

**VALE OF WHITE HORSE
DISTRICT COUNCIL**

STATEMENT OF ACCOUNTS

2017/18

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Vale of White Horse District Council
135 Eastern Avenue
Milton Park
Milton
Abingdon
Oxfordshire
OX14 4SB

Narrative statement

Introduction

This narrative statement provides a commentary on the council's performance during 2017/18. It is a guide to the council's performance against key targets, the most significant matters reported in the accounts, an explanation in overall terms of the council's financial position at the end of the financial year, and a commentary on the council's future prospects. This statement does not form part of the financial statements.

To assist the reader, a glossary of financial terms is provided on pages 85 - 91.

The council's accounts

The council's Statement of Accounts (SoA) shows the financial results of the council's activities for the year ended 31 March 2018, and summarises the overall financial position of the council as at 31 March 2018. It is prepared in accordance with the Chartered Institute of Public Finance and Accountancy (CIPFA) code of practice on local authority accounting in the United Kingdom ("the code"). The accounts have been compiled under International Financial Reporting Standards (IFRS).

In addition, the Annual Governance Statement sets out the purpose and nature of the council's governance framework. It also provides a review of the effectiveness of the governance framework, and highlights any significant governance issues. This statement is published as a separate document and is available on the council's website.

Introduction to Vale of White Horse

Vale of White Horse is the 11th most rural district in the south east region, with an average of 2.2 persons per hectare. Around 42 per cent of the population live in rural areas, outside the main towns of Abingdon, Faringdon, Grove and Wantage, and the Oxford belt.¹ Population in mid-2016 was 128,738; of these, 25,657 (20 per cent) were aged 65 or over, and 3,633 (3 per cent) were aged 85 or over.²

In 2030, the Office for National Statistics projects a population increase of 11 per cent to 140,100³ (an extra 13,400 people). It is expected that there will be 34,700 people aged 65+, comprising 25 per cent of the population. There are also projected to be 6,200 people aged 85+ (4 per cent of the population); this growth in the very old (+182 per cent) is higher than the England growth (+169 per cent).

Between 2001 and 2011, the total number of households in Vale of White Horse increased by 3,600 (+8 per cent). As of 2011, there were 49,400 occupied households in Vale of White Horse, 72 per cent of which were owned in full or with a mortgage. The majority of this growth was in private rented households which increases reliance on the private rented sector.⁴

¹ For this statistic, the following wards have been counted as "Urban": Abingdon Abbey Northcourt, Abingdon Caldecott, Abingdon Dunmore, Abingdon Fitzharris, Abingdon Peachcroft, Botley & Sunningwell, Faringdon, Grove North, Kennington & Radley, Wantage & Grove Brook, Wantage Charlton. All others have been counted as "Rural".

² 2015-based small area population estimates

³ 2014-based subnational population projections

⁴ Census 2011

Employment is high: of the resident population aged 16+, only 0.7 per cent claim out of work benefits, compared with 1.9 per cent across England.⁵

Whilst the district is generally affluent, this brings its challenges. In 2016, the cheapest (lowest quartile) market housing in Vale of White Horse was 10.08 times a lowest quartile salary, and the Vale of White Horse ratio of lowest quartile house prices to lowest quartile earnings remains above the England average of 7.72.⁶ This means that many people can't afford to buy, and many young people need to move out of the district.

Our corporate priorities

The council's corporate plan 2016 – 2020 contains our strategic objectives and corporate priorities for the period, our focus is:

- Housing and infrastructure
- Sustainable communities and wellbeing
- Building an even stronger economy
- Running an efficient council

How performance is measured

The council's activities are guided by our four-year corporate plan, and by fulfilling our statutory responsibilities. Key performance indicators are measured via the monthly board report, which is reported to the council's senior management team and cabinet; and an annual benchmarking report, which compares our performance to the other 200 'non-metropolitan' English district councils. Many of our services are provided through contractors, and the performance of our five major contractors is monitored through an annual review and report to the council's Joint (with South Oxfordshire District Council) Scrutiny Committee. Customer satisfaction is measured through a biennial face-to-face survey of residents; this includes satisfaction with services and the council generally.

HOUSING AND INFRASTRUCTURE

Our challenge is to deliver significant numbers of new homes. We aim to deliver the right balance of type and tenure of housing to meet housing needs, including starter and low-cost homes; to promote good quality design; and to promote self-build and custom-build initiatives, ensuring land is made available for this purpose. We are supporting communities to take control of development in their areas through Neighbourhood Plans. Contributions from new development and enterprise zones will be directed towards necessary infrastructure, including work to reduce flooding.

We will continue work to reduce homelessness.

Planning

In planning, we received 1,678 applications in 2017/18. Planning performance is measured through the board report in relation to speed of planning application determination and action on enforcement cases. We monitor the quality of decisions through the number of planning appeals allowed.

⁵ Percentage of those out of work on either Jobseekers Allowance or Universal Credit, as a proportion of the population aged 16-64. Source: DWP through Local Insight, Jan 2018.

⁶ Housing Affordability data for 2016 from ONS: <https://www.ons.gov.uk/peoplepopulationandcommunity/housing/datasets/ratioofhousepricetoworkplacebasedearningslowerquartileandmedian>

Our performance on minor and major applications is on or above the national targets of 65 and 60 per cent respectively; at the end of 2017/18 we were achieving 86 per cent within eight weeks (minors), and 82 per cent within target time (majors). Performance for other applications was 10 per cent above the national target, at 90 per cent.

To support the growth in housing and employment, we have secured Section 106 (S106) contributions towards infrastructure from new development through legal agreements. During the financial year 2017/18, a total of £81 million (county and district contributions) was secured in S106 agreements from new development. A total of £1.4 million was spent during the 2017/18 financial year, including sums transferred to other council services such as waste collections and street naming, and over £279,000 to towns and parishes. These funds were spent from obligations secured across several financial years.

Following examination by an independent Examiner, we have adopted a Community Infrastructure Levy (CIL) schedule, which came into effect in November 2017. Alongside this schedule, we have adopted a revised S106 supplementary planning document, so it is clear to developers what falls under CIL and S106. We have sought £112,000 under Demand Notices and received £90,000 CIL income in the year.

At the end of 2016/17, nationally published figures put us 55th out of all district councils on major applications, 61st on minors and 36th on other applications.⁷

We adopted our Local Plan Part 1 in December 2016. The adopted Local Plan allocates around 20,500 new homes and 23,000 new jobs up to 2031. Our Part 2 Plan, which deals with Oxford City's unmet housing need, was submitted to the Secretary of State on 23 February 2018 for independent examination.

For 2017/18, the council received over £4.1 million of New Homes Bonus. For 2018/19, we expect to receive £4.1 million.

Meeting housing need

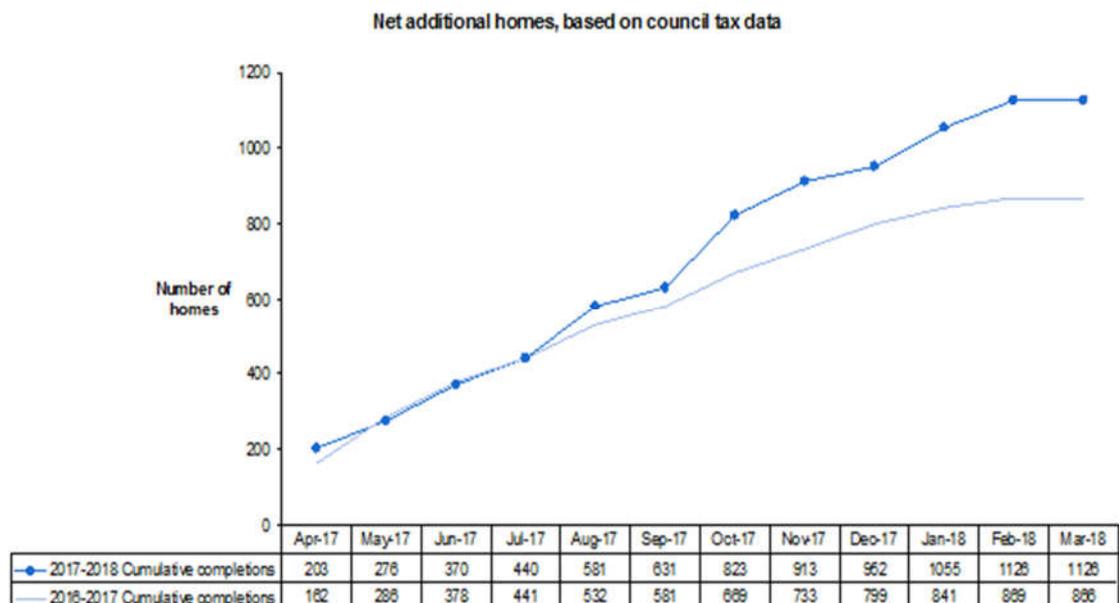
Because of high demand for housing, the attractive and accessible nature of the district and high house prices, our key challenge on housing is to ensure that we facilitate the delivery of new housing and achieve an appropriate mix of housing to meet local need.

During the year, 1,126 new homes have been built in the district, compared to 866 in 2016/17; completion of affordable homes was 311 - it was 336 in 2016/17 (see graphs 1 and 2 below). At March 2017, we were 7th compared to all district councils for affordable homes built.

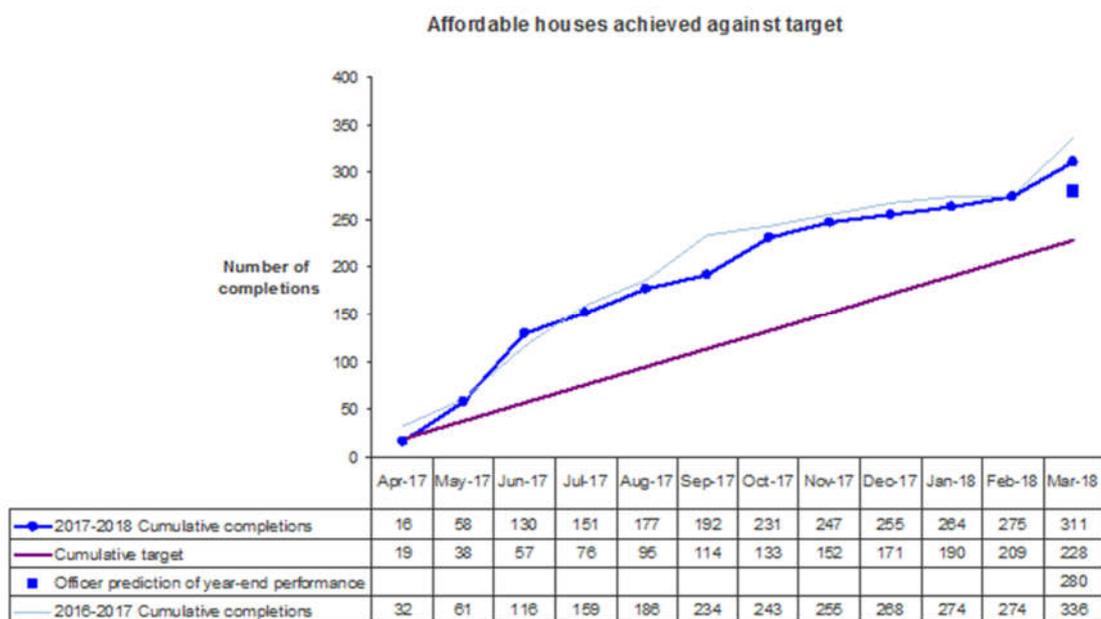
The Government require us to have at least five years' housing land supply for development, and we have at 31 March 2018, 6.8 years' supply across our district.

⁷ Source: .gov.uk website

Graph 1 - Net additional homes 2017/18



Graph 2 - Affordable homes built 2017/18



Homelessness reduction

The number of households at risk of homelessness approaching the council for assistance continues to rise year on year. We increased our work on homelessness to a record 559 successful homelessness preventions in 2016/17, compared to 460 in 2015/16 (latest available Government data).

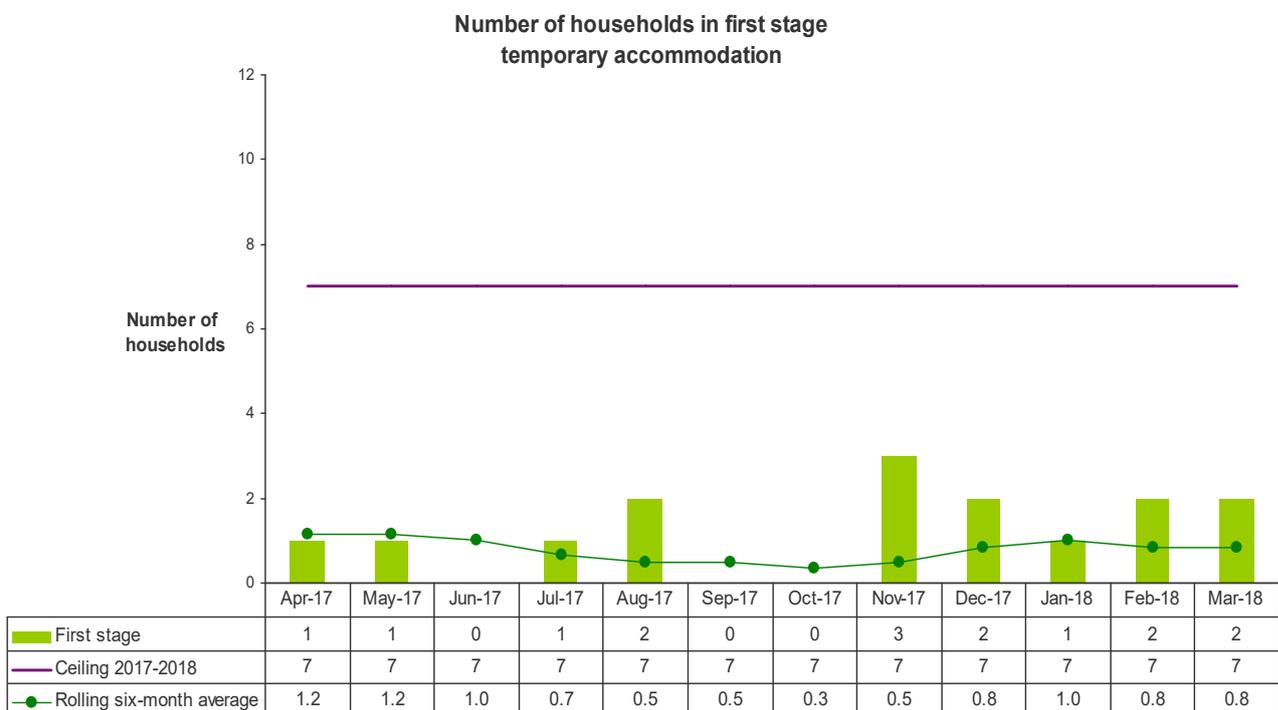
We have done this by proactively engaging with customers at the earliest point and through positive partnerships with other agencies. These include Citizens Advice Bureau, Connection Vale of White Horse District Council

Floating Support, and Wantage Independent Advice Centre, who provide debt and welfare advice to enable customers to remain in their own homes. We also use Enhanced Housing Options – an online assessment tool to help customers address their housing issues.

Our White Horse Lettings team is dedicated to helping low income families remain in the local area through affordable rents with a private landlord. We currently support approximately 120 tenancies in the Vale.

As of 31 March 2018, we had two households in emergency temporary accommodation; the rolling six-month average of households in emergency temporary accommodation was 0.8 (see graph below). The rolling six-month average length of stay for households in emergency temporary accommodation was just 23 days, compared to a ceiling target of 42 days.

Graph 3 - Number of households in temporary accommodation



Oxfordshire housing and growth deal

Together with the other five councils in Oxfordshire and the Oxfordshire Local Enterprise Partnership (OxLEP), we have entered into a deal with central government which is expected to see a total investment of £215 million in housing and infrastructure across Oxfordshire over the next five years.

SUSTAINABLE COMMUNITIES AND WELLBEING

Building sustainable communities means allowing towns and parishes to take control over their own development and to work to improve their area; it means residents have access to facilities and services to help them get active, be safe and enjoy a clean and healthy environment.

Grants

A fundamental part of our strategy to support communities to do things for themselves and create sustainable communities into the future is our grant schemes.

During the year we awarded over £180,000 in Capital and New Homes Bonus grants to 35 different projects, ranging from replacement roofs to new community gardens, and community training courses to a new youth café's start-up costs.

We gave a further £9,480 to 19 community festivals and events taking place in the district, ranging from opera festivals to community play days.

We also provided over £180,000 in core funding to five partnership organisations, including Wantage Independent Advice Centre, Citizen's Advice and Community First Oxfordshire.

Neighbourhood planning

We are keen to encourage communities to manage development in their local area through Neighbourhood Plans and we provide support to communities to do so. The district had some of the first Neighbourhood Plans in the country, and the numbers are increasing steadily, with 5 parishes who currently have an agreed plan, and a further 18 working towards it.

Waste and recycling

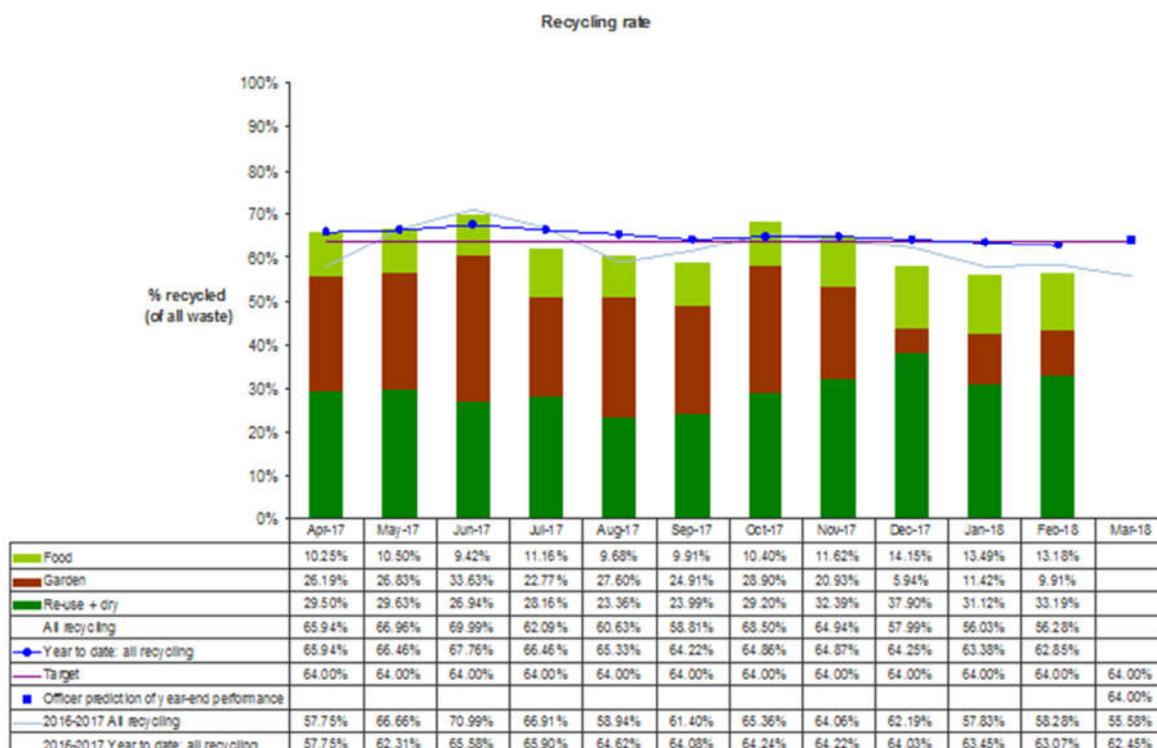
The council is proud of its record on waste and recycling; we have achieved efficiencies in our contract and maintained consistently high levels of recycling and customer satisfaction with the service provided. Recycling rates are high and we have been in the top five in the country for recycling for several years. During 2016/17, we have achieved a recycling rate of 62.5 per cent compared to 64.8 per cent (DEFRA's official figures) in 2015/16.

We carried out a very successful campaign in 2016/17 to reduce the amount of contamination in the recycling bins, this resulted in a reduction in the level of contamination from 12 per cent down to six per cent.

In year, we measure performance through our board report, which uses our own figures, not yet verified by DEFRA. Graph 4 below shows our performance in the past year up until end February (the latest available data). This also shows the breakdown of recycling by type.

Alongside this, residual waste has decreased slightly as at end February 2018, relative to end February 2017.

Graph 4 – Recycling rate 2017/18



Graph 5 – Residual waste 2017/18



Latest figures for dry recycling credits show we received £0.6 million in 2017/18; in 2016/17, the figure was also £0.6 million.

Customer satisfaction with our waste collection service is high, at 83 per cent.⁸

⁸ The source for customer satisfaction figures is the biennial residents survey.

Cleanliness

We know that cleanliness of the area is high on residents' list of things they want us to focus on and have made this a priority. This year we have invested £80,000 towards a deep clean for every parish, which has been very popular. We have good levels of resident satisfaction with cleanliness, at 72 per cent.

Food safety

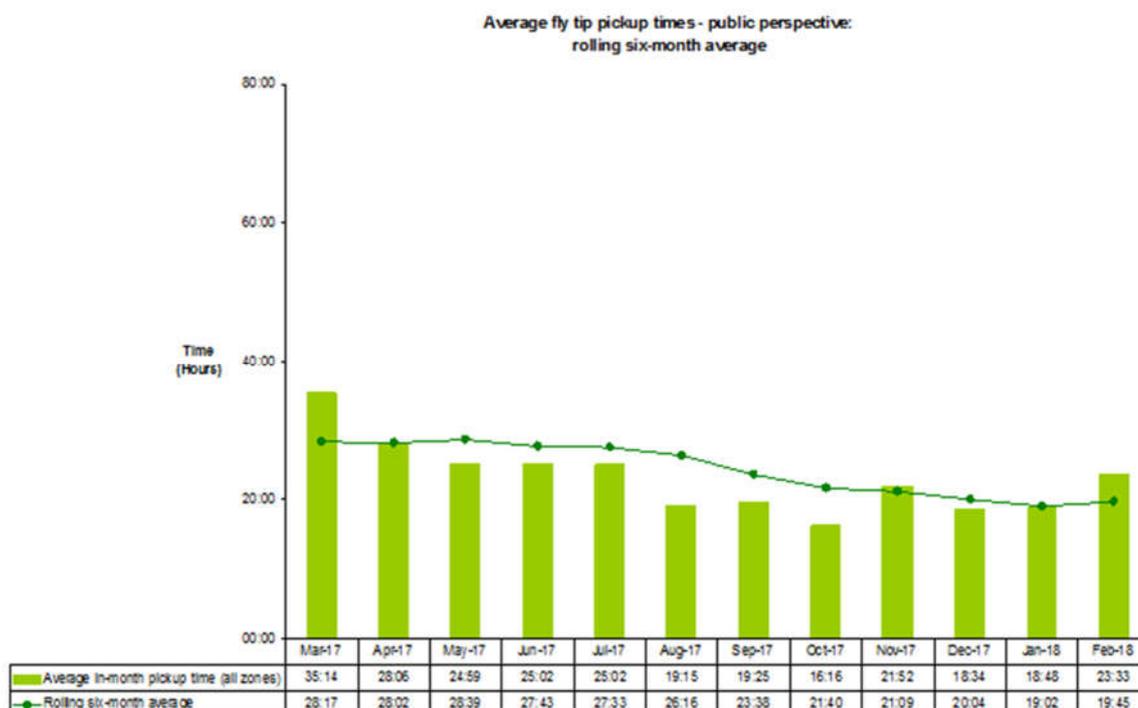
Through a risk-based inspection and enforcement programme, the councils will ensure that food businesses comply with food safety legislation, with the aim of 96 per cent of businesses being compliant by 2020. We aim to achieve this by working positively with businesses and providing advice on how to meet the required standards. A compliance trial in 2017/18 indicated that the percentage of compliant premises has increased to 94 per cent.

Fly tipping

The council's action to tackle fly tipping aims to achieve two things: investigation, and enforcement action against those who commit it, with the long term aim of reducing the amount of fly tipping that occurs; and to clear it as quickly as possible where it does happen. Through our board report we monitor both of these aims; performance in 2017/18 is shown in the graphs below.

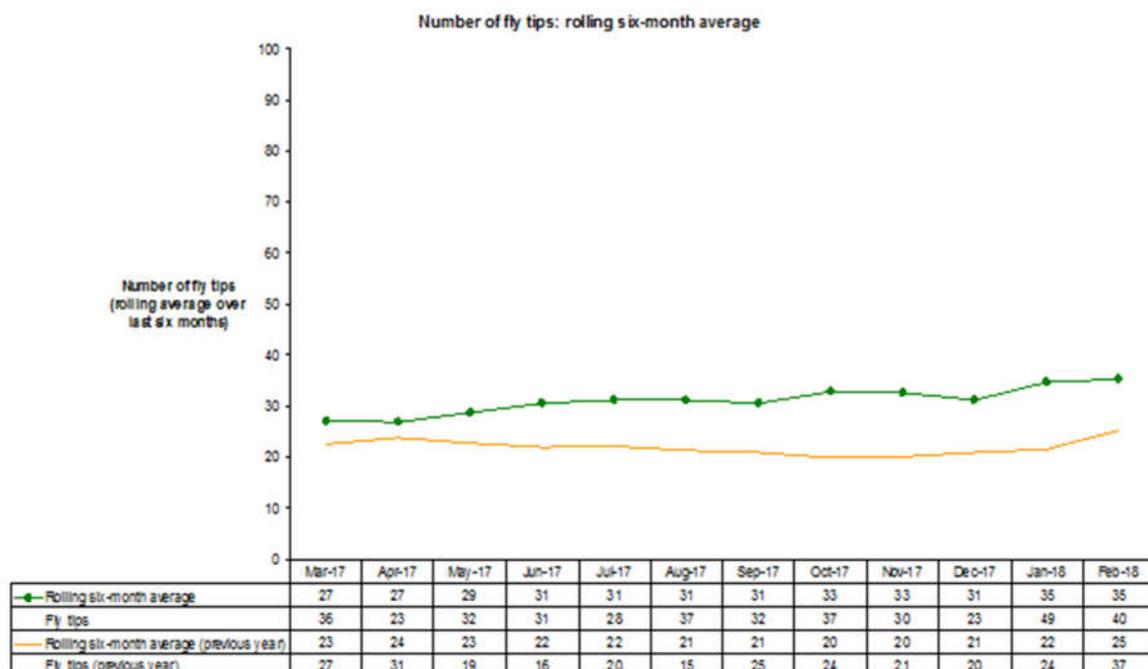
Average time to clear fly tips has decreased from 28:17 hours in March 2017 to 19:45 hours in February 2018. The average number of fly tips has increased slightly from 27 to 35 over the same period⁹.

Graph 6 - Fly tipping clearance time



⁹ Rolling six-month average
Vale of White Horse District Council

Graph 7 - Number of fly tips



Leisure

Our key aim regarding leisure is to increase participation in sport and physical activity. According to the new Active Lives survey, 68.4 per cent of people in Vale are active, doing over 150 minutes moderate intensity exercise a week, an increase of 2.8 per cent on last year. 18.5 per cent are inactive, which is below the national average of 25.7 per cent.

71 per cent of service users are satisfied with our sport and leisure services.

Our Go Active Gold project won Sports Project of the year at the Oxfordshire Sports Awards, recognition for two years of focused work at encouraging adults (60+) to lead more active lifestyles. This year also saw the introduction of Go Active Get Healthy with Diabetes. Since 2012, more than 25,000 people across South Oxfordshire District Council and Vale have actively engaged in the Go Active participation programmes.

We are very aware that development in the district needs to be matched by new facilities to meet a growing need. We received more than 600 responses to the Councils' proposals to build a new leisure centre for the Vale, with more than 84 per cent backing our plans. We have made good progress during this year with the aim of opening the new leisure centre in 2020. During this year, White Horse Tennis and Leisure Centre achieved QUEST excellence status, one of only 16 centres nationwide and the first public facility in the county.

Investment during 2017/18 has included a new play area at Abbey Meadows, and we are on schedule to open the newly refurbished outdoor swimming pool at Abbey Meadows this year at a cost of £1.3 million, in addition to a range of carbon-saving schemes to reduce carbon footprints and reduce costs.

The introduction of National Theatre Live has proved successful, with an average audience of 66 people per performance.

Cinema average attendance is 92 for adults and 62 for children. Customer satisfaction is up, with 96.4 per cent of all feedback being positive and complimentary.

BUILDING AN EVEN STRONGER ECONOMY

We are committed to supporting local business, and to creating the conditions to maximise growth and inward investment; much of this work is focussed on our two enterprise zones and work with SMEs. We realise that employers need infrastructure for growth, including excellent communications, and employees with the skills to meet their needs. Alongside this, we continue to support our market towns.

Strategic growth

Didcot and the Science Vale area (including part of neighbouring South Oxfordshire District) are the focus for a significant amount of housing and business growth as we work to attract high tech and design-based business into the area, and to support our small and medium sized enterprises (SMEs) to grow.

We have developed a Business and Innovation Strategy and launched an associated action plan for 2017-2020, to support SME businesses to be able to grow. We are also promoting the benefit of apprenticeships to local businesses.

We have continued to support the roll out of superfast broadband across the district, with over 96 per cent of the district now able to access it.

Enterprise Zone

The main focus for job creation is our enterprise zones. Our first enterprise zone, EZ1 covering Milton Park and Harwell, is performing strongly. EZ1 has seen cumulative growth in retained business rates income of more than £2 million since 2013/14. Our second enterprise zone, EZ2 covering a number of sites across Didcot, greater Milton Park and including the Didcot power station site, has been in place since 2016 and is seeing some early wins in terms of inward investment and some large businesses moving in.

Support for market towns

Along with our outstanding countryside, our historic market towns of Abingdon, Faringdon and Wantage are much of what draws visitors to our district, and we aim to make them vibrant and interesting places to live, work and visit. The council has funded market town co-ordinator posts in Faringdon and Wantage (total of £40,000 per annum) and supported the operation of the Abingdon Business Improvement District (ongoing operating costs of £13,000 per annum). We are also supporting the delivery of free public WiFi schemes in Botley, Faringdon and Wantage.

We have completed the sale of the West Way shopping centre in Botley to enable a major regeneration scheme.

Visitor economy

We continue to promote the district to visitors via www.southernoxfordshire.com and we are working with hotel operators and developers to encourage new hotel development in the district.

RUNNING AN EFFICIENT COUNCIL

Maintaining high levels of resident satisfaction with how the council runs things

Part of our philosophy, and one of our corporate priorities is to keep our share of council tax low whilst continuing to deliver high quality services. Over a number of years, the council has made significant savings through joint working, especially with our close partner South Oxfordshire District Council with whom we have saved costs on staffing, contracts and office accommodation.

This type of innovative joint working, along with sound financial management has helped to keep costs down and meant that we are able to keep the cost of council tax to our residents low.

The level of council tax for a Band 'D' property in 2018/19 is £126.69, which is the twelfth lowest of all non-metropolitan district councils.

Through our board report, we measure a number of key income streams, to ensure that we are both maximising income and understanding early where external factors might impact on budgets. During 2017/18:

- Planning income totalled £1.5 million against a budget of £1.7 million, this compared to income of £1.75 million in 2016/17.
- Land charges income totalled £209k compared to £234k in the previous year.
- Car parking income was £455k compared to £477k last year.
- The New Homes Bonus paid to the council for 2017/18 was £4.1 million, compared to a national average of £1.59 million, putting us 7th out of all 201 non-metropolitan district councils.
- Our Council Tax collection rate of 98.73 per cent, put us 40th when ranked against all district councils at end March 2017.

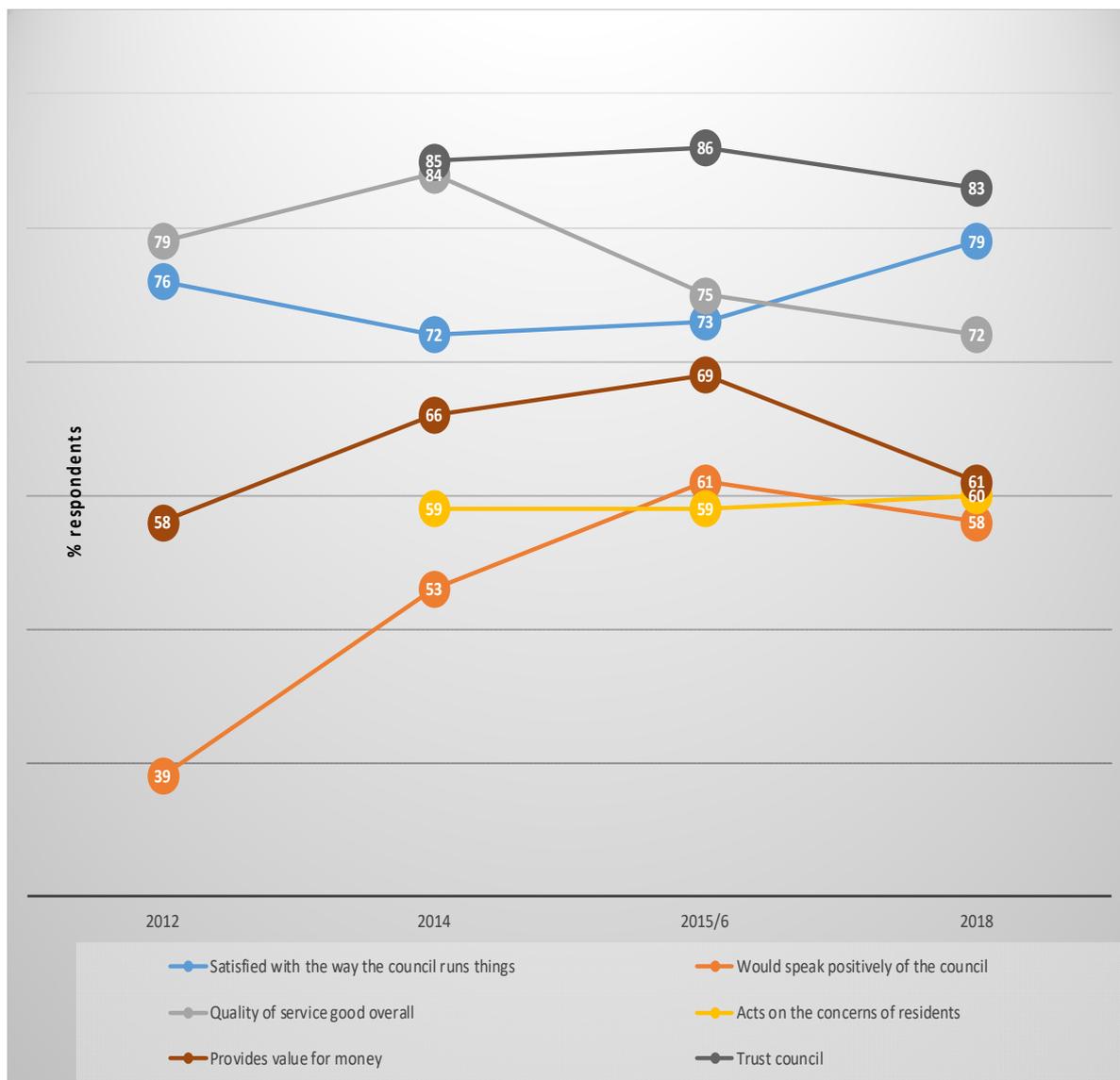
Chart 1 below demonstrates that residents are recognising that we are a council that provides good value for money for them.

Resident satisfaction

Chart 1 below shows how attitudes towards the council have changed over recent years.

Relative to the 2015/16 survey, four of the 2017/18 measures have decreased – three of these only slightly. Although 'Provides value for money' dropped from 69 per cent to 61 per cent, it is worth noting that the overall satisfaction measure 'Satisfied with the way the council runs things' increased from 73 per cent to 79 per cent, which is the highest value measured since the start of the survey. Additionally, the measure 'Acts on the concerns of residents' now stands at 60 per cent – again, the highest value of this measure to date.

Chart 1 – Attitudes towards the Council



66 per cent per cent of residents said that they felt informed about the council and its services.

Financial performance 2017/18

The paragraphs below show the council’s financial performance for 2017/18 in the following areas:

- revenue expenditure
- capital expenditure
- Treasury management activities.

It also discusses the Comprehensive Income and Expenditure Statement (CIES) for the year and its balance sheet at the end of the year.

Revenue outturn 2017/18

The council's funding requirement for 2017/18, including parish precepts, was £12.8 million, after accounting for the use of reserves and investment income. Net revenue spend for the year was £2.8 million below budget as shown in the table below, analysed across the council's service areas.

Service expenditure	Budget £000	Actual £000	Variance £000
Client team - 5 Councils Partnership	2,165	2,449	284
Strategic management board	889	703	(187)
Corporate services	1,779	1,372	(407)
Development and housing	1,911	730	(1,181)
Finance	197	223	26
Legal and democratic services	1,321	1,239	(82)
Planning	1,230	1,237	7
Waste, Leisure & Env Health	4,627	4,392	(235)
Contingency	281	0	(281)
Direct service expenditure	14,400	12,344	(2,055)
Interest Income	(379)	(610)	(231)
Borrowing Costs	63	0	(63)
Government grant income	(4,150)	(4,155)	(5)
Transfer to/from reserves	(798)	(1,229)	(431)
Net revenue spend	9,136	6,350	(2,785)
Transfer of surplus to reserves:			
Net revenue spend	0	2,549	2,549
Budget requirement set by council	9,136	8,899	(236)
Parish precepts	3,640	3,640	0
Total funding requirement	12,776	12,539	(236)
Revenue Support Grant (RSG)	(472)	(564)	(92)
Council tax income	(10,021)	(10,043)	(22)
Retained business rates	(2,283)	(2,093)	190
Total funding	(12,776)	(12,700)	76

Of the £2.8 million net revenue underspend above, £1.1 million represents slippage in one-off budgets that have been agreed as a budget carry forward to 2018/19. This includes £0.6 million of carry forwards in Development and Housing for development activity in respect of Science Vale and Didcot Garden Town, and £0.2 million in respect of delivering the Local Plan.

Capital outturn 2017/18

Capital expenditure totalled £3.2 million in 2017/18 and spend for the year was £3.1 million below the working budget. Material capital expenditure projects include

- leisure facilities – £1.8 million
- disabled facilities grants - £0.8 million

The main source of funding for the programme was the council's own reserves of capital receipts (money we have set aside from the sale of assets), with the balance made up by government grants and other contributions.

Further details on both revenue and capital expenditure for 2017/18 will be provided in an outturn report to Scrutiny Committee to be considered at its meeting in September 2018, which includes an analysis of the underspend.

Treasury management 2017/18

In accordance with the Treasury Management Strategy, by actively managing its investments, the council earned interest and investment income of £0.6 million against a budget of £0.4 million. In accordance with the council's Medium Term Financial Plan (MTFP) income from interest on investments is applied in year to support the revenue account.

Further details on treasury management for 2017/18 will be provided in an outturn report to be considered by the Joint Audit and Governance Committee, Cabinet, and Council later in the year.

Comprehensive Income and Expenditure Statement (CIES) 2017/18

The CIES presents the council's income and expenditure for the year based on accounting standards, rather than the amount to be funded from taxation. Councils raise taxation to cover expenditure in accordance with regulations but this may be different to the accounting cost. These adjustments are detailed in notes 2 to 4. After the total financing from government grants and local taxpayers of £18.9 million, the council's surplus on provision of services was £4.4 million.

This surplus is then adjusted further to produce the total comprehensive income and expenditure figure for the year which is a surplus of £16.1 million. This figure corresponds to the total movement on the balance sheet for the year.

Balance sheet

The reported net worth of the council increased from £39.3 million to £56.3 million at 31 March 2018, an increase of £17.0 million. This increase primarily reflects the capital receipt arising from the sale of the West Way Shopping Centre in January 2018 for £12.4 million.

This movement is also detailed in the Movement in Reserves Statement (MiRS).

At the balance sheet date the council had usable reserves of £39.6 million, made up of £18.2 million general fund balance (including earmarked reserves), £12.6 million in capital receipts and £8.8 million in unapplied capital grants.

Material events after the balance sheet date

There are no material events after the balance sheet date.

Collection fund

The collection fund is an agent's statement that reflects the statutory obligation of billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from local taxpayers of Council Tax and Non Domestic Rates (NDR) and its distribution to precepting bodies. For the council, the major council tax precepting

bodies are Oxfordshire County Council and the Police and Crime Commissioner for Thames Valley.

On council tax, income of £88.1 million was received and £87.8 million was paid out in precepts and demands. After taking the provision for bad debts and balance brought forward into account, the surplus on the council tax collection fund balance at the end of the year was £3.3 million. This will be re-distributed to all major precepting authorities.

On NDR, £52.8 million was received and £49.9 million was paid out to the council, central government and Oxfordshire County Council (OCC). After taking the balance brought forward, provision for bad debts and the provision for appeals into account, the deficit on the NDR collection fund balance at the end of the year was £2.1 million. This will be shared between the council, central government and OCC.

The council is acting as the accountable body for the Oxfordshire Local Enterprise Partnership (OxLEP) and is retaining additional business rates collected from within the Science Vale, Didcot Growth Accelerator and Milton Park Extension Enterprise Zones on their behalf. As at 31 March 2018, the amount of business rates retained by the council on behalf of OxLEP was in excess of £4 million.

Future prospects

As part of the annual budget setting process for 2018/19, council agreed its Medium Term Financial Plan (MTFP) for 2018/19 to 2022/23. The MTFP provides a forward budget model for the next five years, highlighting known estimated budget pressures for new responsibilities and changes in legislation, predicted investment and capital receipts.

The MTFP highlights pressures the council anticipates in setting its revenue budget during the period covered. The key pressures are the anticipated reduction in government grant funding, and cost pressures in future years. In addition, further changes to the New Homes Bonus scheme and the introduction of full business rate retention may have a significant impact on the council's financial position in future years.

For 2018/19 the revenue budget is forecast to use £5.6 million of reserves. Based on the assumptions included within the MTFP it is estimated that the council's usable reserves will fall to £9.5 million by March 2023. This reflects the council's revenue reserves being used to maintain a balanced budget unless further savings can be found.

Officers consider that the pressures highlighted are manageable in this period, in light of the reserves and balances available to the council. The council has already made considerable revenue savings in recent years by:

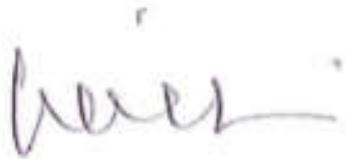
- merging its management team with South Oxfordshire District Council,
- merging many of its operational service teams with South Oxfordshire District Council,
- undertaking joint procurement with other councils, and
- introducing "lean" business processes to reduce duplication and save officer time.

Continuation of initiatives like these is expected to help meet the financial challenges facing the council. As part of budget setting for 2018/19, council also agreed a capital programme to

2022/23 costing £32.2 million. This will be funded from a combination of prudential borrowing, the council's usable capital and revenue reserves and other contributions.

Council resources

Based on the council's budget proposals for revenue and capital, it is forecast that by 31 March 2023 the council will hold £9.5 million in usable reserves, made up of £1.5 million general fund balance and £8.0 million in earmarked revenue reserves. It is anticipated that the council's capital receipts will be fully expended by 2023.



William Jacobs
Head of finance and chief finance officer
28th September 2018

Statement of responsibilities for the statement of accounts

1. The authority's responsibilities

The authority is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those arrangements. In this authority, that officer is the head of finance and chief finance officer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets; and
- approve the statement of accounts.

2. Responsibilities of the chief finance officer

The chief finance officer's responsibilities include the preparation of the council's statement of accounts, which, in terms of the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom (the Code) is required to present a true and fair view of the financial position of the council at the accounting date and its income and expenditure for the year ended 31 March 2018.

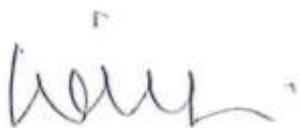
In preparing this statement of accounts, the chief finance officer has:

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

The chief finance officer has also:

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

I certify that this statement of accounts presents a true and fair view of the financial position of the authority at 31 March 2018 and its income and expenditure for the year ended 31 March 2018.



William Jacobs CPFA
Head of Finance and Section 151 Officer

28 September 2018



CO CHAIR: JOINT AUDIT AND GOVERNANCE.

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Independent auditor's report to the members of Vale of White Horse District Council

Opinion

We have audited the financial statements of Vale of White Horse District Council for the year ended 31 March 2018 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Comprehensive Income and Expenditure Statement,
- Movement in Reserves Statement,
- Balance Sheet,
- Flow Statement,
- Financial statements notes 1 to 31; and
- Collection Fund and the related notes 1 to 3.

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

In our opinion the financial statements:

- give a true and fair view of the financial position of Vale of White Horse District Council as at 31 March 2018 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report below. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the Comptroller and Auditor General's (C&AG) AGN01, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Chief Finance Officer's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Chief Finance Officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the narrative statement set out on pages 3 to 18, other than the financial statements and our auditor's report thereon. The Chief Finance Officer is responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in this report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of the other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Local Audit and Accountability Act 2014

In our opinion, based on the work undertaken in the course of the audit, having regard to the guidance issued by the C&AG in August 2017, we are satisfied that, in all significant respects, Vale of White Horse District Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Council;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects

Responsibility of the Chief Finance Officer

As explained more fully in the Statement of the Responsibilities for the Statement of Accounts set out on page 19, the Chief Financial Officer is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18, and for being satisfied that they give a true and fair view.

In preparing the financial statements, the Head of Finance and Chief Finance Officer is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to cease operations, or have no realistic alternative but to do so.

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

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

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

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General (C&AG) in August 2017, as to whether the Vale of White Horse District Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Vale of White Horse District Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

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

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the National Audit Office (NAO) requires us to report to you our conclusion relating to proper arrangements.

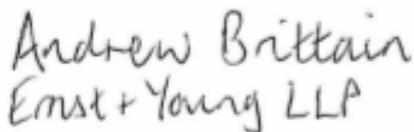
We report if significant matters have come to our attention which prevent us from concluding that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects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

Certificate

We certify that we have completed the audit of the accounts of Vale of White Horse District Council in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice issued by the National Audit Office.

Use of our report

This report is made solely to the members of Vale of White Horse District Council, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.



Andrew Brittain
Ernst & Young LLP

Andrew Brittain (Key Audit Partner)

Ernst & Young LLP (Local Auditor)

Reading

28th September 2018

The maintenance and integrity of the Vale of White Horse District Council web site is the responsibility of the directors; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the web site.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Core financial statements

The following pages show the council's core financial statements, and the notes to the accounts. The core statements are as follows:

Comprehensive Income and Expenditure Statement (CIES) (page 27). This 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 (council tax) to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in both the Expenditure and Funding Analysis and the Movement in Reserves Statement.

Movement in Reserves Statement (MiRS) (page 28). The MiRS shows the movement from the start of the year to the end on the different reserves held by the authority, analysed into 'usable reserves' (i.e. expenditure or reduce local taxation) and other 'unusable reserves'. It shows how the movements in year of the authority's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to council tax for the year. The net increase/decrease line shows the statutory general fund balance in the year following those adjustments.

Balance Sheet (BS) (page 29). This shows the value (as at the balance sheet date) of the assets and liabilities recognised by the council. The net assets of the council (being assets less liabilities) are matched by the reserves held by the council. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those that the council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (e.g. the capital receipts reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves includes reserves that hold unrealised gains and losses (e.g. 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 MiRS line 'adjustments between accounting basis and funding basis under regulations'.

Cash Flow Statement (CFS) (page 30). This shows the changes in cash and cash equivalents of the council during the reporting period. The statement shows how the authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the council are funded by way of taxation and grant income or from the recipients of services provided by the council. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the council's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (e.g. borrowing) to the council.

Notes to the core financial statements (pages 31 to 63). The core statements are supported by comprehensive notes to the accounts.

Accounting policies (pages 68 to 83). These are the accounting policies adopted in compiling the council's accounting statements which explain the basis on which the figures in the accounts have been prepared.

Supplementary financial statements.

In addition to core financial statements and notes the council, as an authority that issues council tax and business rates bills, maintains a separate income and expenditure account, the **collection fund**, showing transactions in relation to this income and how the demands on the fund from central government, Oxfordshire County Council, the Police and Crime Commissioner for Thames Valley and town and parish councils have been satisfied. This is shown on pages 64 to 67.

Comprehensive income and expenditure statement

2016/17 restated				2017/18		
Exp £000	Inc £000	Net £000		Exp £000	Inc £000	Net £000
33,727	(31,644)	2,083	Client team - 5 Councils Partnership	35,111	(32,288)	2,823
1,102	(256)	846	Strategic Management Board	965	(229)	736
2,170	(233)	1,937	Corporate Services	1,991	(274)	1,717
2,154	(1,108)	1,046	Development & Housing	1,978	(989)	989
50	0	50	Economy Leisure & Property	0	0	0
480	(109)	371	Finance	547	(86)	461
1,976	(495)	1,481	Legal & Democratic	1,903	(448)	1,455
3,886	(2,713)	1,173	Planning	3,986	(2,449)	1,537
11,834	(3,241)	8,593	Waste Leisure and Environment	9,940	(3,427)	6,513
57,379	(39,799)	17,580	Cost of services	56,421	(40,190)	16,231
3,441	0	3,441	Parish council precepts and other grants	3,680	0	3,680
0	(82)	(82)	(Gain) on the disposal of non-current assets	0	(5,410)	(5,410)
3,441	(82)	3,359	Other operating expenditure	3,680	(5,410)	(1,730)
0	(462)	(462)	Interest receivable and similar income	0	(485)	(485)
0	(120)	(120)	Other investment income (dividends)	0	(125)	(125)
0	0	0	Gains/loss on disposal of investments	0	0	0
0	0	0	Changes in fair values of investment properties	0	0	0
18	(685)	(667)	Income and expenditure in relation to investment properties	4	(619)	(615)
1,281	0	1,281	Net Interest on net defined benefit liability or asset	1,231	0	1,231
1,299	(1,267)	32	Financing and investment income and expenditure	1,235	(1,229)	6
0	(1,782)	(1,782)	Recognised capital grants and contributions	0	(1,979)	(1,979)
0	(9,361)	(9,361)	Council tax	0	(10,043)	(10,043)
0	(23,490)	(23,490)	Retained business rates	0	(21,935)	(21,935)
21,054	0	21,054	Business rates tariff	19,842	0	19,842
0	(1,134)	(1,134)	Revenue support grant	0	(564)	(564)
0	(3,935)	(3,935)	Non-ringfenced government grants	0	(4,192)	(4,192)
21,054	(39,702)	(18,648)	Taxation and non-specific grant income	19,842	(38,713)	(18,871)
83,173	(80,850)	2,323	(Surplus) or deficit on provision of services	81,178	(85,542)	(4,364)
		(730)	Surplus or deficit on revaluation of non current assets			(8,743)
		40	Surplus or deficit on revaluation of available for sale financial assets			(121)
		6,811	Remeasurement of net defined benefit liability			(3,837)
		6,121	Other Comprehensive Income and Expenditure			(12,701)
		8,444	Total Comprehensive Income and Expenditure			(17,065)

*During 2017/18 the council restructured its internal reporting hierarchy following a management restructure.

Movement in reserves statement

For the year ended 31 March 2018

	General fund balance * £000	Capital receipts reserve £000	Capital grants unapplied £000	Total usable reserves £000	Unusable reserves £000	Total reserves £000
Balance - 31 Mar 2017	(16,520)	(2,656)	(7,943)	(27,119)	(12,209)	(39,328)
Total comprehensive income and expenditure	(4,364)	0	0	(4,364)	(11,732)	(16,096)
Adjustments between accounting basis and funding basis under regulations (note 4)	2,685	(9,954)	(889)	(8,158)	7,189	(969)
Net increase/decrease before transfers to other reserves	(1,679)	(9,954)	(889)	(12,522)	(4,543)	(17,065)
Transfers to/from other reserves	0	0	0	0	0	0
Increase/decrease (movement) in year	(1,679)	(9,954)	(889)	(12,522)	(4,543)	(17,065)
Balance - 31 Mar 2018	(18,199)	(12,610)	(8,832)	(39,641)	(16,752)	(56,393)

For the year ended 31 March 2017

	General fund balance * £000	Capital receipts reserve £000	Capital grants unapplied £000	Total usable reserves £000	Unusable reserves £000	Total reserves £000
Balance - 31 Mar 2016	(15,503)	(5,467)	(7,456)	(28,426)	(19,346)	(47,772)
Total comprehensive income and expenditure	2,323	0	0	2,323	6,121	8,444
Adjustments between accounting basis and funding basis under regulations (note 4)	(3,340)	2,811	(487)	(1,016)	1,016	0
Net increase/decrease before transfers to other reserves	(1,017)	2,811	(487)	1,307	7,137	8,444
Transfers to/from other reserves	0	0	0	0	0	0
Increase/decrease (movement) in year	(1,017)	2,811	(487)	1,307	7,137	8,444
Balance - 31 Mar 2017	(16,520)	(2,656)	(7,943)	(27,119)	(12,209)	(39,328)

*The general fund balance includes earmarked revenue reserves which have been disclosed separately in prior years. Transfers between these two funds are detailed in note 5.

Balance sheet

31 March 2017 £000		31 March 2018		
		£000	£000	Notes
43,005	Property, plant & equipment		45,342	6
0	Heritage assets		0	
8,455	Investment Property		8,442	7
98	Intangible assets		72	
8,541	Long term investments		10,661	8
5,947	Long term debtors		5,977	9
66,046	Long term assets		70,494	
28,008	Short term investments	45,500		8
10	Inventories	12		
5,344	Short term debtors	7,242		9
7,897	Cash and cash equivalents	5,875		10
41,259	Current assets		58,629	
	Cash and cash equivalents			
(15,841)	Short Term Creditors	(17,421)		12
(1,662)	Provisions	(2,445)		13
(5,012)	Capital grants and receipts in advance	(9,766)		
(22,515)	Current liabilities		(29,632)	
(45,462)	Other long term liabilities		(43,098)	
0	Capital grants receipts in advance		0	
(45,462)	Long term Liabilities		(43,098)	18f
39,328	Net assets		56,393	
(6,166)	Non-earmarked revenue reserves	(5,537)		
(9,337)	Earmarked revenue reserves	(12,721)		
(5,467)	Usable capital receipts reserve	(12,608)		
(7,456)	Capital grants unapplied	(8,775)		
(27,119)	Usable reserves		(39,641)	MiRs
(5,673)	Revaluation reserve	(13,860)		14a
(541)	Available for sale financial instrument reserve	(661)		14b
(45,884)	Capital adjustment account	(39,996)		14c
45,462	Pensions reserve	43,098		14d
(5,888)	Deferred capital receipts reserve	(5,917)		14e
195	Collection fund adjustment account	464		14f
120	Short-term accumulating compensated absences	120		
(12,209)	Unusable reserves		(16,752)	
(39,328)	Total reserves		(56,393)	

The unaudited accounts were issued on 31 May 2018 and the audited accounts will be authorised for issue on 30 July 2018.

Cash flow statement

31 March 2017 £000		31 March 2018 £000	Notes
(2,323)	Net surplus or (deficit) on the provision of services	4,364	
11,022	Adjust net surplus for profit on disposal	(5,410)	
(1,864)	Adjust net surplus or deficit on the provision of services for non-cash movements	(427)	
(1,864)	Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	(1,979)	
6,835	Net Cash flows from operating activities	(3,452)	15
	Investing activities		
(326)	Purchase of property, plant and equipment, investment property and intangible assets	(1,097)	
(43,500)	Purchase of short and long term investments	(76,000)	
0	Other payments for investing activities	(45)	
943	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	12,421	
38,500	Proceeds from short-term and long-term investments	56,508	
2,682	Other Receipts from investing activities	6,753	
(1,701)	Total investing activities	(1,460)	
	Financing activities		
0	Cash receipts of short and long-term borrowing	0	
(10)	Billing Authorities - Council tax and NDR adjustments	2,891	
0	Other receipts from financing activities	0	
(10)	Total financing activities	2,891	
5,124	Net increase / (decrease) in cash and cash equivalents	(2,021)	
2,773	Cash and cash equivalents at the beginning of the reporting period	7,897	
7,897	Cash and cash equivalents at the end of the reporting period	5,876	10

Notes to the accounts 2017/18

1. Statement of accounting policies

Accounting policies are the specific principles, bases, conventions, rules and practices applied by the council in preparing and presenting these financial statements. These can be reviewed in detail on pages 68 to 83.

2. Expenditure and funding analysis

The Expenditure and funding analysis shows how annual expenditure is used and funded from resources (government grants, rents, council tax and business rates) by local authorities in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the council's directorates/services/departments. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

2016/17				2017/18		
Net Expenditure Chargeable to the General Fund Balance £000	Adjustments between the funding and Accounting Basis £000	Net Expenditure in the Comprehensive Income and Expenditure Statement £000		Net Expenditure Chargeable to the General Fund Balance £000	Adjustments between the funding and Accounting Basis £000	Net Expenditure in the Comprehensive Income and Expenditure Statement £000
1,705	378	2,083	Client team - 5 Councils Partnership	2,449	374	2,823
710	136	846	Strategic Management Board	703	33	736
1,463	474	1,937	Corporate Services	1,372	345	1,717
714	332	1,046	Development & Housing	730	259	989
50	0	50	Economy Leisure & Property	0	0	0
199	172	371	Finance	223	238	461
1,421	60	1,481	Legal & Democratic	1,239	216	1,455
960	213	1,173	Planning	1,237	300	1,537
4,414	4,179	8,593	Waste Leisure and Environment	4,392	2,121	6,513
11,636	5,944	17,580	Net cost of services	12,345	3,886	16,231
(12,653)	(2,604)	(15,257)	Other Income and Expenditure	(14,024)	(6,571)	(20,595)
(1,017)	3,340	2,323	(Surplus) or deficit on provision of services	(1,679)	(2,685)	(4,364)
(15,503)			Opening General Fund Balance	(16,520)		
(1,017)			(Surplus) or Deficit on General Fund Balance in year	(1,679)		
(16,520)			Closing General Fund Balance at 31 March	(18,199)		

3. Note to the expenditure and funding analysis

2016/17					2017/18			
Adjustments for Capital Purposes (note 1)	Net change for the Pensions Adjustments (Note 2)	Other Differences (Note 3)	Total Adjustments		Adjustments for Capital Purposes (note 1)	Net change for the Pensions Adjustments (Note 2)	Other Differences (Note 3)	Total Adjustments
£000	£000	£000	£000		£000	£000	£000	£000
505	(876)	749	378	Client team - 5 Councils Partnership	410	(36)	0	374
124	12	0	136	Strategic Management Board	3	30	0	33
446	28	0	474	Corporate Services	192	153	0	345
3,829	36	0	3,865	Development & Housing	61	198	0	259
0	0	0	0	Economy Leisure & Property	0	0	0	0
157	15	0	172	Finance	174	64	0	238
20	40	0	60	Legal & Democratic	23	193	0	216
15	142	0	157	Planning	(207)	507	0	300
566	80	56	702	Waste Leisure and Environment	1,757	364	0	2,121
5,662	(523)	805	5,944	Net cost of services	2,413	1,473	0	3,886
(3,136)	1,281	(749)	(2,604)	Other Income and Expenditure from the Expenditure and Funding Analysis	(3,965)	(2,606)	0	(6,571)
2,526	758	56	3,340	Difference between general fund surplus or deficit and Comprehensive Income and Expenditure Statement surplus or deficit on the provision of Services	(1,552)	(1,133)	0	(2,685)

The adjustments above are for transactions included in the CIES which cannot be charged to the general fund under statute. They include:

- 1) Adjustments for capital purposes – this column adds in depreciation and impairment and revaluation gains and losses in the services line, and for other operating expenditure, capital grants received in year where there is no repayment condition.
- 2) Net change for the pension adjustment relates to the removal of pension contributions and the addition of IAS 19 *Employee Benefits pension related expenditure and income*
- 3) Other differences are for reanalysis of items between services and in other income and expenditure, the difference between what is chargeable under statutory regulations for council tax and NDR that was projected to be received at the start of the year and the income recognised under generally accepted accounting practices in the Code.

4. Adjustments between accounting basis and funding basis under regulations

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

31 March 2017					31 March 2018			
Usable reserves					Usable reserves			
Gen fund bal & earmarked rev reserves	Capital receipts reserve	Capital grants unapplied	Movement in unusable Reserves		Gen fund bal & earmarked rev reserves	Capital receipts reserve	Capital grants unapplied	Movement in unusable Reserves
£000	£000	£000	£000	£000	£000	£000	£000	
				Adjustments primarily involving the capital adjustment account:				
				Reversal of items debited or credited to the CIES:				
(1,138)	0	0	1,138	Charges for depreciation and impairment of non-current assets	(1,153)	0	0	1,153
140			(140)	Revaluation gains on property, plant and equipment	633			(1,602)
(58)	0	0	58	Amortisation of intangible assets		0	0	0
0	0	0	0	Capital grants and contributions applied	0		820	(820)
(4,697)	0	0	4,697	Revenue expenditure funded from capital under statute	(2,117)	0	0	2,117
(861)	0	0	861	Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the CIES	(7,011)	0	0	7,011
				Adjustments primarily involving the capital grants unapplied account:				
1,782	(35)	(1,783)	36	Capital grants and contributions unapplied credited to the comprehensive income and expenditure statement	1,332	83	(1,415)	0
(56)	0	56	0	Use of capital receipts reserve to finance new capital expenditure	294	0	(294)	0
				Adjustments primarily involving the capital receipts reserve:				
938	(938)	0	0	Transfer of cash sale proceeds credited as part of gain/loss on disposal to the CIES	12,422	(12,422)	0	0
0	3,784	1,240	(5,024)	Use of capital receipts reserve to finance new capital expenditure	0	2,405		(2,405)
				Adjustments primarily involving the deferred capital receipts reserve				
13	0	0	(13)	Transfer of deferred capital receipt relating to equity loan issued in year	49	0	0	(49)
				Adjustments primarily involving the pensions reserve:				
(756)	0	0	756	Pensions costs (transferred to (or from) the Pensions Reserve)	(1,473)	0	0	1,473
				Other adjustments	(21)	(20)		41
				Adjustments primarily involving the collection fund adjustment account:				
1,353	0	0	(1,353)	Council tax and NDR (transfers to or from Collection Fund Adjustment Account)	(270)	0	0	270
(3,340)	2,811	(487)	1,016	Total adjustments	2,685	(9,954)	(889)	7,189

5. Transfers to/from general fund balance and earmarked reserves

This note details all movements in the reserves that comprise the general fund balance and earmarked reserves.

31 March 2017					31 March 2018			
1 Apr 16 balance brought forward	Trans- fers in	Trans- fers out	31 Mar 17 balance carried forward		1 Apr 17 balance brought forward	Trans- fers in	Trans- fers out	31 Mar 18 balance carried forward
£000	£000	£000	£000		£000	£000	£000	£000
(6,166)	(3,629)	3,933	(5,862)	General fund balance	(5,862)		186	(5,676)
(6,166)	(3,629)	3,933	(5,862)	Total general fund balance	(5,862)	0	186	(5,676)
				Earmarked reserves				
(27)	0	0	(27)	Community grants (a)	(27)	0	0	(27)
0	(40)	0	(40)	Election equalisation (b)	(40)	0	(40)	(80)
(153)	0	0	(153)	Local development framework (c)	(153)	0	0	(153)
(10)	0	0	(10)	Reservoir (d)	(10)	0	0	(10)
(69)	(79)	118	(30)	Building regulations (e)	(30)	0	0	(30)
(1)	0	0	(1)	Besselsleigh Wood management (f)	(1)	0	0	(1)
(12)	0	0	(12)	Rent deposit guarantee (g)	(12)	0	0	(12)
(50)	0	0	(50)	Cabinet grants (h)	(50)	0	0	(50)
(7,546)	(3,929)	2,554	(8,921)	Service & infrastructure grants (i)	(8,921)	(4,150)	2,148	(10,923)
(49)	0	0	(49)	Self-insurance (j)	(49)	0	0	(49)
(1,420)	(575)	630	(1,365)	Revenue grants reserve (k)	(1,365)	(61)		(1,426)
(9,337)	(4,623)	3,302	(10,658)	Total earmarked reserves	(10,658)	(4,211)	2,108	(12,761)

The purpose of each reserve is as follows:

- (a) Grants awarded in previous years that have not yet been taken up
- (b) District council elections are held every four years and this reserve is used so that all the costs are not met in one year but spread over the term of the council
- (c) To meet the cost of any inquiries that have to be set up as a result of the updating of the local development framework
- (d) To meet any costs associated with Thames Water's proposal for a new reservoir
- (e) The building control trading account
- (f) To cover contributions to the management costs of Besselsleigh Wood
- (g) To guarantee rent deposits for private tenants
- (h) To provide matched funding to organisations
- (i) Fund to provide revenue support to service and infrastructure projects
- (j) To cover the excess payable on insurance claims
- (k) To fund revenue expenditure from grants received in advance

6. Property, plant and equipment

Table 6a Movements in property plant & equipment 2017/18							
	Other land & buildings	Vehicles, plant & equipment	Infrastructure assets	Community assets	Surplus assets	Assets under construction	Total PP&E
	£000	£000	£000	£000	£000	£000	£000
Cost or revaluation							
At 1 April 2017	43,213	5,404	142	654	0	216	49,629
Additions	0	74	0	0	0	1,007	1,081
Revaluation increases/(decreases) to RR	8,589	0	0	144	0	0	8,733
Revaluation increases/(decreases) to SDPS	533	0	0	99	0	0	632
Disposals	(7,200)	0	0	0	0	0	(7,200)
Write out balances on revalued assets	(1,505)	0	0	0	0	0	(1,505)
Reclassifications	0	0	0	0	0	0	0
Other movements in cost or valuation	(2)	0	0	0	0	0	(2)
At 31 March 2018	43,628	5,478	142	897	0	1,223	51,368
Depreciation and impairments							
At 1 April 2017	(1,981)	(4,509)	(134)	0	0	0	(6,624)
Depreciation charge	(863)	(245)	(1)	0	0	0	(1,109)
Impairment losses / reversals to RR	0	0	0	0	0	0	0
Impairment losses / reversals to SDPS	0	0	0	0	0	0	0
Disposals	202	0	0	0	0	0	202
Write out balances on revalued assets	1,505	0	0	0	0	0	1,505
Other movements	0	0	0	0	0	0	0
At 31 March 2018	(1,137)	(4,754)	(135)	0	0	0	(6,026)
Balance sheet amount as 31 March 2018	42,491	724	7	897	0	1,223	45,342
Balance sheet amount as 31 March 2017	41,232	895	8	654	0	216	43,005
RR = Revaluation reserve							
SDPS = Surplus or deficit on the provision of services							

Table 6b Movements in property plant & equipment 2016/17							
	Other land & buildings	Vehicles, plant & equipment	Infrastructure assets	Community assets	Surplus assets	Assets under construction	Total PP&E
	£000	£000	£000	£000	£000	£000	£000
Cost or revaluation							
At 1 April 2016	43,430	5,316	141	654	245	0	49,786
Additions	0	87	0	0	0	216	303
Revaluation increases/(decreases) to RR	730	0	0	0	0	0	730
Revaluation increases/(decreases) to SDPS	139	0	0	0	0	0	139
Disposals	(930)	0	0	0	0	0	(930)
Write out balances on revalued assets	(156)		0	0	0	0	(156)
Reclassifications	0	0	0	0	(245)	0	(245)
Other movements in cost or valuation	0	1	1	0	0	0	2
At 31 March 2017	43,213	5,404	142	654	0	216	49,629
Depreciation and impairments							
At 1 April 2016	(1,334)	(4,250)	(129)	0	0	0	(5,713)
Depreciation charge	(872)	(259)	(5)	0	0	0	(1,136)
Impairment losses / reversals to RR	0	0	0	0	0	0	0
Impairment losses / reversals to SDPS	0	0	0	0	0	0	0
Disposals	69		0	0	0	0	69
Write out balances on revalued assets	156	0	0	0	0	0	156
Other movements	0	0	0	0	0	0	0
At 31 March 2017	(1,981)	(4,509)	(134)	0	0	0	(6,624)
Balance sheet amount as 31 March 2017	41,232	895	8	654	0	216	43,005
Balance sheet amount as 31 March 2016	42,096	1,066	12	654	245	0	44,073
RR = Revaluation reserve							
SDPS = Surplus or deficit on the provision of services							

Depreciation

Where required, assets are depreciated in equal annual amounts over the assumed life of the asset. The following useful lives have been used:

- Buildings – on an individual basis as assessed by the valuer
- Vehicles, equipment, CCTV, computer hardware – 5 years
- Parks equipment, running track, boilers, large plant – 10 years
- Infrastructure assets (sewage treatment works) – 10 years
- Special items individually assessed (including heritage assets)

Capital commitments

As at the end of March 2018 the council had capital commitments on a number of contracts in 2017/18 and future years, budgeted to cost £2.1 million. The commitments are:

- Capital grants awarded - £0.2 million
- Leisure contracts - £1.9 million

Revaluations

The council has a rolling programme that ensures that all property, plant and equipment required to be measured at current value or fair value as appropriate, is revalued every five years. Any assets that may be subject to special conditions will be valued more often, as required.

The council's operational assets have been valued as at 9 March 2018 by Sanderson Weatherall in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors (RICS Red Book, UK Appendix 5). The council's contracted estates manager has confirmed that there has been no material change in the value of properties from 31 January 2016 to 31 March 2018.

The significant assumptions applied in estimating the 2017/18 values are that:

- There is no contamination problem nor deleterious/hazardous substance present;
- Good title can be shown and that the properties comply with all legal and statutory requirements regarding either the structure or its existing /past usage,
- There will be an adequate level of expenditure on repairs and maintenance.

Table 6c Revaluations property, plant and equipment					
	Land & buildings	Vehicles, plant & equipment	Infrastructure & community assets	Assets under construction	Total
	£000	£000	£000	£000	£000
Carried at historical cost	474	5,278	141	0	5,893
Valued at fair value as at:					
31 January 2014	31,237	0	0	0	31,237
31 January 2015	0	0	654	0	654
31 January 2016	11,964	38	0	0	12,002
31 January 2017	(462)	87	0	216	(159)
31 January 2018	415	74	243	1,007	1,739
Total value	43,628	5,477	1,038	1,223	51,366

The council has no surplus assets.

7. Investment properties

Income and expenditure in respect of investment properties is shown on the face of the CIES.

There are no restrictions on the council's ability to realise the value inherent in its investment property or on the council's right to the remittance of income and the proceeds of disposal. The council has no contractual obligations to purchase, construct or develop investment property or repairs, maintenance or enhancement.

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

Investment properties movement in fair value		
2016/17 £000		2017/18 £000
8,210	Balance at 1 April	8,455
0	Disposals	(13)
245	Reclassifications	0
0	Changes in fair value	969
8,455	Balance at 31 March	9,411

Fair value hierarchy

All the council's investment properties have been value assessed as level 2 on the fair value hierarchy for valuation purposes (see accounting policy xxii for an explanation of fair value levels).

Valuation techniques used to determine level 2 for values for investment property

The fair value of investment property has been measured using a market approach, which takes into account quoted prices for similar assets in active markets, existing lease terms and rentals, research into market evidence including market rentals and yields, the covenant strength for existing tenants, and data and market knowledge gained in managing the council's investment asset portfolio. Market conditions are such that similar properties are actively purchased and sold and the level of observable inputs are significant, leading to the properties being categorised as level 2 on the fair value hierarchy.

There has been no change in the valuation techniques used during the year for investment properties.

Highest and best use

In estimating the fair value of the council's investment properties, the highest and best use is their current use.

Valuation process for investment properties

The council's investment property has been valued as at 31 January 2016 by Bruton Knowles in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. The council's contracted estates manager has confirmed that there has been no material change in the value of investment properties from 31 January 2016 to 31 March 2018.

8. Financial instruments

The borrowings and investments disclosed in the balance sheet are made up of the following categories of financial instruments:

	Long-term		Current	
	31 March 2017	31 March 2018	31 March 2017	31 March 2018
	£000	£000	£000	£000
Investments				
Loans and receivables (principal amount)	6,000	8,000	28,008	45,500
Cash equivalents	0	0	7,479	7,540
Plus accrued interest	0	0	116	219
Loans and receivables at amortised cost	6,000	8,000	35,603	53,259
Available-for-sale financial assets	2,541	2,661	0	0
Total investments	8,541	10,661	35,603	53,259
Debtors				
Financial assets carried at contract amounts	5,947	5,976	4,218	6,335
Total debtors	5,947	5,976	4,218	6,335
Creditors				
Financial liabilities carried at contract amount	0	0	6,366	4,743
Total creditors	0	0	6,366	4,743

- (1) Under accounting requirements, the carrying value of the financial instrument value is shown in the balance sheet which includes the principal amount borrowed or lent and further adjustments for breakage costs including accrued interest. Accrued interest is shown separately in current assets/liabilities where payments/receipts are due within one year. The effective interest rate is effectively accrued interest receivable under the instrument, adjusted for the amortisation of any premiums or discounts reflected in the purchase price
- (2) Available-for-sale financial assets – the council holds £2.7 million in the CCLA pooled property fund.

Financial instrument gains/losses

The gains and losses recognised in the income and expenditure account in relation to financial instruments are made up as follows:

Table 8b Financial instrument gains and losses		
2016/17 £000	Loans and receivables	2017/18 £000
582	Investment income (interest, dividends, gains/loss on disposal)	610
(40)	Net increase in fair value	120
542	Net gain/(loss) for the year	730

Fair values of assets and liabilities

Financial liabilities and financial assets represented by loans and receivables, long-term debtors and creditors are carried in the balance sheet at amortised cost (in long term assets / liabilities with accrued interest in current assets / liabilities). 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:

- For loans receivable, prevailing benchmark rates have been used to provide the fair value;
- where an instrument will mature within the next 12 months, the fair value is taken to be the carrying amount;
- no early repayment or impairment is recognised;
- the fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

Table 8c Fair value of assets and liabilities carried at amortised cost				
31 March 2017			31 March 2018	
Carrying amount £000	Fair Value £000		Carrying amount £000	Fair Value £000
15,841	15,841	Short term creditors	17,421	17,421
15,841	15,841	Total liabilities	17,421	17,421
270	270	Cash and cash equivalents	12	12
7,220	7,222	Money market funds	7,540	7,544
28,008	28,051	Short term investments	45,500	45,661
6,000	6,071	Long term investments	8,000	8,054
2,541	2,541	Available for sale investments	2,661	2,661
5,344	5,344	Short term debtors	7,242	7,242
5,947	5,947	Long term debtors	5,977	5,977
55,330	55,446	Total assets	76,932	77,151

The fair values for loans and receivables include accrued interest.

The comparator market rates prevailing have been taken from indicative investment rates at the balance sheet date. In practice, rates will be determined by the size of the transaction and the counterparty, but it is impractical to use these figures and the difference is likely to be immaterial.

Short term debtors and creditors are carried at cost as this is a fair approximation of their value.

9. Debtors

31 March 2017			31 March 2018	
Long term £000	Short term £000		Long term £000	Short term £000
0	549	Central government bodies	0	638
0	2,038	Other local authorities	0	3,380
5,947	2,757	Other entities and individuals	5,977	3,224
5,947	5,344	Total debtors	5,977	7,242

10. Cash and cash equivalents

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

31 March 2017 £000		31 March 2018 £000
1	Cash held by the council	1
676	Bank current and instant access accounts	(1,666)
7,220	Money market funds	7,540
7,897	Total cash and cash equivalents	5,875

11. Assets held for sale

At the balance sheet date, the council has no material assets held for sale.

12. Short-term creditors

31 March 2017 £000		31 March 2018 £000
(2,338)	Central government bodies	(2,476)
(8,728)	Other local authorities	(11,637)
(4,775)	Other entities and individuals	(3,308)
(15,841)	Total short-term creditors	(17,421)

13. Provisions

The provision in 2017/18 represents amounts set aside to meet future business rate appeals liabilities.

Provisions	£000
Balance at 1 April 2017	(1,662)
Business rate appeals - movement in year	(783)
Balance at 31 March 2018	(2,445)

14. Unusable reserves

Revaluation reserve

The revaluation reserve contains the gains made by the council arising from increases in the value of its property, plant and equipment (including 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.
- 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.

Table 14a Revaluation reserve		
2016/17 £000		2017/18 £000
(5,179)	Balance at 1 April	(5,673)
(730)	Upward revaluation of assets	(7,997)
0	Downward revaluation of assets and impairment losses not charged to the surplus/deficit on the provision of services	234
(730)	Surplus or deficit on revaluation of non current assets not posted to the surplus or deficit on the provision of services	(7,763)
101	Difference between fair value depreciation and historical cost depreciation	111
101	Amount written off to the capital adjustment account	111
135	Other	434
(5,673)	Balance at 31 March	(12,891)

Available for sale financial instruments reserve

The available for sale financial instruments reserve contains the gains made by the council arising from increases in the value of its investments that have quoted market prices or otherwise do not have fixed or determinable payments. The balance is reduced when investments with accumulated gains are:

- Revalued downwards or impaired and the gains are lost;
- disposed of and the gains are realised.

Table 14b Available for sale financial instruments reserve		
2016/17 £000		2017/18 £000
(581)	Balance at 1 April	(541)
40	Revaluation of investments	(121)
(541)	Balance at 31 March	(662)

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 CIES (with reconciling postings from the revaluation reserve to convert fair value figures to a historical cost basis). The account is credited with the amounts set aside by the council as finance for the costs of acquisition, construction and enhancement.

The account contains accumulated gains and losses on investment properties and gains recognised on donated assets that have yet to be consumed by the council. 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 4 provides details of the source of all the transactions posted to the account, apart from those involving the revaluation reserve.

Table 14c Capital adjustment account		
2016/17 £000		2017/18 £000
(47,240)	Balance at 1 April	(45,884)
	Reversal of items relating to capital expenditure debited to or credited to the CIES:	
1,138	Charges for depreciation and impairment of non current assets	998
(140)	Revaluations (gains)/losses on property, plant and equipment	(633)
58	Amortisation of intangible assets	43
4,697	Revenue expenditure funded from capital under statute	2,117
0	Movement in the fair value of investment properties	0
727	Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the CIES	6,830
(101)	Adjusting amounts written out to the revaluation reserve	0
	Capital financing applied in year:	
(3,784)	Use of the capital receipts reserve to finance new capital expenditure	(2,405)
(1,240)	Capital grants and contributions credited to the CIES that have been applied to capital financing	(820)
1	Other adjustments	(242)
(45,884)	Balance at 31 March	(39,996)

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 council accounts for post-employment benefits in the CIES as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the council makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the pensions reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

Table 14d Pensions reserve		
2016/17 £000		2017/18 £000
37,895	Balance at 1 April	45,462
6,811	Remeasurement of the net defined benefit liability/(asset) actuarial gain/(loss)	(3,837)
2,182	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	2,850
(1,426)	Employer's pensions contributions and direct payments to pensioners payable in the year	(1,377)
45,462	Balance at 31 March	43,098

Deferred capital receipts reserve

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

Table 14e Deferred capital receipts reserve		
2016/17 £000		2017/18 £000
(5,909)	Balance at 1 April	(5,888)
(13)	New deferred capital receipts received in year	(49)
34	Transfer to the capital receipts reserve upon receipt of cash	20
(5,888)	Balance at 31 March	(5,917)

Collection fund adjustment account

The collection fund adjustment account manages the differences arising from the recognition of council tax income in the CIES 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.

Table 14f Collection fund adjustment account		
2016/17 £000		2017/18 £000
1,548	Balance at 1 April	195
(1,353)	Amount by which council tax and non-domestic rates income credited to the CIES is different from council tax income and non-domestic rates calculated for the year in accordance with statutory requirements	269
195	Balance at 31 March	464

15. Interest received and interest paid

The cash flow for operating activities includes the following items:

2016/17 £000		2017/18 £000
462	Interest received	485
120	Dividends received	125
582	Total interest and dividends received	610

16. Expenditure and income analysed by nature

The authority's expenditure and income is analysed as follows:

2016/17 £000		2017/18 £000
	Expenditure	
9,920	Employee benefits expenses	2,606
46,280	Other services expenses	53,819
1,197	Depreciation and amortisation	0
21,054	Business rates tariff	19,842
3,441	Precepts and levies	3,680
1,281	Net interest on net defined benefit liability or asset	1,231
83,173	Total expenditure	81,178
	Income	
(39,658)	Fees, charges and other service income	(40,189)
(1,267)	Interest, investment income and income from investment property	(1,229)
(32,851)	Income from council tax and non-domestic rates	(31,979)
(5,069)	Government grants and contributions	(4,756)
(1,782)	Recognised capital grants and contributions	(1,979)
(141)	Gain on revaluation of assets	0
(82)	Gain on the disposal of assets	(5,410)
(80,850)	Total income	(85,542)
2,323	(Surplus)/deficit on the provision of services	(4,364)

17. Members' allowances

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

2016/17 £000	Members' allowance	2017/18 £000
176	Basic allowance	176
94	Special responsibility allowance	99
8	Expenses	7
278		282

18. Employees benefits

Officers' remuneration

Vale of White Horse District Council and South Oxfordshire District Council share a joint Senior Management Team. The employees detailed below therefore work across the two authorities, the costs are shared with South Oxfordshire DC contributing 50 percent and Vale of White Horse DC contributing 50 percent towards the costs. All senior officers are employed by South Oxfordshire DC.

A senior employee is one who earns a salary in excess of £150,000 (there are none of these in the council), or holds a designated position (with a salary in excess of £50,000) – these are detailed in the table below:

Table 18a Senior officers emoluments statutory						
Post title	Financial year	Salary (including fees & allowances)	Expenses	Total remuneration excluding pension contributions	Pension contributions	Total remuneration including pension contributions
		£	£	£	£	£
Head of paid service (1)	2017/18	320,455	300	320,755	12,738	333,493
	2016/17	138,727	583	139,310	17,063	156,373
Chief finance officer (section 151 officer)	2017/18	116,450	2,632	119,082	8,840	127,922
	2016/17	78,579	1,233	79,812	9,665	89,477
Monitoring officer	2017/18	85,400	339	85,739	11,238	96,977
	2016/17	79,623	167	79,790	9,794	89,584

(1) During 2017/18 the Head of Paid Service left. Pending the recruitment for a replacement Head of Service this position was covered by an employee from an agency who was later appointed to the position. The analysis of costs is as follows:

2016/17 Officer 1 £81,667, Officer 2 £57,060.
2017/18 Officer 2 £215,456, Officer 3 £104,999.

The chief finance officer and monitoring officer are also heads of service.

The spot point pay level for heads of service is as follows:

Table 18b Spot pay point - heads of service non statutory			
2016/17 £	Heads of service	Number	2017/18 £
78,579	Heads of service at 1 April 2017	7	79,601
	Heads of service at 1 August 2017	5	89,601
	Interim Heads of service at 1 August 2017	3	79,601
	Heads of service at 1 March 2018	7	89,601
	Interim Heads of service at 1 March 2018	1	89,601

In 2017/18 there was a major re-organisation of the Council's management team and the two strategic director posts were removed. Heads of Service were given additional responsibility and an additional Head of Service post was created. Whilst the restructure was in process interim heads of service were in place, replaced by appointed Heads of Service as the re-organisation progressed. In total the council employs eight heads of service (seven heads of service and one interim head of service). Payment to HAYS of £50,150 was made for a chief operating officer until 30 June 2017. This officer became the Head of Paid Service on 1 July 2017.

The council is also obliged to disclose the numbers of other employees that were paid a salary in excess of £50,000 (these numbers do not include the senior officers detailed above). The number of employees whose remuneration, excluding employer's pension contributions, was £50,000 or more in bands of £5,000 were:

Table 18c Employee remuneration over £50,000		
Number of VWHDC employees		
2016/17	Remuneration band £	2017/18
4	50,000 - 54,999	3
1	55,000 - 59,999	0
1	60,000 - 64,999	2

Under the shared working arrangements, the council recharged a total of £1,640,048 of its salary costs to South Oxfordshire District Council, which in turn recharged £3,750,735 of its salary costs to this council. Payment to HAYS of £50,150 was made for a chief operating officer until 30 June 2017. This officer became the Head of Paid Service on 1 July 2017.

Termination benefits

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

Table 18d Exit packages								
Exit package cost band (including special payments)	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band £	
	2016/ 17	2017/ 18	2016/ 17	2017/ 18	2016/ 17	2017/ 18	2016/ 17	2017/ 18
£0 - £20,000	0	0	1	0	1	0	3,282	0
£70,000 - £75,000	0	0	1	0	1	0	72,196	0
Total	0	0	2	0	2	0	75,478	0

Post-employment benefits – Defined benefit pension schemes

Participation in pension schemes

As part of the terms and conditions of employment of its officers, the council makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the council has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement.

The council participates in The Local Government Pension Scheme (LGPS). The LGPS is a defined statutory scheme administered in accordance with the Local Government Scheme regulations 2013, is contracted out of the State Second Pension and currently provides benefits based on career average revalued salary and length of service on retirement.

The administering authority for the Fund is Oxfordshire County Council. The Pension Fund Committee oversees the management of the Fund whilst the day to day fund administration is undertaken by a team within the administering authority. Where appropriate some functions are delegated to the Fund's professional advisers.

Contributions are set every three years as a result of the actuarial valuation of the Fund required by the Regulations. The next actuarial valuation of the Fund will be carried out as at 31 March

2019 and sets contributions for the period 1 April 2020 to 31 March 2023. There are no minimum funding requirements in the LGPS but the contributions are generally set to target a funding level of 100 per cent using the actuarial valuation assumptions.

On the employer's withdrawal from the Fund, a cessation valuation will be carried out in accordance with Regulation 64 of the LGPS Regulations 2013 which will determine the termination contribution due by the Employer, on a set of assumptions deemed appropriate by the Fund Actuary.

This is a funded defined benefit career, meaning that the council and employees pay contributions into a fund, calculated at a level intended to balance the pension's liabilities with investment assets. The fund has an independent global custodian, BNP Paribas, whose main duties include the safekeeping of the fund's investments, the collection of income and the execution of corporate actions, such as company mergers or takeovers.

In addition, arrangements for the award of discretionary post-retirement benefits are awarded upon early retirement. This is an unfunded defined benefit arrangement under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pension liabilities, and cash has to be generated to meet actual pension payments as they fall due

In general, participating in a defined benefit pension scheme means that the Employer is exposed to a number of risks:

- Investment risk. The Fund holds investment in asset classes, such as equities, which have volatile market values and while these assets are expected to provide real returns over the long-term, the short-term volatility can cause additional funding to be required if a deficit emerges.
- Interest rate risk. The Fund's liabilities are assessed using market yields on high quality corporate bonds to discount future liability cash flows. As the Fund holds assets such as equities the value of the assets and liabilities may not move in the same way.
- Inflation risk. All of the benefits under the Fund are linked to inflation and so deficits may emerge to the extent that the assets are not linked to inflation.
- Longevity risk. In the event that the members live longer than assumed a deficit will emerge in the Fund. There are also other demographic risks.

In addition, as many unrelated employers participate in the Oxfordshire County Council Pension Fund, there is an orphan liability risk where employers leave the Fund but with insufficient assets to cover their pension obligations so that the difference may fall on the remaining employers.

All of the risks above may also benefit the Employer e.g. higher than expected investment returns or employers leaving the Fund with excess assets which eventually get inherited by the remaining employers.

These risks are also mitigated to a certain extent by the statutory requirements to charge to the general fund the amounts required by statute.

Transactions relating to retirement benefits

The cost of retirement benefits is recognised in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge made against council tax is based on the cash payable in the year, so the real cost of post-employment / retirement benefits is reversed out of the general fund via the movement in reserves statement. The following transactions have been made in the CIES and the general fund balance via the movement in reserves statement during the year:

Table 18e Transactions relating to retirement benefits		
2016/17 £000		2017/18 £000
	Cost of services:	
868	Service cost	1,619
33	Administrative expenses	0
	Financing and investment income and expenditure	
1,281	Net interest expense	1,231
2,182	Total post employment benefit charged to the surplus or deficit on the provision of services	2,850
	Other post employment benefit charged to the CIES	
(8,581)	Remeasurement of the net defined benefit liability comprising: Return on plan assets (excluding the amount included in the net interest expense)	(374)
(1,030)	Actual gain and losses arising on changes in demographic assumptions	205
18,492	Actual gain and losses arising on changes in financial assumptions	(3,668)
(2,070)	Other	0
8,993	Total post employment benefit charges to the comprehensive income and expenditure statement	(987)
	Movement in Reserves Statement	
(2,182)	Reversal of net charges made to the surplus or deficit for the Provision of Services for post employment benefits in accordance with the code	(2,850)
	Actual amount charged against the general fund balance for pensions in the year:	
1,426	Employers' contributions payable to scheme	1,377

Pensions assets and liabilities recognised in the balance sheet

The amount included in the balance sheet arising from the authority's obligation in respect of its defined benefit plans is as follows:

Table 18f Pension assets and liabilities recognised in the balance sheet		
2016/17 £000		2017/18 £000
58,075	Fair value of employer assets	58,749
(101,465)	Present value of funded liabilities	(99,678)
(2,072)	Present value of unfunded liabilities	(2,169)
(45,462)	Net liability arising from defined benefit obligation	(43,098)

Table 18g Reconciliation of the movements in fair value of the scheme asset		
LGPS 2016/17 £000		LGPS 2017/18 £000
49,668	Opening balance at 1 April	58,075
1,668	Interest on assets	1,551
8,581	Return on assets less interest	374
142	Other actuarial gains / (losses)	0
(33)	Administration expenses	0
(382)	Settlement prices received / (paid)	0
1,426	Employer contributions	1,377
294	Contributions by scheme participants	292
(3,289)	Benefits paid	(2,920)
58,075	Closing present value of scheme assets	58,749

Table 18h Reconciliation of present value of the scheme liabilities				
Funded liabilities 2016/17 £000	Unfunded liabilities 2016/17 £000		Funded liabilities 2017/18 £000	Unfunded liabilities 2017/18 £000
(85,556)	(2,007)	Opening balance at 1 April	(101,465)	(2,072)
(1,071)	0	Current service cost	(1,619)	0
(2,881)	(68)	Interest cost	(2,728)	(54)
(294)	0	Contributions by scheme participants	(292)	0
993	37	Actual gain and losses arising on changes in demographic assumptions	0	0
(18,280)	(212)	Actual gain and losses on changes in financial assumptions	3,654	14
2,485	28	Other	0	(205)
3,139	150	Benefits paid	2,772	148
(101,465)	(2,072)	Closing present value of liabilities	(99,678)	(2,169)

The discretionary benefits arrangements have no assets to cover its liabilities. The Local Government Pension Scheme's assets consist of the following categories.

Table 18i Breakdown of fund assets at fair value								
2016/17					2017/18			
Quoted £000	Non quoted £000	Total £000	%		Quoted £000	Non quoted £000	Total £000	%
15,960	22,980	38,940	67	Equities	16,005		16,005	27
	3,769	3,769	7	Property				
				Bonds:				
6,294		6,294	11	Government bonds	5,973		5,973	10
1,918		1,918	3	Corporate bonds				
				Other	1,047		1,047	2
				Private equity	549	1,784	2,333	4
	4,561	4,561	8	Other investment funds		30,873	30,873	53
				Foreign exchange	23		23	0
3,593		2,593	4	Cash and cash equivalents	2,495		2,495	4
27,765	31,310	58,075	100	Total	26,092	32,657	58,749	100

Basis for estimating assets and liabilities

In order to assess the value of the Council's liabilities in the Fund as at 31 March 2018, we have rolled forward the value of the Council's liabilities calculated at the latest formal valuation date of 31 March 2016, allowing for the different financial assumptions required under the Accounting Standard at the reporting date.

In calculating the current service cost, we have allowed for changes in the Council's pensionable payroll as estimated from the contribution information provided. In calculating the asset share, we have rolled forward the Council's share of the assets calculated at the latest formal valuation date allowing for: investment returns, the effect of contributions paid into, and estimated benefits paid from, the Fund by the Council and its employees.

In preparing the balance sheet at 31 March 2018 and the revenue account to 31 March 2018 no allowance is made for the effect of changes in the membership profile since the last formal valuation date. The principal reason for this is that insufficient information is available to allow for any such adjustment. However, the effect is likely to be immaterial in actual terms.

Whilst the liabilities calculated under the Accounting Standard include an allowance for some premature retirements on the grounds of ill-health, there is no allowance for early retirements on grounds of redundancy or efficiency other than those actual cases notified.

It is not possible to assess the accuracy of the estimated rolled-forward liability without conducting a full valuation using updated individual member data. Such a valuation is generally not practical in the time available to meet the council's reporting requirements. The estimated rolled-forward liability as at 31 March 2018 will therefore not reflect differences in demographic experience from that assumed (e.g. pensioner longevity) or the impact of differences between aggregate changes in salary/pension or changes for specific individuals.

We have no reason to believe that the approximations used in rolling forward the valuation to 31 March 2018 will introduce any undue distortion in the results.

The employer currently participates in the South Oxfordshire District Council pool with other employers in order to share experience of risks they are exposed to in the Fund. At the 2016 valuation, the deficit for the whole pool was calculated and allocated to each employer in proportion to their value of liabilities. The next reallocation will be carried out at the 2019 valuation, should the Employer remain in the pool. Each employer within the pool pays a contribution rate based on the cost of benefits of the combined membership of the pool.

We have adopted a set of demographic assumptions that are consistent with those used for the most recent Fund valuation, which was carried out as at 31 March 2016. The post retirement mortality tables adopted are the S2PA tables with a multiplier of 90 per cent. These base tables are then projected using the CMI 2015 Model, allowing for a long-term rate of improvement of 1.5 per cent per annum.

Table 18j Principal actuarial assumptions		
2016/17		2017/18
	Long-term expected rate of return on assets in the scheme:	
2.7%	All assets	2.7%
	Mortality assumptions	
	Longevity at 65 for current pensioners - retiring today:	
23.4yrs	Men	23.4yrs
25.5yrs	Women	25.5yrs
	Longevity at 65 for future pensioners - retiring in 20 years:	
25.6yrs	Men	25.6yrs
27.8yrs	Women	27.8yrs
	Other assumptions	
3.6%	Inflation - RPI	3.4%
2.7%	Inflation - CPI	2.4%
4.2%	Rate of general increase in salaries	3.6%
2.7%	Rate of increase to pensions	2.4%
2.7%	Discount rate	2.6%

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

Other assumptions are that:

- Members will exchange half of their commutable pension for cash at retirement;
- members will retire at one retirement age for all tranches of benefit, which will be the pension weighted average tranche retirement age; and
- the proportion of members that had taken up the 50:50 option at the previous valuation date will remain the same.

Table 18k Sensitivity analysis		
Change in assumption at 31 March 2018:	Approximate increase in employer liability	
	%	£000
0.5% decrease in real discount rate	8	8,199
0.5% increase in the salary increase rate	1	877
0.5% increase in the pension increase rate *	7	7,223

* Pension increases and deferred revaluation are linked to inflation (CPI)

In order to quantify the impact of a change in the financial assumptions used we have calculated and compared the value of the scheme liabilities as at 31 March 2018 on varying bases. The approach taken is consistent with that adopted to derive the IAS 19 figures provided.

The principal demographic assumption is the longevity assumption (i.e. member life expectancy). For sensitivity purposes we estimate that a one year increase in life expectancy would approximately increase the employer's Defined Benefit Obligation by around 3-5%. In practice the actual cost of a one year increase in life expectancy will depend on the structure of the revised assumption (i.e. if improvements to survival rates predominantly apply to younger or older ages).

The above figures have been derived based on the membership profile of the employer as at the date of the most recent actuarial valuation.

Impact on the council's cash flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible, at a reasonable cost to the scheme employers and taxpayers, whilst ensuring the overall solvency of the fund. There are no minimum funding requirements, but contributions are generally set to target a funding level of 100 per cent. Funding levels are monitored regularly and the next triennial valuation is due to be completed on 31 March 2019.

The scheme will need to take account of the national changes to the scheme under the Public Pensions Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales may not provide benefits in relation to service after 31 March 2014. The Act provides for scheme regulations to be made within a common framework, to establish new career average re-valued earnings schemes to pay pensions and other benefits.

The actuarial estimate of the duration of the council's liabilities is 18 years. The council anticipates paying £1.2 million in contributions to the scheme in 2018/19.

19. External audit costs

The council has incurred the following costs in relation to the audit of the statement of accounts, certification of grant claims and statutory inspections and to non-audit services provided by the council's external auditors.

In 2017/18 external audit services were provided by Ernst & Young LLP (EY).

2016/17		2017/18
£000		£000
49	Fees payable with regard to external audit services carried out by the appointed auditor for the year	47
12	Fees payable to the external auditor for the certification of grant claims and returns for the year	12
61		59

20. Grant income

The council credited the following grants, contributions and donations to the CIES in 2017/18.

2016/17 £000		2017/18 £000
	Credited to taxation and non-specific grant income	
2,436	Retained business rates	2,093
9,361	Council tax income	10,043
669	Developers and other capital contributions	621
1,113	Disabled facilities grant	1,361
3,935	New homes bonus	4,155
0	Other	37
1,134	Revenue support grant	564
18,648	Total	18,874
	Credited to Services	
187	Business rates collection allowance	180
510	Didcot Garden Town	166
23	Electoral reform	13
0	Homelessness Support	96
314	Housing benefit - admin	251
27,771	Housing benefit - subsidy	26,798
92	Localising council tax admin subsidy	92
92	New burdens revenue and other grants	105
30	Neighbourhood planning	40
8	Universal credit	27
29,027		27,768

21. Related parties

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

Central government. 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, provides a large proportion of its funding in the form of grants and prescribes the terms of many of the transactions that the council has with other parties (e.g. housing benefits). Grants received from government are shown in note 20 above.

Precepts. Precept transactions in relation to Oxfordshire County Council, Police and Crime Commissioner for Thames Valley and the various town and parish councils, are shown within a note to the collection fund.

Members of the council. Councillors have direct control over the council's financial and operating policies. During the year no councillors have undertaken any declarable, material transactions with the council. Details of any transactions would be recorded in the register of members' interests, open to public inspection at the council's offices. This is in addition to a specific declaration obtained from all councillors in respect of related party transactions.

The council leader Matthew Barber was appointed Deputy Police & Crime Commissioner for Thames Valley on the 16 December 2016. This body is in receipt of community safety partnership funding which is administered through the council. No other related party transactions have been declared.

As at publication, all members had returned their declarations.

Members represent the council on various organisations. Appointments are reviewed annually, unless a specific termination date for the term of office applies. None of these appointments places the member in a position to exert undue influence or control.

Officers of the council. The senior officers of the council have control over the day to day management of the council and all heads of service and management team members have been asked to declare any related party transactions. For 2017/18 nothing was declared.

Other organisations. The council awards grants to support a number of voluntary or charitable bodies and individuals. It does not attempt to exert control through this.

22. Capital expenditure and capital financing

The total amount of capital expenditure incurred in the year is shown in the table below (including the value of assets acquired under finance leases), 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.

2016/17 £000		2017/18 £000
0	Opening capital financing requirement	0
	Opening balance adjustment	
	Capital investment	
303	Property, plant and equipment	1,081
0	Other	12
23	Intangible assets	17
4,697	Revenue Expenditure Funded from Capital Under Statute	2,117
	Sources of finance	
(3,783)	Capital receipts	(2,407)
(1,240)	Government grants and other contributions	(820)
0	Closing capital financing requirement	0
0	Increase/(decrease) in capital financing requirement	0

23. Leases

Council as lessee

Finance leases – the council has no finance leases.

Operating leases – the council has no material operating leases.

Council as lessor

Finance leases - The council recognised three long term leases in the 2015/16 accounts. The leases are:

- Abbey Shopping Centre, Abingdon – 250 year lease signed in 2012
- Tilsley Park, Abingdon - 125 year lease signed in 2014
- The Upper Reaches Hotel, Abingdon - 125 year lease signed in 1969

The council has a gross investment in the lease, made up of the minimum lease payments expected to be received over the remaining term and the residual value anticipated for the property when the lease comes to an end. The minimum lease payments comprise settlement of the long-term debtor for the interest in the property acquired by the lessee and finance income that will be earned by the council in future years whilst the debtor remains outstanding. The gross investment is made up of the following amounts:

Table 23a Interest in finance lease		
	2016/17 £000	2017/18 £000
Finance lease debtor (net present value of minimum lease payments):		
Non-current	0	0
Unearned finance income	3,512	3,699
Unguaranteed residual value of property	5,718	5,718
Gross investment in the lease	9,230	9,417

The gross investment in the lease and the minimum lease payments will be received over the following periods:

Table 23b Minimum finance lease payments				
	Gross investment in the lease		Minimum lease payments	
	2016/17 £000	2017/18 £000	2016/17 £000	2017/18 £000
Not later than 1 year	188	177	188	177
Later than 1 year and not later than 5 years	649	612	649	612
Later than 5 years	8,393	8,628	2,675	2,910
Total	9,230	9,417	3,512	3,699

Operating leases – the council leases out property and equipment under operating leases for the following purposes:

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

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

Table 23c Future minimum lease payments receivable		
31 March 2017 £000		31 March 2018 £000
1,748	Not later than one year	756
3,086	Later than one year and not later than five years	2,072
1,677	Later than five years	1,287

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2017/18, no contingent rents were receivable by the council (2016/17 nil also).

24. Contingent liabilities

At 31 March 2018, the council had identified the following contingent liabilities:

- Compensation claims for injury and or damage. The majority of claims for compensation are individually immaterial. They relate to personal injuries sustained where the Authority is alleged to be at fault (for example, through a failure to repair a pavement properly). Provision has not been made for such claims as the authority's liability is limited to the individual excess on the policy, which in most cases is £5,000. Until claims are settled by the authority's insurers, the cost of the excess cannot be recognised. It is also considered that collectively the sum of these claims in any one year is not material.
- There is a contingent liability relating to NNDR. This is due to an uncertainty around whether the Valuation Office will categorise NHS properties as charitable which could result in backdating of charitable relief.

25. Contingent assets

At 31 March 2018, the council had no contingent assets.

26. Nature and extent of risks arising from financial instruments

The council's activities expose it to a variety of risks. The main risks are:

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

The council's treasury management procedures focus on the unpredictability of financial markets and seek to minimise potential adverse effects on the resources available to fund services.

The treasury team carry out the procedures for risk management which are set out in the approved policies which cover specific areas such as interest rate risk, credit risk and the investment of surplus cash. The procedures are set out through a legal framework based on the Local Government Act 2003 and associated regulations. These require the council to comply with the CIPFA prudential code, the CIPFA code of practice on treasury management in the public services and investment guidance issued through the Act.

Credit risk

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

The risk is managed through the council's Annual Investment Strategy, which requires that deposits are only placed with financial institutions that meet the identified minimum credit criteria, as laid down by Fitch, Moody's and Standard & Poors credit ratings services. The strategy also sets out the maximum amounts and time limits that an investment can be made with a financial institution within each category.

The credit criteria in respect of financial assets held by the authority at 31 March 2018 are as detailed as follows:

Table 26a Credit criteria							
Deposits with banks and other financial institutions	Min. Rating			Other Criteria	Counterparty Limit £000	Amount at 31 March 2018 £000	Maturity Limit
	Fitch	Moody's	S & P				
Banks							
Close Brothers	F1	P-1			7,500	6,000	2 years
Goldman Sachs International	F1	P-1	A-1		7,500	6,000	2 years
Lloyds	F1	P-1	A-1		10,000	10,000	3 years
Building Societies							
Principality				assets > £5,000m	5,000	3,000	12 months
Skipton				assets > £5,000m	5,000	5,000	12 months
Newcastle				assets > £3,000m	3,500	1,500	12 months
Nottingham				assets > £3,000m	3,500	2,000	12 months
Cumberland				assets > £1,000m	3,000	2,000	12 months
National Counties				assets > £1,000m	3,000	2,000	12 months
Saffron				assets > £1,000m	3,000	3,000	12 months
Money Market Funds							
Goldman Sachs				AAA	20,000	4,540	Liquid
LGIM				AAA	20,000	3,000	Liquid
Local authorities							
Kingston upon Hull					20,000	4,000	25 years
Slough Borough Council					20,000	2,000	25 years
Wirral Council					20,000	3,000	25 years
Housing Associations							
Places for People Homes		P-1			7,500	4,000	2 years
Property funds							
CCLA Property Fund					3,000	2,000	Variable
Total						63,040	

The full annual investment strategy for 2017/18 was approved by full council on 15 February 2017 and is available on the council's website.

The council's maximum exposure to credit risk in relation to its investments in banks and building societies cannot be assessed generally as the risk of any institution failing to repay the principal sum will be specific to each institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of non-recoverability applies to all the councils' deposits but there was no evidence at 31 March 2018 that this was likely to crystallise.

In November 2017, due to the high level of balances held and with the impending sale of West Way shopping centre, the Head of Finance approved an increase in the limit for Lloyds Bank from £7.5 million to £10 million under delegated powers until the end of March 2018. An investment of £10 million was subsequently placed with Lloyds Bank at the end of January 2018 upon completion of the sale of West Way. The limit for Lloyds Bank (and other similarly rated banks) was increased to £10 million on a permanent basis when the Treasury Management Strategy for 2018/19 was approved by Council in February 2018.

Customers for goods and services are assessed, taking into account their financial position, past experience and other factors, with individual credit limits being set in accordance with internal ratings in accordance with parameters set by the council.

A provision is made for bad debt based on the debtors' information at the year end. The 'past due' amount is analysed below. During the reporting period the council held no collateral as security.

Table 26b below analyses the short-term debt figure by age.

Table 26b Short term debtors aged debt analysis	
	Total £000
Less than three months	3,633
Three months to six months	528
Six months to one year	679
Over one year	2,402
Total	7,242

Statutory debts are included in the figures above to enable comparison with the short term debtors total as shown in the balance sheet and in note 9.

Liquidity risk

The council manages its liquidity position through the risk management procedures set out in the treasury management strategy, as well as comprehensive cash management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the council is able to access borrowing from the money markets and the Public Works Loans Board.

The council is required to provide a balanced budget through the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. Therefore, there is no significant risk that the council will be unable to raise finance to meet its commitments under financial instruments.

The council has no debt and therefore is not exposed to refinancing risk of loans at this time. All trade and other payables are due to be paid in less than one year.

Refinancing and maturity risk

The council maintains an investment portfolio. There is a longer-term risk to the council which relates to managing the exposure to replacing financial instruments as they mature.

Treasury indicator limits placed on investments for over one year in duration are used to manage this risk. The council approved treasury and investment strategies address the main risks and the central treasury team manage the operational risks within the approved limits. This includes monitoring the maturity profile of investments to ensure sufficient liquidity is available for the council's day to day cash flow needs, and the spread of longer term investments provide stability of maturities in relation to longer term cash flow needs.

The maturity analysis of financial assets, excluding sums due from customers is as follows:

Table 26c Refinancing and maturity risk		
31 March 2017 £000		31 March 2018 £000
35,220	Less than 1 year	53,040
2,000	Between one and two years	4,000
0	Between two and three years	4,000
6,541	More than three years	2,661

Market risk

a) Interest rate risk. The council is exposed to some risk in terms of its exposure to interest rate movements on its investments. Movements in interest rates have a complex impact on the council, depending on how variable and fixed interest rates move across differing financial instrument periods. A rise in interest rates would have the following effects:

- investments at variable rates – the interest income credited to the surplus or deficit on the provision of services will rise
- investments at fixed rates – the fair value of the assets will fall.

Changes in interest receivable on variable rate investments will be posted to the surplus or deficit on the provision of services and affect the general fund balance.

The council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together council's prudential and treasury indicators and its expected treasury operations, including forecast interest rate movements.

According to this assessment strategy, at 31 March 2018, if interest rates had been one per cent higher with all other variables held constant, the financial effect would be:

Table 26d Interest rate risk		
2016/17 £000		2017/18 £000
(72)	Increase in interest receivable on variable rate investments	(75)
(72)	Impact on surplus or deficit on the provisions of services	(75)

The impact of a one per cent fall in interest rates would be as above but with the movements being reversed.

b) Price risk. The council holds an investment in a pooled property fund with shares to the value of £2.7 million. Whilst this investment holding is generally for interest earning potential, the council is exposed to losses and gains arising from the movement in prices of the shares held.

The shares are classified as available-for-sale financial assets. This means that all movements in price will impact on gains and losses recognised in the available for sale financial instruments reserve.

A movement of five per cent in the price of shares (positive or negative) would result in a £0.1 million gain or loss being recognised in the available for sale financial instruments reserve.

The council is not in a position to limit its exposure to price movements by further diversifying its portfolio.

27. Critical judgements in applying accounting policies

In applying the accounting policies set out on pages 69 – 84, the council has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the statement of accounts are:

Leases

The council has examined its leases, and classified them as either operational or finance leases. In some cases the lease transaction is not always conclusive and the council uses judgement in determining whether the lease is a finance lease arrangement that transfers substantially all the risks and rewards incidental to ownership. In reassessing the lease the council has estimated the implied interest rate within the lease to calculate interest and principal payments.

Funding

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

Investment Properties

Investment properties have been estimated using the identifiable criteria under IAS 40 of being held for rental income or for capital appreciation. These properties have been assessed using these criteria, which is subject to interpretation.

28. Assumptions made about the future and other major sources of estimation uncertainty

Business rates

Since the introduction of Business Rates Retention Scheme effective from 1 April 2013, Local Authorities are liable for successful appeals against business rates charged to businesses in 2017/18 and earlier financial years in their proportionate share. Therefore, a provision has been recognised for the best estimate of the amount that businesses have been overcharged up to 31 March 2018. The estimate has been calculated using the Valuation Office Agency (VOA) ratings list of appeals and the analysis of successful appeals to date when providing the estimate of total provision up to and including 31 March 2018. The council's share of the balance of business rates appeals provision at this date amounted to £2.4 million. This has increased by £0.6 million from the previous year.

Property, plant and equipment

Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. If the council is

unable to sustain its current spending on repairs and maintenance this could bring into doubt the useful lives currently assigned to assets. If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that the annual charge for buildings would increase in these circumstances.

Debt impairment

At 31 March 2018 the council had a balance on short-term debtors of £ 9.2 million. A review of significant balances suggested that an impairment of doubtful debts of £1.9 million was appropriate. If collection rates were to deteriorate an increase in the amount of the impairment of the doubtful debts would be required.

Pensions

The estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discounts used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries (Barnett Waddington) is engaged (through Oxfordshire County Pension Fund) to provide the council with expert advice about the assumptions to be applied. Details of the pension liabilities are in note 18.

29. Material items of income and expenditure

The council's accounts include a material item in respect of the West Way Shopping Centre, which was sold in January 2018 for £12.4 million.

30. Events after the balance sheet date

There are no material events after the balance sheet date.

31. Accounting standards issued but not yet adopted

At the balance sheet date the following new standards and amendments to existing standards have been published but not yet adopted by the Code of Practice of Local Authority Accounting in the United Kingdom:

IFRS 9 Financial Instruments, which introduces extensive changes to the classification and measurement of financial assets, and a new "expected credit loss" model for impairing financial assets. The impact will be to reclassify assets currently classified as loans and receivables, and available for sale to amortised cost and fair value through other comprehensive income respectively based on the contractual cash flows and business model for holding the assets. There are not expected to be any changes in the measurement of financial assets. Assessment of the Council's financial assets does not anticipate any impairment.

IFRS 15 Revenue from Contracts with Customers presents new requirements for the recognition of revenue, based on a control-based revenue recognition model. The Council does not have any material revenue streams within the scope of the new standard.

IAS 7 Statement of Cash Flows (Disclosure Initiative) will potentially require some additional analysis of Cash Flows from Financing Activities in future years. If the standard had applied in 2017/18 there would be no additional disclosure because the Council does not have activities which would require additional disclosure.

IFRS 16 Leases will require local authorities that are lessees to recognise most leases on their balance sheets as right-of-use assets with corresponding lease liabilities (there is recognition for low-value and short-term leases). The council does not anticipate any impact from this change.

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Collection fund account

Total		Council tax	NDR	Total	
	INCOME				
(82,200)	Council tax payers	(88,129)	0	(88,129)	
(57,245)	Transfers from general fund: - Income from business ratepayers		(52,784)	(52,784)	
(139,445)		(88,129)	(52,784)	(140,913)	
	EXPENDITURE				
	Precepts and demands:				
63,773	- Oxfordshire County Council	69,013	0	69,013	
8,313	- Police and Crime Commissioner	8,743	0	8,743	
9,279	- Vale of White Horse District Council	10,021	0	10,021	
	Business Rates:				
26,749	- Payments to Government	0	24,935	24,935	
5,350	- Payments to Oxfordshire County Council	0	4,987	4,987	
21,399	- Payments to VWHDC	0	19,948	19,948	
185	- Cost of Collection	0	179	179	
	Bad and doubtful debts:				
468	- Provision for bad debts	256	1,454	1,710	3
(183)	- Provision for appeals	0	1,958	1,958	3
135,333		88,033	53,461	141,494	
(4,112)	(Surplus)/deficit for the year	(96)	677	581	
	COLLECTION FUND BALANCE				
2,353	Balance brought forward at 1 April	(3,177)	1,418	(1,759)	
(4,112)	(Surplus)/deficit for the year, as above	(96)	677	581	
(1,759)	Balance carried forward 31 March	(3,273)	2,095	(1,178)	
	Allocated to:				
709	- Government	0	1,048	1,048	
(2,348)	- Oxfordshire County Council	(2,573)	209	(2,364)	
(325)	- Police and Crime Commissioner	(326)	0	(326)	
205	- Vale of White Horse District Council	(374)	838	464	
(1,759)		(3,273)	2,095	(1,178)	

Notes to the collection fund account

1. Business rates (Non Domestic Rates)

Business rates are based on the rateable value of a property multiplied by a nationally determined rate (multiplier). The total amount collected by the council is paid into the national pool managed by central government. Each council then receives a redistributed amount from the pool based on an amount per head of population.

		£
NNDR rateable value as at 1 April 2017		143,880,979
NNDR rateable value as at 31 March 2018		144,451,729
National multipliers:	2016/17	2017/18
Small business non-domestic rating multiplier	48.4p	46.6
Non-domestic rating multiplier	49.7p	47.9

2. Council tax base calculation

Council tax income is derived from charges according to the value of residential properties. Properties are classified into eight valuation bands. The council, as billing authority, calculates its tax base in accordance with governance regulations. The number of properties shown in the table below reflects the various discounts and exemptions allowed and a weighting is applied to calculate the equivalent band D dwellings. The tax base calculation is as follows:

Band	Number of properties	Band multiplier	Band D equivalent
A	1,670	6/9	1,113
B	5,663	7/9	4,405
C	16,217	8/9	14,415
D	12,197	9/9	12,197
E	9,063	11/9	11,077
F	5,148	13/9	7,436
G	4,069	15/9	6,782
H	439	18/9	878
	54,466		58,303
Discounts and exemptions			(9,061)
Class O exempt properties			1,149
Sub total			50,391
Assumed losses on collection			(985)
Council tax base			49,406

3. Council tax/NDR bad debt provision and NDR provision for valuation appeals

The collection fund account provides for bad debts on council tax arrears on the basis of prior years' experience.

2016/17 £000	Council tax	2017/18 £000
(1,714)	Balance at 1 April	(1,812)
105	(Write back)/write off of debt during year	3
(203)	Net increase in provision	(256)
(1,812)	Balance 31 March	(2,065)

The council's proportion of these write offs and movement in provision are shown below.

2016/17 £000	Council tax	2017/18 £000
(195)	Balance at 1 April	(207)
12	(Write back)/write off of debt during year	0
(24)	Net increase in provisions during year	(24)
(207)	Balance at 31 March	(231)

The collection fund account also provides for bad debt on NDR arrears.

2016/17 £000	NDR	2017/18 £000
(997)	Balance at 1 April	(1,019)
243	(Write back)/write off of debt during year	1,032
(265)	Net increase in provisions during year	(1,454)
(1,019)	Balance 31 March	(1,441)

The council's proportion of these write offs and movement in provision are shown below.

2016/17 £000	NDR	2017/18 £000
(399)	Balance at 1 April	(408)
97	(Write back)/write off of debt during year	413
(106)	Net increase in provisions during year	(581)
(408)	Balance 31 March	(576)

The collection fund account also provides for provision for appeals against the rateable valuation set by the Valuation Office Agency not settled as at 31 March 2017.

2016/17 £000	NDR	2017/18 £000
(4,339)	Balance at 1 April	(4,156)
1,448	(Write back)/write off of debt during year	3,005
(1,265)	Net decrease/(increase) in provisions during year	(4,963)
(4,156)	Balance 31 March	(6,114)

The council's proportion of this provision is shown below.

2016/17 £000	NDR	2017/18 £000
(1,736)	Balance at 1 April	(1,662)
580	(Write back)/write off of debt during year	1,202
(506)	Net decrease/(increase) in provisions during year	(1,985)
(1,662)	Balance 31 March	(2,445)

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Statement of accounting policies

(i) General principles

The statement of accounts summarises the council's transactions for the 2017/18 financial year and its position at the year-end of 31 March 2018. The council is required to prepare an annual statement of accounts by 31 May 2018 and for the accounts to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Council Accounting in the United Kingdom 2017/18, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under the Accounts and Audit Regulations 2015.

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

(ii) Accruals of income and expenditure

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

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

(iii) Cash and cash equivalents

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

- cash and cash equivalents shall include bank overdrafts that are an integral part of the council's cash management;
- cash equivalents are held for the purpose of meeting short-term cash commitments rather than for investment purposes; and

- investments that can be liquidated or accessed within 30 days i.e. money market funds, call accounts and deposit accounts with a notice period of 30 days or less.

Equity investments are excluded from the definition.

(iv) Prior period adjustments, changes in accounting policies and estimates and errors

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

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

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

(v) Charges to revenue for non-current assets

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

- depreciation attributable to the assets used by the relevant service;
- revaluation and impairment losses on assets used by the service where there are no accumulated gains in the revaluation reserve against which the losses can be written off; and
- amortisation of intangible fixed assets attributable to the service.

The council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing required. As at 31 March 2018 this council has no borrowing requirement, so this contribution is not required. Depreciation, revaluation and impairment losses and amortisations are replaced by the contribution in the general fund balance, by way of an adjusting transaction with the capital adjustment account in the MiRS.

(vi) Employee benefits

Benefits payable during employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits for current employees. They are recognised as an expense for services in the year in which employees render service to the council. An accrual is made for the cost of holiday entitlements and additional hours earned by employees but not taken as time off before the year-end which employees can carry forward into the next financial year. The accrual is charged to surplus or deficit on the provision of services, but then reversed out through the MiRS so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination benefits

Termination benefits are amounts payable either as a result of a decision by the council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy. Such benefits are charged on an accruals basis to relevant service in the CIES when the council is demonstrably committed to the termination of the employment of an officer or group of officers or to making an offer to encourage voluntary redundancy.

Where termination benefits involve the enhancement of pensions, statutory provisions require the general fund balance to be charged with the amount payable by the council to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the MiRS, appropriations are required to and from the pensions reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post -employment Benefits

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

The Local Government Pension Scheme (LGPS)

The LGPS is accounted for as a defined benefits scheme:

- The liabilities of the Oxfordshire County Council pension fund attributable to the council are included in the balance sheet on an actuarial basis using the projected unit method - i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc. and projections of projected earnings for current employees;
- Liabilities are discounted to their value at current prices, using a discount rate based on the yield at the 18 year point on the Merrill Lynch AA rated corporate bond yield curve which has been chosen to meet the requirements of IAS19 and with consideration of the duration of the Council's liabilities. This is consistent with the approach used at the last accounting date.
- The assets of Oxfordshire County Council pension fund attributable to the council are included in the balance sheet at their fair value:
 - Quoted securities - current bid price
 - Unquoted securities - professional estimate
 - Unitised securities - current bid price
 - Property - market value.
- The change in the net pensions liability is analysed into the following components:
- Service cost comprising:
 - current service cost - the increase in liabilities as a result of years of service earned this year - allocated in the CIES to the services for which the employees worked.

- Past service cost - the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years - debited to the surplus or deficit on the provision of services in the CIES.
 - net interest on the Net Defined Benefit Liability (NDBL), i.e. net interest for the council – the change during the period in the net defined benefit liability that arises from the passage of time charged to the CIES – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability at the beginning of the period – taking into account any changes in the net defined benefit liability during the period as a result of contribution and benefit payments.
- Re-measurements comprising:
 - the return on scheme assets – excluding amounts included in the NDBL – charged to the pensions reserve as other CIES.
 - actuarial gains and losses - changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions - charged to the pensions reserves as other CIES.
 - Contributions paid to the Oxfordshire County council pension fund - cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

Discretionary benefits

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

(vii) Events after the balance sheet date

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

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

Events taking place after the date of authorisation for issue are not reflected in the statement of accounts.

(viii) Financial instruments

Financial liabilities

Financial liabilities are recognised on the balance sheet when the council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the income and expenditure account for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The only financial liabilities the council has are trade creditors.

The council currently has no borrowings and has issued no bonds to bond holders.

Financial assets

Financial assets are classified into two types:

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

Loans and receivables

Loans and receivables are recognised on the balance sheet when the council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the financing and investment income and expenditure line in the CIES for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the loans that the council has made, this means that the amount presented in the balance sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the CIES is the amount receivable for the year in the loan agreement.

However, if the council has made loans at less than market rates (soft loans), then a loss is recorded in the CIES (debited to the appropriate service) for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. Interest is credited to the financing and investment income and expenditure line in the CIES at a marginally higher effective rate of interest than the rate receivable from the voluntary organisations, with the difference serving to increase the amortised cost of the loan in the balance sheet.

Statutory provisions require that the impact of soft loans on the general fund balance is the interest receivable for the financial year. However, the loss attributable to a loan of less than £20,000 is not material and at the current date the council has no material loans.

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the relevant service (for receivables specific to that service) or the financing and investment income and expenditure line in the CIES. The impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate. This figure is shown in the accounts for trade debtors as a provision for bad and doubtful debts. This provision is recalculated annually by applying an estimate of the proportion of debt in each category that is unlikely to be collectable based on past experience. Debts which are known to be un-collectable are written off.

Any gains and losses that arise on the de-recognition of an asset are credited or debited to the financing and investment income and expenditure line in the CIES.

Available-for-sale assets

Available-for-sale assets are recognised on the balance sheet when the council becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Where the asset has fixed or determinable payments, annual credits to the financing and investment income and expenditure line in the CIES for interest receivable are based on the amortised cost of the asset multiplied by the effective rate of interest for the instrument. Where there are no fixed or determinable payments, income (e.g. dividends) is credited to the CIES when it becomes receivable by the council.

Assets are maintained in the balance sheet at fair value. Values are based on the following principles:

- instruments with quoted market prices - the market price;

The inputs to the measurement techniques are categorised in accordance with the following three levels:

Level 1 inputs – quoted prices (unadjusted) in active markets for identical assets that the authority can access at the measurement date,

Level 2 inputs – inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly,

Level 3 inputs – unobservable inputs for the asset.

Changes in fair value are balanced by an entry in the available-for-sale reserve financial instrument reserve and the gain/loss is recognised in the surplus or deficit on revaluation of available-for-sale financial assets. The exception is where impairment losses have been incurred - these are debited to the financing and investment income and expenditure line in the CIES, along with any net gain or loss for the asset accumulated in the available-for-sale financial instrument reserve.

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

Any gains and losses that arise on the de-recognition of the asset are credited or debited to the financing and investment income and expenditure line in the CIES, along with any accumulated gains or losses previously recognised in the available-for-sale financial instruments reserve.

Where fair value cannot be measured reliably, the instrument is carried at cost (less any impairment losses).

(ix) Foreign currency translation

The council makes a number of small purchases in foreign currency. However the transaction is made at the current prevailing exchange rate, the goods or services are received immediately and, therefore, there are no gains or losses as a result of variances in the exchange rate required to be recorded.

(x) Government grants and contributions

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations, including Community Infrastructure Levy (CIL) contributions, are recognised as due to the council when there is reasonable assurance that:

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

Amounts recognised as due to the council are not credited to the CIES until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset acquired using the grant or contribution are required to be consumed by the recipient as specified. If this is not the case then future economic benefits or service potential must be returned to the transferor.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the balance sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants and contributions) or taxation and non-specific grant income (non-ring fenced revenue grants and all capital grants) in the CIES.

Where capital grants are credited to the CIES, they are reversed out of the general fund balance in the MiRS. Where the grant has yet to be used to finance capital expenditure, it is posted to the capital grants unapplied reserve. When it has been applied, it is posted to the capital adjustment account.

Business Improvement Districts

A Business Improvement District (BID) scheme applies to an area within the authority. The scheme is funded by a BID levy paid by non-domestic ratepayers. The authority acts as the billing authority under the scheme, and accounts for income received and expenditure incurred (including contributions to the BID project) within the relevant service within the CIES.

Community Infrastructure Levy

The council has elected to charge a Community Infrastructure levy (CIL). The levy will be charged on new builds (chargeable developments for the authority) with appropriate planning consent. The council charges for and collects the levy, which is a planning charge. The income from the levy will be used to fund a number of infrastructure projects (these include transport, flood defences and schools) to support the development of the area.

CIL is received without outstanding conditions; it is therefore recognised at the commencement date of the chargeable development in the CIES in accordance with the accounting policy for government grants and contributions set out above. CIL charges will be largely used to fund capital expenditure. However, a proportion of the charges may be used to fund revenue expenditure.

(xi) Intangible assets

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

Internally generated assets are capitalised where it is demonstrable that the project is technically feasible and is intended to be completed (with adequate resources being available) and the council will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset. Expenditure is capitalised where it can be measured reliably as attributable to the asset and is restricted to that incurred during the development phase (research expenditure cannot be capitalised).

Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the council's goods or services.

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

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the general fund balance. The gains and losses are therefore reversed out of the general fund balance in the MiRS and posted to the capital adjustment account and (for any sale proceeds greater than £10,000) the capital receipts reserve.

(xii) Interests in companies and other entities – jointly controlled operations and jointly controlled assets

The council has no material interests in other companies or entities that have the nature of subsidiaries, associates or jointly controlled entities and there is therefore no requirement to prepare group accounts.

Jointly controlled operations are classified as activities undertaken by the council in conjunction with other venturers that involve the use of the assets and resources of the venturers rather than the establishment of a separate entity. They are items of property, plant or equipment that are jointly controlled by the council and other venturers, with the assets being used to obtain benefits for the venturers. Whilst the council has entered into joint arrangements on the provision of services with other councils, none of the assets of those councils can be said to be under joint control of the councils.

(xiii) Inventories and long term contracts

Inventories are included in the balance sheet at the lower of cost and net realisable value.

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

(xiv) Investment property

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

Investment properties are measured initially at cost and subsequently at fair value, based on the highest and best use value of the asset from the market participants' perspective. . Investment properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the financing and investment income and expenditure line in the CIES. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the financing and investment income line and result in a gain for the general fund balance. However revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the general fund balance. The gains and losses are therefore reversed out of the general fund balance in the MiRS and posted to the capital adjustment account and (for any sale proceeds greater than £10,000) the capital receipts reserve.

(xv) Leases

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

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

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

The council as lessee

Finance leases

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

Lease payments are apportioned between:

- A charge for the acquisition of the interest in the property, plant or equipment - applied to write down the lease liability; and
- A finance charge (debited to the financing and investment income and expenditure line in the CIES).

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

The council is not required to raise council tax to cover depreciation or revaluation and impairment losses arising on leased assets. Instead, a prudent annual contribution is made from revenue funds towards the deemed capital investment in accordance with statutory requirements. Depreciation and revaluation and impairment losses are therefore substituted by a revenue contribution in the general fund balance, by way of an adjusting transaction with the capital adjustment account in the MiRS for the difference between the two.

Operating leases

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

The council as lessor

Finance leases

Where the council grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the balance sheet as a disposal. At the commencement of the lease, the carrying amount of the asset in the balance sheet (whether property, plant and equipment or assets held for sale) is written off to the other operating expenditure line in the CIES as part of the gain or loss on disposal. A gain, representing the council's net investment in the lease, is credited to the same line in the CIES also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal), matched by a lease (long-term debtor) asset in the balance sheet.

Lease rentals receivable are apportioned between:

- A charge for the acquisition of the interest in the property - applied to write down the lease debtor (together with any premiums received); and
- Finance income (credited to the financing and investment income and expenditure line in the CIES).

The gain credited to the CIES on disposal is not permitted by statute to increase the general fund balance and is posted out of the general fund balance to the capital receipts reserve in the movement in reserves statement. Where the amount due in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the general fund balance to the deferred capital receipts reserve in the movement in reserves statement. When the future rentals are received, the element for the capital receipt for the disposal of the asset is used to write down the lease debtor. At this point, the deferred capital receipts are transferred to the capital receipts reserve.

The written-off value of disposals is not a charge against council tax, as the cost of non-current assets is fully provided for under separate arrangements for capital financing. Amounts are therefore appropriated to the capital adjustment account from the general fund balance in the MiRS.

Operating leases

Where the council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the balance sheet. Rental income is a creditor to the other operating expenditure line in the CIES. Credits are made on a straight-line basis over the life of the lease.

(xvi) Overheads and support services

The costs of overheads and support services are charged to services in accordance with the authority's arrangements for accountability and financial performance.

(xvii) Property, plant and equipment

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

Recognition

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

Measurement

Assets are initially measured at cost, comprising:

- the purchase price;
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

The council would not capitalise borrowing costs if required to be incurred for assets under construction.

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

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the taxation and non-specific grant income line of the CIES, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the donated assets account. Where gains are credited to the CIES, they are reversed out of the general fund balance to the capital adjustment account in the MiRS.

Assets are then carried in the balance sheet using the following measurement bases:

- Infrastructure, community assets and assets under construction - depreciated historical cost;
- Surplus assets – fair value, estimated at highest and best use from a market participant's perspective;
- All other assets – current value, determined as the amount that would be paid for the asset in its existing use.

Where there is no market-based evidence of current value because of the specialist nature of an asset, depreciated replacement cost is used as an estimate of current value.

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

Assets included in the balance sheet at current value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their current value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the revaluation reserve to recognise unrealised gains. Exceptionally, gains might be credited to the CIES where they arise from the reversal of a loss previously charged to a service.

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

- where there is a balance of revaluation gains for the asset in the revaluation reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains);
- where the balance on the revaluation reserve is less than the decrease in value the carrying amount of the asset is written down firstly against the balance on the revaluation reserve and the remaining balance against the relevant service line(s) in the CIES;
- where there is no balance in the revaluation reserve the carrying amount of the asset is written down straight to the relevant service line(s) in the CIES.

When assets are formally revalued, the accumulated depreciation and impairment balances are written down. The revaluation reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the capital adjustment account.

Impairment

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

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

- Where there is a balance of revaluation gains for the asset in the revaluation reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains);
- Where the balance on the revaluation reserve is less than the impairment the carrying amount of the asset is written down firstly against the balance on the revaluation reserve and the remaining balance against the relevant service line(s) in the CIES;
- Where there is no balance in the revaluation reserve the carrying amount of the asset is written down straight to the relevant service line(s) in the CIES.
- Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the CIES, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

Depreciation

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

Depreciation is calculated on the following bases:

- Buildings and infrastructure assets – straight line allocation over the useful life of the property as estimated by the valuer;
- Vehicles, plant, furniture and equipment – on a straight line basis, generally over the useful life of the asset.

More detail on depreciation rates for asset categories is included in note 6 to the accounts. Where an item of property, plant and equipment has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

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

Disposals and non-current assets held for sale

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an asset held for sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the other operating expenditure line in the CIES. Gains in fair value are recognised only up to the amount of any previous loss recognised in the surplus or deficit on provision of services. Depreciation is not charged on assets held for sale.

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

Assets that are to be abandoned or scrapped are not reclassified as assets held for sale.

When an asset is disposed of or decommissioned, the carrying amount of the asset in the balance sheet (whether property, plant and equipment or assets held for sale) is written off to the other operating expenditure line in the CIES also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the revaluation reserve are transferred to the capital adjustment account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. Receipts are appropriated to the reserve from the general fund balance in the MiRS.

The written-off value of disposals is not a charge against council tax, as the cost of non-current assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the capital adjustment account from the general fund balance in the MiRS.

(xviii) Provisions, contingent liabilities and contingent assets

Provisions

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

Provisions are charged as an expense to the appropriate service line in the CIES when the authority has an obligation, and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

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

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

Contingent liabilities

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

Contingent liabilities are not recognised in the balance sheet but disclosed in a note to the accounts.

Contingent assets

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

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

(xix) Reserves

The council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the general fund balance in the movement in reserves statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the CIES. The reserve is then appropriated back into the general fund balance in the MiRS so that there is no net charge against council tax for the expenditure.

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, local taxation, retirement and employee benefits and do not represent usable resources for the council - these reserves are explained in the relevant note.

(xx) Revenue expenditure funded from capital under statute

Expenditure incurred during the year that may be capitalised under statutory provisions but that does not result in the creation of a non-current asset has been charged as expenditure to the relevant service in the CIES in the year. Where the council has determined to meet the cost of this expenditure from existing capital resources, a transfer in the MiRS from the general fund balance to the capital adjustment account then reverses out the amounts charged so that there is no impact on the level of council tax.

(xxi) Value Added Tax (VAT)

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

(xxii) Fair Value Measurement

The council measures some of its assets and liabilities at fair value at the end of the reporting period. Fair value is the price that would be received to sell an asset or paid to transfer a liability at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

- a) in the principal market for the asset or liability, or
- b) in the absence of a principal market, in the most advantageous market for the asset or liability.

The council uses external valuers to provide a valuation of its assets and liabilities in line with the highest and best use definition within the accounting standard. The highest and best use of the asset or liability being valued is considered from the perspective of a market participant.

Inputs to the valuation techniques in respect of the council's fair value measurement of its assets and liabilities are categorised within the fair value hierarchy as follows:

Level 1 – quoted prices (unadjusted) in active markets for identical assets or liabilities that the authority can access at the measurement date.

Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3 – unobservable inputs for the asset or liability.

(xxiii) Council Tax and Non-Domestic Rates (England)

Billing authorities act as agents, collecting council tax and non-domestic rates (NDR) on behalf of the major preceptors (including government for NDR) and, as principals, collecting council tax and NDR for themselves. Billing authorities are required by statute to maintain a separate fund (i.e. the Collection Fund) for the collection and distribution of amounts due in respect of council tax and NDR. Under the legislative framework for the Collection Fund, billing authorities, major preceptors and central government share proportionately the risks and rewards that the amount of council tax and NDR collected could be less or more than predicted.

Accounting for Council Tax and NDR

The council tax and NDR income included in the Comprehensive Income and Expenditure Statement is the authority's share of accrued income for the year. However, regulations determine the amount of council tax and NDR that must be included in the authority's General Fund. Therefore, the difference between the income included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the General Fund is taken to the Collection Fund Adjustment Account and included as a reconciling item in the Movement in Reserves Statement. The Balance Sheet includes the authority's share of the end of year balances in respect of council tax and NDR relating to arrears, impairment allowances for doubtful debts, overpayments and prepayments and appeals.

Glossary of terms

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

- a) recognising
- b) selecting measurement bases for, and
- c) presenting assets, liabilities, gains, losses and changes to reserves.

Accounting policies do not include estimation techniques.

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

Accrual – a fundamental accounting principle is that income and expenditure should be accounted for in the period to which it relates, irrespective of the date of settlement. An accrual is a sum included in the accounts to cover income or expenditure attributable to goods or services received within the accounting period but for which payment has not been received or made.

Actuarial gains and losses – changes in the net pension liability that arise because events have not coincided with assumptions. Not charged to revenue.

Agency – the provision of services by one organisation on behalf of another organisation. The organisation directly providing the services is reimbursed by the responsible organisation.

Amortisation – the planned writing-down of the value of an asset (tangible or intangible) over its limited useful life.

Asset – the creation or purchase of an item/building that has a monetary value. Those assets of the council which are readily marketable are valued at market value. Those which have a specialised use, such as leisure centres, are valued at depreciated replacement cost, which assesses the cost of providing a similar facility as a replacement but also allows a discount for the age of the asset. Plant, equipment and community assets are valued at historic cost.

Asset register – a register listing the book values of all the Council's non-current fixed assets, both tangible and intangible.

Balance sheet – the balance sheet is a statement of the assets and liabilities at the end of the accounting period. It is a “snapshot” of the accounts at a single point in time.

Capital adjustment account - accumulates (on the debit side) the write-down of the historical cost of fixed assets as they are consumed by depreciation and impairments or written off on disposal. It accumulates (on the credit side) the resources that have been set aside to finance capital expenditure. The same process applies to capital expenditure that is only capital by statutory definition (Revenue Expenditure Funded from Capital Under Statute). The balance on the account thus represents timing differences between the amount of the historical cost of fixed assets that has been consumed and the amount that has been financed in accordance with statutory requirements.

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

Capital financing – assembling the money to pay for capital expenditure. This will include capital receipts, government grants and contributions from developers. Also available are revenue monies and borrowing. The council does not currently borrow to finance capital expenditure.

Capital receipts – proceeds from the sale of an asset, e.g. land, buildings, equipment, vehicles.

Central administration charges – central administration charges are an allocation of the net cost of the administrative and professional departments that support all of an authority's services, e.g. finance, personnel.

Central support services – the costs of providing those central functions which are concerned with the whole range of services and undertakings of the council and are not in the main identifiable with any particular service, e.g. the cost of office accommodation.

Code of Practice – the CIPFA Code of Practice for Local Authority accounting developed as part of the accounting standards to be followed in compiling this statement of accounts.

Collection fund – a fund maintained by collecting authorities into which is paid council taxes, NDR, and community charges. The fund then meets the requirements of the county, district and parish councils and the Police and Crime Commissioner for the Thames Valley for council tax, and the county and central government for NDR.

Community assets – assets that the council intends to hold in perpetuity, that have no determinable useful life, and that may have restrictions on their disposal. Examples of community assets are parks and historical buildings.

Consistency – the principle that the accounting treatment of like items within an accounting period and from one period to the next is the same.

Contingency - money set aside in the budget to meet the cost of unforeseen items of expenditure, or shortfalls in income, and to provide for inflation where this is not included in individual budgets.

Contingent asset – a potential asset arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the council's control.

Contingent liability – a contingent liability is either:

- a possible obligation arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the authority's control; or
- a present obligation arising from past events where it is not possible to measure the amount of obligation with sufficient reliability.

Council tax – a charge levied by all councils on domestic property values to contribute to the cost of providing local services. Council tax for the county council, the local police crime commissioner and local parishes is collected by this council and paid over to them throughout the year.

Council tax benefit - is the assistance provided by billing authorities to adults on low incomes to help them pay their council tax bill.

Council tax requirement - the estimated revenue expenditure on General Fund services that needed to be financed from the Council Tax after deducting income from fees and charges, certain specific grants and any funding from reserves.

Creditor – the amount owed by the council for work done, goods received or services rendered to the council within the accounting period but for which payment has not been made at the date of the balance sheet.

Current asset – an asset where the value changes on a frequent basis e.g. stores, cash, debtors (as distinct from a fixed asset such as land and buildings).

Current liability – an amount which will become payable or for which payment could be requested within the next accounting period, e.g. creditors, bank overdrafts, short term loans.

Current service costs (pensions) – the increase in pension liabilities as a result of years of service earned this year. Allocated to the revenue accounts of services for which the employees worked.

Debtor – an amount due to the council within the accounting period but not received at the date of the balance sheet.

Deferred capital receipts - capital income still to be received after disposals have taken place.

Defined benefit pension scheme – a pension or other retirement benefit scheme where the scheme rules define the benefits independently of the contributions payable and the benefits are not directly related to the investments of the scheme.

Defined contribution pension scheme – a pension or other retirement benefit scheme into which an employer pays regular contributions fixed as an amount or a percentage of pay and will have no legal or constructive obligation to pay further contributions if the scheme does not have sufficient assets to pay all employee benefits relating to employee service in the current and prior periods.

Depreciation – the measure of the cost or revalued amount of the benefits of the fixed asset that have been consumed during the period. Consumption includes the wearing out, using up or other reduction in the useful life of a fixed asset whether arising from use, passage of time or obsolescence through either changes in technology, legislation or demand for goods and service produced by the asset.

Direct revenue financing – the financing of capital expenditure from the current year's revenue account.

Earmarked reserves - The council holds a number of reserves earmarked to be used to meet specific, known or predicted future expenditure.

Events after the balance sheet date – events after the balance sheet date are those events, favourable and unfavourable, that occur between the balance sheet date (normally 31 March) and the date when the statement of accounts is authorised for issue – also referred to as **Post Balance Sheet Events (PBSE)**. These may be classed as 'adjusting' or 'non-adjusting'.

Exceptional items – material items which derive from events of transactions that fall within the ordinary activities of the authority and which need to be disclosed separately by virtue of their size or incidence to give a true and fair presentation of the accounts.

External audit - The independent examination of the activities and accounts of Local Authorities to ensure the accounts have been prepared in accordance with legislative requirements and proper practices and to ensure the council has made proper arrangements to secure value for money in its use of resources.

Extraordinary items – material items, possessing a high degree of abnormality, which derive from events of transactions that fall outside the ordinary activities of the authority and which are not expected to recur. They do not include exceptional items, nor do they include prior period items merely because they relate to a prior period.

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

Finance lease – this is a lease, usually of land or buildings, which is treated as capital borrowing and for which transfers substantially all of the risks and rewards of ownership of the asset to the lessee; or where the residual interest in the asset transfers to the lessee on completion of the lease term.

Financial instrument – a financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. The term ‘financial instrument’ covers both financial assets and financial liabilities and includes both the most straightforward financial assets and liabilities such as trade receivables and trade payables and the most complex ones such as derivatives and embedded derivatives.

Financial regulations - These are the written code of procedures approved by the council, intended to provide a framework for proper financial management. Financial regulations usually set out rules on accounting, audit, administrative and budgeting procedures.

Financial Reporting Standard (FRS) – accounting practice recommended by the Accounting Standards Board (ASB) for adoption in the preparation of accounts by applicable bodies.

Fixed asset – fixed assets are assets of the council that continue to have value and benefit for a period longer than one financial year.

Gains/losses on settlements and curtailments – the results of actions to relieve the council of liabilities or events that reduce the expected future service or accrual of benefits of employees. Debited to the net costs of services as part of non-distributed costs.

General fund – the main revenue account of an authority, which summarises the cost of all services provided by the council which are paid for from amounts collected from council tax payers, government grants and other income.

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

Heritage asset - A tangible asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

Housing benefit - This is an allowance to persons on low income (or none) to meet, in whole or part, their rent. Benefit is allowed or paid by Local Authorities but Central Government refunds part of the cost of the benefits and of the running costs of the services to Local Authorities. Benefits paid to the Authority's own tenants are known as rent rebate and that paid to private tenants as rent allowance.

IAS 19 – International Accounting Standard 19 requires the council to account for assets and liabilities which are held in the pension fund administered by Oxfordshire County Council but relating to this authority, in the accounts of this authority.

IAS 40 - International Accounting Standard 40 relates to the accounting for investment properties.

iBoxx – iBoxx indices cover the cash bond market. Underlying bond prices and indices are available in real time.

Impairment – an unexpected or sudden decline in the value of a fixed asset, such as property or vehicle, below its carrying amount on the balance sheet.

Infrastructure assets - Fixed Assets which generally cannot be sold and from which benefit can be obtained only by continued use of the asset created. Examples of such assets are highways, footpaths, bridges and water and drainage facilities.

Intangible fixed assets – some capital expenditure does not give rise to a physical asset but the benefits last a number of years. These can be carried in the balance sheet as assets and written off over their useful life. An example is computer software.

International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS) – defined Accounting Standards that must be applied by all reporting entities to all financial statements in order to provide a true and fair view of the entity's financial position, and a standardised method of comparison with financial statements of the other entities.

Liabilities – these are amounts due to individuals or organisations which will have to be paid at some time in the future. Current liabilities are usually payable within one year of the Balance Sheet date.

Liquid resources – current asset investments that are readily disposable without disrupting the authority's business and are readily convertible to known amounts of cash at or close to the carrying amount or traded in an active market.

Non Domestic Rates (NDR) (also known as business rates) – NDR is a tax charged on commercial properties. It is calculated by multiplying a property's 'rateable value' by a nationally set amount (known as the 'NDR multiplier'). The council acts as a collecting agency for NDR and the proceeds are then redistributed to central government, the county council and the balance retained by the council.

Net Book Value (NBV) – the amount at which fixed assets are included in the balance sheet; i.e.: their historical cost or current value less the cumulative amounts provided for depreciation.

Net current replacement cost – the cost of replacing or recreating the particular asset in its existing condition and in its existing use.

Net debt – the authority's borrowings less cash and liquid resources. Where the cash and liquid resources exceed borrowings, reference should be to Net funds rather than net debt.

Net realisable value – the open market value of an asset in its existing use, less the expenses to be incurred in realising the asset.

Non-operational assets – fixed assets held by the authority but not used or consumed in the delivery of services or for the service or strategic objectives of the authority. Examples of non-operational assets include investment properties and assets that are surplus to requirements, pending their sale.

Operating lease – this is a lease where ownership of the fixed asset remains with the lessor and the lease costs are revenue expenditure to the Council – generally any lease other than a finance lease.

Operational assets – fixed assets held and occupied, use or consumed by the authority in the direct delivery of those services for which it has either a statutory or discretionary responsibility or for the service or strategic objectives of the authority.

Past service cost – the increase in pension liabilities arising from current year decisions whose effect relates to years of service earned in earlier years, debited to the net cost of services as part of non-distributed costs interest cost, and the expected increase in the present value of liabilities during the year as they move one year closer to being paid, debited to net operating expenditure.

Post Balance Sheet Events (PBSE) – see events after the balance sheet date

Precept – the levy made by precepting authorities on billing authorities, requiring the latter to collect income from council taxpayers on their behalf. Precepts are paid from the Collection Fund.

Prior period adjustment – those material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors. A fundamental error is one that is of such significance as to destroy the validity of the financial statements. They do not include normal recurring corrections or adjustments of accounting estimates made in prior years.

Provisions - amounts set aside to meet liabilities or losses which it is anticipated will be incurred but where the amount and/or the timing of such costs is uncertain.

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

Reporting standards - the Code prescribes the accounting treatment and disclosures for all normal transactions of a Local Authority. It is based on International Financial Reporting Standards (IFRS), International Standards (IAS) and International Financial Reporting Interpretations Committee (IFRIC) plus UK Generally Accepted Accounting Practice (GAAP) and Financial Reporting Standards (FRS).

Revenue expenditure - expenditure incurred on the day-to-day running of the Council. This mainly includes employee costs, general running expenses and capital financing costs.

Revenue Expenditure Funded from Capital Under Statute (REFCUS) – (formerly known as a deferred charge) arises where:

- Expenditure is charged to capital but there is no tangible asset e.g. improvement grants, compensatory payments. When the expenditure is incurred it is charged to the income and expenditure account with a compensating entry in the statement of movement on the general fund balance to ensure that there is no impact on the council tax; and
- Assets are transferred to another organisation and the associated transferred debt is being repaid over time. These charges are written-down by the loan repayments so that the total equates to the relevant loan debt outstanding.

Since there are no long-term economic benefits in the control of the council, these are written off to revenue (CIES) in the year incurred and no longer feature as assets in the balance sheet.

Revenue Support Grant (RSG) – this main non-specific grant paid by central government to local authorities to help fund the services that they provide. The allocation to each authority is determined by a complex formula. This comprises the council's general government grant income.

Service Reporting Code of Practice (SeRCOP) - prepared and published by CIPFA, the Service Reporting Code of Practice (SeRCOP) replaced the previous Best Value Accounting Code of Practice (BVACOP). It is reviewed annually to ensure that it develops in line with the needs of modern local government, transparency, best value and public services reform. SeRCOP establishes proper practices with regard to consistent financial reporting for services and in England and Wales, it is given legislative backing by regulations which identify the accounting practices it propounds as proper practices under the Local Government Act 2003.

Trading account – a method of matching income and expenditure for a particular activity or group of activities. An example of this is building control.

Transferred debt – this is the term given to housing assets transferred to another council, for which the council receives repayment in the form of a loan.

Useful life – the period over which the authority will derive benefits from the use of a fixed asset.

Annual governance statement

The annual governance statement forms part of the audited accounts and can be found by accessing the link below:

<http://www.whitehorsedc.gov.uk/about-us/how-we-work/our-finances/annual-governance-statement>