company called Hereford Futures, whose role is to steer the Edgar Street redevelopment. This is a company limited by guarantee and the council is a member. However, this relationship does not require group accounts as the company provides an independent role in the redevelopment. Contracts with third parties are entered into by the council and the financial transactions relating to these are included in the council's accounts.

8.1.102 The council holds 1.05% of shares in West Midlands Transport Information Services. The council does not have the benefits of future economic benefits or exposure to the risks inherent in the benefits, nor can it control decision making. Therefore the relationship does not require group accounts.

8.1.103 The council is also represented by its elected members on the West Mercia Supplies Joint Committee. West Mercia Supplies (WMS) is a Purchasing Consortium that was established in 1987. It is constituted as a Joint Committee and Herefordshire Council is one of four constituent authorities. The other three Councils are Shropshire Council, Worcestershire County Council and Telford and Wrekin Council. WMS exists in order to provide joint procurement services to the four constituent authorities. The financial advantage of bulk purchasing arrangements is reflected in the Income and Expenditure Account. The council's share, at 17.6% based on the proportion of the surplus attributable to the council, of the joint arrangement as detailed in the following table is not considered material to the accounts.

Extract of West Mercia Supplies	Herefordshire's
accounts	share
£000	£000
Fixed assets	651
Current assets	2,594
Current liabilities	(1,841)

8.2. Accounting standards that have been issued but have not yet been adopted

8.2.1 The Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 has introduced a change in accounting policy in relation to the treatment of heritage assets held by the council, which will need to be adopted in the 2011/12 financial statements.

8.2.2 Heritage assets are held principally for their contribution to knowledge or culture and are to be recognised as a separate class of assets for the first time in the 2011/12 financial statements. The council does not have an estimate of the potential value of the assets involved.

8.3 Critical Judgements in Applying Accounting Policies

8.3.1 In applying the accounting policies set out in Note 8.1, the Authority has had to make certain judgements about complex transactions or those involving uncertainty about future events.

8.3.2 The critical judgements made in the Statement of Accounts are:

- The council is deemed to control the services provided by Shaw Healthcare under the contract for the development and provision of residential homes and day care centres. The accounting policies for PFI schemes and similar contracts have been applied to the arrangement.
- The council has relationship with a number of companies as detailed in Note 8.1 but it has been determined that there are no group relationships requiring group accounts.

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

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

8.4.2 There is one item in the council's Balance Sheet at 31 March 2011 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if actual results differ from assumptions
Pensions liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. The pension fund actuary Mercer Ltd is employed by the pension fund to provide expert advice about the assumptions to be applied.	Changes in any of the assumptions can have a significant effect on the pensions liability shown in the accounts.

8.5 Material Items of Income and Expense

8.5.1 There were two material items of income and expense in the Comprehensive Income and Expenditure Account:

1. Herefordshire Council's liabilities in the pension scheme reduced by £22.5million following the change in the pensions uplift from RPI to CPI, which has been recognised as a past service gain in the cost of services.

2. John Kyrle High School transferred to Academy status on 1 January 2011, resulting in the net book value of the school (£12.1 million) being written out of the council's assets through the 'Other Operating Expenditure' section of the Comprehensive Income and Expenditure Statement.

8.5.2 These entries are reversed out in the Movement in Reserves Statement and do not have an impact on the General Fund.

8.6 Events after the Balance Sheet Date

8.6.1 The Statement of Accounts was authorised for issue by the on 17th June 2011 by the Chief Finance and Commercial Services Officer. Events taking place after this date are not reflected in the financial statements or notes.

8.7 Adjustments between Accounting Basis and Funding Basis under Regulations

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

2010/11

	Usable Reserves			Unusable reserves £000
	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	
Adjustments involving the Capital Adjustment Account:				
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</u>				
Charges for depreciation and impairment of non-current assets	15,943			(15,943)
Revaluation losses on Property, Plant and Equipment	13,869			(13,869)
Movements in the market value of investment properties	1,170			(1,170)
Amortisation of intangible assets	1,383			(1,383)
Capital grants and contributions	(30,302)			30,302
Revenue expenditure funded from capital under statute	522			(522)
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	12,850			(12,850)
<u>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</u>				
Statutory provision for the financing of capital investment	(9,645)			9,645
Capital expenditure charged against the General Fund balance	(772)			772
Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(9,358)		9,358	
Application of grants to capital financing transferred to the Capital Adjustment Account			(2,576)	2,576
Adjustments involving the Capital Receipts Reserve:				
Transfer of sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(2,083)	2,083		
Use of the Capital Receipts Reserve to finance new capital expenditure		(8,868)		8,868
Contribution from the Capital Receipts Reserve towards administrative costs of non current asset disposals	29	(29)		
Contribution from the Capital Receipts Reserve to finance the payments to the	11	(11)		

Government capital receipts pool.			
Transfer from Deferred Capital Receipts Reserve upon receipt of cash		14	(14)
Adjustments involving the Financial Instruments Adjustment Account:			
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(82)		82
Adjustments involving the Pensions Reserve:			
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 8.42)	(6,721)		6,721
Employer's pensions contributions and direct payments to pensioners payable in the year	(11,430)		11,430
Adjustments involving the Collection Fund Adjustment Account:			
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	177		(177)
Adjustment involving the Accumulated Absences Account			
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(374)		374
Total Adjustments	(24,813)	(6,811)	6,782
			24,842

2009/10 Comparative Figures

	Usable Reserves			Unusable reserves £000
	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	
Adjustments involving the Capital Adjustment Account:				
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</u>				
Charges for depreciation and impairment of non-current assets	14,758			(14,758)
Revaluation losses on Property, Plant and Equipment	9,907			(9,907)
Amortisation of intangible assets	913			(913)
Capital grants and contributions	(30,655)			30,655
Revenue expenditure funded from capital under statute	3,246			(3,246)
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	6,653			(6,653)
<u>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</u>				
Statutory provision for the financing of capital investment	(8,318)			8,318
Capital expenditure charged against the General Fund and HRA balances	(548)			548
Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(4,117)		4,117	
Application of grants to capital financing transferred to the Capital Adjustment Account			(2,283)	2,283
Adjustments involving the Capital Receipts Reserve:				
Transfer of sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(647)	647		
Use of the Capital Receipts Reserve to finance new capital expenditure		(4,914)		4,914
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool.	16	(16)		
Transfer from Deferred Capital Receipts Reserve upon receipt of cash		21		(21)
Adjustments involving the Financial Instruments Adjustment Account:				

Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(4)			4
Adjustments involving the Pensions Reserve:				
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 8.42)	16,474			(16,474)
Employer's pensions contributions and direct payments to pensioners payable in the year	(10,981)			10,981
Adjustments involving the Collection Fund Adjustment Account:				
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	(91)			91
Adjustment involving the Accumulated Absences Account				
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	14			(14)
Total Adjustments	(3,380)	(4,262)	1,834	5,808

8.8 Transfers to/from Earmarked Reserves

8.8.1 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 in 2010/11.

	1 April 2009	Transfer out 2009/10	Transfer in 2009/10	31 Mar 2010	Transfer out 2010/11	Transfer in 2010/11	31 Mar 2011
	£000	£000	£000	£000	£000	£000	£000
General Fund:							
Balances held by schools under a scheme of delegation	5,476		21	5,497		505	6,002
Grange Court	0			0		41	41
Commuted sums	78			78	(42)		36
Industrial Estates - maintenance	333		39	372		28	400
Support Services & Equipment renewals	80	(80)		0			0
Schools Balance of Risk	85		88	173	(75)	77	175
ICT	0			0		595	595
Members ICT	0			0		40	40
Winter maintenance	500	(500)		0			0
Planning	24			24			24
College Hill Community Centre	180			180			180
Waste Disposal	2,774			2,774		133	2,907
LSC	32	(32)		0			0
Wye Valley AONB	104	(10)		94		5	99
Invest to Save	1,079		252	1,331	(1,026)		305
Contingent liabilities	300			300			300
Social care contingency	926	(772)		154	(154)		0
Modernisation plans	454	(454)		0			0
Edgar Street Grid	150		541	691	(209)		482
Whitecross school PFI	202		79	281		50	331
LPSA 2 reward grant	1,482	(1,258)		224	(14)		210
Carbon Reserve	30	(10)		20	(20)		0
Schools Redundancies	294	(284)		10	(10)		0
Service Delivery Review	112	(112)		0			0
Schools Rates Reserve	869			869	(652)		217
Economic Development	346	(80)		266	(98)		168
Safeguarding Children Board	21			21	(21)		0
Accommodation	133	(133)		0			0
Insurance reserve	0		544	544	(248)		296
Pool car reserve	0		10	10			10
Local development framework	0		270	270	(270)		0
Area based grant	0		53	53	(53)		0
Unused Grants fwd	6,988	(6,988)	5,100	5,100	(4,058)	4,034	5,076
	23,052	(10,713)	6,997	19,336	(6,950)	5,508	17,894

8.9 Other Operating Expenditure

2009/10 £000		2010/11 £000
2,389	Parish council precepts	2,488
190	Levies	191
16	Payments to the Government Housing Capital Receipts Pool	11
6,005	Gains/losses on the disposal of non current assets	10,796
8,600	Total	13,486

8.10 Financing and Investment Income and Expenditure

2009/10 £000		2010/11 £000
7,334	Interest payable and similar charges	7,765
9,902	Pensions interest cost and expected return on pensions assets	6,441
(254)	Interest receivable	(412)
0	Discount received on early repayment of loans	(83)
(1,661)	Income and expenditure in relation to trading accounts/investment properties and changes in their fair value	(436)
(651)	Other investment income	(715)
14,670	Total	12,560

8.11 Taxation and Non Specific Grant Income

2009/10 £000		2010/11 £000
(84,820)	Council tax income	(87,572)
(44,994)	Non domestic rates	(50,282)
(21,007)	Non-ringfenced government grants	(21,830)
(34,772)	Capital grants and contributions	(39,660)
(185,593)	Total	(199,344)

8.12 Property, Plant and Equipment

8.12.1 Movements on Balances

Movements in 2010/11:

	Land & buildings £000	Vehicles, plant, furniture & equip £000	Infra structure assets £000	Comm-unity assets £000	Surplus assets £000	Assets under construct ion £000	Total PPE £000	PFI assets incl. in PPE £000
Cost or Valuation								
At 1 April 2010	317,096	18,422	133,899	2,565	1,249	24,222	497,453	28,346
Additions	9,532	2,901	20,790	37	587	25,916	59,763	258
Revaluation increases/(decreases) recognised in the Revaluation Reserve	(28,622)	0	0	0	0	0	(28,622)	0
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(14,006)	0	0	0	(72)	0	(14,078)	0
Adjustment to write back depreciation on revalued assets	(941)	0	0	0	0	0	(941)	0
Disposals	(12,402)	(559)	0	0	0	0	(12,961)	0
Assets reclassified as Held for Sale	0	0	0	0	0	0	0	0
Other reclassifications	20,910	0	0	0	0	(20,910)	0	0
At 31 March 2011	291,567	20,764	154,689	2,602	1,764	29,228	500,614	28,604
Accumulated Depreciation and Impairment								
At 1 April 2010	(9,535)	(6,876)	(15,057)	0	(3)	0	(31,471)	(2,061)
Depreciation on cost (net of any impairments)	(5,703)	(2,716)	(6,485)	0	(11)	0	(14,915)	(1,346)
Depreciation on revalued amount in excess of cost	(768)	(86)	0	0	(1)	0	(855)	(20)
Depreciation written back on revalued assets	941	0	0	0	0	0	941	0
Disposals	716	220	0	0	0	0	936	0
At 31 March 2011	(14,349)	(9,458)	(21,542)	0	(15)	0	(45,364)	(3,427)
Net Book Value								
At 31 March 2011	277,218	11,306	133,147	2,602	1,749	29,228	455,250	25,177
At 31 March 2010	307,561	11,546	118,842	2,565	1,246	24,222	465,982	26,285

Comparative Movements in 2009/10:

	Land & buildings £000	Vehicles, plant, furniture & equip £000	Infra-structure assets £000	Comm-unity assets £000	Surplus assets £000	Assets under construct-ion £000	Total PPE £000	PFI assets incl. in PPE £000
Cost or Valuation								
At 1 April 2009	261,362	15,789	116,777	2,944	804	12,030	409,706	28,218
Additions	19,079	3,132	17,122	247	445	18,575	58,600	2,255
Donations								
Revaluation increases/(decreases) recognised in the Revaluation Reserve	43,177	0	0	0	0	0	43,177	(1,298)
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(9,178)	(287)	0	(546)	0	0	(10,011)	(222)
Adjustment to write back depreciation on revalued assets	(3,061)	(182)	0	0	0	0	(3,243)	(607)
Disposals	(6,812)	(30)	0	0	0	0	(6,842)	0
Assets reclassified as Held for Sale	(700)	0	0	0	0	0	(700)	0
Other reclassifications	13,229	0	0	(80)	0	(6,383)	6,766	0
At 31 March 2010	317,096	18,422	133,899	2,565	1,249	24,222	497,453	28,346
Accumulated Depreciation and Impairment								
At 1 April 2009	(6,838)	(4,028)	(9,257)	0	0	0	(20,123)	(1,412)
Depreciation on cost (net of any impairments)	(5,375)	(3,049)	(5,800)	0	(2)	0	(14,226)	(1,236)
Depreciation on revalued amount in excess of cost	(556)	0	0	0	(1)	0	(557)	(20)
Depreciation written back on revalued assets	3,061	182	0	0	0	0	3,243	607
Disposals	173	19	0	0	0	0	192	0
At 31 March 2010	(9,535)	(6,876)	(15,057)	0	(3)	0	(31,471)	(2,061)
Net Book Value								
At 31 March 2010	307,561	11,546	118,842	2,565	1,246	24,222	465,982	26,285
At 31 March 2009	254,524	11,761	107,520	2,944	804	12,030	389,583	26,806

8.12.2 Depreciation

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

- Buildings – estimated useful life up to 100 years
- Vehicles, plant, furniture and equipment – 5 years
- Infrastructure – 15 to 50 years

8.12.3 Capital Commitments

At 31 March 2011 the council has entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2011/12 and future years budget to cost £4.58 million. Similar commitments at 31 March 2010 for 2010/11 and future years was £20.99 million, including Hereford Academy (£17.01 million). The major commitments are:

- Hereford Academy £2.58 million
- Livestock Market £1.99 million

8.12.4 Effects of Changes in Estimates

year the smallholdings owned by the council were reclassified and transferred from non-operational investments to property, plant and equipment. Following this transfer, and as a result of current council policy being to retain the smallholdings for the foreseeable future, the value of the smallholdings was reviewed and it was considered more appropriate and prudent to use a value based on their income generating capacity rather than their open market value. As a result of this change in estimate the value of smallholdings has been impaired in 2010/11 by a total of £34 million. Of this amount £1 million relates to capital expenditure during the year which is not reflected in a corresponding increase in value.

8.12.5 Revaluations

The council carries out a rolling programme that ensures all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years. More frequent valuations are carried out if the rolling programme is insufficient to keep pace with material changes in value. All valuations are done internally. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. Valuations of vehicle, plant and equipment is based on depreciated costs as a proxy for fair value.

8.13 Investment Properties

8.13.1 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. It comprises the trading areas of markets, industrial estates and retail. The direct operating expenses exclude recharged support services, capital charges and changes in the fair value of the assets.

	2010/11 £000	2009/10 £000
Rental income from investment property	(2,301)	(2,300)
Direct operating expenses arising from investment property	675	794
Net (gain)/loss	<u>(1,626)</u>	<u>(1,506)</u>

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

2009/10 £000		2010/11 £000
31,466	Balance at start of the year	24,934
	Additions:	
113	Enhancement expenditure	316
0	Disposals	(125)
37,553	Net gains/losses from fair value adjustments	(1,170)
(44,198)	Transfer to Property, Plant and Equipment	0
<u>24,934</u>	Balance at end of the year	<u>23,955</u>

8.14 Intangible Assets

8.14.1 The council accounts for its software as intangible assets. Software is amortised over three to five years in equal annual instalments. Most of the amortisation (£0.8 million in 2009/10 and £1.28 million in 2010/11) was charged to the IT administration centre and then absorbed as an overhead across all services in the Net Expenditure of Services. It is not possible to quantify exactly how much of the amortisation is attributable to each service heading.

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

	2010/11 Software £000	2009/10 Software £000
Balance at start of year:		
Gross carrying amounts	8,779	6,403
Accumulated amortisation	(3,824)	(2,911)
Net carrying amount at start of year	<u>4,955</u>	<u>3,492</u>
Additions:	2,085	2,376
Amortisation for the period	(1,383)	(913)
Net carrying amount at end of year	<u>5,657</u>	<u>4,955</u>
Comprising:		
Gross carrying amounts	10,864	8,779
Accumulated amortisation	(5,207)	(3,824)
	<u>5,657</u>	<u>4,955</u>

8.14.3 The council also has £445,000 of intangible current assets relating to the Landfill Allowance Trading Scheme (see note 8.1.47-8.1.50).

8.15 Financial Instruments

8.15.1 Categories of Financial Instruments

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

	Long-term		Current	
	31 Mar 2011 £000	31 Mar 2010 £000	31 Mar 2011 £000	31 Mar 2010 £000
Investments				
Loans and receivables	4	4	11,052	5,016
Debtors				
Loans and receivables	400	155	15,059	14,553
Borrowings				
Financial liabilities at amortised cost	(122,266)	(111,880)	(24,769)	(14,704)
Other Long Term Liabilities				
PFI and finance lease liabilities	(29,054)	(29,711)	(10)	0
Creditors				
Financial liabilities at amortised cost	0	0	(25,098)	(22,588)

Financial instruments are contracts that give rise to a financial asset of one entity and a financial liability (or equity instrument) of another entity. Amounts relating to statutory debts, such as council tax, non-domestic rates, general rates etc, are not classed as financial instruments as they do not arise from contracts. Also excluded from the above analysis are accounting adjustments relating to accruals and payments in advance.

8.15.2 Income, Expense, Gains and Losses

The following amounts, relating to financial instruments, are included in the Comprehensive Income and Expenditure Statement:

	2010/11			2009/10		
	Financial Liabilities at amortised cost £000	Financial assets: Loans and receivables £000	Total £000	Financial Liabilities at amortised cost £000	Financial assets: Loans and receivables £000	Total £000
Interest expense relating to:						
Loans	5,479	0	5,479	5,178	0	5,178
PFI Liabilities	2,196	0	2,196	2,109	0	2,109
Finance Leases	47	0	47	47	0	47
Impairment losses (bad debts)	0	43	43	0	0	0
Fee expense (commission paid)	15	0	15	8	0	8
Total expense in Surplus or Deficit on the Provision of Services	7,737	43	7,780	7,342	0	7,342
Interest income relating to:						
Investments	0	(412)	(412)	0	(254)	(254)
Gains on derecognition of loans	(83)	0	(83)	0	0	0
Total income in Surplus or Deficit on the Provision of Services	(83)	(412)	(495)	0	(254)	(254)
Net loss/(gain) for the year	7,654	(369)	7,285	7,342	(254)	7,088

8.15.3 Fair Values of Assets and Liabilities

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

- The fair values of PWLB loans have been calculated based on premature repayment rates at the year end.
- The fair values of the bank loans have been assessed using the market cost of equivalent loans with the same remaining periods to maturity.
- No early repayment or impairment is recognised.
- Where an instrument will mature in the next 12 months, the carrying amount is assumed to approximate to fair value.
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair value of the council's borrowing (which is carried at amortised cost in the balance Sheet) is as follows:

	31 March 2011		31 March 2010	
	Carrying amount	Fair value	Carrying amount	Fair value
	£000	£000	£000	£000
Total borrowing	147,035	153,503	126,584	129,549

The fair value is higher than the carrying amount because the council's portfolio of loans are all fixed rate and the interest rate payable on these loans is higher than the relatively low rates prevailing at the Balance Sheet date. Therefore the fair value includes a premium that the council would have to pay if the lender agreed to early repayment of the loans. None of the council's investments are for a period exceeding 364 days and so the fair value of investments will not be significantly different to the carrying amount.

The carrying amounts of other long-term financial assets and liabilities in the balance sheet are assumed to equate to their fair value due to the absence of active markets in the instruments concerned and no information to the contrary.

8.16 Inventories

	2010/11	2009/10
	£000	£000
Balance outstanding at start of year	128	102
Purchases	867	560
Recognised as an expense in the year	(292)	(534)
Written off balances	(48)	0
Balance outstanding at year-end	655	128

8.17 Debtors

	31 March	31 March	1 st April
	2011	2010	2009
	£000	£000	£000
Central government bodies	7,423	12,821	14,885
Other local authorities	408	531	173
NHS bodies	9,418	7,857	5,253
Public corporations and trading funds	0	0	0
Other entities and individuals	16,133	14,952	11,718
	33,384	36,161	32,029
Provision for Bad Debts	(1,166)	(1,087)	(894)
Total	32,218	35,074	31,135

8.18 Cash and Cash Equivalents

8.18.1 The balance of cash and cash equivalents is made up of the following elements:

	31 March	31 March	1 st April
	2011	2010	2009
	£000	£000	£000
Cash held by the Authority	4,020	3,731	3,438
Short-term deposits	15,424	7,931	6,450
	19,444	11,662	9,888
Bank current accounts	(6,727)	(4,855)	(5,646)
Total Cash and Cash Equivalents	12,717	6,807	4,242

8.18.2 By transferring funds to and from its investment accounts the council maintains a £nil cleared balance on its current accounts overnight. The overdrawn amount shown above is wholly due to the inclusion of unrepresented bank payments for accounting purposes.

8.19 Assets Held for Sale

	Current		Non current	
	2010/11	2009/10	2010/11	2009/10
	£000	£000	£000	£000
Balance outstanding at start of year	700	0	2,963	2,538
Assets newly classified as held for sale:				
• Property, Plant and Equipment	0	700	0	0
Revaluation gains	0	0	0	425
Assets sold	(700)	0	0	0
Balance outstanding at year-end	0	700	2,963	2,963

8.20 Creditors

	31 March 2011 £000	31 March 2010 £000	1 April 2009 £000
Central government bodies	6,162	7,114	6,135
Other local authorities	3,470	3,915	3,555
NHS bodies	1,695	1,430	1,973
Public corporations and trading funds	79	25	0
Other entities and individuals	23,062	23,405	21,029
Total	34,468	39,083	32,962

8.21 Provisions

	Insurance £000	Other provisions £000	Total £000
Balance at 1 April 2009	1,759	270	2,029
Additional provisions made in 2009/10	0	1,142	1,142
Amounts used in 2009/10	(296)	(152)	(448)
Unused amounts reversed in 2009/10		(55)	(55)
Balance at 31 March 2010	1,463	1,205	2,668
Additional provisions made in 2010/11	0	1,256	1,256
Amounts used in 2010/11	0	(1,201)	(1,201)
Unused amounts reversed in 2010/11		(8)	(8)
Balance at 31 March 2011	1,463	1,252	2,715

8.21.1 Insurance provision

The largest provision of £1.46 million is for insurance claims. An external review of the insurance provision was carried out by the council's insurance brokers Marsh UK Ltd in February 2010. The review assessed the outstanding liability to the end of 2009/10 to be £1.46m and this level has been maintained in the 2010/11 accounts. In addition a reserve of £295,000 is held for future potential claims

8.21.2 Redundancy provision

The council holds a provision for redundancy payments of £787,000, including schools staff, based on the number of planned redundancies and staff identified at risk of redundancy at 31st March 2011.

8.21.3 Other Provisions

At 31st March 2011 the council also held a reserve for replacing computers of £33,000 and for LATs liability of £445,000

8.22 Usable Reserves

Movements in the Authority's usable reserves are detailed in the Movement in Reserves Statement.

8.22.1 Earmarked Reserves

The movement in earmarked reserves are detailed in Note 8.8.

8.22.2 Capital receipts reserve

31 March 2010 £000		31 March 2011 £000
17,827	Balance at 1 April	13,565
668	Received during the year	2,097
(4,914)	Applied during the year	(8,868)
0	Admin costs of sales	(29)
(16)	Set aside during the year	(11)
<u>13,565</u>	Balance at 31 March	<u>6,754</u>

8.22.3 Capital grants unapplied

31 March 2010 £000		31 March 2011 £000
4,487	Balance at 1 April	6,321
4,117	Received during the year	9,358
(2,283)	Applied during the year	(2,576)
<u>6,321</u>	Balance at 31 March	<u>13,103</u>

8.23 Unusable Reserves

8.23.1 Summary

1 st April 2009 £000	31 March 2010 £000		31 March 2011 £000
23,889	66,160	Revaluation reserve	35,969
224,466	237,044	Capital Adjustment Account	245,041
(498)	(494)	Financial Instruments Adjustment Account	(412)
61	40	Deferred Capital Receipts Reserve	26
(130,114)	(164,594)	Pensions Reserve	(132,912)
(209)	(117)	Collection Fund Adjustment Account	(294)
(3,888)	(3,902)	Accumulated Absences Account	(3,527)
<u>113,707</u>	<u>134,137</u>	Total unusable reserves	<u>143,891</u>

8.23.1 Revaluation Reserve

The Revaluation Reserve contains the gains made by the Authority arising from increases in the value of its Property, Plant and Equipment (and Intangible Assets). 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 1 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.

2009/10 £000		2010/11 £000	2010/11 £000
23,889	Balance at 1 April		66,160
46,200	Upward revaluation of assets	8,756	
(2,592)	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	(37,378)	
<u>43,608</u>	Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services		(28,622)
(551)	Difference between fair value depreciation and historical cost depreciation	(873)	
(786)	Accumulated gains on assets sold or scrapped	(696)	
<u>(1,337)</u>	Amount written off to the Capital Adjustment Account		(1,569)
<u>66,160</u>	Balance at 31 March		<u>35,969</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 Authority as finance for the costs of acquisition, construction and enhancement.

The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Authority.

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

Note 8.7 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2009/10 £000		2010/11 £000	2010/11 £000
224,466	Balance at 1 April		237,044
	<i>Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:</i>		
(14,758)	Charges for depreciation and impairment of non current assets	(15,943)	
(9,907)	Revaluation losses on Property, Plant and Equipment	(13,869)	
(913)	Amortisation of intangible assets	(1,383)	
(3,247)	Revenue expenditure funded from capital under statute	(522)	
(5,866)	Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(12,153)	
<u>(34,691)</u>			<u>(43,870)</u>
551	Adjusting amounts written out of the Revaluation Reserve		873
<u>(34,140)</u>	Net written out amount of the cost of non current assets consumed in the year		<u>(42,997)</u>
	<i>Capital financing applied in the year:</i>		
4,914	Use of the Capital Receipts Reserve to finance new capital expenditure	8,868	
30,655	Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	30,302	
2,283	Application of grants to capital financing from the Capital Grants Unapplied Account	2,576	
8,318	Statutory provision for the financing of capital investment charged against the General Fund balance	9,645	
548	Capital expenditure charged against the General Fund balance	772	
<u>46,718</u>			<u>52,163</u>
	Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement		(1,170)
<u>237,044</u>	Balance at 31 March		<u>245,040</u>

8.23.3 Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account (FIAA) records the timing differences between the rate at which gains and losses are recognised for accounting purposes and the rate at which debits and credits are required to be made against council tax.

The opening balance relates to the council's two "stepped interest" bank loans where the interest paid in the first two years was much lower than the rate subsequently charged. The charge in the Comprehensive Income & Expenditure Statement is based on the effective (or average) rate over the period of the loan and so in the first two years the charge was increased by debiting the differential in the Movement in Reserves Statement and crediting the FIAA. This latter reserve is then reversed out over the remaining period of the loan to give a consistent effective rate of interest.

Another adjustment is required for 2010/11 relating to the discount received on the early repayment of loans to the Public Works Loan Board. Discount of £83,398 was received and this amount is included in the Comprehensive Income & Expenditure Statement (see note 8.10). However, for accounting purposes this

amount needs to be spread over ten years and so £77,840, which is the amount relating to future years, has been debited to the Movement in Reserves Statement and credited to the FIAA.

2009/10 £000		2010/11 £000
(498)	Balance at 1 April	(494)
4	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	4
0	Discounts received in the year carried forward to future accounting periods	78
(494)	Balance at 31 March	(412)

8.23.4 Pensions Reserve

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

2009/10 £000		2010/11 £000
(130,114)	Balance at 1 April	(164,594)
(28,987)	Actuarial gains or losses on pensions assets and liabilities	13,531
(16,474)	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	6,721
10,981	Employer's pensions contributions and direct payments to pensioners payable in the year	11,430
(164,594)	Balance at 31 March	(132,912)

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 Authority 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.

2009/10 £000		2010/11 £000
61	Balance at 1 April	40
(21)	Transfer to the Capital Receipts Reserve upon receipt of cash	(14)
40	Balance at 31 March	26

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.

2009/10 £000		2010/11 £000
(209)	Balance at 1 April	(117)
92	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	(177)
(117)	Balance at 31 March	(294)

8.23.7 Accumulated Absences Account

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

2009/10 £000		2010/11 £000
(3,888)	Balance at 1 April	(3,902)
(14)	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	374
(3,902)	Balance at 31 March	(3,528)

8.24 Capital Grants Receipts in Advance

8.24.1 Under IFRS grants and contributions given towards an authority's capital investment are retained in this account whilst conditions remain attached to the financial assistance.

2009/10 £000		2010/11 £000
4,973	Balance at 1 April	10,093
5,466	Additional amounts received in the year	4,827
(346)	Amounts transferred to the Comprehensive Income and Expenditure Account in the year	(2,761)
10,093	Balance at 31 March	12,159

The amounts are split between long-term and short-term liabilities at the balance sheet date.

8.25 Amounts Reported for Resource Allocation Decisions

8.25.1 The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the Best Value Accounting Code of Practice. However, decisions about resource allocation are taken 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 report includes:

- Transactions for Trading Accounts
- Movements on Schools Balances
- Expenditure on Levies

8.25.1 Directorate Income and Expenditure

The income and expenditure of the council's directorates and corporate spend as reported to Cabinet in the 2010/11 out-turn report is as follows;

Directorate Income and Expenditure 2010/11	Integrated Commission -ing £000	Children & Young People £000	Deputy Chief Executive £000	Public Health £000	Sustainable Communities £000	Central Services £000	Resources £000	Total £000
Fees, charges & other service income	13,251	15,401	3,096	855	17,543	302	4,030	54,478
Government grants	995	121,329	39	115	8,053	0	56,891	187,422
Total Income	14,246	136,730	3,135	970	25,596	302	60,921	241,900
Employee expenses	9,896	102,021	12,689	2,305	14,334	(21,893)	7,679	127,031
Other service expenses	60,509	74,804	7,926	831	51,929	2,360	64,968	263,327
Support services	4,234	6,966	(12,282)	924	7,117	3,083	(9,310)	732
Total Expenditure	74,639	183,791	8,333	4,060	73,380	(16,450)	63,337	391,090
Net Expenditure	60,393	47,061	5,198	3,090	47,784	(16,752)	2,416	149,190

The following table shows the comparative figures for 2009/10:

Directorate Income and Expenditure 2009/10 Comparative figures	Integrated Commission -ing £000	Children & Young People £000	Deputy Chief Executive £000	Environment & Culture £000	Regeneration £000	Central Services £000	Resources £000	Total £000
Fees, charges & other service income	12,435	13,412	1,401	11,069	7,469	760	3,945	50,491
Government grants	9,052	109,473	301	2,331	4,154	0	54,392	179,703
Total Income	21,487	122,885	1,702	13,400	11,623	760	58,337	230,194
Employee expenses	9,355	96,816	11,636	9,840	7,958	1,619	7,479	144,703
Other service expenses	55,858	60,387	9,679	40,391	16,828	2,069	58,760	243,972
Support services	4,248	7,514	(15,403)	3,754	3,325	2,554	(7,271)	(1,279)
Total Expenditure	69,461	164,717	5,912	53,985	28,111	6,242	58,968	387,396
Net Expenditure	47,974	41,832	4,209	40,585	16,489	5,482	631	157,202

8.25.2 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.

	2009/10 £000	2010/11 £000
Net expenditure in the Directorate Analysis	157,202	149,190
Amounts included in the Analysis not included in the Comprehensive Income and Expenditure Account	1,164	(263)
Transition Arrangements to IFRS	5,303	0
Cost of services in the Comprehensive Income and Expenditure Statement	163,669	148,927

8.25.3 Reconciliation to Subjective Analysis

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

2010/11	Directorate Analysis	Amounts not Included in I & E	Cost Of Services	Corporate Items	Total
	£000	£000	£000	£000	£000
Fees, charges & other service income	54,478	(2,779)	51,699	0	51,699
Financing and investment income	0	0	0	4,792	4,792
Income from council tax	0	0	0	87,572	87,572
Government grants and contributions	187,422		187,422	111,772	299,194
Total Income	241,900	(2,779)	239,121	204,136	443,257
Employee expenses	127,031	(622)	126,409		126,409
Other service expenses	263,327	(2,213)	261,114		261,114
Support Service recharges	732	(13)	719		719
Financing and investment expenditure	0	0	0	17,352	17,352
Precepts & Levies	0	(194)	(194)	2,679	2,485
Payments to Housing Capital Receipts Pool	0	0	0	11	11
Gain or Loss on Disposal of Fixed Assets	0	0	0	10,796	10,796
Total expenditure	391,090	(3,042)	388,048	30,838	418,886
(Surplus) or deficit on the provision of services	149,190	(263)	148,927	173,298	(24,371)

The following table shows the comparative figures for 2009/10.

2009/10	Directorate Analysis	Amounts not Included in I & E	Transition to IFRS	Total Cost Of Services	Corporate Items	Total
	£000	£000	£000	£000	£000	£000
Fees, charges & other service income	50,491	0	0	50,491	0	50,491
Financing and investment income	0	0	309	309	905	1,214
Income from council tax	0	0	0	0	84,820	84,820
Government grants and contributions	179,703	0	32,883	212,586	66,001	278,587
Total Income	230,194	0	33,192	263,386	151,726	415,112
Employee expenses	144,703	(16)	14	144,701	0	144,701
Other service expenses	243,972	(4)	3,400	247,368	0	247,368
Support Service recharges	(1,279)	(1)	0	(1,280)	0	(1,280)
Financing and Investment Expenditure	0	1,379	73	1,452	15,811	17,263
Precepts & Levies	0	(194)	0	(194)	2,579	2,385
Payments to Housing Capital Receipts Pool	0	0	0	0	16	16
Gain or Loss on Disposal of Fixed Assets	0	0	1,510	1,510	4,495	6,005
Total expenditure	387,396	1,164	4,997	393,557	22,901	416,458
(Surplus) or deficit on the provision of services	157,202	1,164	(28,195)	130,171	(128,825)	1,346

8.26 Trading Operations

8.26.1 The council has a number of trading units where the service manager is required to operate in a commercial environment and generate income from external customers.

	2009/10 £000	2010/11 £000
Markets		
The council owns and manages open and closed markets, generating income from letting of premises and market stalls.	Turnover	(732) (796)
	Expenditure	521 712
	(Surplus)/deficit	(211) (84)
Industrial Estates		
The council owns and manages a number of industrial estates in the county.	Turnover	(1,350) (1,468)
	Expenditure	559 2,094
	(Surplus)/deficit	(791) 626
The increased expenditure in 2010/11 relates to downward revaluation of properties		
Retail Properties		
The council owns retail premises in Hereford City centre from which it receives commercial rents.	Turnover	(673) (1,216)
	Expenditure	296 197
	(Surplus)/deficit	(377) (1,019)
The increased income in 2010/11 relates to upward revaluation of properties		

8.26.2 The trading accounts are incorporated into the Comprehensive Income and Expenditure Statement as part of the line 'Financing and investment income and expenditure'.

8.27 Agency Services

8.27.1 The council provides payroll services for a number of organisations, including 3 Academies. The income in total for 2010/11 amounted to around £6,000.

8.27.2 The council also administers and prepares accounts for a number of Trust Funds (see note 8.46). However, the council does not make any charge for this service.

8.28 Pooled Budgets

8.28.1 There are six agreements between the council and Primary Care Trust (PCT) under Section 75 of the Health Act 2006.

Three are hosted by the PCT:

- a. Mental Health.
- b. Hillside Intermediate Care.
- c. Blanchworth Contract, Kington.

The three agreements hosted by the council are:

- a. Learning Disabilities.
- b. Integrated Community Equipment Store (ICES).
- c. Complex Needs Solution

8.28.2 Mental Health

This Section 75 agreement is the integrated mental health and social care service. This service is available to all residents within the county of Herefordshire.

	2010/11 £000		2009/10 £000	
Funding provided to the pooled budget:				
• Herefordshire Council	(7,448)		(7,259)	
• Herefordshire PCT	<u>(24,504)</u>	(31,952)	<u>(21,718)</u>	(28,977)
Expenditure met from the pooled budget:				
• Herefordshire Council	8,523		7,437	
• Herefordshire PCT	<u>27,177</u>	35,700	<u>24,139</u>	31,576
Net deficit arising on the pooled budget during the year		<u>3,748</u>		<u>2,599</u>
Council share of the net surplus/deficit		<u>1,075</u>		<u>178</u>

8.28.3 Hillside Intermediate Care

Hillside is a residential intermediate care service provided as a partnership between Herefordshire Council and Herefordshire Primary Care Trust. Its aim is to promote independence and enable individuals to maximise their potential, allowing them to return home quickly as possible following an episode of ill-health.

	2010/11 £000		2009/10 £000	
Funding provided to the pooled budget:				
• Herefordshire Council	(380)		(378)	
• Herefordshire PCT	<u>(939)</u>	(1,319)	<u>(919)</u>	(1,297)
Expenditure met from the pooled budget:				
• Herefordshire Council	1,047			
• Herefordshire PCT	<u>410</u>	1,457	<u>1,404</u>	1,404
Net deficit arising on the pooled budget during the year		<u>138</u>		<u>107</u>
Council share of the net deficit		<u>30</u>		<u>31</u>

8.28.4 Blanchworth Contract, Kington

Blanchworth Care is a contract monitored by the PCT to provide beds at Kington Court, predominantly for older people, of which the council has access to a proportion of the beds.

	2010/11 £000		2009/10 £000	
Funding provided to the pooled budget:				
• Herefordshire Council	(366)		(363)	
• Herefordshire PCT	<u>(528)</u>	(894)	<u>(598)</u>	(961)
Expenditure met from the pooled budget:				
• Herefordshire Council	366		363	
• Herefordshire PCT	<u>528</u>	894	<u>598</u>	961
Net surplus arising on the pooled budget during the year		<u>0</u>		<u>0</u>
Council share of the net deficit		<u>0</u>		<u>0</u>

8.28.5 Learning Disabilities

This Section 75 agreement is the integrated learning disabilities health and social care service. This service is available to all residents with a learning disability within the county of Herefordshire.

	2010/11 £000		2009/10 £000	
Funding provided to the pooled budget:				
• Herefordshire Council	(12,564)		(11,798)	
• Herefordshire PCT	<u>(3,549)</u>	(16,113)	<u>(3,514)</u>	(15,312)
Expenditure met from the pooled budget:				
• Herefordshire Council	13,156		13,213	
• Herefordshire PCT	<u>3,549</u>	16,705	<u>3,514</u>	16,727
Net deficit arising on the pooled budget during the year		<u>592</u>		<u>1,415</u>
Council share of the net deficit		<u>592</u>		<u>1,415</u>

8.28.6 Integrated Community Equipment Service

A joint equipment store service is provided as a partnership between Herefordshire Council and Herefordshire Primary Care Trust. Its aim is to promote independence and enable individuals to remain in their home.

	2010/11 £000		2009/10 £000	
Funding provided to the pooled budget:				
• Herefordshire Council	(274)		(280)	
• Herefordshire PCT	<u>(274)</u>	(548)	<u>(280)</u>	(560)
Expenditure met from the pooled budget:				
• Herefordshire Council	243		288.5	
• Herefordshire PCT	<u>243</u>	486	<u>288.5</u>	577
Net (surplus)/deficit arising on the pooled budget during the year		<u>(62)</u>		<u>17</u>
Council share of the net (surplus)/deficit		<u>(31)</u>		<u>8</u>

8.28.7 CNS Complex Needs Solution

Herefordshire Council and the PCT have signed a Section 75 agreement for the Joint Agency Management (JAM) of Out of County Placements for Children with complex educational, social and medical needs. The agreement pools spending in agreed proportions and spending is not separately allocated, but each child with these complex needs is funded directly from the pool irrespective of specific needs.

	2010/11 £000		2009/10 £000	
Funding provided to the pooled budget:				
• Herefordshire Council	(1,755)		(1,755)	
• Herefordshire PCT	<u>(293)</u>	(2,048)	<u>(293)</u>	(2,048)
Expenditure met from the pooled budget:				
• Herefordshire Council	2,356		1,582	
• Herefordshire PCT	<u>393</u>	2,749	<u>264</u>	1,846
Net (surplus)/deficit arising on the pooled budget during the year		<u>701</u>		<u>(202)</u>
Council share of the net (surplus)/deficit		<u>600</u>		<u>(173)</u>

8.29 Members' Allowances

The council paid the following amounts to members of the council during the year.

	2010/11 £000	2009/10 £000
Basic allowances	416,999	424,241
Special allowances	221,708	229,878
Travel and subsistence	37,555	47,409
Total	<u>676,262</u>	<u>701,528</u>

8.30 Officers' Remuneration

8.30.1 The Accounts and Audit Regulations set out the requirements for publishing information about employee remuneration disclosures in the statement of accounts. Remuneration is defined as 'all amounts paid to or receivable by a person, and includes sums due by way of expenses allowances (so far as those sums are chargeable to UK income tax), and the estimated money value of any other benefits received by an employee other than in cash' (e.g. benefits in kind).

8.30.2 The 2010/11 banding information is set out below. For the banding note remuneration excludes employer's pension contributions. Where no employees fell within a particular band, this band is not shown in the table;

From	To	<u>No of employees</u>		<u>2009/10</u>		<u>2010/11</u>	
		<u>2009/10</u>	<u>2010/11</u>	<u>Non School</u>	<u>School</u>	<u>Non School</u>	<u>School</u>
£50,000	£55,000	50	58	18	32	17	41
£55,000	£60,000	18	34	1	17	12	22
£60,000	£65,000	9	15	3	6	3	12
£65,000	£70,000	8	4	2	6	2	2
£70,000	£75,000	13	18	10	3	12	6
£75,000	£80,000	6	9	4	2	6	3
£80,000	£85,000	4	3	2	2	0	3
£85,000	£90,000	1	0	0	1	0	0
£90,000	£95,000	1	0	0	1	0	0
£95,000	£100,000	2	1	2	0	1	0
£105,000	£110,000	2	2	2	0	2	0
£110,000	£115,000	0	1	0	0	1	0
£120,000	£125,000	1	0	1	0	0	0
£125,000	£130,000	0	1	0	0	1	0
£180,000	£185,000	1	1	1	0	1	0
£225,000	£230,000	1	0	1	0	0	0
		117	147	47	70	58	89

8.30.3 The regulations require details to be disclosed for senior employees whose salary is £50,000 or more. For senior employees whose full-time equivalent salary is between £50,000 and £150,000 the disclosure is by way of job title and for those who salary is £150,000 or more they are identified by name.

8.30.4 For the purposes of the regulations a 'senior employee' is defined as an employee whose remuneration is at least £50,000 and who is:

- a) The designated head of paid service or chief officer; or
- b) Any person having responsibility for the management of the relevant body to the extent that the person has power to direct or control the major activities of the body, in particular activities involving the expenditure of money, whether solely or collectively with other persons.

8.30.5 The disclosure for the council for 2010/11 is set out below. The employees included are Directors and staff who report to Directors who are employed on Head of Service pay grades. These staff are also included in the table above. For this note employer's pension contributions are included.

Post holder information	Notes	Year	Salary (inc. fees and allowances) £	Compensation for loss of office £	Benefits in kind £	Total remuneration excluding pension contributions £	Pension contributions £	Total remuneration including pension contributions £
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Employees with salaries £150,000 or more

Chief Executive - C Bull	45% recharge to the PCT	2009/10	183,724	0	0	183,724	36,010	219,734
		2010/11	183,724	0	0	183,724	37,479	221,203

Employees with salaries between £50,000 and £150,000

Director of Environment	Left 19/3/10	2009/10	105,689	123,723	0	229,412	20,715	250,127
Director of Children's Services	Left 23/5/10	2009/10	122,940	0	0	122,940	24,096	147,036
		2010/11	18,775	0	0	18,775	3,731	22,506
Director of Regeneration}	Post name changed	2009/10	109,212	0	167	109,379	21,405	130,784
Director of Sustainability}		2010/11	109,212	0	345	109,557	22,279	131,836
Director of Resources		2009/10	106,193	0	0	106,193	20,813	127,006
		2010/11	109,212	0	0	109,212	22,279	131,491
Assistant Chief Executive – Legal and democratic	Left 26/6/09	2009/10	20,558	77,293	0	97,851	125,969	223,820
Associate Director of Integrated Commissioning	Left 31/10/10	2009/10	83,032	0	0	83,032	16,274	99,306
		2010/11	55,905	0	0	55,905	11,404	67,309

			Salary (inc. fees and allowances)	Compensation for loss of office	Benefits in kind	Total remuneration excluding pension contributions	Pension contributions	Total remuneration including pension contributions
Post holder information	Notes	Year	£	£	£	£	£	£
Employees with salaries between £50,000 and £150,000								
Assistant Director, Planning Performance & Development		2009/10	80,602	0	0	80,602	15,789	96,400
		2010/11	78,231	0	0	78,231	15,959	94,190
Assistant Director, Community Operations		2009/10	78,355	0	0	78,355	15,357	93,712
		2010/11	77,330	0	0	77,330	15,959	93,289
Assistant Director, Inclusion & Improvement		2009/10	78,332			78,332	15,353	93,685
		2010/11	78,231			78,321	15,959	94,190
Head of Service - Adult Services		2009/10	75,520	0	0	75,520	14,801	90,321
		2010/11	78,231	0	0	78,231	15,959	94,190
Assistant Director Environment & Culture }	Post name	2009/10	72,414	0	0	72,414	14,193	86,607
Head of Special Projects }	changed	2010/11	72,222	0	223	72,445	14,733	87,178
Head of Asset Management		2009/10	72,414	0	0	72,414	14,193	86,607
		2010/11	72,222	0	0	72,222	14,733	86,955
Head of Benefit & Exchequer		2009/10	72,414	0	0	72,414	14,193	86,607
		2010/11	72,222	0	0	72,222	14,733	86,955
Head of Communications		2009/10	72,414	0	0	72,414	14,193	86,607
		2010/11	72,222	0	0	72,222	14,733	86,955
Head of Planning Services }	Post name	2009/10	72,414	0	0	72,414	14,193	86,607
Assistant Director , Environment, Planning & Waste }	changed	2010/11	72,222	0	0	72,222	14,733	86,955
Head of Policy & Research }	Post name	2009/10	72,414	0	0	72,414	14,193	86,607
Head of Policy & Performance }	changed	2010/11	72,222	0	0	72,222	14,733	86,955

			Salary (inc. fees and allowances)	Compensation for loss of office	Benefits in kind	Total remuneration excluding pension contributions	Pension contributions	Total remuneration including pension contributions
Post holder information	Notes	Year	£	£	£	£	£	£
Employees with salaries between £50,000 and £150,000								
Head of Strategic Housing } Assistant Director, Homes and Communities }	Post name Changed	2009/10 2010/11	72,414 72,222	0 0	0 0	72,414 72,222	14,193 14,733	86,607 86,955
Head of Economic & Community Services } Assistant Director, Economy & Culture }	Post name changed	2009/10 2010/11	71,442 72,222	0 0	0 0	71,442 72,222	14,193 14,733	85,635 86,955
Assistant Director Environment & Culture } Assistant Director, Highways, transport and community }	Post name changed	2009/10 2010/11	70,481 72,787	0 0	0 0	70,481 72,787	13,814 14,848	84,295 87,635
Assistant Director Environment & Culture } Assistant Director Public health }	Post name changed	2009/10 2010/11	70,477 72,222	0 0	0 0	70,477 72,222	13,813 14,733	84,290 86,955
Acting Head of Policy & Performance	Acting HoS 1/1/10 to 31/3/10. Left 31/3/10.	2009/10	69,949	0	0	69,949	13,066	83,015
Regulatory Services Manager	Acting HoS 11/5/09 to 31/3/10	2009/10	65,753	0	212	65,965	12,887	78,852
Technical Accounting Manager	Acting HoS 1/4/09 to 30/9/09	2009/10	64,014	0	0	64,014	12,546	76,560

Post holder information	Notes	Year	Salary (inc. fees and allowances)	Compensation for loss of office	Benefits in kind	Total remuneration excluding pension contributions	Pension contributions	Total remuneration including pension contributions
			£	£	£	£	£	£
Employees with salaries between £50,000 and £150,000								
Assistant Director, Safeguarding & Vulnerable Children	Started 8/6/09	2009/10	60,368	0	742	61,110	11,832	72,942
		2010/11	76,176	0	516	76,692	15,539	92,231
Corporate Programmes & Shared Services Lead Officer	Acting HoS 1/4/09 to 31/5/09	2009/10	54,700	0	0	54,700	10,728	65,428
Acting Head of Customer Services } Assistant Director, Customer Services and } Communications }	Acting HoS 1/7/09 to 28/2/11	2009/10	53,136	0	0	53,136	10,785	63,921
		2010/11	56,643	0	0	56,643	12,141	68,784
Head of Financial Services	Started 1/10/09 -	2009/10	37,086	0	0	37,086	7,268	44,354
		2010/11	76,176	0	0	76,176	15,539	91,715

In addition to the employees above the council contributed towards some senior staff employed by the PCT as follows;

Director of Public Health	30%
Director of Clinical Health and Quality	30%
Assistant Chief Executive - HR	50%
Joint Director of ICT	33%
Director of Integrated Commissioning	50%

8.31 External Audit Costs

The council incurred the following fees relating to external audit and inspection:

	2010/11 £000	2009/10 £000
Fees payable to the Audit Commission with regard to external audit services carried out by the appointed auditor	330	313
Fees payable to the Audit Commission in respect of statutory inspection	0	0
Fees payable to the Audit Commission for the certification of grants claims and returns	42	61

8.32 Dedicated Schools Grant

8.32.1 The council's expenditure on schools is funded by the Dedicated Schools Grant (DSG) provided by the Department for Children, Schools and Families. DSG is a ring-fenced grant and can only be applied to meet expenditure properly included in the Schools Budget. The Schools Budget includes elements for a restricted range of services provided on a council-wide basis and for the Individual Schools Budget (ISB), which is divided into a budget share for each school. Over and under spends on the two elements are required to be accounted for separately.

8.32.2 Details of the deployment of DSG receivable for 2010/11 are as follows:

Total 2009/10 £000	Central Expenditure 2010/11 £000	Individual Schools Budget 2010/11 £000	Total 2010/11 £000
(84,526)Final DSG allocation			(85,786)
(1,343)Brought forward from previous year			(728)
(85,869)Agreed budgeted distribution in year	(8,756)	(77,758)	(86,514)
8,407Actual central expenditure	8,558		8,558
Actual Individual School Budget deployed to 76,734schools		77,425	77,425
(728) Carry forward	(198)	(333)	(531)

8.33 Grant Income

8.33.1 The council credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2010/11:

	2010/11 £000	2009/10 £000
Credited to Taxation and Non Specific Grant Income		
Revenue Support Grant	7,301	10,385
Area Based Grant	14,529	10,274
Redistributed NNDR	50,282	44,994
Capital grants	39,660	34,772
Other	0	348
Total	111,772	100,773
Credited to Services		
Department for Education	108,526	105,007
Department for Communities and Local Government	5,641	13,961
Department for Works and Pensions	56,678	54,289
Young people's learning agency	12,336	3,586
Department for transport	3,267	598
Defra	1,310	875
Department of Health	917	908
Advantage West Midlands	713	2,329
Heritage Lottery Fund	495	954
Sport England	447	233
English Heritage	210	94
Home office	158	153
Lottery Funding	102	135
Government Office West Midlands	73	222
Department for Culture, Media, Sport	58	179
Environment Agency	20	0
Arts Council	12	9
Forestry Commission	4	4
Department for Constitutional affairs	0	270
Other contributions	438	242
	191,405	184,048
Total	303,177	284,821

8.34 Related Parties

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

Central Government

8.34.2 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 and provides the majority of its funding in the form of grants. Details of income received from government departments are set out in note 8.33.

Members

8.34.3 Members of the council have direct control over the council's financial and operating policies. There are a number of Councillors who serve on outside bodies and school governing bodies either as a representative of the council or as a private individual. Details of these interests are recorded in the Register of Members' interests, which is updated annually. An examination of the Register indicates that the council's financial transactions with these bodies in 2010/11 are not material. In addition, one member was the owner of a residential care home, to which the council made payments in the year of £83,000 and another employed by a company with which the council made payments of £8,000 in relation to the provision of Health and Safety advice.

Officers

8.34.4 A number of senior officers are members of professional bodies and are involved in local organisations and partnerships, such Herefordshire College of Arts, the Shared Services Partnership Ltd, South Wye Regeneration Partnership, Hereford Futures, Robert Owen Society and the Marches Consortium.

Other Public Bodies

8.34.5 During the year the council made payments of £24.5 million to Worcestershire County Council, including payments to the pension scheme and for the joint waste disposal contract. The council works in partnership with the Primary Care Trust under Section 75 pooling arrangements. Payments to the PCT in 2010/11 totalled £13 million and invoices raised to the PCT were £17 million.

Significant long-term contracts

8.34.6 Amey Wye Valley Limited

In 2003 the council entered into a contract with Jarvis PLC for the provision of contract services of around £13 million per annum over 10 years. The contract involved establishing a joint venture company named Herefordshire Jarvis Services (HJS) with the transfer of Herefordshire Commercial services staff to the new company. On 31st August 2007 Amey Wye Valley Limited took over this contract from HJS.

8.34.7 Amey OW Ltd

On 1st September 2003 the council also entered into a contract with Owen Williams for the delivery of technical consultancy services. During 2008/09 the company was taken over by Amey and is now called Amey OW Limited. Under the contract with Amey OW Ltd for the provision of technical services the council paid £3.3 million in 2010/11.

8.34.8 Amey Herefordshire Managing Agent Contract (MAC)

During 2009 elements of the two contracts above with Amey were re-negotiated to form a 'Managing Agent Contract' (MAC) through which Amey Herefordshire deliver an 'end to end' highways, parks and public right of way service for the council and the people of Herefordshire. Through this partnership Amey also deliver a range of ancillary support services to the council, including printing, catering, courier and fleet maintenance. The above contracts remain in place for the delivery of all 'Non-MAC' services.

8.34.9 In total the council paid £36.3 million to Amey Wye Valley in 2010/11 (£22.1m in 2009/10).

8.34.10 Fosca UK Limited

In 2009 the council entered into a 7 year contract with Fosca for the collection of household, recycling and commercial waste. The value of the contract over 7 years is around £30.5 million.

Other organisations

8.34.11 The council pays a management fee to Halo Leisure Trust for the provision of leisure facilities, including swimming pools and leisure centres. In 2010/11 the council paid £2.5 million to Halo Leisure Trust. In 2010/11 the council paid £452,000 to the Courtyard Trust. The council has a commissioning agreement with the Trust based on agreed outcomes.

8.34.12 During the year the council made payments totalling £784,000 to Herefordshire Housing Ltd including £547,000 of Supporting People Grant.

8.34.13 The council has an interest in company called Hereford Futures, whose role is to steer the Edgar Street redevelopment. Payments were made to Hereford Futures amounting to £586,000 (£700,000 in 2009/10).

8.34.14 The council is also represented by its elected members on the West Mercia Supplies Joint Committee. West Mercia Supplies (WMS) is a Purchasing Consortium that was established in 1987. It is constituted as a Joint Committee and Herefordshire Council is one of four constituent authorities. The other three Councils are Shropshire Council, Worcestershire County Council and Telford and Wrekin Council. Payments of £3.36 million were made 2010/11 (£3.49m in 2009/10).

Outstanding balances with related parties

8.34.15 As at 31st March 2011 significant amounts due to and from related parties were as follows:

Related Party	Due to £000	Due from £000
Department for Communities and Local Government	17	1,249
Department for Works and Pensions	594	0
Department for Education	1,082	644
Department for Food, Agriculture & Rural Affairs	8	319
Learning & Skills Council	231	13
Advantage West Midlands	52	1295
Department of Transport	0	53
Home Office	0	63
YPL	204	0
Teachers Development Agency	109	0
Teachers Pension	891	14
Worcestershire County Council	3,322	69
Herefordshire Primary Care Trust	1,577	9,406
Courtyard Trust	142	0
Amey Wye Valley	2,527	2,037
Shaw Healthcare	40	257
Halo	93	26
West Mercia Supplies	210	48
Hereford Futures	0	30
Herefordshire Housing Ltd	38	530
Children's Workforce Development Council	43	0
Gloucester CC	1	136
West Mercia Police	40	173
Hereford and Worcester Fire Authority	0	164
Hereford Hospital Trust	59	11
HM Revenue and Customs	2,894	3,605
Worcestershire PCT	59	0
Ministry of Justice	0	93
Audit Commission	79	0
Powys CC	3	86
St Helens Council	70	0
English Heritage	0	26
Natural England	0	42

8.34.16 These amounts are included in the council's debtors and creditors figures.

8.34.17 In addition, there were capital grants of £8.88 million from government departments held in the Capital Grants Unapplied Account not yet applied to capital spend.

8.35 Capital Expenditure and Capital Financing

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

	2010/11 £000	2009/10 £000
Opening capital financing requirement	196,665	178,905
Opening finance leases requirement	578	-
Adjusted opening capital financing requirement	197,243	
Capital investment		
Property, Plant and Equipment	59,505	56,345
Investment Properties	316	113
Intangible Assets	2,085	2,376
Revenue expenditure funded from capital under statute	8,109	10,873
Assets acquired under PFI contracts	155	2,133
Long term debtors (including PFI prepayments)	567	256
Sources of Finance		
Capital Receipts	(8,869)	(4,914)
Government grants and other contributions	(40,465)	(40,566)
Sums set aside from revenue:		
Direct revenue contributions	(772)	(548)
MRP	(9,647)	(8,308)
Closing capital financing requirement	208,227	196,665
Explanation of movements in year		
Increase in underlying need to borrowing (supported by government financial assistance)	13,230	13,567
Increase in underlying need to borrowing (unsupported by government financial assistance)	7,246	10,368
Assets acquired under PFI contracts	155	2,133
MRP	(9,647)	(8,308)
Increase/(decrease) in Capital Financing Requirement	10,984	17,760

8.36 Leases

Authority as Lessee

Finance Leases

8.36.1 The council holds one car park and photocopiers under finance leases.

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

	31 March 2011 £000	31 March 2010 £000	1 st April 2009 £000
Other land and buildings	521	528	392
Vehicles, plant, furniture and equipment	24	30	41
	545	558	433

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

	31 March 2011 £000	31 March 2010 £000
Finance lease liabilities (net present value of minimum lease payments):		
• current	10	7
• non current	334	343
Finance costs payable in future years	2,071	2,119
Minimum lease payments	2,415	2,469

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

	Minimum lease payments		Finance lease liabilities	
	31 March 2011 £000	31 March 2010 £000	31 March 2011 £000	31 March 2010 £000
Not later than one year	10	7	44	47
Later than one year and not later than five years	14	23	134	147
Later than five years	320	320	1,893	1,925
	344	350	2,071	2,119

8.36.5 The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2010/11 £116,000 contingent rents were payable by the authority (2009/10 £116,000).

Operating leases

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

	31 March 2011 £000	31 March 2010 £000
Not later than one year	683	692
Later than one year and not later than five years	2,538	1,982
Later than five years	11,994	12,533
	15,215	15,207

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

	2010/11 £000	2009/10 £000
Minimum lease payments	881	953

Authority as Lessor

Finance Leases

8.36.8 There are no finance leases where the council is a lessor.

Operating leases

8.36.9 The Authority leases out property under operating leases for the following purposes:

- Retail
- Industrial Use
- Farming
- Other Commercial Use

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

	31 March 2011	31 March 2010
	£000	£000
Not later than one year	1,974	2,913
Later than one year and not later than five years	5,272	6,101
Later than five years	36,066	37,211
	43,312	46,255

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

8.37 Private Finance Initiatives and Similar Contracts

8.37.1 The council has 2 formal PFIs, Whitecross School and Waste disposal (in partnership with Worcestershire County Council) and one other contract identified as falling under IFRIC 12, the Shaw Healthcare Contract.

Mercia Waste Management Ltd – waste management PFI contract

8.37.2 In 1998 Herefordshire Council, in partnership with Worcestershire County Council, entered into a 25 year contract with Mercia Waste Management Ltd for the provision of an integrated waste management system using the Private Finance Initiative. Under the contract the authorities are required to ensure that all waste for disposal is delivered to the contractor, who will take responsibility for recycling or recovering energy from the waste stream. In total the estimated cost of the contract over its full life is in excess of £500 million, of which around 25% relates to Herefordshire Council.

8.37.3 The original life of the contract was 25 years with the option to extend this by 5 years and there is an “in principle” agreement to exercise this agreement. As at 31st March 2011, the waste disposal contract was subject to a standstill agreement, which temporarily suspends aspects of the contract pending negotiations to secure variations to the current contract. The failure of the contractor to secure planning permission for an Energy from Waste Plant at Kidderminster has meant that the two authorities would be unable to meet current government targets for recycling and the diversion of bio-degradable waste from landfill. Negotiations continue to vary the current contract to secure longer-term waste treatment facilities within the two counties to enable targets to be met as well as securing shorter-term waste treatment capacity to ensure the Landfill Allowance Trading Scheme (LATS) targets are met. To secure LATS compliance Mercia Waste has submitted a planning application for an Energy from Waste Plant for 200,000 tonnes per annum at Hartlebury in Worcestershire to deal with waste from the two counties. Worcestershire’s Planning and

Regulatory Committee at its meeting of the 1st March 2011 unanimously agreed to approve the application. A further decision is now pending from the Secretary of State for Communities and Local Government as to whether he wishes to “call in” the application for a Planning Inquiry.

Stepnell Ltd – School PFI Contract

8.37.4 The Whitecross High School PFI project has delivered a fully equipped 900-place secondary school with full facilities management services. The contract with Stepnell Ltd has an overall value of £74 million and lasts for 25 years. At the end of this period the school will transfer to the council's ownership.

Shaw Homes

8.37.5 The council has a contract with Shaw Healthcare for the development and provision of residential homes and day care centres previously operated directly by the council. The contract expires in 2033/34 for all homes. The level of payments are dependent on the volume and nature of service elements and Shaw Healthcare's performance in providing services. The payments for 2010/11 totalled £5 million.

Assets

8.37.6 The property, plant and equipment used to provide the PFI services are recognised on the council's balance sheet. Movements in their value over the year are detailed in Note 8.12.1– Movement on Balances on Property, Plant and Equipment.

Liabilities

8.37.7 The payments to the contractors compensate them for the fair value of the services they provide, capital expenditure incurred and interest payable. The liability outstanding to pay the liability to the contractor for capital expenditure incurred is as follows:

	2010/11 £000	2009/10 £000
Balance outstanding at start of year	29,711	28,531
Payments during the year	(812)	(953)
Capital expenditure in the year	155	2,133
Balance outstanding at year-end	<u>29,054</u>	<u>29,711</u>

Payments

8.37.8 The table below shows an estimate of the payments to be made under PFI and similar contracts.

	Service Charges £000	Lifecycle Costs £000	Finance liability £000	Interest & similar £000	Total £000
Within one year	11,240	329	895	2,179	14,643
Within two to five years	47,478	1,401	4,363	8,763	62,005
Within six to ten years	66,069	1,934	7,145	10,636	85,784
Within eleven to fifteen years	43,266	2,145	7,538	8,538	61,487
Within sixteen to twenty years	26,909	2,383	8,693	6,060	44,045

Within twenty-one to twenty-five years 14,613 277 2,339 3,199 20,428

8.38 Impairment Losses

8.38.1 The following impairment losses and reversals were charged to the Surplus or Deficit on the Provision of Services and to Other Comprehensive Income and Expenditure:

2009/10				2010/11		
Impairments	Reversals	Net Total		Impairments	Reversals	Net Total
£000	£000	£000		£000	£000	£000
9,324	(146)	9,178	Land and buildings	14,581	(575)	14,006
287	0	287	Vehicles, plant and equipment	0	0	0
546	0	546	Community Assets	0	0	0
0	0	0	Surplus assets	73	(1)	72
10,157	(146)	10,011	Total	14,654	(576)	14,078

8.38.2 The main impairment in 2010/11 relates to the revaluation of small holdings as noted in 8.12.4 above.

8.39 Capitalisation of Borrowing Costs

8.39.1 The council has a policy of capitalising borrowing costs on relevant projects i.e. where schemes lasting more than 12 months and with at least £10,000 of interest associated with the project. In 2010/11 there were no capital schemes which fell into this category and therefore no borrowing costs were capitalised.

8.40 Termination Benefits

8.40.1 The following table summaries the redundancies which incurred in 2010/11, with comparative numbers for 2009/10;

	Teachers	Others	Total
2010/11			
Number	32	67	99
Total Cost	£575,323	£619,400	£1,194,723
Average	£17,979	£9,245	£12,068
2009/10			
Number	26	61	87
Total Cost	£258,855	£371,150	£630,005
Average	£9,956	£6,084	£7,241

8.41 Pension Schemes accounted for as Defined Contribution Schemes

8.41.1 Teachers employed by the council are members of the Teachers' Pension Scheme, which is a defined benefit scheme administered by the Teachers Pensions Agency. Although the scheme is unfunded, a notional fund is used as a basis for calculating the employers' contribution rate. It is not possible for the council to identify its share of the underlying liabilities in the scheme attributable to its own employees, and therefore for the purposes of the statement of accounts

it is accounted for on the same basis as a defined contribution scheme, that is, actual costs are included in the revenue accounts, with no assets and liabilities in the balance sheet.

- 8.41.2 However, in addition to the current scheme the council is contributing to former Hereford and Worcester teachers' unfunded added years' benefits. The actuary has valued the ongoing liability as £1.1 million, which is included in the pension fund liability in the balance sheet in 2010/11. In 2010/11 following external audit recommendations, the actual payments were moved out of the net cost of services into the Movement in Reserves statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

	Unfunded teachers benefits	
	2010/11 £000	2009/10 £000
Comprehensive Income and Expenditure Statement		
Cost of services		115
Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement		
• actuarial (gains) and losses	10	0
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	10	0
Amount charged to the General Fund Balance for pensions in the year		
Employer's contribution payable to the scheme	110	115

- 8.41.3 In 2010/11 the council paid employer contributions of £6.8 million in respect of teachers' pension costs, which represented 13.2% of teachers' pensionable pay. In addition, the council is responsible for all pension payments relating to added years it, or its predecessor authority, has awarded, together with the related increases. In 2010/11 these amounted to £109,615 representing 0.21% of pensionable pay. At the year-end there were contributions of £777,584 remaining payable, which related to the March 2011 contributions paid to the scheme in April 2011.

8.42 Defined Benefit Pension Schemes

Participation in Pension Schemes

- 8.42.1 Employees are eligible to join the Local Government Pension Scheme administered by Worcestershire County Council. This is a funded scheme, which means that the council and employees pay contributions into a fund, calculated at a level intended to balance the pension's liabilities with investment assets. Although the benefits will not actually be payable until employees retire, the council has a commitment to make the payments and this needs to be disclosed at the time the employees earn their future entitlement.

Transactions Relating to Post-employment Benefits

8.42.2 Under IAS 19 the cost of retirement benefits is included in the Cost of Services when it is earned by employees, rather than when it is paid as pensions. However, the charge required to be made against council tax is based on the cash payable in the year, so the real cost of the retirement benefits is reversed out via the Movement in Reserves Statement.

8.42.3 The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

	Local Government pension scheme	
	2010/11	2009/10
	£000	£000
Comprehensive Income and Expenditure Statement		
Cost of services:		
• current Service cost	9,185	5,815
• past service cost/(gain)	(22,540)	457
• settlements and curtailments	193	300
Financing and Investment Income and Expenditure:		
• interest cost	21,295	19,523
• expected return on assets in the scheme	(14,854)	(9,621)
Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	(6,721)	16,474
Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement		
• actuarial (gains) and losses	(13,541)	28,987
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	(20,262)	45,461
Movement in Reserves Statement		
Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits	6,721	(16,474)
Amount charged to the General Fund Balance for pensions in the year		
Employer's contribution payable to the scheme	11,320	10,981

8.42.4 The cumulative amount of actuarial gains and losses recognised in the Comprehensive Income and Expenditure Statement to 31 March 2011 (since the introduction of the statement in the 2009/10 restated accounts) is a loss of £15.46 million.

Assets and Liabilities in Relation to Post-employment Benefits

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

	2010/11 £000	2009/10 £000
1 st April	379,544	276,935
Current Service Cost	9,185	5,815
Interest Cost	21,295	19,523
Contributions by scheme participants	3,331	3,315
Actuarial (gains)/losses	(18,961)	86,254
Curtailments	193	300
Benefits Paid	(11,053)	(13,055)
Past Service (gains) costs	(22,540)	457
31 st March	<u>360,994</u>	<u>379,544</u>

8.42.6 In the UK budget statement on 22 June 2010 the Chancellor announced that with effect from 1 April 2011 public service pensions would be up-rated in line the Consumer Prices Index (CPI) rather than the Retail Prices Index (RPI). This has the effect of reducing Herefordshire Council's liabilities in the pension scheme by £22.5 million and has been recognised as a past service gain in accordance with guidance set down in UITF Abstract 48, since the change is considered to be a change in benefit entitlement. There is no impact on the General Fund.

8.42.7 Reconciliation of fair value of the scheme assets:

	2010/11 £000	2009/10 £000
1 st April	216,150	146,821
Expected rate of return	14,854	9,621
Actuarial gains/(losses)	(5,420)	58,467
Employer contributions	11,320	10,981
Contributions by scheme participants	3,331	3,315
Benefits Paid	(11,053)	(13,055)
31 st March	<u>229,182</u>	<u>216,150</u>

8.42.8 The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields at the Balance Sheet date. Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets.

8.42.9 The actual return on scheme assets in the year was £18.1 million (2009/10 £68.1 million)

Scheme History

	2006/07 £m	2007/08 £m	2008/09 £m	2009/10 £m	2010/11 £m
Present value of liabilities	(293.9)	(323.5)	(276.9)	(379.5)	(361.0)
Value of Scheme assets	205.1	190.2	146.8	216.1	229.2
Surplus/(Deficit) in scheme	<u>(88.8)</u>	<u>(133.3)</u>	<u>(130.1)</u>	<u>(163.4)</u>	<u>(131.8)</u>

8.42.10 The liabilities show the underlying commitments that the council has in the long run to pay retirement benefits. The pension liability has a substantial impact on the net worth of the authority as recorded on the Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Authority remains healthy:

- the deficit on the local government scheme will be made good by increased contributions over the working life of employees as assessed by the scheme actuary;
- finance is only required to be raised to cover discretionary benefits when the pensions are actually paid

8.42.11 Total contributions expected to be made to the Local Government Pension Scheme by the council in the year ended 31 March 2012 is £11.1 million.

Basis for Estimating Assets and Liabilities

8.42.12 Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. The Local Government Pension Scheme has been assessed by Mercers, an independent firm of actuaries.

8.42.13 The principal assumptions used by the actuary have been;

	2010/11	2009/10
	£000	£000
<i>Long-term expected rate of return on assets in the scheme:</i>		
Equity investments	7.5%	7.5%
Bonds	4.4%	4.5%
Other	5.1%	5.2%
<i>Mortality assumptions</i>		
Longevity at 65 for current pensioners:		
• Men	22.0 years	21.2 years
• Women	24.5 years	24.1 years
Longevity at 65 for future pensioners:		
• Men	25.0 years	22.2 years
• Women	26.1 years	25.0 years
Rate of RPI inflation	3.4%	3.3%
Rate of CPI inflation	2.9%	2.8%
Rate of increase in salaries	4.4%	4.8%
Rate of increase in pensions	2.9%	3.3%
Rate for discounting scheme liabilities	5.5%	5.6%
Take-up of option to convert annual pension into retirement lump sum	50% take maximum cash, 50% take 3/80ths cash	

8.42.14 The pension scheme's assets consist of the following categories, by proportion of total assets held:

	31 March	31 March
	2011	2010
	%	%
Equities	92.7	92.3
Government Bonds	2.6	2.8

Other Bonds	3.8	3.9
Cash/Liquidity	0.9	1.0

History of Experience Gains and Losses

8.42.15 The actuarial gain or loss identified within the movements on the pensions reserve can be analysed into the following categories, measured as a percentage of assets or liabilities at 31st March:

	2006/07	2007/08	2008/09	2009/10	2010/11
	%	%	%	%	%
Differences between the expected and actual return on assets	0.2	(16.2)	(39.9)	27.0	2.4
Experience gains and losses on liabilities	0	2	0	0	4.7

8.43 Contingent Liabilities

- 8.43.1 When the council's houses were transferred to Herefordshire Housing Ltd a legal agreement was entered into for a stock enhancement contract, which would result in a significant VAT savings of which the council should receive a share. It has been determined by HM Revenues and Customs that this contract is subject to Corporation Tax. The effect of this would negate the benefits of the VAT sharing agreement. Herefordshire Housing Ltd has now obtained charitable status, which has resolved this issue for the future. It is expected that a limited proportion of the VAT share received from Herefordshire Housing for 2003/04 and 2004/05 will be returned to them, estimated to be around £300,000.
- 8.43.2 As part of the arrangements for the transfer of services to Amey, Midland Heart and Shaw Homes, the council has given guarantees in relation to increases in pension contributions as a result of actuarial revaluations. The guarantee involves the council meeting the cost of any increase in pensions contributions over and above the specified level of contribution based on that operating on the date of transfer, but only in respect of staff transferring on this date.
- 8.43.3 There is an outstanding claim against the council in respect of an alleged formaldehyde poisoning in a council property. Although the claim, which is not covered by insurance, is substantial, the council is rigorously defending itself against it. The actual liability faced by the council is believed to be very significantly less than the claim submitted.
- 8.43.4 There is potential problem regarding safety issues at an old landfill site at Stretton Sugwas.
- 8.43.5 Local authorities are required to maintain a register of land charges in so far as they affect properties within their county or district. The purchasers of land within the county or district must obtain a search of the local land charges register. Historically councils have charged varying rates for the provision of land charge searches. A national debate has arisen as to whether this information could or should be provided under the FOI Act or EIR at lesser or indeed no cost to the purchaser. Litigation has been threatened against the council in connection with this issue and may be in receipt of legal proceeding. If the claim succeeded it is estimated to cost the council around £175,000.

8.44 Contingent Assets

8.44.1 Following a policy review Her Majesty's Revenues and Customs (HMRC) now consider the provision of trade waste collection services to be non-business activity and excluded from VAT. The council has submitted a claim to HMRC to try to reclaim VAT previously paid over to HMRC on waste collection and bags. If successful the council could be entitled to a refund of around £483,000.

8.45 Nature and Extent of Risks Arising from Financial Instruments

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

- a. **Credit risk:** The possibility that other parties might fail to pay amounts to the council.
- b. **Liquidity risk:** The possibility that the council might not have funds available to meet its commitments associated with financial instruments.
- c. **Market risk:** The possibility that the council may suffer financial loss as a result of economic changes such as interest rate fluctuations.

8.45.2 The council has adopted CIPFA's Treasury Management in the Public Services Code of Practice in setting out a Treasury Management Policy and strategies to control risks to financial instruments.

8.45.3 The council's exposure to the three types of risk is no greater than the previous year and the council's approach to risk management is fundamentally unchanged. The council regards the effective management and control of risk as the prime objective of its treasury management activities. In the current economic climate, market risk continues to be the most significant risk as the interest rate payable on the council borrowings continues to be significantly higher than the interest rate earned on investments.

Credit Risk

8.45.4 Credit risk arises from deposits with banks and other financial institutions, as well as credit exposures to the council's customers. Investments are only made in institutions recommended by Arlingclose, the council's treasury adviser. For credit rated counterparties, the council looks at the lowest short-term and long-term ratings assigned by the three main credit rating agencies and the minimum criteria is as follows:

Long-term minimum: A+ (Fitch); A1 (Moody's); A+ (Standard & Poor's)

Short-term minimum: F1 (Fitch); P-1 (Moody's); A-1 (Standard & Poor's)

8.45.5 During 2010/11 the council continued to restrict investments to only the largest and strongest of the UK banks and building societies plus the use of instant access Money Market Funds.

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

	Amount at 31 st March 2011	Historical experience of default	Historical experience adjusted for market conditions at 31 st March 2010	Estimated maximum exposure to default and uncollectability 31 Mar 2011	Estimated maximum exposure 31 Mar 2010
	£000	%	%	£000	£000
Deposits with banks and financial institutions	26,476	0.00%	0.00%	0	12,947
Customers	12,799	0.35%	0.40%	51	10,843

8.45.7 The amount outstanding for council debtors as at 31st March can be analysed by age as follows:

	31 March 2011 £000	31 March 2010 £000
Less than 3 months	11,190	9,949
3 to 6 months	622	268
6 months to 1 year	313	229
More than 1 year	674	397
	<u>12,799</u>	<u>10,843</u>

Liquidity Risk

8.45.8 The council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the council has ready access to borrowings from the money markets and the PWLB. There is no significant risk that it will be unable to raise finance to meet its commitments. Instead the risk is that the council will need to replenish a significant proportion of its borrowings at a time of unfavourable interest rates. Therefore the strategy is to spread the maturity of the council's loans so that a significant proportion does not require repayment or refinancing at the same time.

The maturity analysis of the loan debt is as follows:

	£000	31 March 2011 £000	£000	31 March 2010 £000
Less than 1 year:				
Principal	23,336		13,267	
Accrued interest	943		943	
Other accounting adjustments	490	24,769	494	14,704
More than one year (principal only):				
Between 1 and 2 years	3,334		3,781	
Between 2 and 5 years	14,297		3,875	
Between 5 and 10 years	19,807		8,979	
More than 10 years	84,828	122,266	95,245	111,880
Total borrowing per Balance Sheet		147,035		126,583

All trade and other payables are due to be paid in less than 1 year.

Market Risk

8.45.9 The council is exposed to significant risk in terms of its exposure to interest rate movements on its borrowings and investments. Movements in interest rates could have a significant impact on the council. For instance, a fall in interest rates would have the following effects:

- a. Borrowings at variable rates - the interest expense charged to the Income and Expenditure Account would fall
- b. Borrowings at fixed rates – the fair value of borrowings will rise
- c. Investments at variable rates - the interest income credited to the Income and Expenditure Account would fall
- d. Investments at fixed rates – the fair value of the assets will rise

8.45.10 Borrowings and investments are not carried at fair value in the Balance Sheet and so nominal gains and losses on fixed rate financial instruments would have no impact in the Income and Expenditure Account. The impact is made by changes in interest payable and receivable.

8.45.11 The council's loans are all fixed rate which means that when the Bank Base Rate is low the interest rate paid on borrowing compares unfavourably with the rate received on investments. Because of this differential, in recent years the council has tended to reduce the level of its investments rather than take out new external borrowing.

8.45.11 In the first half of 2010/11 the low Base Rate meant that short term loans from the PWLB were available at attractive rates and so the council took the opportunity to replace some of its more expensive longer term debt with cheaper short term loans.

8.45.12 The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget and is considered at quarterly strategy meetings with the council's treasury advisors. The council sets an annual Treasury Management Strategy which includes analysing future economic interest rate forecasts. This analysis will advise whether new borrowing taken out is fixed or variable and, where economic circumstances make it favourable, fixed rate loans will be repaid early to limit exposure to losses.

8.45.13 If interest rates had been 1% higher, with all other variables held constant, the financial impact on the council's borrowings and investments in 2010/11 would have been as follows:

	1% Increase in Interest Rates £000
Increase in interest payable on new borrowing	213
Increase in interest receivable on investment balances	424

As noted above, an increase in interest rates benefits the council in the short-term as the interest received on its investments tends to be at variable rates whereas all loans are currently at fixed rates.

8.46 Trust Funds

8.46.1 The council acts as trustee for a number of Trust Funds, which have been established for the benefit of different sections of the community, including several schools. The following summarises the movement on Trust Funds during the year:

	Balance at 31/03/10	Revenue Income	Transactions Expenditure	New funds, Investment Sales and Revaluations	Balance at 31/03/11
	£	£	£	£	£
Education (small funds)	6,200	605	(2,956)	83	3,932
Sylvia Short Trust	1,091,882	37,160	(63,617)	44,091	1,109,516
Buchanan Trust	2,360,283	67,903	(64,149)	(27,027)	2,337,010
Other Funds	62,420	1,183	(18,920)		44,683
	<u>3,520,785</u>	<u>106,851</u>	<u>(149,642)</u>	<u>17,147</u>	<u>3,495,141</u>

8.46.2 The Sylvia Short Educational Charity was established to provide children with learning experience outside the curriculum. In 2009/10 the administration of the fund was transferred to an independent investment manager.

8.46.3 The Buchanan Trust is invested in agricultural land around Bosbury for the benefit of tenant farmers. The balance at 31/3/10 has been amended since the 2009/10 statement of accounts was published, as it was based on draft Buchanan Trust accounts.

8.46.4 Other funds include the Hatton Bequest, which is available for Hatton Gallery exhibits.

8.46.5 Assets and liabilities on the funds at 31st March were:

	2009/10 £000	2010/11 £000
Fixed Assets	1,239	1,212
Investments	1,095	1,114
Creditors	(22)	(20)
Bad debt provision	0	(1)
Cash temporarily invested with Herefordshire Council	1,209	1,190
	<u>3,521</u>	<u>3,495</u>
Represented by Trust Funds	<u>3,521</u>	<u>3,495</u>

9. COLLECTION FUND

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

2009/10 £000		Note	2010/11 £000	2010/11 £000
	Amounts required to be credited to the Collection Fund			
89,730	Council Tax	2	92,709	
12,298	Council Tax benefits		12,921	105,629
40,316	Income collectable from business ratepayers	1		40,874
<u>143,946</u>				<u>146,503</u>
0	Contributions towards previous year's deficit			0
<u>143,946</u>				<u>146,503</u>
	Amounts required to be debited to the Collection Fund			
	Precepts;			
12,164	West Mercia Police Authority			12,645
5,014	Hereford & Worcester Fire Authority			5,210
84,729	Herefordshire Council (including parishes)			87,749
	Business rates			
41,616	Payment to national pool			40,572
302	Cost of Collection			302
	Impairments of debts			
90	Write off of uncollectable amounts			247
(79)	Allowance for impairment			(9)
0	Contributions towards previous year's estimated surplus			0
<u>143,836</u>				<u>146,716</u>
(110)	(Surplus)/Deficit for the Year			213
251	Balance brought forward			141
141	Balance carried forward			354

9.2 Notes to the Collection Fund

- The total non-domestic rateable value at the year-end was £123,187,412 and the national non-domestic rate multiplier for 2010/11 was 41.4p

Non-domestic Ratepayers Income	£000	£000
Non-domestic debit at 1 st April		49,268
Add:		
Transitional Premium		517
Less:		
Empty Allowances	2,219	
Transitional Relief	1,048	
Discretionary Relief	246	
Mandatory Relief	4,982	
Write-offs	282	

Interest on Refunds	134	8,911
Income due from non-domestic ratepayers		<u>40,874</u>

2. Council tax income is derived from charges raised according to the value of residential properties, which have been classified into eight valuation bands. Estimated values at 1st April 1991 are used for this specific purpose. Individual charges are calculated by estimating the amount of income required to be taken from the collection fund by the council, West Mercia Police Authority and Hereford & Worcester Fire Authority, and dividing this by the council tax base (the total number of properties in each band adjusted by a proportion to convert the number to a Band D equivalent and adjusted for discounts etc.). The amount of council tax for a Band D property is multiplied by the proportion specified for the particular band to give an individual amount due. The average council tax for a Band D property in 2010/11 was £1,492.62 with a range between £1,457.45 to £1,547.38. The council tax base used for setting the council tax in 2010/11 was 70,750.06.

The Band D equivalents in each valuation band is shown in the table below:

Band	Valuation Range	Charge Factor	Band D Equivalent
A	Up to £40,000	6/9	6,588
B	£40,001 to £52,000	7/9	12,868
C	£52,001 to £68,000	8/9	12,747
D	£68,001 to £88,000	9/9	11,545
E	£88,001 to £120,000	11/9	12,305
F	£120,001 to £160,000	13/9	8,571
G	£160,001 to £320,000	15/9	5,251
H	Over £320,000	18/9	300
Crown			255
			70,400
	Other adjustments		350
	Council Tax Base		70,750

Council Taxpayer Income	£000	£000
Council Tax debit at 1 st April		117,516
Add:		
Redebits	86,831	
Banding Change	271	
Additional – Second Homes	506	
Additional – Empty Properties	517	88,125
Less:		
Discounts	9,957	
Exemptions	3,455	
Benefits – Statutory	12,921	
Disablement Relief	135	
Transitional Relief	(4)	
Void Assessments	13	
Empty Assessments	86,455	112,932
		<u>92,709</u>

3. The major preceptors share of the Collection Fund Deficit as at 31st March 2011 is as follows;

Preceptor	£000
West Mercia Police Authority	42
Hereford & Worcester Fire Authority	18
Herefordshire Council	294

10. DEFINITIONS

Accounting Policies

Specific principles, bases, conventions, rules and practices applied by an entity in preparing and presenting financial statements.

Assets

A resource controlled by the authority as a result of past events and from which future economic or service potential is expected to flow to the authority.

Borrowing costs

Interest and other costs that an entity incurs in connection with the borrowing of funds. This includes finance charges in respect of finance leases.

Carrying amount

The amount at which an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses.

Contingent Liability

A possible obligation that arises from past events and whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the control of the authority, *or*

A present obligation that arises from past events but is not recognised because

- (a) it is not probable that an outflow of resources embodying economic benefits or
- (b) services potential will be required to settle the obligation, or
- (c) the amount of the obligation cannot be measured with sufficient reliability.

Creditors

Financial liabilities arising from the contractual obligation to pay cash in the future for goods or services or other benefits that have been received or supplied and have been invoiced or formally agreed with the supplier.

Debtors

Financial assets not traded in an active market with fixed or determinable payments that are contractual rights to receive cash or cash equivalents.

Depreciation

The systematic allocation of the depreciable amount of the asset over its useful life.

Exchange Transactions

Transactions in which one entity receives assets or services, or has liabilities extinguished, and gives approximately equal value (cash, goods, services, or use of assets) to another entity in exchange.

Fair value

The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

Finance lease

A lease that transfers substantially all the risks and rewards incidental to ownership of an asset.

Financial Instrument

Any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another.

Grants and contributions

Transfers of resources to an authority in return for past or future compliance with certain conditions relating to the operation of activities.

Historical cost

The carrying amount of an asset as at 1 April 2007 or at the date of acquisition, whichever date is the later, and adjusted for any subsequent depreciation or impairment.

IFRIC

International Financial Reporting Interpretations Committee (IFRIC) prescribes accounting treatment within the IFRS standards.

Impairment loss

The amount by which the carrying amount of an asset exceeds its recoverable amount.

Intangible Asset

An identifiable asset without physical substance e.g. computer software.

Inventories

These are assets;

- a) In the form of materials or supplies to be consumed in the production process
- b) In the form of materials or supplies to be consumed or distributed in the rendering of services
- c) Held for sale or distribution in the ordinary course of operations, or
- d) In the process of production for sale or distribution

Investment property

Property held solely to earn rentals or for capital appreciation or both.

Liabilities

Present obligations arising from past events, the settlement of which is expected to result in an outflow from the entity of resources embodying economic benefits or service potential.

Material

Items are material if they could, individually or collectively, influence the decisions or assessments of users. Materiality depends on the nature or size of the item, or both.

Non-Exchange Transactions

Transactions in which an entity either receives value from another entity without giving approximately equal value in exchange, or gives value to another entity without directly receiving approximately equal value in exchange.

Operating lease

A lease other than a finance lease

Property, plant and equipment

Tangible assets held for use in the supply of goods and services, for rental to others, or for administrative purposes, and expected to be used during more than one year.

Provision

A liability of uncertain timing or amount.

Related Party

Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial and operating decisions.

Revenue

The gross inflow of economic benefits or service potential during the reporting period when those inflows result in an increase in net worth.

