



# **Dacorum Borough Council**

## **Pre-Audit Statement of Accounts 2013/14**

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## Introduction – Councillor Andrew Williams, Leader of the Council

Welcome to Dacorum Borough Council's Statement of Accounts for the financial year 2013/14.

Over the last 12 months the Council has continued to work hard for the people of Dacorum, striving to deliver our vision of working 'in partnership to create a borough which enables the communities of Dacorum to thrive and prosper through our five main priorities.

Our five main priorities are:

- Building community capacity
- Affordable housing
- Regeneration
- Dacorum Delivers (internal operations)
- Clean and Safe environment

In November 2013, Sally Marshall, previously the Council's Corporate Director (Finance and Governance) was appointed to the post of Chief Executive. All those on the appointments panel (made up of Councillors advised by an external Consultant) were impressed with Sally's interview and her commitment to Dacorum.

Throughout 2013/14 we continued to achieve the successes which will help us to shape the future and realise our ambitions. These achievements reflect the Council's commitment to a High Performance Environment which focuses on helping our employees to unlock their full potential and serve Dacorum residents to the best of their ability. Notable achievements over the last year include:

- The Council started work on its first new build council homes for over 20 years. Construction is underway on the first phase of an exciting £50m project to build 300 new homes, including a 33 bed homeless hostel, in Dacorum by 2020. The first wave of homes includes a development using a low energy building process called Passivhaus, which will reduce running costs for our tenants.
- Our continued work to promote the Borough as a good place to live, work and visit. As part of the Dacorum Look No Further campaign, the Dacorum Business Showcase brought together over 60 local businesses under one roof, providing them with a valuable platform to network with other local companies and to identify business opportunities and partnerships in the local supply chain.
- Supporting more local businesses and entrepreneurs in the second year of Dacorum's Den. Grants were awarded to 12 local businesses whose proposals for new initiatives or business growth excited our panel of business experts and community leaders.
- Proposals to restore the historic Water Gardens in Hemel Hempstead made it through to the second round of a Heritage Lottery Fund funding bid, and the chance to secure £2m worth of funding towards a £3.6 million project. If successful the funding will enable improvements that include; restoring the flower garden (opposite Bank Court) and adding an exciting, custom-made play area next to it that has been specially designed for the Gardens.
- Completing the first phase of the project to refurbish The Old Town Hall which has enabled the café bar to be open during the day, as well as before and after shows. The refurbishment work includes new kitchen and bar, better accessibility and creating more room, space and light. The second phase of the exciting project, expected to be completed later in 2014, will transform the cellar space by creating a new public entrance, drink serving area and improving disability access.
- As part of its commitment to supporting young people into employment, the Council launched a scheme to encourage local businesses to hire apprentices, boosting job and training opportunities within the Borough.

## Introduction

- The Plough roundabout (known fondly as the magic roundabout) was given new feature lighting to mark its 40th birthday. It is one of the most iconic features of Hemel Hempstead. A couple of years ago it was even voted the best in Britain in a national competition. It is amazing how much ambience you can create, on what is essentially a traffic management system, simply by adding soft ambient lighting.
- In partnership with E-Car the Council is trialling the first e-car club in a UK business park to use only electric vehicles. The 18-month pilot of the e-car club encourages people to use transport that is less harmful to the environment and supports the Government's vision for every car and van to be zero emissions by 2050.
- The Hemel Hempstead Old Town received a makeover with new paving and street furniture in line with the historic character of the street. This together with the road being made one-way has made the area more attractive and accessible to visitors. An Old Town Forum of local businesses has been working together to promote the wonderful heritage of this unique part of the town.
- The Council worked with Kings Langley Parish Council and HBO Home Entertainment to change the village name of Kings Langley for one week only to mark the release of Game of Thrones series 3. The village's two main signs had a Game of Thrones makeover reading 'King's Landing', providing an excellent photo opportunity for keen fans travelling especially to the area.

The achievements outlined in this introduction demonstrate that Dacorum has continued to thrive through difficult times, and I am confident that our plans for the future will inspire the Borough to go from strength to strength. I look forward to the Council playing a key role in delivering the prosperous future our residents deserve.

**Councillor Andrew Williams**  
**Leader of the Council**

## **Introduction to the Statement of Accounts – Martin Hone, Corporate Director (Finance & Operations)**

As the Council's Chief Finance Officer, I have pleasure in writing the Explanatory Foreword to Dacorum Borough Council's Statement of Accounts for 2013/14.

I joined the Council in October 2013, and have been extremely impressed by the professionalism and enthusiasm of the Finance Team. They strike the right balance in their work between ensuring good governance and stewardship of public money, on the one hand, and the need to be flexible, pragmatic and efficient to support the services the Council provides, on the other.

2013/14 saw the implementation of the Local Council Tax Support Scheme as part of the Government's wider plans for welfare reform. I am pleased that the scheme has operated well in Dacorum, and the Finance Team will continue to work with all relevant agencies to ensure that further changes are introduced just as efficiently.

The Council changed its internal audit provider in October, and again the Finance Team worked closely with both the outgoing and new providers to ensure a smooth transition. The support of the Council's external auditors, Ernst & Young, was also very helpful.

Financial services have met the following key objectives over the year:

- to proactively support service delivery initiatives and innovation across the Council;
- to maintain sound financial management practices across the Council;
- to review the Medium Term Financial Strategy to provide a robust financial plan for the Council for the medium to longer term;
- to advise the Council to ensure that money raised from public taxation is used efficiently and effectively to meet local needs as reflected in the Council's priorities;
- to ensure financial management plays a key role in the performance management of the Council.

The financial future for Local Government remains extremely uncertain, and it is likely that there will be further reductions in support from Central Government in the coming years. However, by reviewing the Medium Term Financial Strategy and financial forecasts the Council has been able to anticipate the core funding reductions and developed positive and ambitious plans for developing the Borough by creating financial capacity to invest in economic and housing growth. The number of investment and regeneration projects presents a unique and exciting opportunity. Financial services will continue to proactively support project teams to ensure that budgets are managed effectively and that the appropriate levels of governance are maintained throughout.

We will respond to the economic challenges by ensuring that we regularly review our Medium Term Financial Strategy and ensure that our forecasts are both robust and prudent. At the same time we will continue adapting to maximise value for money for our tax-payers and aim to avoid impact on front-line service provision. To this end I believe that we have the financial governance structures in place that will enable the Council to remain successful throughout the medium term and beyond.

I hope that this Explanatory Foreword and the notes that follow give you a clear picture of how the figures make up our Statement of Accounts and show you how the cash you paid became the service you received. The Statement of Accounts is required by law and covers various statutory requirements and other relevant information.

The supporting notes are aimed at providing a more straightforward explanation of the often complicated local government financial arrangements. Please provide comments and feedback on the format of the statement of accounts to enable us to make them as user friendly as possible.

**Martin Hone M.B.A. C.P.F.A.**  
**Corporate Director (Finance & Operations)**

## **Borough Profile**

The Borough approximately has a population of around 148,000 living in 61,800 homes and around 112,000 residents on the Electoral Register.

The Council holds elections for all Members once every four years. As at 31 March 2014, the Council was made up of 43 Conservatives, 7 Liberal Democrats and 1 Labour Councillor with the last full election held in May 2011.

The Council operates with a Cabinet, three Overview and Scrutiny Committees and an Audit Committee responsible for corporate governance and approval of the Statement of Accounts. There are also a Development Control Committee, Licensing Committee and a Standards Committee.

The Cabinet is chaired by the Leader of the Council. The Cabinet has executive decision making powers and meets monthly. Each of the members of the Cabinet has a portfolio for which they have responsibility.

Although a number of areas of decision making are delegated to the Cabinet and Senior Officers, the full Council retains ultimate responsibility for the Policy and Budgetary Framework of Dacorum Borough Council.

## **Corporate Plan 2012-2015**

The Council's five priorities for the community were reviewed and set during 2012/13 for the period 2012-2015. The priorities drive the Council Improvement Plan and enable the Council and partners to deliver the Community Plan.

The five priorities are:-

### **Regeneration**

- Supporting the growth of businesses, jobs and investment in the area

### **Affordable Housing**

- Improve and increase affordable homes for local people

### **Safe and Clean Environment**

- Create a tidy and safe place for people to live, work and visit

### **Building Community Capacity**

- Enable self-help and volunteering to build communities

### **Dacorum Delivers (internal operations)**

- Ensuring an efficient, effective and modern Council.

The Accounts that follow show how the cash you paid became the service you received in line with the Council's priorities.

## The Statement of Accounts

The Dacorum Borough Council (the Council) Statement of Accounts (the Accounts) has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 (the Code), issued by the Chartered Institute of Public Finance and Accountancy (CIPFA).

The Corporate Director (Finance & Operations), is responsible for the proper administration of the Council's financial affairs, and is required by law to confirm that the Council's system of internal controls can be relied upon to produce an accurate Statement of Accounts. This confirmation is provided in the Statement of Responsibilities.

## Explanatory Foreword

This foreword provides an explanation of the documents incorporated within the Council's Statement of Accounts together with guidance on how best to interpret them. This is followed by a high-level analysis of the events which have had a significant impact on the Accounts.

## Statements

The Accounts report the financial activity of the Council over financial year 2013/14, and the financial position of the Council as at 31 March 2014. In order to present this information clearly, the Accounts encompasses the following elements:

- **Statement of Responsibilities**  
The Council is required to nominate an Officer with statutory responsibility for the proper administration of its financial affairs. For the Council this is the Corporate Director (Finance & Operations). This document explains the statutory responsibilities of this role.
- **Annual Governance Statement**  
The Council is responsible for implementing and maintaining proper arrangements for the governance of its affairs and facilitating the effective exercise of its functions, which include the management of risk. This document describes the Council's approach to these responsibilities.
- **Core Financial Statements**  
These statements report the Council's performance for the year and its financial position as at 31 March 2014. Detail of the individual statements grouped under this heading can be seen below.
- **Supplementary Financial Statements**  
This section provides additional detail regarding significant elements of the Council's financial activity, e.g. the Housing Revenue Account and the Collection Fund.

The Core Financial Statements comprise the following elements:

- **Comprehensive Income and Expenditure Statement**  
This statement shows the accounting cost in the year of providing services in accordance with International Financial Reporting Standards, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this is different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.
- **Balance Sheet**  
The Balance Sheet shows the value as at 31 March 2014 of the assets and liabilities recognised by the Council. The net assets of the authority (assets less liabilities) are matched by the reserves held by the Council.

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- **Movement in Reserves Statement**  
This statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (i.e. those that can be used to fund expenditure or reduce local taxation) and 'other reserves'.
- **Cash Flow Statement**  
The Cash Flow Statement shows the changes in cash and cash equivalents of the Council during 2013/14. The statement shows how the Council generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.  
  
*Operating* cash flows are 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 Council services.  
  
*Investing* cash flows represent the extent to which cash inflows and outflows have been made for resources which are intended to contribute to the Council's future service delivery.  
  
*Financing* cash flows are useful in terms of predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Council.
- **Notes to the Core Financial Statements**  
These notes provide additional information relevant to the understanding of the Core Financial Statements.

The Supplementary Financial Statements comprise the following elements:

- **Housing Revenue Account and Notes**  
The Housing Revenue Account (HRA) reflects the Council's statutory duty to maintain a separate account to measure the resources generated and consumed in the provision of council housing during 2013/14, and the cumulative HRA balance.
- **Collection Fund and Notes**  
This note shows the income and expenditure transactions of the Council in respect of the collection and distribution of Council Tax and Non-Domestic (business) Rates.
- **Audit opinion**  
The independent auditor's report to the Members of the Council.
- **Glossary**  
A glossary is provided to give definitions for the technical terms used throughout this Statement of Accounts.



# Explanatory Foreword

## Review of the Year

The review of the year for 2013/14 details performance within the Council's three main accounts:

- **General Fund Revenue Account**

The General Fund incorporates all services not related to the Council's Housing Landlord function. Revenue expenditure is generally incurred on day to day items that are consumed within one year. Expenditure is financed principally from Government Grant, Taxation, and fees and charges.

- **Housing Revenue Account (HRA)**

The HRA refers to services related to the Council's Housing Landlord function. HRA expenditure must be wholly funded from Rental and Service charge income generated from Council Houses. Rental income cannot be used to fund General Fund expenditure.

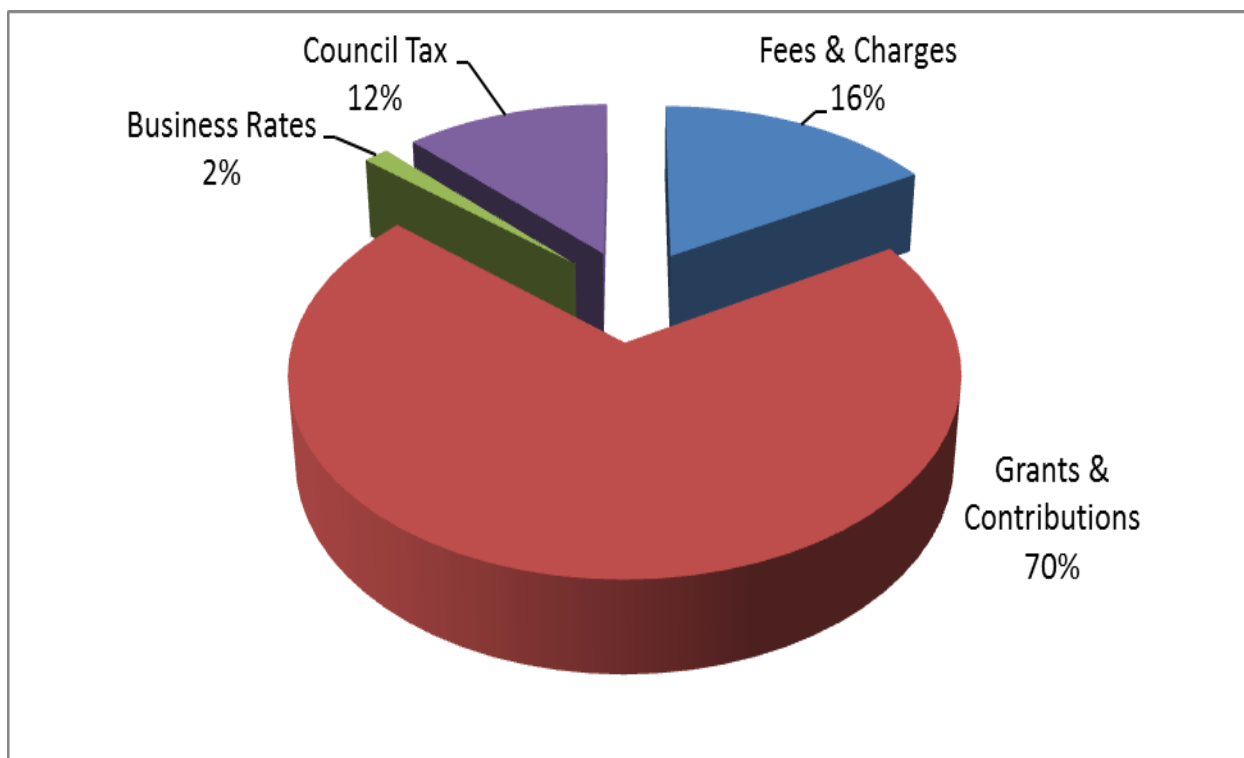
- **Capital Programme**

Capital expenditure is incurred when an asset is acquired or enhanced and a benefit is derived for a period in excess of one year. Capital expenditure is financed from Capital Receipts, Government Grants, Revenue contributions and Borrowing.

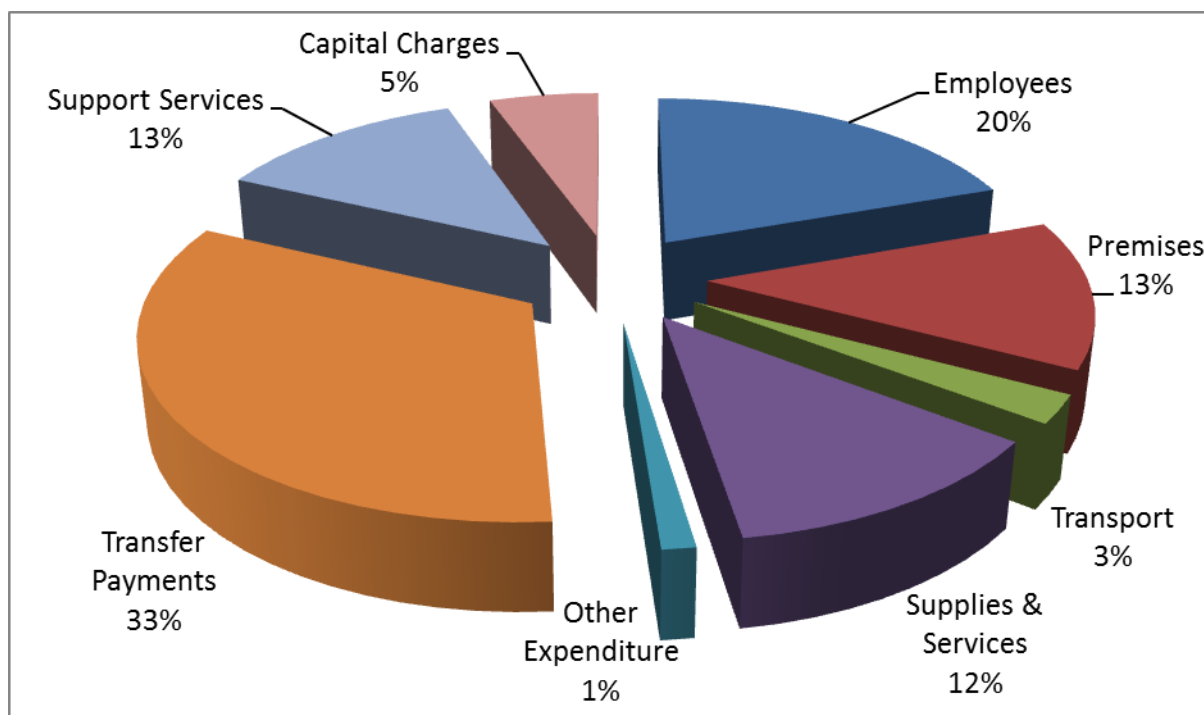
## General Fund Revenue Account

The following charts outline where the Council's revenue money came from, how it was spent and on which services.

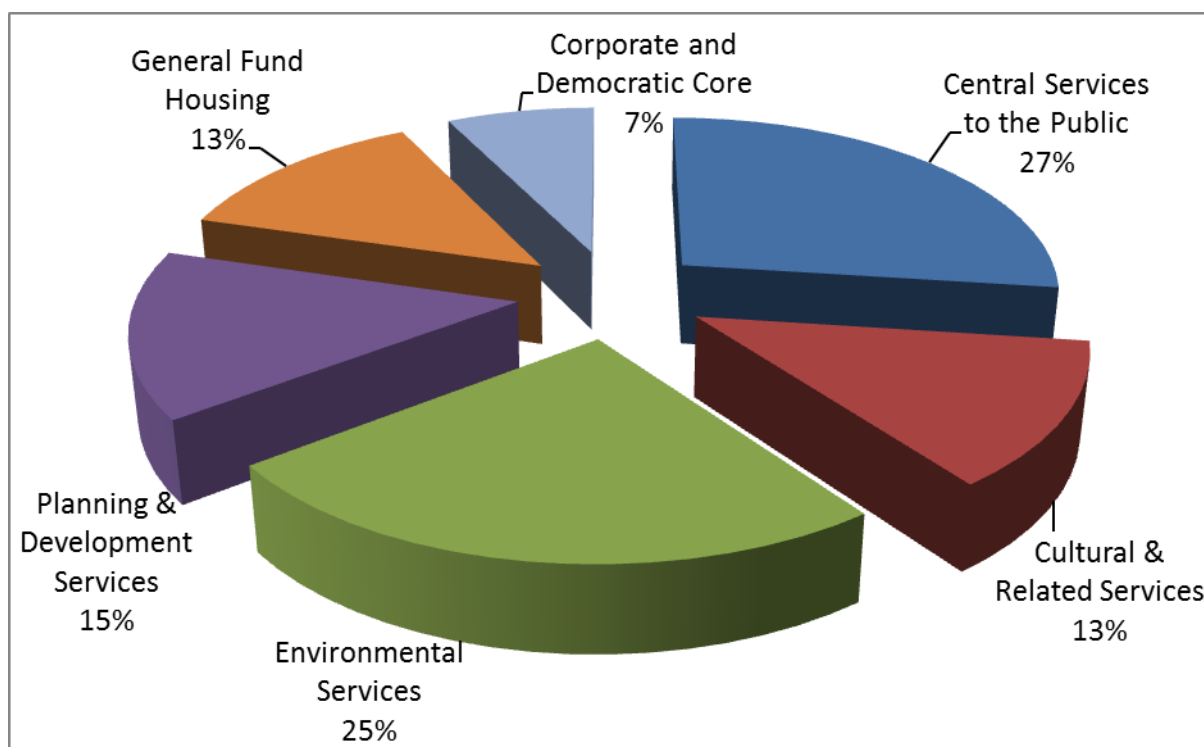
### Where the Money Came From



## How the Money was Spent



## What Services Have Been Provided with the Money?



# Explanatory Foreword

## GENERAL FUND

The table below summarises the Council's General Fund Revenue Account for 2013/14:

	Budget £'000	Actual £'000	Variance £'000
<b>Net Cost of Services</b>	<b>21,569</b>	<b>26,415</b>	<b>4,846</b>
Interest (Receipts)/Payments	(387)	(329)	58
Capital Charge Adjustments	(3,516)	(8,459)	(4,943)
Other General Government Grants	(1,600)	(2,950)	(1,350)
Pension Adjustments	0	977	977
Revenue Contributions to Capital	1,615	1,294	(321)
Contributions to/(from) Earmarked Reserves	(1,482)	(79)	1,403
Other Statutory Accounting Adjustments	0	16	16
<b>Net Council Budget</b>	<b>16,199</b>	<b>16,885</b>	<b>686</b>
Parish Precepts	600	600	0
<b>Net Council Budget (Incl. Precepts)</b>	<b>16,799</b>	<b>17,485</b>	<b>686</b>
Revenue Support Grant	(3,962)	(3,962)	0
National Non-Domestic Rate Grant	(3,028)	(1,199)	1,829
Council Tax	(9,845)	(9,845)	0
Collection Fund Deficit/(Surplus)	36	(30)	(66)
Reversal of Collection Fund Adjustments	0	(2,156)	(2,156)
<b>Total Income</b>	<b>(16,799)</b>	<b>(17,192)</b>	<b>(393)</b>
<b>(Surplus) / Deficit for the year</b>	<b>0</b>	<b>293</b>	<b>293</b>
Working Balance Brought Forward	(2,991)	(2,991)	
<b>Working Balance Carried Forward</b>	<b>(2,991)</b>	<b>(2,698)</b>	

The overall deficit on the account reduces the Council's working balance by £293k; however this remains in line with the Council's Medium Term Financial Strategy. A detailed breakdown of the movements to and from reserves can be seen in Note 18 to the Accounts.

The Council splits Net Cost of Service budgets between those that can be managed by budget holders (Controllable) and those that can't; mainly year end accounting adjustments (Non-Controllable).

The following paragraphs set out the main budget variations for the General Fund Net Cost of Services split by Controllable and Non-Controllable identified by subjective category:

### Controllable

#### Employees - £663k above budget

- In February 2014, following the triennial actuarial review of the Council's pension scheme, Full Council approved a one-off payment of £745k (General Fund element) to reduce the deficit on the pension scheme. At the time of approval it was anticipated that this payment would be made in the financial year 2014/15. However, since approval the Council received notification that payment was required in March and therefore would come from the 2013/14 budget. This payment has been funded from the Pensions Reserve, and therefore has no impact on the overall outturn position.

## Explanatory Foreword

- An underspend of £75k was caused by the re-scheduling of the Council's internal Apprentice Scheme for which costs will now be incurred in 2014/15. Again, this will be funded from earmarked reserves, and therefore it has no impact on the overall outturn position;
- An underspend of £30k was due to staff savings in Clean, Safe & Green following the redesign and reduction of rounds for green waste collection; and
- A £40k underspend due to the early departure of an agency member of staff from the Building Control team that was expected to be in post for the full year.

### **Premises - £376k above budget**

- A £130k overspend on responsive repairs to commercial and investment properties during March, caused by the adverse weather conditions experienced over the winter months.
- A £40k overspend was caused by repairs and replacements to Community Centres.
- £30k additional costs were incurred at Cupid Green Depot following a requirement by the Environment Agency to re-concrete part of the site.
- A £30k overspend was incurred through responsive repairs to car parks following damage caused by the extreme weather conditions experienced in the first quarter of 2014.
- £50k overspend relates to reclassified expenditure (capital to revenue), identified at year-end.
- £35k relates to additional Closed Circuit Television costs arising due to the delayed completion of the relocation to the Cupid Green site.

### **Supplies & Services - £115k below budget**

- An underspend of £140k due to the re-phasing of the Electronic Documents and Records Management System project into 2014/15. The project is funded from earmarked reserves and therefore has no impact on the overall outturn position.
- An overspend caused by the transfer of capital costs (£120k) to revenue. These costs were originally classified as capital expenditure, but, in light of the Council's decision not to decant to 39/41 The Marlowes, they must now be reclassified as revenue expenditure.
- An overspend of £95k on the Public Service Quarter due to additional consultancy and legal work required for the detailed dialogue stage of the project.
- A £79k underspend caused by the re-phasing of the Council's external Apprentice Scheme which will now be delivered substantially in 2014/15. This budget is funded from earmarked reserves and therefore has no impact on the overall outturn position.
- £125k reduction in recharge to the HRA for the management and maintenance of garages following a review, and subsequent reduction, of officer time allocation by HRA staff.

### **Third Party Payments - £172k over budget**

- This relates primarily (£205k) to one-off start-up costs following the outsourcing of the Customer Services Unit to Northgate. This is funded in part from the Housing Revenue Account (£75k), with the remainder (£132k) from earmarked reserves, and therefore has no impact on the overall outturn position.

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### Income - £293k over recovery

- £120k relates to increased income from Investment Properties; due to the successful implementation of retrospective rent reviews and income from newly acquired properties e.g. The Point, and the transfer of HRA investment properties.
- Income exceeded budget within Pay and Display (£50k), Penalty Charge Notices (£65k), and Development Control (£80k).
- Lower than expected income from the County Council for the diversion of waste away from landfill (£112k). This income is a formula driven reward grant and has reduced due to an increase in forecast waste for quarter 4.

### Non-Controllable

The Non-Controllable variances are set out below:

	£'000
Capital Charges (Reversed no impact on overall outturn)	4,996
Pension Adjustments (Reversed no impact on overall outturn)	(977)
Housing Benefits and Subsidy	111
Bad Debt Provision for Impairment	31
Recharges (HRA / General Fund change)	(116)
<b>Total</b>	<b>4,045</b>

### HOUSING REVENUE ACCOUNT (HRA)

The table below summarises the Council's Housing Revenue Account for 2013/14:

	Budget £'000	Actual £'000	Variance £'000
Dwelling Rents and Service Charges	(52,134)	(52,118)	16
Interest on Investment Income	(156)	(205)	(49)
Other Income	(1,816)	(1,815)	1
<b>Total Income</b>	<b>(54,106)</b>	<b>(54,138)</b>	<b>(32)</b>
Repairs & Maintenance	12,001	12,958	957
Supervision & Management	10,583	11,085	502
Revenue Contribution to Capital	15,478	13,256	(2,222)
Interest Payable	11,665	11,665	0
Depreciation	8,907	9,370	463
Other Expenditure	487	635	148
<b>Total Expenditure</b>	<b>59,121</b>	<b>58,969</b>	<b>(152)</b>
<b>Contributions to/(from) Earmarked Reserves</b>	<b>(5,000)</b>	<b>(4,777)</b>	<b>223</b>
<b>(Surplus) / Deficit for the year</b>	<b>15</b>	<b>54</b>	<b>39</b>
Working Balance Brought Forward	(2,777)	(2,777)	0
<b>Working Balance Carried Forward</b>	<b>(2,762)</b>	<b>(2,723)</b>	<b>39</b>

The Working Balance for the Housing Revenue Account is now £2,723k, which is consistent with the minimum target balance of 5% of income stated in the Medium Term Financial Strategy.

## Explanatory Foreword

The major budget variations for the Housing Revenue Account are set out below:

### **Repairs & Maintenance - £957k over budget**

- The outturn for Repairs and Maintenance reflects an overspend caused primarily by an increase in demand for responsive repairs following the adverse weather conditions experienced over the winter months.

### **Supervision & Management - £502k over budget**

- The HRA share of the one off payment for pension back-funding (£210k), which was budgeted for 2014/15, but was brought forward to the final quarter of 2013/14.
- £75k increase in support recharges, primarily due to the one-off start-up costs associated with the implementation of the Northgate contract within the Customer Service Unit.
- £125k reduction in recharge income for the management and maintenance of garages following a review, and subsequent reduction, of officer time allocation by HRA staff.

### **Revenue Contribution to Capital - £2,222k under budget**

- Revenue Contribution to Capital (RCC) is that amount of surplus revenue, generated over the course of the year, which is transferred out of the Housing Revenue Account into the Housing Capital Programme in order to fund capital projects.
- Because it is revenue over and above the amount that is required to operate the HRA for the year, the actual level of RCC will go up or down dependent on over or under-spends elsewhere within the HRA budget. Therefore, the reduction in RCC at outturn 2013/14 reflects the cumulative overspend elsewhere in the budget.
- In summary, this means that £2.222m less than budgeted will be available to spend on HRA capital projects in future years. There remains sufficient capital funding within the HRA to ensure that the current programme can be delivered.

### **Depreciation - £463k over budget**

- The annual depreciation charge is the amount that represents the total value of the housing stock that has been 'used' over the course of the year. Dacorum's housing stock is said to have a 'useful economic life' of 60 years, therefore the annual depreciation charge is approximately one sixtieth of the value of the housing stock. The charge for depreciation in 2013/14 is above budget because the value of the housing stock has increased since the budget was set.

### **Other Expenditure - £148k over budget**

The major increase is in bad debt provision caused by the following factors:

- In 2013/14 there was an increase in overall arrears of £150k. This equates to 0.3% of rental income for the year, which represents an improvement on previous years.
- There has been an increase in the element of bad debt provision relating to former tenant debts. Although eviction rates have not increased in 2013/14, the average debt of a tenant

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evicted for rent arrears is considerably higher than it has been in the past. This is primarily due to increasing rental charges and the protracted legal process associated with eviction.

### Contribution to/(from) Earmarked Reserves - £223k over budget

- The increase in transfer to reserves is largely (£200k) due to the transfer of leaseholder contributions to lift repairs following a change in the accounting treatment,:

### CAPITAL PROGRAMME

The table below summarises the Council's Capital Expenditure and Financing for 2013/14:

	Budget £'000	Actual £'000	C/Fwd £'000	Variance £'000
General Fund - Finance and Resources	3,021	2,746	92	(183)
General Fund - Housing and Community	8,717	8,604	40	(73)
General Fund - Strategic Planning & Environmen	2,202	2,058	12	(132)
Housing Revenue Account	29,038	26,956	1,596	(486)
<b>Total Expenditure</b>	<b>42,978</b>	<b>40,364</b>	<b>1,740</b>	<b>(874)</b>
Major Repairs Reserve	(7,973)	(4,153)	0	(3,820)
Capital Receipts	(12,190)	(15,603)	0	3,413
Government Grants	(5,687)	(5,772)	0	85
Borrowing	0	0	0	0
Revenue Contributions	(17,093)	(14,550)	(1,740)	(803)
S106 Contributions	(35)	(286)	0	251
<b>Total Funding</b>	<b>(42,978)</b>	<b>(40,364)</b>	<b>(1,740)</b>	<b>(874)</b>

The major variations on the Capital Programme are set out below:

#### General Fund Schemes

##### Finance and Resources

- There is an underspend because the Decant project will no longer go ahead (£250k). Under these circumstances any expenditure has to be treated as Revenue.

##### Housing & Community

- There have been delays to the Old Town Hall project caused by the unpredictability of undertaking works on listed buildings, which have resulted in slippage of £200k in to 2014/15.
- The work at Highbarns will be completed in 2014/15 resulting in slippage of £230k.
- An in-year pressure of £361k on the New Build project at Redbourn Road (Elms Hostel). This represents a re-profiling of cash flows and is not an overspend on the overall scheme. Future years budget will be brought forward to fund the pressure

##### Strategic Planning & Environment

- An in-year pressure on the Old Town High Street Enhancements scheme of £195k. This represents a re-profiling of cash flows and is not an overspend on the overall scheme. Future year's budget will be brought forward to fund the pressure.

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- Slippage on the Multi Storey Car Park in Berkhamsted (£42k), the Regeneration of Hemel Town Centre (£49k) and Market Square and Bus Interchange (£108K).
- An underspend of £160k was caused by the re-classification of expenditure from capital to revenue and accruals made in 2012/13 in error.

### Housing Revenue Account Schemes

- An overspend on Planned Maintenance (£1.4m) due to the replacement of Kitchens and Bathrooms identified in void properties and the re-profiling of the contract, which resulted in 15 months' work being completed in 2013/14. This was agreed in anticipation of the new Total Asset Management Contract.
- There has been slippage in cash flows on the New Build works at Berkhamsted and London Road Apsley. However, both projects remain on target for their original completion.
- The budget for the transfer of land from the General Fund at London Road Apsley shows an underspend of £1.8m. The cost to the HRA was £1.8m, as budgeted, but there was a change in the anticipated accounting treatment which meant that the funds were transferred through an adjustment to the Capital Financing Requirement rather than a standard budget purchase.

### The Council's Financial Outlook

The Council's budget for 2014/15 and Medium Term Financial Forecast were approved by Full Council in February 2014. Given the testing economic outlook, the Council is projecting further significant reductions in core grant funding and continuing pressures on income streams and services.

The Council has plans and resources in place to manage successfully through the medium term. The move to "Self Financing" for Council Housing has provided the Council with the control and resources to start a new build programme for the first time in over 30 years.

The Council's medium term capital plans will provide a significant level of investment into the Borough. It is expected that this will have a positive impact on the local economy as well as acting as a catalyst to attract private sector investment and development in Dacorum. The aim of this is to have a further positive impact within the Borough and for the Council through increased business rates or New Homes Bonus.

### Council Tax Collection

The net collectable amount in respect of 2013/14 precepting and billing authority Council Tax was £77.8m. The Council achieved a collection rate of 98.1% (2012/13 97.8%). Council Tax arrears for precepting authorities (for all years) amounted to £5.8m as at 31 March 2014.

### Further Information

More detailed explanations for the Council's outturn are provided in the report to the Cabinet meeting held on 24<sup>th</sup> June 2014, entitled 'Final Outturn 2013/14', which is available on the Council's website: [www.dacorum.gov.uk](http://www.dacorum.gov.uk).

Further information about the Statement of Accounts is available from the Financial Services section at Dacorum Borough Council, Civic Centre, Marlowes, Hemel Hempstead, Hertfordshire, HP1 1HH. In addition, interested members of the public have a statutory right to inspect the accounts before the annual audit is completed. The availability of the accounts for inspection is advertised in the local press.

**Martin Hone**

**Corporate Director (Finance & Operations)**



# Statement of Responsibilities

## **The Council's responsibilities**

The Council is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Council that officer is the Corporate Director (Finance and Operations).
- Manage its affairs to secure economic, efficient and effective use of resources and to safeguard its assets.
- Approve the Statement of Accounts by 30 September 2014. Approval of the Statement of Accounts has been delegated to the Audit Committee.

## **The Corporate Director's (Finance and Operations) responsibilities:**

The Corporate Director (Finance and Operations) is responsible for the preparation of the Council's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

In preparing this Statement of Accounts, the Corporate Director (Finance and Operations) 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 Corporate Director (Finance and Operations) 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 Council as at 31 March 2014, and its income and expenditure for the year ending 31 March 2014.

**Martin Hone**

**Corporate Director (Finance and Operations)**

**17 June 2014**

# Annual Governance Statement

## Annual Governance Statement 2013/14

### Introduction

Dacorum Borough Council is committed to ensuring that good governance principles and management practices are adopted. This Annual Governance Statement has been produced in accordance with the CIPFA/SOLACE<sup>1</sup> framework *Delivering Good Governance in Local Government* (2007) and meets the statutory requirement set out in Regulation 4(3) of the Accounts and Audit Regulations 2011, which requires authorities to prepare the statement in accordance with proper practices.

The statement is an open and honest self-assessment of the Council's performance across all of its activities and contains a statement of the actions being taken or required in the future to address areas of concern. It is inevitable that, during a rigorous review of the Council's operations, issues will be identified to be addressed and a key element of good governance is to ensure that there is a clear action plan for addressing these issues.

The governance statement covers all significant corporate systems, processes and controls, spanning the whole range of the Council's activities. The statement includes details of how the Council:

- implements its policies;
- delivers high quality services efficiently and effectively;
- meets its values and ethical standards;
- complies with laws and regulations;
- adheres to required processes;
- ensures financial statements and other published performance information are accurate and reliable;
- manages human, financial, environmental and other resources efficiently and effectively.

The self-assessment contained within this statement has been undertaken taking account of assurance statements provided by managers from across the organisation together with regular reviews of risk management. It has also taken account of Internal Audit reports. In preparing this statement, account has been taken of both the statutory codes and the ethical governance tool-kit produced by the IDEA<sup>2</sup> and the CIPFA Financial Advisory Network.

### The importance of Governance

Good governance leads to good management, good performance, good stewardship of public money, good public involvement and, ultimately, good results for residents and other service users. Good governance enables the Council to pursue its 'vision' (as defined in its corporate planning documents) as well as underpinning that vision with mechanisms for control and management of risk. Whatever our successes in the past, we can make no assumptions about the future. In a fast-changing world the maintenance of high standards of good governance requires constant vigilance.

Good governance means:

- focusing on the purpose of the authority and results for the community and creating and implementing a vision for the local area;
- members and officers working together to achieve a common purpose with clearly defined functions and roles;
- promoting the values of the Council and upholding high standards of conduct and behaviour;
- taking informed and transparent decisions which are subject to effective scrutiny, and managing risk;
- developing the capacity and capability of members and officers to be effective;
- involving local people and other stakeholders to ensure strong public accountability.

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<sup>1</sup> CIPFA – Chartered Institute of Public Finance and Accountancy  
SOLACE – Society of Local Authority Chief Executives and Senior Managers

<sup>2</sup> IDEA - Improvement and Development Agency

# Annual Governance Statement

## Scope of responsibility

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

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs including the management of risk.

Whilst the Cabinet and senior management are responsible for delivering the Council's services and activities within these arrangements, the Audit Committee is responsible for reviewing the effectiveness of these arrangements on behalf of the Council. The Committee is also responsible for making any recommendation necessary as a result of its review or of any issue it identifies as a result of reports from external agencies such as the Audit Commission or the Local Government Ombudsman.

## Purpose of the Governance Framework

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

The Council's system of internal control is a key element of the framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies and objectives and can therefore only provide reasonable, and not absolute, assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies and objectives. It evaluates the likelihood of those risks coming to fruition and their impact should they do so and identifies ways to manage them efficiently, effectively and economically.

The governance framework has been in place throughout the financial year which ended on 31 March 2014 and continues to be in place up to the date of the approval of the statement of accounts.

In drawing together this Statement, the Governance Framework has been examined by reviewing the Council's arrangements for the following issues:

- The arrangements for identifying and communicating Dacorum Borough Council's 'vision' and intended outcomes
- Reviewing the 'vision' and its implications for governance arrangements
- Measuring the quality of services for users, ensuring that they are delivered in accordance with our objectives and represent best value for money
- Defining and documenting the roles and responsibilities of members and officers
- Developing, communicating and embedding codes of conduct and defining standards of behaviour for members and staff
- Reviewing and updating the Constitution; Financial Regulations; Scheme of Delegation; and Procurement Standing Orders which clearly define how decisions are taken and the processes and controls to manage risks
- Undertaking the core functions of an Audit Committee
- Ensuring that laws and regulations and internal policies and procedures are complied with and that expenditure is lawful
- Whistle-blowing and investigating complaints from the public
- Identifying the development needs of Members and Senior Officers and providing appropriate training
- Establishing clear channels of communication with all sections of the community and stakeholders and encouraging open consultation
- Incorporating good governance arrangements in respect of Partnerships

# Annual Governance Statement

## The Governance Framework

### Arrangements for identifying and communicating Dacorum Borough Council's vision and intended outcomes.

The Council has worked with its partners in the former Dacorum Local Strategic Partnership (LSP) to develop the Community Strategy *Towards 2021 – the Dacorum Sustainable Community Strategy*. This provides long-term ambitions for the Borough through to 2021. In 2012/13 the LSP was succeeded by the Destination Dacorum partnership with a specific remit for economic well-being.

Within this context, during 2012/13 the Council reviewed its overall vision and priorities for its local communities. The Council's aims are captured within its Corporate Plan 2012-2015 which was adopted by the Council in January 2013 and sets out five local community priorities. The five priorities included in the 2012-15 Corporate Plan are:

- Building Community Capacity;
- Safe and Clean Environment;
- Affordable Housing;
- Regeneration;
- Dacorum Delivers.

To help engage communities in setting and achieving this vision and priorities, Dacorum Borough Council is committed to reviewing and improving services to make sure it is providing the services needed by local people. Throughout the year an independent market research company, Opinion Research Services undertakes a residents' tracker survey on our behalf. It is part of our ongoing efforts to understand our residents' opinions and helps us track residents' changing perceptions of their local area. It is part of a Hertfordshire wide survey along with County Council and other districts. The Council has also taken steps to improve communications with service users through its website (to improve accessibility), the corporate complaints procedure, 'GovMetric' (to obtain customer satisfaction information), and the use of social media such as Facebook and Twitter.

To support its overall vision and aims, the Council has continued to review its Medium Term Financial Strategy and 5 year Capital Programme. Reviews were undertaken during 2013/14 and also as part of the budget preparation for 2014/15. With regard to the Capital Programme, this has included aligning resources to priorities through appraisal of new schemes based on the Council's key priorities. Our 2014/15 budget consultation included the following

- a) a residents' questionnaire was made available online via the Council's website and promoted through social media and the Council's residents' magazine Digest. A link to the survey was emailed to approximately 1000 residents using a database of residents' email addresses. Paper copies were available on request through the Council's Customer Service Centre;
- b) local businesses were consulted separately through the Council's business update newsletter which is regularly emailed to over 2,000 local businesses;
- c) a residents' budget deliberative forum was held and facilitated by Opinion Research Services.

The Continuous Improvement Programme is the framework employed by the Council to organise a large number of projects that are in place to deliver the Council's vision and priorities. Every CIP project is defined and resourced with named individuals responsible for project and programme delivery. During 2013/14 a new governance framework was established to ensure that all project proposals follow a standard approval and review process involving four key stages.

### Reviewing the 'vision' and its implications for governance arrangements

The Council's Corporate Plan is reviewed by Cabinet and then agreed by Council. The plan is designed to cover the four-year period 2012-15 and is reviewed annually to ensure that it remains relevant. The latest updated plan was approved by Cabinet in November 2013.

Cabinet and the Corporate Management Team also review performance indicators. All objectives included in business plans are aligned to the vision and priorities and are reviewed corporately by CMT

# Annual Governance Statement

and other senior managers to test completeness and consistency. A corporate review of 2014/15 performance objectives was undertaken by Assistant Directors in March 2014.

The Continuous Improvement Programme (CIP) forms part of the Council's governance framework. The CIP framework comprises the Performance Board and the Performance and Improvement officer team which lead and advise on the project management discipline adopted by the Council which is used for key projects to bring about change and improvement. The CIP is also integral to the Dacorum Delivers Programme.

The Performance Board sets the direction of the CIP. The Board has an advisory role and makes recommendation on the types of project and how they are to be resourced to the Cabinet or Portfolio Holder (as appropriate), so that the Board's recommendations can be carried forward into formal decisions. Projects that require capital expenditure are considered in the first instance by the Capital Strategy Steering Group (CSSG). This is largely an officer group which also includes the Finance and Resources Portfolio Holder to represent Cabinet. The CSSG appraises the projects and makes recommendations to Cabinet for referral to Council (as required).

In addition, Corporate Management Team the work and recommendations of five working groups:

- Regeneration;
- Organisational Transformation;
- Community and Localism;
- Sustainable Environment; and
- Property Management

## **Measuring the quality of services for users, ensuring that they are delivered in accordance with our objectives and represent best value for money**

The Council specifies service standards for those aspects of service delivery which are reflected in Service Plans. Satisfaction surveys are undertaken by key services following the provision of services.

In the preparation of their service plans, managers are required to consider a number of items including measuring the value for money provided by their service and to set out measures for improving it in the future.

In the External Auditor's Annual Governance Report for 2012/13, the most recent undertaken, which was reported to the Audit Committee on 18 September 2013, the Auditor concluded that Dacorum had made appropriate arrangements to secure economy, efficiency and effectiveness of its resources:

- Project management has been strengthened;
- All significant projects are linked to the Council's 'vision' and follow the corporate project management methodology;
- All are reviewed through monthly meetings of the Performance Board attended by the Leader, the Portfolio Holder for Finance and Resources, the Portfolio Holder for Housing, the Portfolio Holder for Residents and Regulatory Services, the Chief Executive and the Corporate Directors (as required).

## **Defining and documenting the roles and responsibilities of Members and Officers.**

The Council aims to ensure that the roles and responsibilities for governance are defined and allocated so that accountability for decisions made and actions taken are clear, and these are included in the Council's Constitution.

In May of each year the Council appoints the Mayor, Deputy Mayor and the Leader of the Council. The Leader appoints the Deputy Leader and the Cabinet Members and allocates to them responsibility for the various executive functions or "Portfolios".

Additionally, the Council appoints Committees to discharge the Council's regulatory and scrutiny responsibilities. These, together with the delegated responsibilities of officers, are set out in Part 3 of the Council's Constitution (Responsibility for Functions). Appropriate training for members is provided.

# Annual Governance Statement

All Committees and the various internal corporate officer groups supporting the Council's governance framework also have defined terms of reference. The officer groups include the Capital Strategy Steering Group, and five Corporate Working Groups. These are the Regeneration Corporate Working Group, the Environment Corporate Working Group, The Organisational Transformation Corporate Working Group and the Localism Corporate Working Group and the Property Management Corporate Working Group. The Audit Committee provides assurance to the Council on the effectiveness of the governance arrangements and internal control environment.

The Council's Chief Executive, as the Council's Head of Paid Service, has overall corporate policy management and operational responsibility and chairs the Corporate Management Team. Cross-organisational management groups are also in place for Assistant Directors and Group Managers to address cross-directorate operational issues.

All staff have clear conditions of employment and job descriptions which set out their roles and responsibilities. Job descriptions are reviewed as part of the annual performance appraisal.

The Corporate Director (Finance & Operations), as the Council's Section 151 Officer, has overall responsibility for the administration of the financial affairs of the Council, for keeping proper financial records and accounts and for maintaining an effective system of internal financial control. The finance function provides support for the budget preparation and financial monitoring process. The Corporate Director (Finance & Operations) is the lead officer for the Audit Committee. The Corporate Director (Finance & Operations) has appointed the Assistant Director (Finance & Resources) as the Deputy Section 151 Officer in his absence.

The Assistant Director (Chief Executive's Unit), as the Council's Monitoring Officer, has overall responsibility for legal compliance and has appointed the Group Manager (Legal Governance) as the Deputy Monitoring Officer. All Legal Services staff work closely with departments to advise on legal requirements. The Assistant Director (Chief Executive's Unit) is also the lead officer on Member and employee conduct and supports the Standards Committee and its Sub-Committees.

## **Developing, communicating and embedding codes of conduct and defining standards of behaviour for Members and staff**

The Council has adopted a 'local' Code of Conduct for Members in accordance with the Localism Act 2011. The Code was adopted in July 2012 and includes the mandatory provisions relating to the registration and declaration of Disclosable Pecuniary Interests.

Rachel Keil is the Council's Independent Person for the purposes of the Localism Act as part of the Council's arrangements for dealing with complaints about Members.

All elected and co-opted Members are aware of the Code and have entered their interests in the Register of Members' Interests. The Register is published on the Council's website as required by the Localism Act.

The Council also re-appointed the Standards Committee, which will continue to oversee the promotion of high standards among Members and will deal with allegations of breaches of the Members' Code.

Part 5 of the Constitution contains the Code of Conduct for Members. It sets out seven general principles: Selflessness, Honesty, Integrity, Objectivity, Accountability, Openness and Leadership. The Code requires Members to show respect for others and uphold the law. Compliance with the Code is monitored by the Standards Committee. Part 5 of the Constitution also contains sections on:

- Members Interests;
- Registration of Members' Interests;
- Code of Conduct for Employees;
- Protocol for Member/Officer relations;
- Planning Code of Practice;
- Whistle Blowing Policy.



# Annual Governance Statement

Training on the Employees' Code of Conduct as well as governance issues, has been provided during the year. The Employees' Code of Conduct is included within the officer Induction Training Programme for all new employees.

## **Reviewing and Updating the Constitution, Financial Regulations, Scheme of Delegation and Procurement Standing Orders which clearly define how decisions are taken and the processes and controls to manage risks**

The Council's Constitution sets out how the Council operates and the processes for policy and decision making. Various amendments were made to the Constitution and approved by Council during 2013/14 to enable the Constitution to remain fit for purpose. During 2013/14 the Scheme of Delegation has been amended in order to ensure that it is up to date. It has not been necessary to make more substantial changes to the Constitution during 2013/14.

Financial Regulations and Procurement policies are in the process of being reviewed in June 2014.

The Council has overall responsibility for the approval of the financial and policy framework, namely: the Council's Budget, Medium Term Financial Strategy, the Corporate Plan, the Development Plan and other plans and strategies that have a borough-wide application.

The Cabinet is responsible for the discharge of most of the main functions of the authority that are not the responsibility of full Council. As such, the Cabinet is the main decision-making body of the Council and its decisions, whilst subject to scrutiny, are ultimately not capable of being overturned, other than through legal proceedings. The Cabinet also makes recommendations to Council for approval on financial and policy framework matters.

The decision-making process is reviewed by a scrutiny function which has the power to call in decisions made. It also undertakes some pre-decision scrutiny and some policy development work.

Authority to make day-to-day operational decisions is detailed in Part 3 of the Council's Constitution 'Responsibility for Functions'.

Procedures governing the Council's operations include Financial Regulations, Procurement Standing Orders and the Risk Management Strategy. Ensuring compliance with these procedures is the responsibility of managers across the Council. Internal Audit checks procedures are complied with as part of the Annual Audit Plan. In addition key corporate strategies provide the framework for key decisions: these include the Corporate Plan, Medium Term Financial Strategy, Capital Strategy and Asset Management Plan.

The Finance & Resources Overview and Scrutiny Committee oversees the effectiveness of the risk management arrangements.

The Procurement Governance Framework includes the Procurement Standing Orders, Procurement Strategy, Selling to the Council Guide, Small and Medium Entity Protocol and Terms of Reference for the Procurement Group.

The Council's Corporate Business Continuity Plan is currently being reviewed and updated in light of the programme of Information and Communications Technology (ICT) infrastructure improvements. The Council also has a number of service-specific business continuity plans in place which are updated annually as part of the service plan process.

## **Undertaking the core functions of an Audit Committee**

The Audit Committee has been established by the Council. When the Committee was established its terms of reference were prepared to ensure that it complies fully with the advice provided by CIPFA<sup>3</sup>. The key areas covered by the terms of reference of the Committee are Audit Activity, Regulatory Framework, Accounts and Ombudsman.

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<sup>3</sup> Audit Committee – Practical Guidance for Local Authorities published 2005.

# Annual Governance Statement

## **Ensuring that laws and regulations and internal policies and procedures are complied with and that expenditure is lawful.**

All reports going to Cabinet or Portfolio Holders are properly scrutinised for governance issues by the Statutory Officers. Reports to Council, Cabinet and Portfolio holders for Portfolio Holder decisions contain comments from the Monitoring Officer and the Section 151 Officer.

All Cabinet draft reports are made available for the Statutory Officers to review and comment upon prior to submission to Member Support for publication. Any legal or financial issues arising out of the draft reports are discussed with the report author and resolved prior to the report being issued to Member Support who then compile the agenda and publish the reports.

The Report Template requires the report author to consider and provide the following information:

- Whether the report is part I or part II (part II items contain confidential or exempt information from which the general public are excluded – when an item is classified as part II then a reason has to be provided);
- Purpose of the report;
- Recommendations;
- Link to Corporate Objectives;
- Financial and Value For Money Implications;
- Risk Implications;
- Equalities Implications;
- Health and Safety Implications;
- Monitoring Officer Comments;
- S151 Officer Comments;
- Consultees;
- Background papers.

Statutory Officers, Corporate Directors and Assistant Directors provide further representations and assurances in the form of signed assurance statements, that sound systems of internal control and processes for managing risk have been implemented within the service areas for which they are responsible, and that the Council's own internal controls have been complied with. Assurance statements have to be submitted annually to the Assistant Director (Chief Executive's Unit).

## **Compliance with the Regulation of Investigatory Powers Act (RIPA)**

The Council is required to monitor its use of covert surveillance under RIPA. The Assistant Director (Chief Executive's Unit) submits an annual statistical return to the Office of the Surveillance Commissioner (OSC) on the use of covert surveillance.

In compliance with the revised Home Office Codes of Practice the Assistant Director (Legal, Democratic & Regulatory) has been designated as the Council's Senior Responsible Officer with overall responsibility for ensuring that the Council complies with RIPA and with the Council's own policy and procedures on the use of covert surveillance.

During 2013/14 three applications were made for authorisations under RIPA to carry out covert surveillance. The Council therefore remains a sparing user of directed surveillance.

## **Compliance with the Data Protection Act**

Under the DPA the Council is required to take appropriate technical and organisational measures against the unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data and to ensure an appropriate level of security.

The Information Security Team Leader post, reporting to the Assistant Director (Chief Executives) is the Council's designated Senior Information Risk Officer (SIRO). The SIRO has responsibility for managing information risk on behalf of the Chief Executive and Corporate Management Team. In



# Annual Governance Statement

September 2012 the Council reported a breach of the DPA to the Information Commissioner's Office (ICO). An internal investigation was carried out by Council officers and the investigation report was sent to the ICO together with details of the measures which the Council had in place to prevent such a breach occurring and the additional measures which had been taken following the breach. The ICO noted the steps taken by the Council to improve its DPA compliance, in particular the training given to employees, and decided that regulatory action was not necessary on this occasion.

There have been no reported breaches of the Data Protection Act in 2013/14.

## **Whistle-blowing and investigating complaints from the public.**

The Council takes fraud, corruption and maladministration very seriously and has the following policies that aim to prevent or deal with such occurrences:

- Anti-fraud Policy
- Whistle-blowing Policy
- Human resources policies regarding the disciplining of staff involved in such incidents.

Fraud Awareness Anti-Money Laundering and Whistle-blowing training are Compulsory Training Requirements for all staff.

A corporate complaints procedure is in place for the Council to receive and investigate any complaint made against it, or against a member of staff. Complaints against Members relating to alleged breaches of the Members Code of Conduct are subject to a separate complaints process for which the Monitoring Officer and Standards Committee are responsible for dealing with, as referred to above.

## **Identifying the development needs of Members and Senior Officers and providing appropriate training.**

The Council aims to ensure that Members and employees have the skills, knowledge and capacity they need to discharge their responsibilities and recognises the value of well trained and competent people in effective service delivery. All new Members and staff undertake an induction to familiarise them with protocols, procedures, values and aims of the Council.

As part of the Chief Executive's priorities identified back in 2009/10, it was decided that DBC would aim to achieve Elected Member Charter Status. The Council achieved this status in December 2010 and has continued to show commitment to this. The Member Charter is a statement of commitment to develop and support elected members. The processes put in place to achieve the Charter have helped the Council adopt a structured approach to Councillor Development and to build elected member capacity. This is particularly important given the ever changing skills and competencies essential to fulfil the requirements of being a councillor.

As part of the commitment to the Member training programme attendance is registered and monitored. During 2013/14, Members attended 19 specific events and also attended additional courses and conferences. Details of the events and attendance levels are set out in the table below:

<b>Course</b>	<b>Date</b>	<b>Attendance</b>
Development Control update	16 May 2013	3
Marlowes Improvement Plan	20 May 2013	6
Charing Skills	21 May 2013	15
Housing appeal	3 June 2013	1
Standards training	12 June 2013	2
Planning Update	3 July 2013	20
Dacorum Anywhere	10 July 2013	16
Public Speaking	10 October 2013	8
Housing Allocations	31 October 2013	18
Inform 360 (telephone system)	5 November 2013	3
Roles & Responsibilities	6 & 11 November 2013	4
Constitution	14 November 2013	18
Evidence based learning	20 November 2013	11

# Annual Governance Statement

Marlowes shopping zone	27 November 2013	22
Marlowes bus interchange	10 December 2013	13
Bribery Act 2010	26 February 2014	11
West Coast Mainline - Major Engineering Works	13 March 2014	11
Gypsy & Traveller provision	26 March 2014	12

Annual Performance Appraisals of staff are carried out which identify competencies and any training needs. These competencies have been developed to reflect skills and abilities needed to deliver services throughout the organisation. All Council employees have individual training records, held on the Council's Employee Information System providing details of the courses attended.

The Council sets standards of behaviour and performance for all staff and assessments of these standards are undertaken as part of annual performance reviews undertaken at year-end and interim reviews carried out during the year.

The Council has retained the Investors in People accreditation following reassessment in 2012/13.

## **Establishing clear channels of communication with all sections of the community and stakeholders and encouraging open consultation**

The Council's planning and decision-making processes are designed to include consultation with local people and stakeholders and to take account of their views.

Arrangements for consultation and gauging local views include consultation with the Town and Parish Councils, the Tenant and Leaseholder Committee, Citizens Panel and resident associations.

The Council runs a Local Petition Scheme which helps neighbourhood action groups to set the agenda for future improvements to local areas. Our magazine Dacorum Digest and the Dacorum Borough Council website are the main methods for communicating with the Borough's residents about our roles and responsibilities and our plans for the future. We have also developed close relationships with local broadcast and newspaper journalists. We have social media accounts on Facebook, Twitter and YouTube. We also run campaigns on specific issues which make use of community noticeboards and campaign materials in our three Civic Centre reception areas, as well as occasionally making use of radio and newspaper advertising

## **Incorporating good governance arrangements in respect of Partnerships**

The Council participates in a number of partnerships aimed at improving services provided to the community, such as the Local Strategic Partnership (Destination Dacorum) and various Community Safety Partnerships.

When drawing together different partners with varying organisational cultures and methodologies for handling governance issues, it is important that clear protocols are established at an early stage to minimise and manage risk. The Council keeps its register of Partnerships under constant review.

## **A Review of the Effectiveness of the Governance Framework and System of Internal Control**

Dacorum Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the Council who have responsibility for the development and maintenance of governance systems, the Internal Audit Annual Report, and also recommendations and comments made by the External Auditors and other review agencies and inspectorates.

Between April and October 2013, the Council's Internal Audit service was provided by BDO LLP, and between November 2013 and March 2014 by Mazars Public Sector Internal Audit Limited. The independent opinion on the adequacy and effectiveness of the Council's system of internal control has been provided by Mazars Public Sector Internal Audit Limited, and is based on an internal audit methodology that complies with international auditing standards.

# Annual Governance Statement

## The process applied in maintaining and reviewing the effectiveness of the governance framework

The key elements of the process are summarised in the following table:

Key element	Role and Activity during the year
Council	<ul style="list-style-type: none"> <li>○ Approve Constitution including: Financial Regulations; Codes of Conduct; Procurement Standing Orders; Scheme of Delegation</li> <li>○ Set budget and policy framework</li> </ul>
Cabinet	<ul style="list-style-type: none"> <li>○ Financial, performance and risk management of service delivery within the Budget and Policy Framework set by Council – quarterly reports</li> <li>○ Responsibility for key decisions and initiating corrective action in relation to risk and internal control issues</li> <li>○ Monthly public meetings (excluding any summer recess)</li> <li>○ Regular briefings with Chief Officers</li> </ul>
Audit Committee	<ul style="list-style-type: none"> <li>○ Five scheduled meetings per annum</li> <li>○ Review and scrutinise the outcome of Internal and External audit reports and those of other external agencies such as the Ombudsman</li> <li>○ Monitor the Governance arrangements within the Council</li> <li>○ Delegated responsibility to scrutinise and approve the Financial Statements on behalf of the Council</li> <li>○ To consider the External Auditor's report to those charged with Governance on issues arising from the audit of the accounts</li> </ul>
Overview and Scrutiny Committees: <ul style="list-style-type: none"> <li>○ Housing &amp; Community</li> <li>○ Strategic Planning &amp; Environment</li> <li>○ Finance &amp; Resources</li> </ul>	<ul style="list-style-type: none"> <li>○ To provide overview and scrutiny and policy development role in relation to business associated with the Cabinet Portfolios</li> <li>○ To monitor the performance of relevant Council services, including services which are provided under contract or agreement by external organisations or private sector companies</li> </ul>
Standards Committee	<ul style="list-style-type: none"> <li>○ Consider allegations of breaches of the Code of Conduct</li> <li>○ Promote and maintain high standards of conduct by the members of the Council</li> </ul>
Internal Audit – (outsourced service provided by Mazars)	<ul style="list-style-type: none"> <li>○ Set overall internal audit strategy to meet the Council's overall direction</li> <li>○ Undertake an annual programme of audits</li> <li>○ Present audit reports to Management and Audit Committee</li> <li>○ Present progress reports to Audit Committee measuring performance against the Audit Plan</li> </ul>
Chief Executive (Head of Paid Service)	<ul style="list-style-type: none"> <li>○ Overall corporate policy management and operational responsibility</li> <li>○ Chairman of Corporate Management Team</li> </ul>

## Annual Governance Statement

Monitoring Officer (Assistant Director (Chief Executives Unit))	<ul style="list-style-type: none"> <li>○ Maintain the Constitution</li> <li>○ Ensure lawfulness and fairness of decision making</li> <li>○ Supporting the Standards Committee</li> <li>○ Receive complaints and decide whether they merit further investigation. If the complaint is investigated to report the outcome to the Standards Committee for a decision and ensure the correct procedural steps are followed and appropriate assistance is given to the Committee throughout the process</li> <li>○ Act as the Senior Information Risk Officer</li> <li>○ Act as the Senior Responsible Officer (RIPA)</li> <li>○ Proper officer for access to information</li> <li>○ Advise whether Cabinet and Portfolio Holder decisions are within the Council's budget and policy framework</li> <li>○ Provide advice and contribute to corporate management as a member of Corporate Management Team</li> </ul>
Section 151 Officer (Corporate Director (Finance & Operations))	<ul style="list-style-type: none"> <li>○ Ensure lawfulness and financial prudence of decision making</li> <li>○ Responsibility for administration of financial affairs of the Council and keep proper financial records and accounts for maintaining an effective system of internal financial controls</li> <li>○ Contribute to corporate management as a member of Corporate Management Team</li> <li>○ Provide professional financial advice to Members including the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues</li> <li>○ Provide financial information to the media, members of the public and community</li> </ul>
Statutory Officers Comments – Monitoring Officer and Section 151 Officer	<ul style="list-style-type: none"> <li>○ Statutory officers review all Cabinet and Portfolio Holder Decision reports to consider and comment within the report on legal and financial implications arising out of the report</li> <li>○ Review of governance issues arising out of day to day working practices</li> <li>○ Consider issues arising out of the annual assurance statements</li> </ul>
Corporate Directors	<ul style="list-style-type: none"> <li>○ Overall strategic and operational management of those services falling within each individual directorate</li> <li>○ Contribute to corporate management as a member of Corporate Management Team</li> </ul>
Corporate Management Team	<ul style="list-style-type: none"> <li>○ Monthly review of budget, performance and Improving Dacorum Programme</li> <li>○ Quarterly review of strategic risk management</li> </ul>
Performance Board	<ul style="list-style-type: none"> <li>○ Review performance against Council Vision and Priorities</li> <li>○ Review Dacorum Delivers improvement programme projects</li> </ul>

## Annual Governance Statement

Capital Strategy Steering Group	<ul style="list-style-type: none"> <li>○ Representation from all directorates and Cabinet (Finance and Resources Portfolio Holder)</li> <li>○ Monthly monitoring of the delivery of capital programme</li> <li>○ Detailed appraisal and scoring of new schemes for recommendation to Cabinet/consideration for recommendation to Council</li> </ul>
Corporate Working Groups	<ul style="list-style-type: none"> <li>○ Officer/Member groups drawn from service directorates and including relevant Portfolio Holders as appropriate</li> <li>○ Oversee and review delivery of all relevant operational matters and establish and receive reports from sub-groups as necessary</li> <li>○ Consider options appraisals and make recommendations for CMT and Cabinet consideration</li> </ul>
Corporate Risk Management Group (subsumed within Assistant Directors Group)	<ul style="list-style-type: none"> <li>○ Officer meetings (membership drawn from all directorates at Assistant Director Level, the Council's Risk Manager and Internal Audit) to review operational risks and business continuity</li> </ul>
Assistant Directors and Group Managers	<ul style="list-style-type: none"> <li>○ Operational management for the services falling within each individual service area</li> <li>○ Assurance Statements covering all of the Council's key internal controls, including: Financial Regulations; Procurement Standing Orders; Employees Code of Conduct; Corporate Policies; and risk management.</li> </ul>

# Annual Governance Statement

## Statement by Leading Member (Leader of the Council) and Leading Officer (Chief Executive) of the Council

We have been advised of the result of the review of the effectiveness of the governance framework by the Audit Committee and a plan to address the weaknesses and ensure continuous improvement of the system is in place. We have identified the significant governance issues below.

### Significant governance issues

Between April and October 2013, the Council's Internal Audit service was provided by BDO LLP. Deloitte Public Sector Internal Audit Limited were appointed as the Council's Internal Auditors with effect from November 2013. Following acquisition by Mazars in January 2014, its name changed to Mazars Public Sector Internal Audit Limited and the service continued to be provided under the existing terms of contract.

Mazars Public Sector Internal Audit undertook a total of 13 reviews in 2013/14, of which 12 (92%) were rated as providing a full or substantial level of assurance, and one (8%) provided limited assurance.

The single Limited Assurance report included a Priority 1 recommendation. Priority 1 recommendations relate to issues that are deemed to be fundamental to the systems concerned and upon which immediate action has been taken. This related to:

1. **Contract Management – Key Performance Indicators as specified in contracts between the Council and the Contractor should be formally monitored and recorded.** Formal contract management guidance has been produced and is shown in a separate section within the Procurement Standing Orders (PSOs). The PSOs are currently being redrafted to take account of the outcomes of the 'Review of Procurement' and are due to be presented to Scrutiny and Cabinet in June 2014 and Full Council in July 2014.

The Internal Auditor has obtained satisfactory assurance that the system of internal control in place at the Council for the year ended 31 March 2014 accords with proper practice. Further details of the reviews undertaken by Internal Audit during 2013/14 are available upon request and are summarised within the Internal Auditor's draft Annual Report presented to the Audit Committee on 17 June 2014 and published on the Council's website.

Where this Governance Statement has identified other areas for improvement we propose to take steps to enhance our governance arrangements further. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

We give our assurance that the Council as a whole is committed to continuous improvement and believe that we have established the relevant foundations on which to create further capacity to continue to develop our governance arrangements.

We give our further assurance that the Council's financial management arrangements conform to the governance requirements of the CIPFA *Statement on the role of the Chief Financial Officer in Local Government* (2010).

Signed .....  
(Councillor Andrew Williams – Leader of the Council)

Signed .....  
(Sally Marshall – Chief Executive)

## Comprehensive Income & Expenditure Statement

		2013/14			2012/13		
	Note	Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000	Gross Expenditure £'000	Gross Income £'000	Net Expenditure £'000
Central Services to the Public		9,114	(905)	8,209	3,142	(774)	2,368
Cultural and Related Services		8,297	(4,416)	3,881	8,398	(3,505)	4,893
Environmental and Regulatory Services		12,088	(4,541)	7,547	11,193	(4,371)	6,822
Planning Services		6,296	(1,783)	4,513	5,721	(1,441)	4,280
Highways, Roads & Transport Services		1,733	(2,068)	(335)	1,490	(1,839)	(349)
Local Authority Housing (HRA)		22,348	(53,933)	(31,585)	33,032	(51,762)	(18,730)
Other Housing Services		54,333	(50,366)	3,967	62,458	(59,367)	3,091
Corporate and Democratic Core		2,476	(249)	2,227	2,329	(184)	2,145
Non Distributed Costs		101	0	101	1,391	0	1,391
<b>Total Cost of Services</b>		<b>116,786</b>	<b>(118,261)</b>	<b>(1,475)</b>	<b>129,154</b>	<b>(123,243)</b>	<b>5,911</b>
Other Operating Expenditure	6			(3,090)			(881)
Financing and Investment Income and Expenditure	7			10,919			8,515
Taxation and Non Specific Grant Income	8			(24,249)			(20,741)
<b>(Surplus)/Deficit on Provision of Services</b>				<b>(17,895)</b>			<b>(7,196)</b>
(Surplus)/ Deficit on Revaluation of Property, Plant and Equipment	19/30			(22,412)			(1,583)
Actuarial (Gains)/Losses on Pension Asset / Liabilities	14			(11,416)			9,527
<b>Other Comprehensive Income and Expenditure</b>				<b>(33,828)</b>			<b>7,944</b>
<b>Total Comprehensive Income and Expenditure</b>				<b>(51,723)</b>			<b>748</b>



## Movement in Reserves Statement

	Note	General Fund £'000	Earmarked Reserves General Fund £'000	Housing Revenue Account £'000	Earmarked Reserves HRA £'000	Major Repairs Reserve £'000	Capital Grants Unapplied £'000	Capital Receipts Reserve £'000	Total Usable Reserves £'000	Total Unusable Reserves £'000	Total Council Reserves £'000
<b>Balance at 31 March 2013</b>		<b>2,991</b>	<b>14,411</b>	<b>2,777</b>	<b>12,127</b>	<b>6,852</b>	<b>580</b>	<b>5,670</b>	<b>45,408</b>	<b>337,992</b>	<b>383,400</b>
Movement in Reserves During 2013/14:											
Surplus or (Deficit) on Provision of Services		(6,146)	0	24,041	0	0	0	0	17,895	0	17,895
Other Comprehensive Income and Expenditure		0	0	0	0	0	0	0	0	33,828	33,828
<b>Total Comprehensive Income and Expenditure</b>		<b>(6,146)</b>	<b>0</b>	<b>24,041</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,895</b>	<b>33,828</b>	<b>51,723</b>
Adjustments Between Accounting Basis and Funding Basis Under Regulations:	17	5,773	0	(28,872)	0	4,268	206	4,650	(13,975)	13,975	0
<b>Net Increase/(Decrease) Before Transfers to Earmarked Reserves</b>		<b>(373)</b>	<b>0</b>	<b>(4,831)</b>	<b>0</b>	<b>4,268</b>	<b>206</b>	<b>4,650</b>	<b>3,920</b>	<b>47,803</b>	<b>51,723</b>
Transfer (to)/from Earmarked Reserves	18	79	(79)	4,777	(4,777)	0	0	0	0	0	0
<b>Increase/(Decrease) in Year</b>		<b>(294)</b>	<b>(79)</b>	<b>(54)</b>	<b>(4,777)</b>	<b>4,268</b>	<b>206</b>	<b>4,650</b>	<b>3,920</b>	<b>47,803</b>	<b>51,723</b>
<b>Balance at 31 March 2014</b>		<b>2,697</b>	<b>14,332</b>	<b>2,723</b>	<b>7,350</b>	<b>11,120</b>	<b>786</b>	<b>10,320</b>	<b>49,328</b>	<b>385,795</b>	<b>435,123</b>

	Note	General Fund £'000	Earmarked Reserves General Fund £'000	Housing Revenue Account £'000	Earmarked Reserves HRA £'000	Major Repairs Reserve £'000	Capital Grants Unapplied £'000	Capital Receipts Reserve £'000	Total Usable Reserves £'000	Total Unusable Reserves £'000	Total Council Reserves £'000
<b>Balance at 31 March 2012</b>		<b>2,680</b>	<b>13,841</b>	<b>4,014</b>	<b>127</b>	<b>2,336</b>	<b>721</b>	<b>203</b>	<b>23,922</b>	<b>360,226</b>	<b>384,148</b>
Movement in Reserves During 2012/13:											
Surplus or (Deficit) on Provision of Services		(2,090)	0	9,286	0	0	0	0	7,196	0	7,196
Other Comprehensive Income and Expenditure		0	0	0	0	0	0	0	0	(7,944)	(7,944)
<b>Total Comprehensive Income and Expenditure</b>		<b>(2,090)</b>	<b>0</b>	<b>9,286</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,196</b>	<b>(7,944)</b>	<b>(748)</b>
Adjustments Between Accounting Basis and Funding Basis Under Regulations:	17	2,971	0	1,477	0	4,516	(141)	5,467	14,290	(14,290)	0
<b>Net Increase/(Decrease) Before Transfers to Earmarked Reserves</b>		<b>881</b>	<b>0</b>	<b>10,763</b>	<b>0</b>	<b>4,516</b>	<b>(141)</b>	<b>5,467</b>	<b>21,486</b>	<b>(22,234)</b>	<b>(748)</b>
Transfer (to)/from Earmarked Reserves	18	(570)	570	(12,000)	12,000	0	0	0	0	0	0
<b>Increase/(Decrease) in Year</b>		<b>311</b>	<b>570</b>	<b>(1,237)</b>	<b>12,000</b>	<b>4,516</b>	<b>(141)</b>	<b>5,467</b>	<b>21,486</b>	<b>(22,234)</b>	<b>(748)</b>
<b>Balance at 31 March 2013</b>		<b>2,991</b>	<b>14,411</b>	<b>2,777</b>	<b>12,127</b>	<b>6,852</b>	<b>580</b>	<b>5,670</b>	<b>45,408</b>	<b>337,992</b>	<b>383,400</b>



## Balance Sheet

		31 March 2014 £'000	31 March 2013 £'000
	Note		
<b>Long-term Assets</b>			
Property, Plant & Equipment	19	755,808	707,618
Investment Property	16	45,004	43,141
Heritage Assets	37	1,649	1,649
Intangible Assets	21	796	891
Long-term Investments	36	0	1,000
Long-term Debtors	23	1,135	158
<b>Total Long Term Assets</b>		<b>804,392</b>	<b>754,457</b>
<b>Current Assets</b>			
Short-term Investments	36	22,610	31,298
Assets Held for Sale	22	0	0
Inventories		174	180
Short-term Debtors	24	12,028	12,092
Cash and Cash Equivalents	25	31,591	30,271
<b>Total Current Assets</b>		<b>66,403</b>	<b>73,841</b>
<b>Current Liabilities</b>			
Short-term Creditors	26	(13,218)	(14,108)
Short-term Borrowing	36	(127)	(127)
Capital Grants and Contributions	28	(3,059)	(3,758)
Short-term Provisions	29	(2,725)	(1,161)
<b>Total Current Liabilities</b>		<b>(19,129)</b>	<b>(19,154)</b>
<b>Long-term Liabilities</b>			
Long-term Creditors	27	(7,136)	(7,187)
Long-term Borrowing	36	(346,739)	(346,739)
Long-term Provisions	29	(410)	0
Net Pension Liability	14	(62,258)	(71,818)
<b>Total Long-term Liabilities</b>		<b>(416,543)</b>	<b>(425,744)</b>
<b>Net Assets (Assets Less Liabilities)</b>		<b>435,123</b>	<b>383,400</b>
<b>Usable Reserves</b>			
General Fund		2,697	2,991
Earmarked Reserves – General Fund	18	14,332	14,411
Housing Revenue Account		2,723	2,777
Earmarked Reserves – Housing Revenue Account	18	7,350	12,127
Major Repairs Reserve		11,120	6,852
Capital Grants Unapplied Account		786	580
Capital Receipts Reserve		10,320	5,670
<b>Total Usable Reserves</b>		<b>49,328</b>	<b>45,408</b>
<b>Unusable Reserves</b>			
Revaluation Reserve	30	54,413	33,067
Capital Adjustment Account	31	395,998	376,957
Deferred Capital Receipts	32	30	49
Collection Fund Adjustment Account	33	(2,135)	21
Pension Reserve	14	(62,258)	(71,818)
Accumulated Absences Account	34	(253)	(284)
<b>Total Unusable Reserves</b>		<b>385,795</b>	<b>337,992</b>
<b>Total Reserves</b>		<b>435,123</b>	<b>383,400</b>

## Cash Flow Statement

	Note	2013/14 £'000	2012/13 £'000
<b>Cash Flows from Operating Activities</b>			
Net Surplus/(Deficit) on Provision of Services		17,895	7,196
<i>Adjustments to Net Surplus/(Deficit) on Provision of Services for Non-Cash Movements:</i>			
Depreciation & Impairment	19	12,586	12,519
Changes in Market Value of Property, Plant & Equipment	19	(11,909)	4,239
Amortisation of Intangible Assets	21	366	311
Changes in Fair Value of Investment Properties	16	(1,308)	(2,095)
Disposal of Assets	17	5,944	4,119
Changes in Inventory		6	(30)
Changes in Debtors		1,505	(1,424)
Changes in Creditors		1,375	1,357
Changes in Provisions	29	1,974	(481)
Changes in Deferred Capital Receipts	32	(19)	(21)
Changes in Net Pension Liability		1,856	1,175
Other non-cash Movements		(2)	4
<i>Adjustments for Items Included in the Net Surplus/(Deficit) on Provision of Services that are Investing/Financing Activities</i>			
Capital Grants Recognised		(6,263)	(2,634)
Proceeds on Disposal of Property, Plant & Equipment	17	(10,927)	(6,709)
<b>Net Cash Flows from Operating Activities</b>		<b>13,079</b>	<b>17,526</b>
<b>Cash Flows from Investing Activities</b>			
Purchase of Property, Plant & Equipment	19	(31,774)	(22,418)
Purchase of Investment Property	16	(1,251)	(1,103)
Purchase of Intangible Assets	21	(199)	(226)
Proceeds from the Disposal of Property, Plant and Equipment		10,946	6,728
Net Changes in Short-term and Long-term Investments		8,688	(5,630)
<b>Net Cash Flows from Investing Activities</b>		<b>(13,590)</b>	<b>(22,649)</b>
<b>Cash Flows from Financing Activities</b>			
Changes in Capital Grants and Contributions		(699)	(1,344)
Capital Grants and Contributions Recognised		6,263	2,634
Cash Receipts of Short-term and Long-term Borrowing		0	0
Changes in Council Tax and Business Rates Collected for Third Parties		(3,733)	(1,058)
<b>Net Cash Flows from Financing Activities</b>		<b>1,831</b>	<b>232</b>
<b>Net Increase/Decrease in Cash and Cash Equivalents in the Period</b>		<b>1,320</b>	<b>(4,891)</b>
<b>Cash and Cash Equivalents at the Beginning of the Period</b>		<b>30,271</b>	<b>35,162</b>
<b>Cash and Cash Equivalents at the End of the Period</b>		<b>31,591</b>	<b>30,271</b>

The cash flows for operating activities include the following items:

	2013/14 £'000	2012/13 £'000
Interest Receivable and Similar Income	(559)	875
Interest Payable and Other Similar Charges	11,689	11,694

# Notes to the Core Financial Statements

## 1. Accounting Policies

### Summary of Significant Accounting Policies

The principal accounting policies applied in the preparation of the Statement of Accounts (the Accounts) are set out below.

### Basis of Preparation

The Accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting 2013/14 (the Code) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA).

The functional and presentational currency of Dacorum Borough Council (the Council) is pounds sterling.

The accounting convention adopted in the Accounts is principally historic cost, modified by the revaluation of Property, Plant and Equipment and Investment Property.

The preparation of the Accounts in conformity with the Code requires the use of certain critical accounting estimates. It also requires management to exercise judgement in the process of applying the accounting policies.

### Going Concern

The Accounts are prepared on a going concern basis, i.e. on the assumption that the Council will continue to operate for the foreseeable future.

### Accruals of Income and Expenditure

Activity is accounted for within 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 those provided by employees) are recorded as expenditure when the services are received rather than when payments are made.

The only exception to this is Housing Benefit Payments, which are recorded on a cash basis.

### Principal and Agent

For the majority of transactions the Council undertakes it is acting entirely on its own behalf and completely owns any risks and rewards of the transaction. This is known as the Council acting as a Principal.

# Notes to the Core Financial Statements

However there are some situations whereby the Council is acting as an Agent, an intermediary for all or part of a transaction or service. The two main instances where this occurs are in relation to Council Tax and Business Rates whereby the Council is collecting Council Tax and Business Rates income on behalf of itself and preceptors (Hertfordshire County Council and Hertfordshire Crime Commissioner) in relation to Council Tax and (Department for Communities and Local Government (DCLG) and Hertfordshire County Council) in relation to Business Rates.

The implications for this is that any balance sheet transactions at the year end, in relation to these Agent relationships, are split between the principal parties and, therefore, the balances contained on the Balance Sheet for a particular debt are the Council's own proportion of the debt and associated balances. The proportions of transactions that relate to the other parties to the relationship are shown as debtors or creditors due from/to these parties.

## Exceptional Items

Items are presented as exceptional when that degree of prominence is necessary in order to give a fair presentation of the financial statements. A description of each exceptional item is given within the notes to the Accounts.

## 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.

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.

## Government Grants and Other Contributions

Whether paid on account, by instalments or in arrears, government grants and third party 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 Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset in the form of the grant or contribution are required to be consumed by the recipient as specified, or future economic benefits or service potential must be returned to the transferor.

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

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

# Notes to the Core Financial Statements

## Overheads and Support Services

The costs of overheads and support services are charged to those areas of activity that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Reporting Code of Practice 2013/14 (SeRCOP). The total absorption costing principle is used – the full cost of overheads and support service are shared between users in proportion to the benefits received with the exception of:

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

These two costs categories are defined in SeRCOP and accounted for as separate headings on the Comprehensive Income and Expenditure Statement, as part of the Surplus or Deficit on the Provision of Services.

## Charges to Revenue for Non-Current Assets

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

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

The Council is not required to raise Council Tax to fund depreciation, revaluation and impairment losses or amortisations. It does not currently require a Minimum Revenue Provision (MRP) for the repayment of debt as its only debt arises from Housing Self Financing for which there is no requirement for a MRP. Depreciation, revaluations, impairment losses and amortisations are therefore reversed by way of an adjusting transaction within Capital Adjustment Account in the Movement in Reserves Statement.

## 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 for more than one financial year are classified as Property, Plant and Equipment.

Expenditure on Property, Plant and Equipment is capitalised at cost when it will bring benefits to the Council for more than one reporting period, subject to a de-minimis capitalisation threshold of £10,000 per scheme. Items below this limit are charged to the Comprehensive Income and Expenditure Statement. The Council does not capitalise borrowing costs incurred whilst assets are under construction.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits or service potential associated with the item will flow to the Council and the cost can be measured reliably. The carrying amount of the replaced part is derecognised. All other repairs and maintenance are charged to the Comprehensive Income and Expenditure Statement during the financial period in which they are incurred.

Land and buildings are subsequently measured at fair value. Fair value is primarily based on the amount that would be paid for the asset in its existing use. Fair value is estimated using a depreciated replacement cost approach when the asset is specialised and/or rarely sold.

Council dwellings are subsequently measured at fair value determined using the Existing Use Value for Social Housing (EUV-SH) method. Fair value is primarily based on the amount that would be paid for the asset in its existing use.

# Notes to the Core Financial Statements

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years.

When an asset's carrying amount increases as a result of a revaluation, the increase is recognised in the Comprehensive Income and Expenditure Statement to the extent that it reverses a revaluation decrease of the same asset previously recognised in the Comprehensive Income and Expenditure Statement. Any remaining increase is credited directly to the Revaluation Reserve. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset, and the net amount is restated to the revalued amount of the asset.

When an asset's carrying amount decreases as a result of a revaluation, the decrease is debited directly to the Revaluation Reserve to the extent of any credit balance existing in respect of that asset. Any remaining decrease is recognised against the relevant service lines in the Comprehensive Income and Expenditure Statement.

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

Infrastructure, community assets, and assets under construction, are measured at depreciated historical cost.

Non-property assets are measured at depreciated historical cost basis, which is deemed to be a proxy for fair value as the assets have short useful lives and/or low values.

## 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 there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains).

Where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line in the Comprehensive Income and Expenditure Statement.

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

## Depreciation

Depreciation is calculated using the straight-line method to allocate an asset's carrying value to its residual values over its remaining estimated useful life. The basis of the estimated useful lives are as follows:

Buildings	Remaining useful life is provided by external valuers
Community Assets	Shorter of remaining life or 30 years
Infrastructure Assets	Shorter of remaining life or 30 years
Council Dwellings	Remaining useful life is provided by external valuers
Vehicles, Plant and Equipment	Remaining lease period, or remaining life as advised by a suitable officer



# Notes to the Core Financial Statements

Where an asset comprises two or more major components with substantially different useful economic lives, each component is accounted for separately for depreciation purposes and depreciated over its individual useful life. The requirement for componentisation for depreciation purposes is only applicable to enhancement, purchases, or revaluations after 1 April 2010.

No depreciation is charged on land or assets under construction.

The assets' useful lives and residual values are reviewed, and adjusted if appropriate, at the end of each reporting period.

Each year the difference between depreciation based on the revalued carrying amount of the asset charged to the Comprehensive Income and Expenditure Statement and depreciation based on the asset's historic cost is transferred from the Revaluation Reserve to the Capital Adjustment Account.

## 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 Comprehensive Income and Expenditure Statement in the year. Where the Council has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a transfer in the Movement in Reserves Statement from the General Fund Balance to the Capital Adjustment Account then reverses out the amounts charged so that there is no impact on the level of Council Tax.

## **Heritage Assets**

The Council holds various items classified as Heritage Assets. Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses, acquisitions and disposals) in accordance with the Council's accounting policies on Property, Plant and Equipment.

The carrying amounts of Heritage Assets are reviewed where there is evidence of impairment, e.g. where the item has suffered physical deterioration or breakage, or where doubt arises as to its authenticity. Impairments are recognised and measured in accordance with the Council's general policies on impairment. Disposals are dealt with in line with the accounting policies relating to the disposal of Property, Plant and Equipment. The groups of Heritage Assets along with the measurement basis are as follows:

### Land

The Council holds three areas of land which form part of the Borough's history. Within these areas of land various sculptures and other cultural assets are on display. These assets are valued at fair value. Fair value is primarily based on the amount that would be paid for the asset in its existing use. As with Property, Plant and Equipment, assets are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years.

### Civic Regalia/Treasures

The Council holds various items of Regalia and Treasures, many of which are on display at The Civic Centre, Hemel Hempstead. These include the Mayoral Chain, Badges, Silver Mace and the Charters. These items are reported in the Balance Sheet at insurance valuation which is based on market values. Valuations are reviewed sufficiently regularly to ensure that their carrying amount is not materially different from their valuation at the year-end, but as a minimum every five years.

### Sculptures/Statues/Artwork

The Council holds numerous sculptures and pieces of artwork located throughout the Borough. Those that are deemed to have historical, artistic or cultural significance are valued, and carried on the Balance Sheet. Where possible, these valuations are based on cost when acquired. For those items where cost information is unavailable, no value is reported in the Balance Sheet as it would involve

# Notes to the Core Financial Statements

incurring a disproportionate cost to value the assets in comparison to the benefits of the users of the accounts.

## Other Heritage Assets

In addition to the previous groups, the Council holds a range of miscellaneous assets. The majority of these assets are held and managed by the Dacorum Heritage Trust (DHT), which makes them available for public viewing on request. These assets are held on the Balance Sheet at insurance valuation. Valuations are reviewed sufficiently regularly to ensure that their carrying amount is not materially different from their valuation at the year-end, but as a minimum every five years. The remaining miscellaneous assets not managed by the DHT are not reported on the Balance Sheet as the cost of valuation would be disproportionate to the benefits of the users of the accounts.

Memorials are also included within this group of which there are 31 in the Borough. Given that the value of these could never adequately reflect the emotional value vested in them by the community and would not materially affect the accounts, it would be inappropriate and misleading to present a value based on purely material costs.

## **Lease Classification**

Leases are classified as either finance leases or operating leases based on the substance of the arrangement. The lease of land and building is split at inception of the lease into a separate lease of land and a lease of buildings which are independently classified. Unless title is expected to pass to the lessee at the end of the lease term, leases of land have been classified as operating leases.

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

## Operating Leases (Council as Lessee)

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases.

Payments made under operating leases (net of any incentives received from the lessor) are charged on a straight-line basis over the term of the lease to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from use of the leased Property, Plant and Equipment. Contingent rent is recognised in the period in which it arises.

## Finance Leases (Council as Lessee)

Leases of Property, Plant and Equipment where the Council has substantially all the risks and rewards of ownership are classified as finance leases.

Finance leased assets are capitalised at the commencement of the lease at the lower of the fair value of the leased Property, Plant or Equipment and the present value of the minimum lease payments. Up-front payments for a leasehold interest classified as a finance lease are capitalised as part of the asset.

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 corresponding lease obligations, net of finance charges, are included in Creditors. Interest is charged to the Comprehensive Income and Expenditure Statement over the lease period at a constant periodic rate of interest on the remaining balance of the liability for each period. Contingent rent is recognised as an expense in the period in which it arises.



# Notes to the Core Financial Statements

## Operating Leases (Council as Lessor)

Where the Council grants an operating lease over an Investment Property, the leased asset remains within Investment Property on the Balance Sheet. The lease income is recognised over the term of the lease on a straight-line basis in the Income and Expenditure in Relation to Investment Properties line in the Comprehensive Income and Expenditure Statement and results in a gain for the General Fund Balance. Contingent rent is recognised in the period in which it arises.

Up-front payments received on the granting of a leasehold interest classified as an operating lease are recognised as a Creditor in the Balance Sheet and amortised over the lease term.

## Finance Leases (Council as Lessor)

Where the Council grants a finance lease over an Investment Property, the leased asset is derecognised from Investment Property as a disposal and a lease receivable is recognised for any leases with rental payments in excess of peppercorn rent. Peppercorn rents are recognised in the Income and Expenditure in Relation to Investment Properties line in the Comprehensive Income and Expenditure Statement.

## **Investment Property**

Investment Property comprises land and/or buildings held 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 Property is measured initially at cost and subsequently at fair value, which is based on active market prices adjusted, if necessary, for any difference in the nature, location or condition of the specific asset.

Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal. Investment Properties are not depreciated but are revalued annually.

Revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

## **Disposals and Non-current Assets Held for Sale**

Assets are reclassified as an Asset Held for Sale when the following criteria are met:

- The asset must be available for immediate sale in its present condition
- The sale must be highly probable
- The asset must be actively marketed
- The sale should be expected to qualify for recognition as a completed sale within one year

The asset is revalued immediately before reclassification and then carried at the lower of this amount or fair value less costs to sell. Where there is a subsequent decrease to the fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previous losses recognised in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale.

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

# Notes to the Core Financial Statements

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

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

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals may be payable to the Government. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment. Receipts are appropriated to the Capital Receipts Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

## **Intangible Assets**

The Council accounts for its purchased software licences as Intangible Assets, to the extent it will bring benefits to the Council for more than one reporting period.

The Intangible Assets held by the Council are measured at amortised historical cost as readily ascertainable market values are not available.

Intangible Assets are amortised on a straight-line basis over the shorter of remaining useful life or 5 years to the relevant service line in the Comprehensive Income and Expenditure Statement.

An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted to the relevant service line in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an Intangible Asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

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

## **Inventory**

Inventory is measured at the lower of cost and net realisable value using first-in first-out method.

## **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 investments that mature in no more than three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Council's cash management.

# Notes to the Core Financial Statements

## Accounts Payable and Accrued Expenditure

A creditor is recognised in the Balance Sheet when goods and services are received prior to the reporting date and payment occurs after the reporting date.

## Leave Accrual

The accrual represents leave earned as of the reporting date that will be utilised in the next reporting period. The leave accrual is measured as the amount of the benefit earned by the employees of the Council. The accrual is charged to Surplus or Deficit on the Provision of Services so that leave benefits are charged to expense in the financial year in which the leave absence occurs. To remove any impact on Council Tax payers it is then reversed out through the Movement in Reserves Statement to the Accumulated Absences Account.

## Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an employee's employment before the normal retirement date or an employee's decision to accept voluntary redundancy and are charged on an accruals basis to the appropriate service line in the Comprehensive Income and Expenditure Statement when the Council is demonstrably committed to the termination of the employment of an employee or group of employees or 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 Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

## Pensions

The Council provides retirement benefits as part of the terms and conditions of employment through the Local Government Pension Scheme, administered by Hertfordshire County Council. The benefits (retirement lump sums and pensions), which are based on pay and service, are earned over the term of employment.

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

- The liabilities of the Hertfordshire 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, and projections of projected earnings for current employees;
- Liabilities are discounted to their value at current prices, using a discount rate annually reviewed and recommended by the Actuary;
- The assets of Hertfordshire 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; and
  - property – market value.
- The change in the net pensions liability is analysed into seven components as follows:

## Notes to the Core Financial Statements

- current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked;
- past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs;
- interest cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid – debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
- expected return on assets – the annual investment return on the fund assets attributable to the Council, based on an average of the expected long-term return - credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
- gains or losses on settlements and curtailments – the result of actions to relieve the Council of liabilities or events that reduce the expected future service or accrual of benefits of employees – debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs;
- actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debited to the Pensions Reserve; and
- contributions paid to the Hertfordshire 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 Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as the benefits are earned by employees.

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 policies above.

### Provisions

Provisions are recognised when:

- the Council has a present legal or constructive obligation as a result of past events;
- it is probable that an outflow of resources will be required to settle the obligation; and
- a reliable estimate can be made of the amount of the obligation.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation. Where the effect is material, the estimated cash flows are discounted. The increase in the provision due to the passage of time is recognised as interest expense.

# Notes to the Core Financial Statements

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

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

Provisions are not recognised for future operating losses.

## **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 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.

## **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 or Housing Revenue Account Balances in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund or Housing Revenue Account Balance in the Movement in Reserves Statement so that there is no net charge against Council Tax or housing rent for the expenditure.

Certain reserves are kept to manage the accounting processes which represent unusable resources for the Council. These are the Revaluation Reserve, Capital Adjustment Account, Short-term Accumulating Compensated Absences Account, Collection Fund Adjustment Account and Pension Reserve, all of which are explained in the relevant policies and notes to the Accounts.

## **Financial Instruments**

### Recognition

Financial assets and financial liabilities which arise from contracts for the purchase and sale of non-financial items (such as goods or services), which are entered into in accordance with the Council's normal purchase, sale or usage requirement, are recognised when, and to the extent which, performance occurs. All other financial assets and liabilities are recognised when the Council becomes party to the contractual provisions to receive or make cash payments.

# Notes to the Core Financial Statements

## Classification and Measurement

Financial assets, other than cash and cash equivalents, are classified as loans and receivables, initially measured at fair value and subsequently measured at amortised cost.

Financial liabilities are classified as creditors, initially measured at fair value and subsequently measured at amortised cost.

## Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments and are not quoted in an active market. Loans and receivables are initially recognised at fair value and then measured at amortised cost using the effective interest rate method. The effective interest rate is a method of calculating the amortised cost of a financial asset and of allocating the interest income to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement over the relevant period using the estimated future cash flows.

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial asset or a group of financial assets is impaired. A financial asset or group of financial assets is impaired and impairment losses are incurred if there is:

- objective evidence of impairment as a result of a loss event that occurred after the initial recognition of the asset and up to the end of the reporting period ('a loss event');
- the loss event had an impact on the estimated future cash flows of the financial asset or the group of financial assets; and
- a reliable estimate of the amount can be made.

Financial assets are recorded in the Balance Sheet net of any impairment. The asset is written down and a charge made to the relevant service (for receivables specific to that service) or the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate.

A financial asset is considered for de-recognition when the contractual rights to the cash flows from the financial asset expire, or the Council has either transferred the contractual right to receive the cash flows from the asset, or has assumed an obligation to pay those cash flows to one or more recipients, subject to certain criteria. The Council de-recognises a transferred financial asset if it transfers substantially all the risks and rewards of ownership. 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 Comprehensive Income and Expenditure Statement.

## Financial Liabilities

All financial liabilities are recognised initially at fair value, net of any material transaction costs incurred, and then measured at amortised cost using the effective interest rate method. They are included in Short-term Creditors except for the amounts payable more than twelve months after the end of the reporting period, which are classified as Long-term Creditors.

Interest on financial liabilities carried at amortised cost is calculated using the effective interest rate method and is charged to the Comprehensive Income and Expenditure Statement.

The Councils borrowings, are presented in the Balance Sheet as the outstanding principal repayable (plus any accrued interest); and the interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year. Exceptions to this would be where material costs are incurred when the liability is initially recognised.

## **Value Added Tax (VAT)**

VAT is included in the Comprehensive Income and Expenditure Statement, whether of a capital or revenue nature, only to the extent that it is not recoverable. VAT receivable is excluded from income.



# Notes to the Core Financial Statements

## 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.

## 2. Accounting Standards that have been issued but have not yet been adopted

For 2013/14, the following accounting policy changes need to be reported:

- IFRS10 – Consolidated Financial Statements
- IFRS11 – Joint Arrangements
- IFRS12 – Disclosure of interests in other entities
- IAS27 – Separate financial statements (as amended in 2011)
- IAS28 – Investments in associates and joint ventures (as amended in 2011)
- IAS32 – Financial Instruments: Presentation
- IAS 1 – Presentation of Financial Statements

It is not anticipated these changes will have a material impact on the financial statements. The CIPFA/LASAAC Local Authority Accounting Code Board (CIPFA/LASAAC) decided at its meeting in January 2014 to defer the implementation of IFRS 13 Fair Value Measurement to the 2015/16 Code. This decision was taken by CIPFA/LASAAC to ensure that a further consultative process took place to cover the practical issues on implementation of IFRS 13.

## 3. Critical judgements in applying Accounting Policies

In applying the accounting policies set out in Note 1, 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 as follows:

### Lease Accounting

Judgement is required in the initial classification of leases as either operating leases or finance leases. Where a lease is taken out for land and buildings combined, the buildings element of the lease may be capitalised as a finance lease if it meets the criteria for a finance lease, but the land element will be classed as an operating lease by the Council unless title transfers at the end of the lease. If the contracted lease payments are not split between land and buildings in the lease contract, the split is made based on the market values of the land and buildings at the inception of the lease. The accounting policy for leases is set out in Note 1.

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

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the Balance Sheet date and the amounts reported for the revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The key judgements and estimation uncertainty that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:



# Notes to the Core Financial Statements

## Valuation of Property, Plant and Equipment

Council dwellings are shown at fair value, based on professional valuations. The valuations are carried out in accordance with the Royal Institution of Chartered Surveyors Appraisal and Valuation Manual, known as the “Red Book”.

The value of Council dwellings fluctuates with changes in the current market value of residential properties. A 5% increase in property prices would increase the carrying value of the council dwellings by £32.9m in the Balance Sheet and increase the annual depreciation charge by £0.47m in the Comprehensive Income and Expenditure Statement. A 5% decrease in property prices would decrease the carrying value of the council dwellings by £32.9m in the Balance Sheet and decrease the annual depreciation charge by £0.47m in the Comprehensive Income and Expenditure Statement. The accounting policy for Council dwellings is set out in Note 1 and information on Council dwellings is set out in Note 19.

## Provision for Outstanding Business Rates Appeals

On 1 April 2013, Local Authorities assumed the liability for refunding ratepayers who have successfully appealed against the Business Rates rateable value of their properties. This will include amounts that were paid over (to Central Government) in respect of 2012/13 and prior years.

It is unknown how many of the outstanding appeals will be successful, though estimation techniques have been applied to the outstanding appeals using historic success rate data. The carrying amount of the Provision is £5.1m, of which the Council's share of £2m is reflected in the Accounts. An increase in the success rate by 5% would change the required provision by £0.3m, affecting the surplus/deficit on the Collection Fund, to be distributed to the preceptors and Central Government.

## Measurement of Pension Liability

The present value of the pension liability depends on a number of factors that are determined on an actuarial basis and the value of the underlying assets. The actual liability of the Council will continue to be subject to volatility, as a result of a number of factors.

The estimated effects of the changes in the key individual assumptions in determining the net pension liability would increase the Council's pension liability as of 31 March 2014 as follows:

	£'m
0.5% decrease in the real discount rate	17.3
1 year increase in member life expectancy	5.6
0.5% increase in the salary increase rate	4.4
0.5% increase in the pension increase rate	12.8
Total	40.1

The above table presents the changes in key assumptions in isolation. The information is only indicative of the estimated impact as the assumptions interact in complex ways. The accounting policy for pensions is set out in Note 1 and further information on the pension liability is set out in Note 14.

## **5. Amounts Reported for Resource Allocation Decisions**

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is in a format specified by the CIPFA *Service Reporting Code of Practice*. In practice, decisions about resource allocation are taken within the Council on the basis of budget reports analysed across Committees.

The tables that follow provide reconciliations between the figures used for decision-making, and the figures presented on the Comprehensive Income and Expenditure Statement. The 2012/13 comparative figures have been restated to Committee format where these were previously by Directorate.

## Notes to the Core Financial Statements

2013/14 Committee Income & Expenditure	Finance & Resources £'000	Strategic Planning & Environment £'000	Housing & Community - General Fund £'000	Housing & Community - Housing Revenue Account £'000	Total £'000
Employees	9,726	8,647	3,364	5,319	27,056
Premises	2,995	1,492	683	13,017	18,187
Transport	50	3,205	80	124	3,459
Supplies & Services	4,987	5,393	2,233	5,253	17,866
Contributions to/(from) Provisions	(4)	12	(31)	(57)	(80)
Third Party Payments	1,575	145	25	0	1,745
Transfer Payments	45,788	0	0	0	45,788
Support Services	9,664	3,089	1,466	3,173	17,392
Payments to Housing Capital Receipts Pool	1,293	0	0	0	1,293
Capital Charges/Revaluations	5,666	934	1,911	-1,663	6,848
Interest Payments	24	0	0	11,665	11,689
<b>Total Expenditure</b>	<b>81,764</b>	<b>22,917</b>	<b>9,731</b>	<b>36,381</b>	<b>151,243</b>
Fees, Charges & Other Service Income	(4,353)	(5,601)	(3,355)	(52,851)	(66,160)
Recharge Income	(17,696)	(5,493)	(646)	(2,332)	(26,167)
Interest & Investment Income	(354)	0	0	(205)	(559)
Income from Council Tax	(9,875)	0	0	0	(9,875)
Income from Business Rates	(1,199)	0	0	0	(1,199)
Government Grants & Other Contributions	(61,088)	(1,455)	(72)	(1,327)	(63,942)
Other Items	(3,272)	0	0	24,914	(21,642)
(Gains)/Losses on Disposal of Assets	47	0	0	(5,030)	(4,983)
<b>Total Income</b>	<b>(97,790)</b>	<b>(12,549)</b>	<b>(4,073)</b>	<b>(36,831)</b>	<b>(151,243)</b>
<b>Net Income/Expenditure</b>	<b>(16,025)</b>	<b>10,367</b>	<b>5,658</b>	<b>0</b>	<b>0</b>

### Reconciliation of Committee Income & Expenditure to Cost of Services in the Comprehensive Income & Expenditure Statement:

	£'000
Net Expenditure in the Directorate Analysis	0
Items Included in the Analysis not Included in the CI&E	(1,475)
Comprehensive Income & Expenditure Net Cost of Services	(1,475)

Reconciliation to Subjective Analysis 2013/14	Committee Analysis £'000	Amounts not included in the CI&E £'000	Amounts in CI&E not in Subjective £'000	Total £'000
Employees	27,056	0	0	27,056
Premises	18,187	0	0	18,187
Transport	3,459	0	0	3,459
Supplies & Services	17,866	0	0	17,866
Contributions to Provisions	(80)	0	0	(80)
Third Party Payments	1,745	0	0	1,745
Transfer Payments	45,788	0	0	45,788
Support Services	17,392	0	0	17,392
Capital Charges/Revaluations	6,848	0	0	6,848
Income	(92,327)	0	0	(92,327)
Interest & Investment Income	(559)	0	0	(559)
Income from Council Tax	(9,875)	0	0	(9,875)
Income from Business Rates	(1,199)	0	0	(1,199)
Government Grants & Other Contributions	(63,942)	0	0	(63,942)
Interest Payments	11,689	0	0	11,689
Payments to Housing Capital Receipts Pool	1,293	0	0	1,293
Below the Line Entries	21,642	(17,895)	(33,828)	(30,081)
(Gains)/Losses on Disposal of Assets	(4,983)	0	0	(4,983)
<b>Total</b>	<b>0</b>	<b>(17,895)</b>	<b>(33,828)</b>	<b>(51,723)</b>

## Notes to the Core Financial Statements

2012/13 Committee Income & Expenditure	Finance & Resources £'000	Strategic Planning & Environment £'000	Housing & Community - General Fund £'000	Housing & Community - Housing Revenue Account £'000	Total £'000
Employees	11,039	7,733	3,077	4,381	26,230
Premises	2,669	1,414	601	10,075	14,759
Transport	51	3,270	78	66	3,465
Supplies & Services	5,098	5,119	1,975	5,567	17,759
Contributions to Provisions	82	91	46	(65)	154
Third Party Payments	214	96	25	(40)	295
Transfer Payments	54,193	0	0	0	54,193
Support Services	8,854	2,685	1,465	2,153	15,157
Payments to Housing Capital Receipts Pool	1,091	0	0	0	1,091
Capital Charges/Revaluations	116	951	2,919	13,045	17,031
Interest Payments	24	0	0	11,670	11,694
<b>Total Expenditure</b>	<b>83,431</b>	<b>21,359</b>	<b>10,186</b>	<b>46,852</b>	<b>161,828</b>
Fees, Charges & Other Service Income	(4,223)	(5,297)	(3,150)	(50,830)	(63,500)
Recharge Income	(16,577)	(5,320)	(904)	(1,824)	(24,625)
Interest & Investment Income	(721)	0	0	(154)	(875)
Income from Council Tax	(10,536)	0	0	0	(10,536)
Income from Business Rates	0	0	0	0	0
Government Grants & Other Contributions	(66,896)	(1,579)	(100)	(989)	(69,564)
Other Items	206	0	0	9,656	9862
(Gains)/Losses on Disposal of Assets	121	0	0	(2,711)	(2,590)
<b>Total Income</b>	<b>(98,626)</b>	<b>(12,196)</b>	<b>(4,154)</b>	<b>(46,852)</b>	<b>(161,828)</b>
<b>Net Income/Expenditure</b>	<b>(15,195)</b>	<b>(9,163)</b>	<b>6,032</b>	<b>0</b>	<b>0</b>

### Reconciliation of Committee Income & Expenditure to Cost of Services in the Comprehensive Income & Expenditure Statement:

	£'000
Net Expenditure in the Directorate Analysis	0
Items Included in the Analysis not Included in the CI&E	5,911
Comprehensive Income & Expenditure Net Cost of Services	5,911

Reconciliation to Subjective Analysis 2012/13	Committee Analysis £'000	Amounts not included in the CI&E £'000	Amounts in CI&E not in Subjective £'000	Total £'000
Employees	26,230	0	0	26,230
Premises	14,759	0	0	14,759
Transport	3,465	0	0	3,465
Supplies & Services	17,759	0	0	17,759
Contributions to Provisions	154	0	0	154
Third Party Payments	295	0	0	295
Transfer Payments	54,193	0	0	54,193
Support Services	15,157	0	0	15,157
Capital Charges/Revaluations	17,031	0	0	17,031
Income	(88,124)	0	0	(88,124)
Interest & Investment Income	(875)	0	0	(875)
Income from Council Tax	(10,536)	0	0	(10,536)
Income from Business Rates	0	0	0	0
Government Grants & Other Contributions	(69,564)	0	0	(69,564)
Interest Payments	11,694	0	0	11,694
Payments to Housing Capital Receipts Pool	1,091	0	0	1,091
Below the Line Entries	9,862	(7,196)	7,944	10,610
(Gains)/Losses on Disposal of Assets	(2,590)	0	0	(2,590)
<b>Total</b>	<b>0</b>	<b>(7,196)</b>	<b>7,944</b>	<b>748</b>

# Notes to the Core Financial Statements

## 6. Other Operating Expenditure

	Note	2013/14 £'000	2012/13 £'000
Parish Council Precepts		600	618
Payments to the Government Housing Capital Receipts Pool		1,293	1,091
(Gains)/Losses on the Disposal of Non Current Assets	17	(4,983)	(2,590)
<b>Total</b>		<b>(3,090)</b>	<b>(881)</b>

## 7. Financing and Investment Income & Expenditure

	Note	2013/14 £'000	2012/13 £'000
Interest Payable and Other Similar Charges		11,689	11,694
Interest Receivable and Similar Income		(559)	(875)
Net Interest on the Net Defined Benefit Liability/Asset	14	3,200	2,207
Income and Expenditure in Relation to Investment Properties and Changes in their Fair Value	16	(3,411)	(4,511)
<b>Total</b>		<b>10,919</b>	<b>8,515</b>

## 8. Taxation and Non Specific Grant Income

	Note	2013/14 £'000	2012/13 £'000
Council Tax Income		(9,875)	(10,646)
Non Domestic Rates Income & Expenditure		(1,199)	(5,985)
Non-ringfenced Government Grants	10	(6,912)	(1,476)
Capital Grants and Contributions		(6,263)	(2,634)
<b>Total</b>		<b>(24,249)</b>	<b>(20,741)</b>

## 9. Members' Allowances

The Council paid the following amounts to 51 (2012/13 51) elected Members of the Council during the year.

	2013/14 £'000	2012/13 £'000
Salaries	372	384
Allowances	3	3
Expenses	2	2
<b>Total</b>	<b>377</b>	<b>389</b>

Salaries include basic and special allowances. Allowances include broadband, office equipment and care allowances. Expenses include travel and subsistence.

# Notes to the Core Financial Statements

## 10. Grant Income

The Council credited the following grants and contributions to the Comprehensive Income and Expenditure Statement.

<b>Non Specific Grant Income</b>	<b>2013/14</b>	<b>2012/13</b>
	<b>£'000</b>	<b>£'000</b>
Revenue Support Grant	(3,962)	(116)
Area Based Grants/Local Area Agreements	0	(34)
New Homes Bonus	(1,529)	(882)
Council Tax Freeze Grant	0	(249)
Business Rates Retention	(1,239)	0
Other	(182)	(195)
<b>Total</b>	<b>(6,912)</b>	<b>(1,476)</b>
<b>Grants Credited to Services</b>	<b>2013/14</b>	<b>2012/13</b>
	<b>£'000</b>	<b>£'000</b>
Benefits Subsidy and Administration	(47,004)	(55,962)
Supporting People	0	(462)
Elections	0	(148)
Local Sustainable Transport Fund	(37)	(150)
Other	(162)	(15)
<b>Total</b>	<b>(47,203)</b>	<b>(56,737)</b>

## 11. Building Control

The Local Authority Building Control Regulations require the disclosure of information regarding the setting of charges for the administration of the Building Control function. The Council sets charges for work carried out in relation to Building Regulations, with the aim of recovering all costs incurred over a three year cycle. The cumulative deficit for Chargeable services for the three year period ending 31 March 2014 was £229k, compared with a deficit of £210k for the three year period to 31 March 2013. The statement below shows the total cost of operating the Building Control unit divided between the chargeable and non-chargeable activities for 2013/14.

<b>Building Control 2013/14</b>	<b>2013/14 Chargeable £'000</b>	<b>2013/14 Non Chargeable £'000</b>	<b>2013/14 Total £'000</b>	<b>2012/13 Total £'000</b>
Employees	328	111	439	414
Premises	0	0	0	0
Transport	7	2	9	10
Supplies & Services	38	13	51	22
Support Services	142	48	190	151
Depreciation	3	1	4	4
Bad Debts Provision	6	0	6	4
<b>Total Expenditure</b>	<b>524</b>	<b>175</b>	<b>699</b>	<b>605</b>
Building Regulation Charges	(525)	0	(525)	(441)
Other Income	0	(3)	(3)	(3)
<b>Total Income</b>	<b>(525)</b>	<b>(3)</b>	<b>(528)</b>	<b>(444)</b>
<b>Building Control (Surplus)/Deficit</b>	<b>(1)</b>	<b>172</b>	<b>171</b>	<b>161</b>

## Notes to the Core Financial Statements

### 12. Remuneration of Employees

The following table shows the number of employees whose remuneration, excluding pension costs, exceeded £50,000 for the year, excluding those that have been disclosed individually in the following table of Senior Employees.

<b>Total Remuneration</b>	<b>Number of Employees 2013/14</b>	<b>Number of Employees 2012/13</b>
£50,000 - £54,999	10	10
£55,000 - £59,999	1	5
£60,000 - £64,999	4	2
<b>Total</b>	<b>15</b>	<b>17</b>

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

<b>Exit Package Cost Band (including special payments)</b>	<b>Number of Compulsory Redundancies</b>		<b>Number of Other Departures Agreed</b>		<b>Total number of Exit Packages by Cost Band</b>		<b>Total Cost of Exit Packages in Each Band £'000</b>	
	<b>2013/14</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2012/13</b>
£0 - £20,000	0	8	0	0	0	8	0	41
£20,001 - £40,000	3	2	1	0	4	2	113	46
£40,001 - £60,000	0	0	0	0	0	0	0	0
£60,001 - £80,000	0	0	0	0	0	0	0	0
£80,000 - £100,000	0	0	0	0	0	0	0	0
£100,000 - £150,000	0	0	1	0	1	0	51	0
£150,000<	0	0	0	0	0	0	0	0
<b>Total</b>	<b>3</b>	<b>10</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>10</b>	<b>164</b>	<b>87</b>

## Notes to the Core Financial Statements

During 2013/14, the Cabinet instructed that Dacorum Borough Council review its senior staff structure to ensure efficiency in delivery of the Council's priorities. This had the effect of reducing the number of Corporate Director posts from 3 to 2, and the number of Assistant Director posts from 7 to 6.

The remuneration paid to the Council's senior employees was as follows:

	Salary (including Fees & Allowances)	Expenses Reimbursed	Benefits in Kind (e.g. Lease Car)	Total Remuneration Excluding Pension Contributions	Pension Contributions	Total Remuneration
2013/14	£	£	£	£	£	£
<b><u>Posts Employed for Full Year</u></b>						
Corporate Director – (Housing & Regeneration)	98,322	0	2,436	100,758	15,515	116,273
Assistant Director – Chief Executive's Unit	80,008	108	4,752	84,868	13,553	98,421
Assistant Director – Neighbourhood Delivery	73,772	441	0	74,213	11,204	85,417
Assistant Director – Housing Landlord	72,572	682	3,757	77,011	11,612	88,623
Assistant Director – Performance & Projects	71,166	505	3,055	74,726	11,387	86,113
Assistant Director – Planning, Development & Regeneration	68,685	501	2,241	71,427	10,949	82,376
Assistant Director – Finance & Resources	68,370	0	0	68,370	10,339	78,709
<b><u>Posts Employed for Part Year</u></b>						
Chief Executive (April 2013 – October 2013)	79,327	182	0	79,509	63,324	142,833
Chief Executive (November 2013 – March 2014)	53,516	368	0	53,884	8,243	62,127
Corporate Director – Finance & Operations	50,472	0	0	50,472	7,708	58,180
<b><u>Posts Removed from the Establishment During the Year</u></b>						
Corporate Director – Finance & Governance	58,884	516	0	59,400	8,992	68,392
Corporate Director – Performance, Improvement & Transformation	28,566	145	1,077	29,788	4,489	34,277
Assistant Director – Strategy & Transformation	21,468	0	0	21,468	3,243	24,711

The annualised salaries for posts employed during part of the year were: (1) Chief Executive (April 2013 – October 2013) - £135,611; (2) Chief Executive (November 2013 – March 2014) - £130,250; (3) Corporate Director – Finance & Operations - £101,221; (4) Corporate Director – Finance & Governance - £101,312; (5) Corporate Director – Performance, Improvement & Transformation - £95,266; (5) Assistant Director – Strategy & Transformation - £66,804



## Notes to the Core Financial Statements

	Salary (Including Fees & Allowances)	Expenses Reimbursed	Benefits in Kind (e.g. Lease Car)	Total Remuneration Excluding Pension Contributions	Pension Contributions	Total Remuneration
2012/13	£	£	£	£	£	£
<b>Chief Executive</b>	132,630	345	0	132,975	20,453	<b>153,428</b>
<b>Corporate Director - Finance &amp; Governance</b>	100,936	1,502	0	102,438	15,414	<b>117,852</b>
<b>Corporate Director - Performance, Improvement &amp; Transformation</b>	93,183	1,470	3,530	98,183	14,909	<b>113,092</b>
<b>Corporate Director - Housing &amp; Regeneration</b>	96,114	0	2,283	98,397	15,162	<b>113,559</b>
<b>Assistant Director - Planning, Development &amp; Regeneration</b>	65,406	956	2,081	68,443	10,425	<b>78,868</b>
<b>Assistant Director - Legal, Democratic &amp; Regulatory</b>	73,275	150	4,430	77,855	12,429	<b>90,284</b>
<b>Assistant Director - Strategy &amp; Transformation*</b>	61,163	183	0	61,346	9,223	<b>70,569</b>
<b>Assistant Director - Neighbourhood Delivery</b>	68,904	342	0	69,246	10,425	<b>79,671</b>
<b>Assistant Director - Housing Landlord</b>	69,093	309	2,838	72,240	11,055	<b>83,295</b>
<b>Assistant Director - Performance &amp; Projects</b>	69,093	885	3,272	73,250	11,055	<b>84,305</b>
<b>Assistant Director - Finance &amp; Resources*</b>	27,164	269	0	27,433	4,096	<b>31,529</b>

\* The annualised salaries of employees in post part year or that are part time were: Assistant Director – Finance & Resources £64,395, Assistant Director – Strategy & Transformation £64,395

### 13. External Audit Costs

The Council has incurred the following costs in relation to the audit of the Statement of Accounts and certification of grant claims by the Council's external auditors, Ernst & Young:

	2013/14 £'000	2012/13 £'000
External audit services carried out by the appointed auditor for the year	97	97
External audit services carried out by the appointed auditor for an earlier year	(13)	32
Certification of grant claims and returns for the year	38	33
<b>Total</b>	<b>122</b>	<b>162</b>

# Notes to the Core Financial Statements

## 14. Pensions

### Local Government Pension Scheme

As part of the terms and conditions of employment for employees, 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 for those benefits, and to disclose them at the time that employees earn their future entitlement.

The Council participates in the Local Government Pension Scheme, administered by Hertfordshire County Council (HCC). This is a funded benefit final salary scheme, meaning that the Council and its employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets. The pension scheme is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the Pensions Committee of HCC. Policy is determined in accordance with the Local Government Pension Scheme Regulations 2013. The investment managers of the fund are appointed by the Investment sub-committee of HCC and consist of the fifteen Investment Fund Managers.

The principal risks relating to the Council of the scheme are longevity assumptions, statutory changes to the scheme, structural changes to the scheme, changes to inflation, bond yields and the performance of equity investments held by the scheme.

### Transactions Relating to Post-employment Benefits

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

	2013/14 £'000	2012/13 £'000
<b>Comprehensive Income &amp; Expenditure Statement</b>		
<b>Cost of Services:</b>		
Current Service Cost	4,037	3,178
Past Service Cost/(Gain) – Including Curtailments	101	0
<b>Financing and Investment Income and Expenditure:</b>		
Net Interest Expense	3,200	2,207
<b>Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services</b>	<b>7,338</b>	<b>5,385</b>
<b>Other Comprehensive Income &amp; Expenditure:</b>		
Return on Plan Assets (excluding amounts included in net interest expense)	(5,850)	(9,321)
Actuarial (Gains) & Losses Arising on Changes in Demographic Assumptions	(5,930)	0
Actuarial Gains & Losses Arising on Changes in Financial Assumptions	82	19,146
Other	282	(298)
<b>Total Post Employment Benefit Charged to the Comprehensive Income &amp; Expenditure Statement</b>	<b>(11,416)</b>	<b>9,527</b>

## Notes to the Core Financial Statements

<b>Movement in Reserves Statement</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
Reversal of net charges made to the Surplus or Deficit for the Provision of Services for Post Employment Benefits in accordance with the Code	(7,338)	(5,385)
Employer's Contributions Payable to the Pension Scheme	5,482	4,210
<b>Total</b>	<b>(1,856)</b>	<b>(1,175)</b>

### Transactions Relating to Post-employment Benefits

The amount included in the Balance Sheet arising from the Council's obligation in respect of its defined benefit plan is as follows:

<b>Pension Assets &amp; Liabilities Recognised in the Balance Sheet</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
Present value of the defined benefit obligation	(188,143)	(186,580)
Fair value of plan assets	125,885	114,762
<b>Sub-total</b>		
Other movements in the liability	0	0
<b>Net liability arising from defined benefit obligation</b>	<b>(62,258)</b>	<b>(71,818)</b>

### Assets and Liabilities in relation to Retirement Benefits

Reconciliation of present value of scheme liabilities and assets are set out below:

<b>Reconciliation of Present Value of Scheme Liabilities</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
Liabilities as of the Beginning of the Period	(186,580)	(161,727)
Current Service Cost	(4,037)	(3,178)
Interest Cost	(8,363)	(7,722)
Contributions by Scheme Participants	(1,016)	(985)
Actuarial (Losses)/Gains	5,566	(18,848)
Losses on Curtailments	(101)	0
Benefits Paid	6,388	5,880
Past Service Costs	0	0
<b>Liabilities as of the End of the Period</b>	<b>(188,143)</b>	<b>(186,580)</b>

<b>Reconciliation of Fair Value of Scheme Assets</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
Assets as of the Beginning of the Period	114,762	100,611
Expected Rate of Return	5,163	5,515
Actuarial Gains/(Losses)	5,850	9,321
Employer Contributions	5,482	4,210
Contributions by Scheme Participants	1,016	985
Benefits Paid	(6,388)	(5,880)
<b>Assets as of the End of the Period</b>	<b>125,885</b>	<b>114,762</b>

## Notes to the Core Financial Statements

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

### Fair Value of Employer's Assets

The fair value of the plan assets is shown in the table below:

<b>Fair Value of Employer's Assets</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
<b>Quoted Prices in Active Markets</b>		
<u>Equity Securities</u>		
Consumer	12,676	11,490
Manufacturing	14,504	12,901
Energy and Utilities	5,592	5,530
Financial Institutions	13,672	11,754
Health and Care	1,933	2,632
Information Technology	8,853	7,838
Other	1,436	1,159
<u>Debt Securities</u>		
Corporate Bonds (Investment Grade)	10,435	9,110
UK Government	7,755	9,190
Other	2,664	3,114
<u>Investment Funds and Unit Trusts</u>		
Equities	19,154	17,691
Bonds	3,069	2,294
Commodities	535	430
Other	6,659	4,352
<u>Cash and Cash Equivalents</u>		
All	4,096	4,272
<b>Total of Assets with Prices Quoted in Active Markets</b>	<b>113,033</b>	<b>103,757</b>
<b>Quoted Prices not in Active Markets</b>		
<u>Private Equity</u>		
All	5,103	4,831
<u>Real Estate</u>		
UK Property	4,874	5,069
Overseas Property	2,765	1,048
<u>Derivatives</u>		
Foreign Exchange	110	57
<b>Total of Assets with Prices Quoted not in Active Markets</b>	<b>12,852</b>	<b>11,005</b>
<b>Total Fair Value of Employers Assets</b>	<b>125,885</b>	<b>114,762</b>

### Basis for Estimating Asset and Liabilities

Liabilities have been assessed on an actuarial basis using the Projected Unit Credit Method, an estimate of the pensions that will be payable in future years is dependent on assumptions about mortality rates, salary levels, etc. The liabilities have been assessed by Hymans Robertson LLP, an independent firm of actuaries, estimates for the Fund being based on the latest full revaluation of the scheme as at 31 March 2013.

## Notes to the Core Financial Statements

The principal assumptions used by the actuary in the calculations are:

<b>Principal Assumptions</b>	<b>2013/14 %</b>	<b>2012/13 %</b>
Rate of inflation	3.6	2.8
Rate of increase in salaries	4.1	5.1
Rate of increase in pensions	2.8	2.8
Rate of discounting scheme liabilities	4.3	4.5
Allowance for future retirees to elect to take additional tax-free cash up to HMRC limits pre April 2008 Service	50	50
Allowance for future retirees to elect to take additional tax-free cash up to HMRC limits post April 2008 Service	75	75

<b>Mortality Assumptions</b>	<b>2013/14 Age</b>	<b>2012/13 Age</b>
Longevity at 65 for current pensioners		
Men	22.3	21.0
Women	24.5	23.8
Longevity at 65 for future pensioners		
Men	24.6	22.9
Women	26.7	25.7

### Impact on the Council's Cash Flow

The liabilities show the underlying commitments that the Council has to pay retirement benefits. The total liability of £62.3m has an impact on the net worth of the Council as recorded in the Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy. The deficit on the LGPS will be funded by improved investment returns or increased contributions over the remaining working lives of employees, as assessed by the scheme's actuary.

Funding levels are monitored on an annual basis, and the next triennial review is due to be completed on 31 March 2016. The total value of contributions expected to be made by the Council in 2014/15 is £4.7m.

The scheme takes account of the national changes arising from the Public Pensions Services Act 2013. Under the Act, the Local Government Pension Scheme 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 a new career average revalued earnings scheme to pay pensions and other benefits.

The weighted duration for all members is 17.2 years. The weighted average duration and liability split of the defined benefit obligation for scheme members as at 31 March 2013 is as follows:

	<b>Liability Split</b>	<b>Weighted Average Duration</b>
Active Members	34.3%	23.5
Deferred Members	21.7%	22.4
Pensioner Members	44.0%	11.2
<b>Total</b>	<b>100%</b>	

# Notes to the Core Financial Statements

## 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 Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Council makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid. A detailed analysis of movements in the Pensions Reserve is provided below:

<b>Reconciliation of Fair Value of Scheme Assets</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
Surplus /(Deficit) as of Beginning of the Period	(71,818)	(61,116)
Actuarial Gains/(Losses) on Pension Assets and Liabilities	11,416	(9,527)
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	(7,338)	(5,385)
Employer's Pension Contributions	5,482	4,210
<b>Surplus/(Deficit) as of End of the Period</b>	<b>(62,258)</b>	<b>(71,818)</b>

## Management of Pension Risks

Hertfordshire County Council, having taken appropriate professional advice, has taken steps to mitigate investment risk and to set an investment strategy that is appropriate for the Fund's liabilities. A summary of the key steps taken is provided below:

1. Diversification – the Fund has adopted a strategy that is diversified by asset class, region, sector and investment manager.
2. De-risking plan – the Fund is moving towards a lower risk strategy that will comprise 65% in growth assets and 35% in defensive assets. The allocation between growth and defensive assets as at the 31 March 2014 was approximately 79% growth / 21% matching.
3. Defensive asset portfolio – the Fund has appointed three specialist mandates to manage the defensive assets (absolute return, UK corporate bonds, and liability matching). The liability matching mandate will seek to offer some protection from changes in inflation and interest rates.
4. Monitoring – the Fund's investment arrangements are regularly monitored. The Council receives independent reporting from the custodian and from Mercer, and the Fund's Investment Sub-Committee meets the investment managers on an ongoing basis.

# Notes to the Core Financial Statements

## 15. Leases

### Operating Leases - Council as Lessee

The Council leases various land and/or buildings under non-cancellable operating lease agreements. The lease terms range between 3 and 999 years. The operating leases do not have purchase options, although some have rent escalation clauses. The Council paid no contingent rent during the year 2013/14 (2012/13 no contingent rent paid).

The total future minimum lease payments under non-cancellable operating leases for each of the following periods are as follows:

	2013/14 £'000	2012/13 £'000
<b>Operating Lease Commitments</b>		
Not later than one year	1	1
Later than one year but not later than five years	5	4
Later than five years	36	6
<b>Total Commitments under Operating Leases</b>	<b>42</b>	<b>11</b>

### Operating Leases - Council as Lessor

The Council leases various land and/or buildings under non-cancellable operating lease agreements. The lease terms range between 1 and 399 years. The operating leases do not have purchase options, although most have rent escalation clauses. The total future minimum lease payments receivable under non-cancellable operating leases for each of the following periods are as follows:

	2013/14 £'000	2012/13 £'000
<b>Operating Lease Income – Other Land &amp; Buildings</b>		
Not later than one year	128	201
Later than one year but not later than five years	281	587
Later than five years	425	599
<b>Total Minimum Lease Income under Operating Leases</b>	<b>834</b>	<b>1,387</b>

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 2013/14 £15k contingent rents were receivable by the Council (2012/13 £6k)

The Council leases its Investment Properties to lessees under non-cancellable operating lease agreements. The lease terms are between 1 and 200 years. The leases do not have purchase options, although most have escalation clauses.

The total future minimum lease payments to be received by the Council for investment properties under non-cancellable operating leases for each of the following periods as of 31 March are as follows:

	2013/14 £'000	2012/13 £'000
<b>Operating Lease Income – Investment Property</b>		
Not later than one year	3,002	2,466
Later than one year but not later than five years	9,459	7,859
Later than five years	44,139	37,920
<b>Total Minimum Lease Income under Operating Leases</b>	<b>56,600</b>	<b>48,245</b>

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into. The Council received contingent rent during the year of £0.6m (2012/13 £0.6m).



# Notes to the Core Financial Statements

## Finance Leases - Council as Lessee

The Council leases three properties under non-cancellable finance lease agreements. The property lease terms range between 125 and 899 years. The leases do not have purchase options, although the lease payments under one of the leases are tied to the sub-lease rental income.

The assets acquired under these leases are carried as Investment Property in the Balance Sheet at the following net amounts:

	2013/14 £'000	2012/13 £'000
<b>Finance Lease Assets</b>		
Investment Property	188	188
<b>Finance Lease Assets (Council as Lessee)</b>	<b>188</b>	<b>188</b>

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

	2013/14 £'000	2012/13 £'000
<b>Finance Lease Minimum Payments</b>		
Current	0	0
Non-current	188	188
Finance Costs Payable in Future Years	1,712	1,732
<b>Minimum Lease Payments</b>	<b>1,900</b>	<b>1,920</b>

The total future minimum lease payments to be paid under non-cancellable finance leases for each of the following periods are as follows:

	2013/14 £'000	2012/13 £'000
<b>Commitments Under Finance Leases</b>		
Not later than one year	20	20
Later than one year but not later than five years	80	80
Later than five years	1,800	1,820
<b>Total Commitments Under Finance Leases</b>	<b>1,900</b>	<b>1,920</b>

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into. The Council paid contingent rent during the year of £0.020m (2012/13 £0.017m). The Council has sub-let these properties held under finance leases. At 31 March 2014 the minimum payments expected to be received under non-cancellable agreements was £393k (£442k at 31 March 2013).

## 16. Investment Property

	2013/14 £'000	2012/13 £'000
<b>Investment Property – Balance Sheet</b>		
As of the beginning of the period	43,141	39,832
Additions (Purchases/construction)	1,144	1,045
Additions (Subsequent expenditure)	107	58
Reclassifications from Property Plant & Equipment	(670)	111
Disposals	(26)	0
Net gains/(losses) from fair value movements	1,308	2,095
<b>As at the End of the Period</b>	<b>45,004</b>	<b>43,141</b>

## Notes to the Core Financial Statements

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 a contractual obligation to repair and maintain its investment properties. The properties were valued by an independent external valuer using market information to determine the values of the properties as of 31 March 2014 and 2013.

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

	2012/13 £'000	2012/13 £'000
<b>Investment Property – Comprehensive Income &amp; Expenditure Account</b>		
Rental Income From Investment Property	(3,783)	(3,573)
Direct Operating Expenses Arising From Investment Property	1,680	1,157
Changes in Fair Value of Investment Property	(1,308)	(2,095)
<b>Net Gain</b>	<b>(3,411)</b>	<b>(4,511)</b>

### 17. Usable Reserves

This note details the adjustments that are made to the Comprehensive Income and Expenditure recognised by the Council in the year in accordance with proper accounting practice. These adjustments are made through the usable and unusable reserves as set out by statutory provisions. Descriptions of each of the reserves are set out below:

#### General Fund Balance

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

#### Housing Revenue Account Balance

The Housing Revenue Account Balance reflects the statutory obligation to maintain a revenue account for local authority housing provision in accordance with part VI of the Local Government and Housing Act 1989. It contains the balance of income and expenditure as defined by the 1989 Act that is available to fund future expenditure in connection with the Council's landlord function.

#### Major Repairs Reserve

The Council is required to maintain the Major Repairs Reserve, which controls an element of the capital resources limited to being used on capital expenditure on HRA assets or the financing of historical capital expenditure by the HRA. The balance shows the capital resources that have yet to be applied at year end.

#### Useable Capital Receipts Reserve

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

# Notes to the Core Financial Statements

## Capital Grants Unapplied Reserve

The Capital Grants Unapplied Reserve holds the grants and contributions received towards capital projects for which the Council has met the appropriate conditions but which has yet to be spent. The balance is restricted by grant terms as to the capital expenditure against which it can be applied and/or the financial year in which this can take place.

	General Fund Balance	Major Repairs Reserve	Housing Revenue Account	Capital Grants Unapplied	Capital Receipts Reserve	Total Impact - Usable Reserves
2013/14	£'000	£'000	£'000	£'000	£'000	£'000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>						
<b>Reversal of Items debited or credited to the Comprehensive Income &amp; Expenditure Account:</b>						
Capital grants and contributions applied	(6,220)	0	(44)	206	0	(6,058)
Amortisation of Intangible Assets	346	0	0	0	0	346
Charges for depreciation and impairment of Non-current Assets	2,359	0	0	0	0	2,359
Revaluation losses on Property Plant & Equipment (HRA impairment reversal)	0	0	(11,033)	0	0	(11,033)
Revenue Expenditure Funded From Capital Under Statute	7,113	0	0	0	0	7,113
Movements in market value of Investment Properties	(1,308)	0	0	0	0	(1,308)
Amounts of non-current assets written off on sale as part of the gain on disposal to the Comprehensive Income and Expenditure Statement	83	0	5,860	0	0	5,943
Lease prepayment amortization	(51)	0	0	0	0	(51)
<b>Insertion of items not debited or credited to the Comprehensive Income &amp; Expenditure Statement:</b>						
Capital expenditure charged to the General Fund	(1,294)	0	(13,257)	0	0	(14,551)
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(37)	0	(10,890)	0	10,927	0
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	0	0	0	0	19	19
Use of Capital Receipts Reserve to finance capital expenditure.	0	0	0	0	(5,003)	(5,003)
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	1,293	0	0	0	(1,293)	0
<b>Adjustments primarily involving the Major Repairs Reserve:</b>						
HRA Depreciation	0	9,370	0	0	0	9,370
Use of the Major Repairs Reserve to Finance Capital Expenditure	0	(5,102)	0	0	0	(5,102)
<b>Adjustments primarily involving the Pensions Reserve:</b>						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and expenditure Statement	5,334	0	2,004	0	0	7,338
Employer's pension contributions to pension fund payable in the year	(3,985)	0	(1,497)	0	0	(5,482)
<b>Adjustments primarily involving the Collection Fund Adjustment Account:</b>						
Amount by which council tax and business rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax and business rates income calculated for the year in accordance with statutory requirements	2,156	0	0	0	0	2,156
<b>Adjustments primarily involving the Accumulated Absences Reserve:</b>						
Employee Absences Accrual transferred to the Accumulated Absences Account	(16)	0	(15)	0	0	(31)
<b>Adjustments Between Accounting Basis &amp; Funding Basis Under Regulations</b>	<b>5,773</b>	<b>4,268</b>	<b>(28,872)</b>	<b>206</b>	<b>4,650</b>	<b>(13,975)</b>

# Notes to the Core Financial Statements

2012/13	General Fund Balance £'000	Major Repairs Reserve £'000	Housing Revenue Account £'000	Capital Grants Unapplied £'000	Capital Receipts Reserve £'000	Total Impact - Usable Reserves £'000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>						
<b>Reversal of Items debited or credited to the Comprehensive Income &amp; Expenditure Account:</b>						
Capital grants and contributions applied	(2,634)	0	0	(141)	0	(2,775)
Amortisation of Intangible Assets	304	0	0	0	0	304
Charges for depreciation and impairment of Non-current Assets	3,734	0	0	0	0	3,734
Revaluation losses on Property Plant & Equipment (HRA impairment reversal)	0	0	3,948	0	0	3,948
Revenue Expenditure Funded From Capital Under Statute	2,044	0	14	0	0	2,058
Movements in market value of Investment Properties	(2,095)	0	0	0	0	(2,095)
Amounts of non-current assets written off on sale as part of the gain on disposal to the Comprehensive Income and Expenditure Statement	304	0	3,815	0	0	4,119
Lease prepayment amortization	(51)	0	0	0	0	(51)
<b>Insertion of items not debited or credited to the Comprehensive Income &amp; Expenditure Statement:</b>						
Capital expenditure charged to the General Fund	(506)	(4,567)	0	0	(170)	(5,243)
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(183)	0	(6,525)	0	6,728	20
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	0	0	0	0	0	0
Use of Capital Receipts Reserve to finance capital expenditure.	0	0	0	0	0	0
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	1,091	0	0	0	(1,091)	0
<b>Adjustments primarily involving the Major Repairs Reserve:</b>						
HRA Depreciation	0	9,083	0	0	0	9,083
Use of the Major Repairs Reserve to Finance Capital Expenditure	0	0	0	0	0	0
<b>Adjustments primarily involving the Pensions Reserve:</b>						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and expenditure Statement	4,486	0	899	0	0	5,385
Employer's pension contributions to pension fund payable in the year	(3,507)	0	(703)	0	0	(4,210)
<b>Adjustments primarily involving the Collection Fund Adjustment Account:</b>						
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	(110)	0	0	0	0	(110)
<b>Adjustments primarily involving the Accumulated Absences Reserve:</b>						
Employee Absences Accrual transferred to the Accumulated Absences Account	94	0	29	0	0	123
<b>Adjustments Between Accounting Basis &amp; Funding Basis Under Regulations</b>	<b>2,971</b>	<b>4,516</b>	<b>1,477</b>	<b>(141)</b>	<b>5,467</b>	<b>14,290</b>

# Notes to the Core Financial Statements

## 18. Earmarked Reserves

The Council voluntarily earmarks resources for future spending plans. This note sets out the amounts set aside from the General Fund and HRA balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and HRA expenditure. The following sums have been earmarked as of the reporting date.

	Balance at 31 March 2013 £'000	Transfers Out £'000	Transfers In £'000	Transfers to Other Reserves £'000	Balance at 31 March 2014 £'000
<b>General Fund Reserves:</b>					
Management of Change	1,452	(1,082)	0	1,125	1,495
Local Development Framework	536	0	130	0	666
Car Park Commuted Sums	266	(266)	0	0	0
Redundancy	1,125	0	0	(1,125)	0
VAT	1,904	(450)	0	(1,454)	0
Vehicle Replacement	1,018	(531)	350	746	1,583
Business Rates Equalisation Reserve	0	0	2,262	609	2,871
Commuted Sums	622	(13)	0	0	609
Civic Centre Repairs	348	0	0	(348)	0
Uninsured Loss	700	(175)	0	61	586
Technology	800	(152)	0	0	648
CSR Transitional	550	(200)	0	(350)	0
Earmarked Grants	328	(39)	88	0	377
Public Service Quarter (PSQ)	1,150	(720)	900	353	1,683
LG Resource Review	258	0	0	(258)	0
Pensions Reserve	1,500	(745)	0	709	1,464
Dacorum Development Reserve	374	(250)	800	0	924
Other Reserves (Under £250k)	1,480	(62)	76	(68)	1,426
<b>Total General Fund Reserves</b>	<b>14,411</b>	<b>(4,685)</b>	<b>4,606</b>	<b>0</b>	<b>14,332</b>
<b>Housing Revenue Account Reserves:</b>					
Estate Remodelling Reserve	2,000	0	0	0	2,000
Construction Reserve	5,000	0	0	0	5,000
Strategic Acquisition Fund	5,000	(5,000)	0	0	0
Other HRA reserves (Under £250k)	127	0	223	0	350
<b>Total HRA Reserves</b>	<b>12,127</b>	<b>(5,000)</b>	<b>223</b>	<b>0</b>	<b>7,350</b>
<b>Total Earmarked Reserves</b>	<b>26,538</b>	<b>(9,685)</b>	<b>4,829</b>	<b>0</b>	<b>21,682</b>

# Notes to the Core Financial Statements

	Balance at 1 April 2012	Transfers Out	Transfers In	Transfers to Other Reserves	Balance at 31 March 2013
	£'000	£'000	£'000	£'000	£'000
<b>General Fund Reserves:</b>					
Management of Change	1,586	(434)	300	0	1,452
Local Development Framework	437	(181)	280	0	536
Car Park Commuted Sums	288	(22)	0	0	266
Redundancy	775	0	350	0	1,125
VAT	3,484	(1,580)	0	0	1,904
Vehicle Replacement	711	(343)	650	0	1,018
Training & Development	190	(190)	0	0	0
Project Implementation	281	(97)	0	0	184
Commuted Sums	622	0	0	0	622
Civic Centre Repairs	348	0	0	0	348
Uninsured Loss	700	0	0	0	700
Technology	715	0	85	0	800
CSR Transitional	750	(200)	0	0	550
Earmarked Grants	263	(38)	103	0	328
Public Service Quarter (PSQ)	1,000	0	150	0	1,150
LG Resource Review	250	0	8	0	258
Pensions Reserve	0	0	1,500	0	1,500
Dacorum Development Reserve	233	(100)	241	0	374
Other Reserves (Under £250k)	1,208	(114)	202	0	1,296
<b>Total General Fund Reserves</b>	<b>13,841</b>	<b>(3,299)</b>	<b>3,869</b>	<b>0</b>	<b>14,411</b>
<b>Housing Revenue Account Reserves:</b>					
Estate Remodelling Reserve	0	0	2,000	0	2,000
Construction Reserve	0	0	5,000	0	5,000
Strategic Acquisition Fund	0	0	5,000	0	5,000
HRA reserves	127	0	0	0	127
<b>Total HRA Reserves</b>	<b>127</b>	<b>0</b>	<b>12,000</b>	<b>0</b>	<b>12,127</b>
<b>Total Earmarked Reserves</b>	<b>13,968</b>	<b>(3,299)</b>	<b>15,869</b>	<b>0</b>	<b>26,538</b>

## Notes to the Core Financial Statements

### 19. Property, Plant & Equipment

2013/14	Council Dwellings £'000	Other Land & Buildings £'000	Vehicles, Plant & Equipment £'000	Infrastructure Assets £'000	Community Assets £'000	Assets Under Construction £'000	Total Property, Plant and Equipment £'000
<b>Cost/Valuation (Note 22)</b>							
As of the beginning of the period	627,250	79,346	11,140	843	0	3,105	721,684
Depreciation written out to Gross Carrying Amount on Revaluation	(9,264)	(6,903)	0	0	0	0	(16,167)
Revaluation increases recognised in the Revaluation Reserve	13,540	9,371	0	0	0	0	25,521
Revaluation decreases recognised in the Revaluation Reserve	0	(499)	0	0	0	0	(499)
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	33,035	876	0	0	0	0	33,911
Additions	22,002	1,103	1,082	244	0	7,343	31,774
Impairment recognised in the Surplus/Deficit on the Provision of Services	(22,002)	0	0	0	0	0	(22,002)
Reclassifications	0	667	909	31	0	(1,012)	595
Disposals (to Assets Held for Sale)	(5,904)	(15)	(275)	0	0	0	(6,194)
Disposals (Other)	0	(7)	0	0	0	0	(7)
<b>As of the end of the period</b>	<b>658,657</b>	<b>83,939</b>	<b>12,856</b>	<b>1,118</b>	<b>0</b>	<b>9,436</b>	<b>766,006</b>
<b>Accumulated Depreciation</b>							
As of the beginning of the period	0	(5,957)	(7,623)	(486)	0	0	(14,066)
Depreciation charge	(9,308)	(2,220)	(998)	(60)	0	0	(12,586)
Reclassifications	0	3	0	0	0	0	3
Depreciation written out to Gross Carrying Amount on Revaluation	9,264	6,903	0	0	0	0	16,167
Disposals (to Assets Held for Sale)	44	5	235	0	0	0	284
Disposals (Other)	0	0	0	0	0	0	0
<b>As of the end of the period</b>	<b>0</b>	<b>(1,266)</b>	<b>(8,386)</b>	<b>(546)</b>	<b>0</b>	<b>0</b>	<b>(10,198)</b>
<b>Net Book Value at 31 March 2014</b>	<b>658,657</b>	<b>82,673</b>	<b>4,470</b>	<b>572</b>	<b>0</b>	<b>9,436</b>	<b>755,808</b>
<b>Nature of Asset Holding</b>							
Owned	658,657	82,673	4,469	572	0	9,436	755,807
Finance Lease	0	0	1	0	0	0	1
<b>Net Book Value as of 31 March 2014</b>	<b>658,657</b>	<b>82,673</b>	<b>4,470</b>	<b>572</b>	<b>0</b>	<b>9,436</b>	<b>755,808</b>



## Notes to the Core Financial Statements

2012/13	Council Dwellings £'000	Other Land & Buildings £'000	Vehicles, Plant & Equipment £'000	Infrastructure Assets £'000	Community Assets £'000	Assets Under Construction £'000	Total Property, Plant and Equipment £'000
<b>Cost/Valuation (Note 22)</b>							
As of the beginning of the period	625,453	79,782	10,101	759	0	219	716,314
Depreciation written out to Gross Carrying Amount on Revaluation	(9,005)	(1,109)	0	0	0	0	(10,114)
Revaluation increases recognised in the Revaluation Reserve	2,186	713	0	0	0	0	2,899
Revaluation decreases recognised in the Revaluation Reserve	0	(1,316)	0	0	0	0	(1,316)
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	12,362	(291)	0	0	0	0	12,071
Additions	16,418	1,857	1,042	77	0	3,024	22,418
Impairment recognised in the Surplus/Deficit on the Provision of Services	(16,310)	0	0	0	0	0	(16,310)
Reclassifications	0	20	0	7	0	(138)	(111)
Disposals (to Assets Held for Sale)	(3,854)	(265)	(3)	0	0	0	(4,122)
Disposals (Other)	0	(45)	0	0	0	0	(45)
<b>As of the end of the period</b>	<b>627,250</b>	<b>79,346</b>	<b>11,140</b>	<b>843</b>	<b>0</b>	<b>3,105</b>	<b>721,684</b>
<b>Accumulated Depreciation</b>							
As of the beginning of the period	0	(4,698)	(6,584)	(426)	0	0	(11,708)
Depreciation charge	(9,043)	(2,374)	(1,042)	(60)	0	0	(12,519)
Reclassifications	0	0	0	0	0	0	0
Depreciation written out to Gross Carrying Amount on Revaluation	9,005	1,109	0	0	0	0	10,114
Disposals (to Assets Held for Sale)	38	6	3	0	0	0	47
Disposals (Other)	0	0	0	0	0	0	0
<b>As of the end of the period</b>	<b>0</b>	<b>(5,957)</b>	<b>(7,623)</b>	<b>(486)</b>	<b>0</b>	<b>0</b>	<b>(14,066)</b>
<b>Net Book Value at 31 March 2013</b>	<b>627,250</b>	<b>73,389</b>	<b>3,517</b>	<b>357</b>	<b>0</b>	<b>3,105</b>	<b>707,618</b>
<b>Nature of Asset Holding</b>							
Owned	627,250	73,389	3,513	357	0	3,105	707,614
Finance Lease	0	0	4	0	0	0	4
<b>Net Book Value as of 31 March 2013</b>	<b>627,250</b>	<b>73,389</b>	<b>3,517</b>	<b>357</b>	<b>0</b>	<b>3,105</b>	<b>707,618</b>

# Notes to the Core Financial Statements

## 20. Property, Plant and Equipment Valuations

The Council carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. The independent external valuer uses market information to determine the values of the properties. The basis for valuation is set out in Note 1.

The following statement shows the progress of the Council's rolling programme for the revaluation of Property, Plant and Equipment.

	Council Dwellings £'000	Other Land & Buildings £'000	Vehicles, Plant & Equipment £'000	Infrastructure Assets £'000	Community Assets £'000	Assets Under Construction £'000	Total Property, Plant and Equipment £'000
Carried at Historic Cost:	0	0	12,856	1,118	0	9,436	23,410
Valued at fair value as at:							
2013/14	658,657	64,009	0	0	0	0	722,666
2012/13	0	2,287	0	0	0	0	2,287
2011/12	0	225	0	0	0	0	225
2010/11	0	2,368	0	0	0	0	2,368
2009/10	0	15,050	0	0	0	0	15,050
<b>Total Cost or Valuation</b>	<b>658,657</b>	<b>83,939</b>	<b>12,856</b>	<b>1,118</b>	<b>0</b>	<b>9,436</b>	<b>766,006</b>

## 21. Intangible Assets

Intangible assets consist of purchased software licenses which are measured at historical amortised cost.

Intangible Assets	2013/14 £'000	2012/13 £'000
As of the beginning of the Period		
Gross Carrying Amounts	2,462	2,236
Accumulated Amortisation	(1,571)	(1,260)
<b>Net Carrying Amount as of the Beginning of the Period</b>	<b>891</b>	<b>976</b>
Purchases	199	226
Reclassifications	72	0
Amortisation for the Period	(366)	(311)
<b>Net Carrying Amount as of the End of the Period</b>	<b>796</b>	<b>891</b>
Comprising:		
Gross Carry Amounts	2,733	2,462
Accumulated Amortisation	(1,937)	(1,571)
<b>Net Carrying Amount as of the End of the Period</b>	<b>796</b>	<b>891</b>

# Notes to the Core Financial Statements

## 22. Assets Held For Sale

The Council sold surplus properties during 2013/14. The Council realised a net profit on disposal of £5.0m (2012/13 £2.6m) which is included in Profit on the Disposal of Non-current Assets in the Comprehensive Income and Expenditure Statement.

<b>Assets Held For Sale</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
As of the Beginning of the Period	0	0
Assets Transferred	5,910	4,075
Sold to Other Entities and Individuals	(5,910)	(4,075)
<b>As at the end of the Period</b>	<b>0</b>	<b>0</b>

## 23. Long-term Debtors

The Council makes loans to a number of organisations. An analysis of these is shown below.

<b>Long-term Debtors</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
Central Government Bodies	0	0
Other Local Authorities	0	6
NHS Bodies	0	0
Public Corporations and Trading Funds	0	0
Other Entities and Individuals	1,135	152
<b>Total Long-term Debtors</b>	<b>1,135</b>	<b>158</b>

In 2012/13, in partnership with Hertfordshire County Council, Lloyds Bank and Leeds Building Society, Dacorum has introduced the Local Authority Mortgage Scheme to provide financial assistance to first time buyers within the Borough. In 2012/13 this was incorrectly treated as a Long Term Investment in the Accounts, which has been reclassified in 2013/14 as a Long-term Debtor.

## 24. Short-term Debtors

The following table shows the analysis of short term debtors, offset by the bad debt provisions held.

<b>Short-term Debtors</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
Central Government Bodies	3,065	3,551
Other Local Authorities	2,795	3,265
NHS Bodies	0	0
Public Corporations and Trading Funds	0	0
Other Entities and Individuals	6,168	5,276
<b>Total Short-term Debtors</b>	<b>12,028</b>	<b>12,092</b>

The following Bad Debt Impairment Allowances have been included in the above table.

<b>Bad Debt Impairment Allowances</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
Sundry Debtors	401	340
Housing Rents	1,717	1,541
Council Tax/Summons Fees	381	350
Business Rates/Summons Fees	260	0
Benefits Overpayments	1,786	1,728
<b>Total Bad Debt Provisions</b>	<b>4,545</b>	<b>3,959</b>

## Notes to the Core Financial Statements

25. Cash and Cash Equivalents	2013/14 £'000	2012/13 £'000
Investments with Original Maturities of 3 Months or Less	32,804	31,806
Cash held by the Council	2	2
Bank Account Balance/(Overdraft)	(1,215)	(1,537)
<b>Total Cash and Cash Equivalents</b>	<b>31,591</b>	<b>30,271</b>

26. Short-term Creditors	2013/14 £'000	2012/13 £'000
Central Government Bodies	899	4,849
Other Local Authorities	1,307	773
NHS Bodies	1	1
Public Corporations and Trading Funds	0	0
Other Entities and Individuals	11,011	8,485
<b>Total Short-term Creditors</b>	<b>13,218</b>	<b>14,108</b>

27. Long-term Creditors	2013/14 £'000	2012/13 £'000
Central Government Bodies	0	0
Other Local Authorities	0	0
NHS Bodies	0	0
Public Corporations and Trading Funds	0	0
Other Entities and Individuals	7,136	7,187
<b>Total Long-term Creditors</b>	<b>7,136</b>	<b>7,187</b>

### 28. Capital Grants and Other Contributions

The Council has received a number of grants and other contributions that have yet to be recognised as income as they have conditions attached to them which have not been satisfied as of the Balance Sheet date. The in year movements on the account are as follows:

Capital Grants and Other Contributions	2013/14 £'000	2012/13 £'000
As of the Beginning of the Period	3,758	5,102
Receipts	0	1,130
Conditions Satisfied	(699)	(2,474)
Amounts Repaid	0	0
<b>Closing Balance</b>	<b>3,059</b>	<b>3,758</b>

The balances of the grants are as follows:

Capital Grants Yet to be Recognised as Income	2013/14 £'000	2012/13 £'000
Growth Area Fund	3,059	3,758
<b>Total</b>	<b>3,059</b>	<b>3,758</b>

# Notes to the Core Financial Statements

## 29. Provisions

The Council maintains the following provisions as of 31 March 2014:

	Balance as at 31 March 2013 £'000	Contribution to Provision £'000	Use of Provision £'000	Amounts Reversed Unused £'000	Balance as at 31 March 2014 £'000
<b>Short-term General Fund Provisions</b>					
Insurance	526	331	(162)	(187)	508
Litigation Provision	256	19	0	0	275
Pension Strain	7	0	0	0	7
Business Rates Appeals	0	1,643	0	0	1,643
Committed Redundancy	24	0	(24)	0	0
<b>Total Short-term General Fund Provisions</b>	<b>813</b>	<b>1,993</b>	<b>(186)</b>	<b>(187)</b>	<b>2,433</b>
<b>Short-term HRA Provisions</b>					
Insurance	348	250	(63)	(244)	291
<b>Total Short-term HRA Provisions</b>	<b>348</b>	<b>250</b>	<b>(63)</b>	<b>(244)</b>	<b>291</b>
<b>Total Short-term Provisions</b>	<b>1,161</b>	<b>2,243</b>	<b>(249)</b>	<b>(431)</b>	<b>2,724</b>
<b>Long-term General Fund Provisions</b>					
Business Rates Appeals	0	410	0	0	410
<b>Total Short-term General Fund Provisions</b>	<b>0</b>	<b>410</b>	<b>0</b>	<b>0</b>	<b>410</b>
<b>Total Long-term Provisions</b>	<b>0</b>	<b>410</b>	<b>0</b>	<b>0</b>	<b>410</b>

The Insurance Provisions (General Fund and HRA) represent the Council's view as to liabilities that have been incurred, but have yet to be settled, for insurance excess payments relating to claims made against the Council.

The Litigation Provision represents outstanding litigation claims against the Council as at the end of the financial year.

On 1 April 2013, Local Authorities assumed the liability for refunding ratepayers who have successfully appealed against the Business Rates rateable value of their properties. This includes amounts that were paid over (to Central Government) in respect of 2012/13 and prior years. The Business Rates provisions (short and long-term) represent the Council's share of the estimated liability of successful appeals.

The Pension Strain provision relates to the additional payments required to be made into the pension fund in relation to early retirements granted or committed by the Balance Sheet date. The sums involved have been confirmed by the administrators of the pension scheme in which the Council participates and are payable within the next financial year.

The Committed Redundancy provisions work on a similar basis, making provision for redundancy costs committed, but not yet paid, by the balance sheet date. The sums involved are payable within the next financial year.

## Notes to the Core Financial Statements

### 30. Revaluation Reserve

The Revaluation Reserve contains the gains made by the Council arising from increases in the value of its Property, Plant and Equipment. 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 of the Capital Adjustment Account.

<b>Revaluation Reserve</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
Balance as of the beginning of the period	33,067	32,579
Upward revaluation of assets	25,521	2,899
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	(3,109)	(1,316)
Surplus/(Deficit) on Revaluation of Non-Current Assets not posted to the Surplus/Deficit on the Provision of Services	22,412	1,583
Difference between fair value depreciation and historical cost depreciation	(1,045)	(1,076)
Amount written-off to Comprehensive Income and Expenditure Statement	(21)	(19)
<b>Closing Balance</b>	<b>54,413</b>	<b>33,067</b>

### 31. Capital Adjustment Account

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

<b>Capital Adjustment Account</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
As of the beginning of the period	376,957	388,944
Capital grants and contributions applied	6,058	2,775
Amortisation of intangible assets	(346)	(304)
Charges for depreciation and impairment of Non-current Assets	(2,359)	(3,734)
Revaluation losses on Property Plant & Equipment (HRA impairment reversal)	11,033	(3,948)
Difference between fair value depreciation and historical cost depreciation	1,045	1,076
HRA depreciation	(9,370)	(9,083)
Amounts of non-current assets written off on sale as part of the gain on disposal to the Comprehensive Income and Expenditure Statement	(5,943)	(4,119)
Transfer from the Revaluation Reserve on Disposal of Assets	21	19
Revenue Expenditure Funded From Capital Under Statute	(7,113)	(2,058)
Movements in market value of Investment Properties	1,308	2,095
Capital Receipts applied to capital expenditure	5,003	170
Revenue contribution to capital	14,551	506
Use of MRR to finance capital expenditure	5,102	4,567
Lease prepayment amortization	51	51
<b>Closing Balance</b>	<b>395,998</b>	<b>376,957</b>

# Notes to the Core Financial Statements

## 32. Deferred Capital Receipts

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

<b>Deferred Capital Receipts</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
As of the Beginning of the Period	49	70
Transfer to the Capital Receipts Reserve	(19)	(21)
<b>Balance as at End of the Period</b>	<b>30</b>	<b>49</b>

## 33. Collection Fund Adjustment Account

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

<b>Collection Fund Adjustment Account</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
As of the beginning of the period	21	(89)
Amount by which Business Rates income credited to the Comprehensive Income and Expenditure Statement is different from Business Rates income calculated for the year in accordance with statutory requirements	(2,221)	0
Amount by which Council Tax income credited to the Comprehensive Income and Expenditure Statement is different from Council Tax income calculated for the year in accordance with statutory requirements	65	110
<b>Balance as at End of the Period</b>	<b>(2,135)</b>	<b>21</b>

## 34. Accumulated Absences Account

The Accumulated Absences Account represents payments to be made to employees by the Council in the future years for leave earned prior to the reporting date. It absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year (e.g. annual leave entitlement carried forward at 31 March). Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

<b>Accumulated Absences Account</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
As of the Beginning of the Period	284	161
Net Change During the Year	(31)	123
<b>Balance as at End of the Period</b>	<b>253</b>	<b>284</b>



## Notes to the Core Financial Statements

### 35. Capital Expenditure and Financing

The total amount of capital expenditure incurred in the year is shown in the following table (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.

	2013/14 £'000	2012/13 £'000
<b>Capital Financing Requirement</b>		
Opening Capital Financing Requirement	336,276	318,489
<b>Capital Investment:</b>		
Property, Plant and Equipment	31,774	22,418
Capital Loans	1,000	0
Investment Property	1,251	1,103
Intangible Assets	199	226
Revenue Expenditure Funded from Capital under Statute	7,113	2,058
<b>Total Expenditure</b>	<b>41,337</b>	<b>25,805</b>
<b>Sources of Finance:</b>		
Capital Receipts	(5,003)	(170)
Government Grants and Other Contributions	(6,058)	(2,775)
Sums Set Aside ( MRR, Deferred Capital Receipts etc)	(5,102)	(4,567)
Direct Revenue Contributions	(14,551)	(506)
<b>Total Financing</b>	<b>(30,714)</b>	<b>(8,018)</b>
<b>Closing Capital Financing Requirement</b>	<b>346,899</b>	<b>336,276</b>
Increase/(Decrease) in underlying need to borrow (Supported by government financial assistance)	0	0
Increase/(Decrease) in underlying need to borrow (Unsupported by government financial assistance)	10,623	17,787
Assets Acquired Under Finance Lease	0	0
<b>Increase in Capital Financing Requirement</b>	<b>10,623</b>	<b>17,787</b>

In 2012/13, in partnership with Hertfordshire County Council, Lloyds Bank and Leeds Building Society, Dacorum has introduced the Local Authority Mortgage Scheme to provide financial assistance to first time buyers within the Borough. In 2012/13 this was incorrectly treated and not financed through Capital. This has been corrected during 2013/14.

### 36. Financial Instruments

The Council is obliged to analyse any Financial Instruments that it holds (whether liabilities such as borrowings or assets such as investments) into certain categories.

The Investments and Debtors disclosed in the Balance Sheet, as set out below (adjusted to exclude statutory debtors), are all categorised as Loans and Receivables, and are carried in the Balance Sheet at amortised cost.

	2013/14 £'000	2012/13 £'000
<b>Financial Assets – Amortised Cost</b>		
Short-term Debtors	6,497	4,349
Long-term Debtors	135	158
Short-term Investments	22,610	31,298
Long-term Investments	0	1,000
<b>Total</b>	<b>29,242</b>	<b>36,805</b>

## Notes to the Core Financial Statements

The investments, cash at bank and accrued interest are not yet due for repayment. No breaches of the Council's counterparty criteria occurred during the reporting period, and the Council does not expect to suffer any financial losses from default on its financial instruments. The Council's maximum potential exposure to credit risk is the carrying value of the financial assets in the Balance Sheet.

Amounts owed by customers represent sums which have been reviewed for impairment and are presented net of any impairment in the Balance Sheet.

The Short-term Creditors are carried at contract value, Long-term Creditors and Long-term Borrowings are carried at amortised cost in the Balance Sheet, as set out in the following table.

<b>Financial Liabilities – Amortised Cost</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
Short-term Creditors	12,694	9,615
Long-term Creditors	188	188
Short-term Borrowings	127	127
Long-term Borrowings	346,739	346,739
<b>Total</b>	<b>359,748</b>	<b>356,669</b>

The fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the investments, using the following assumptions:

- Ranges of premature repayment discount rates as at 31 March 2013 between 1.26% and 3.40% for loans from the Public Works Loan Board (PWLb).
- Where an instrument will mature in the next 12 months, the carrying amount is assumed to approximate fair value.
- Trade and other receivables are taken to be the invoiced or billed amount.

The fair values are as follows:

<b>Financial Liabilities – Fair Value</b>	<b>2013/14 £'000</b>	<b>2012/13 £'000</b>
Short-term Creditors	12,694	9,615
Long-term Creditors	188	188
Short-term Borrowings	127	127
Long-term Borrowings	351,381	378,287
<b>Total</b>	<b>364,390</b>	<b>388,217</b>

### Refinancing and Maturity Risk

The Council maintains a significant investment portfolio. The prudential indicator limiting the amount of funds placed in investments for terms exceeding one year is a key factor limiting this risk, as is the medium term financial policy on reducing the Council's reliance on interest earnings to fund its core activities.

Trade creditors and debtors are due to be settled within one year. The long-term debtors principally comprise amounts owed by parish councils (under the Council's small loan scheme) and amounts due under council mortgages. These are considered to be low risk payments as local parish councils are traditionally accorded low risk of default on payments, while the mortgages are secured by first charges on the proceeds of the sale of the property concerned.

All current borrowing by the Council is fixed-term from the PWLB in relation to Self Financing at a preferential fixed rate. The repayment of these loans is factored into the Housing Revenue Account 30-

# Notes to the Core Financial Statements

year plan and as such there is minimal risk that the Council will need to refinance these loans at a time of unfavourable interest rates.

The following table sets out the maturity analysis of Long-term Borrowing by the Council:

Repayment Year	Repayment Type	Interest Frequency	Value £'000
2017 / 2018	On Maturity	Half Yearly	567
2018 / 2019	On Maturity	Half Yearly	2,069
2019 / 2020	On Maturity	Half Yearly	3,586
2020 / 2021	On Maturity	Half Yearly	4,590
2021 / 2022	On Maturity	Half Yearly	3,480
2022 / 2023	On Maturity	Half Yearly	1,370
2023 / 2024	On Maturity	Half Yearly	2,310
2024 / 2025	On Maturity	Half Yearly	3,335
2025 / 2026	On Maturity	Half Yearly	4,442
2026 / 2027	On Maturity	Half Yearly	5,637
2027 / 2028	On Maturity	Half Yearly	5,110
2028 / 2029	On Maturity	Half Yearly	6,340
2029 / 2030	On Maturity	Half Yearly	7,665
2030 / 2031	On Maturity	Half Yearly	9,090
2031 / 2032	On Maturity	Half Yearly	10,620
2032 / 2033	On Maturity	Half Yearly	12,546
2033 / 2034	On Maturity	Half Yearly	14,314
2034 / 2035	On Maturity	Half Yearly	16,205
2035 / 2036	On Maturity	Half Yearly	18,230
2036 / 2037	On Maturity	Half Yearly	20,394
2037 / 2038	On Maturity	Half Yearly	32,380
2038 / 2039	On Maturity	Half Yearly	35,524
2039 / 2040	On Maturity	Half Yearly	38,864
2040 / 2041	On Maturity	Half Yearly	42,417
2041 / 2042	On Maturity	Half Yearly	45,654
Total			346,739

## Liquidity Risk

The Council has access to the money markets for short-term debt to cover revenue expenditure and to the money markets and PWLB for longer-term borrowing. The Council's short and medium term cash forecasting procedures are aimed at ensuring that sufficient funds mature at the right time to cover expenditure. There is no significant risk that the Council would be unable to raise finance to meet its commitments under financial instruments.

## Interest Rate/Credit Risk

The Council is exposed to interest rate movements on its investments, and has a number of strategies for managing interest rate risk. The annual Treasury Management Strategy draws together the Council's prudential indicators and its expected treasury operations, including an expectation of interest rate movements. As part of this strategy, the Council sets the prudential indicators which provide maximum and minimum limits for fixed and variable interest rate exposure.

The in-house Treasury Team monitors market and forecast interest rate movements, and selects the most advantageous investments allowed within the limits of the Council's treasury policies.

The Council's maximum exposure to credit risk in relation to its investments in banks and building societies cannot be easily assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all the Council's deposits, but there was no evidence at the 31 March 2014 that this risk was likely to crystallise.

# Notes to the Core Financial Statements

## Price Risk

The Council does not invest in equity holdings or in financial instruments whose capital value is subject to market fluctuations. It therefore has no exposure to losses arising through price valuations.

## Foreign Exchange Risk

The Council has no financial assets or liabilities denominated in foreign currencies. It therefore has no exposure to loss arising from movements in exchange rates.

## Gains and Losses on Financial Instruments

Gains and losses on financial instruments are limited to interest received and paid on Loans and Receivables (investments) and Borrowings. The gain arising from interest income, as recorded in the Comprehensive Income and Expenditure Statement, was £0.56m (£0.88m 2012/13). The expense arising from interest payments, as recorded in the Comprehensive Income and Expenditure Statement, was £11.7m (£11.7m 2012/13).

## 37. Heritage Assets

Heritage Assets held by the Council and its policy for recognition and measurement are outlined in the accounting policies of Note 1. The following table provides details of the valuations of the different groups of assets. There have been no disposals, revaluations or impairments of Heritage Assets.

	2013/14 £'000	2012/13 £'000	2011/12 £'000	2010/11 £'000
Assets Valued at Cost – Sculptures/Artwork	483	483	483	483
Assets Valued on Existing Use – Land (Valued March 2012)	990	990	990	990
Assets Valued on Insurance Valuations – Assets managed by Dacorum Heritage Trust (Valued March 2012)	3	3	3	3
Assets Valued by Specialist Valuation - Civic Treasuries/Regalia (Valued May 2012)	173	173	173	173
<b>Total</b>	<b>1,649</b>	<b>1,649</b>	<b>1,649</b>	<b>1,649</b>

## Further Information on Land Heritage Assets

The Council holds three areas of land which form part of the Borough's history. These are Gadebridge Park, Tring Park and The Water Gardens. These areas of land are constantly accessible by the public. Within these areas of land various sculptures and other cultural and historical assets are on display. These include the Walled Garden and a re-interred Roman archaeological site. These sites have been valued by a qualified external valuer using the Existing Use Valuation method as at 31 March 2012.

Tring Park is managed by the Woodland Trust. It is believed to date back to 1066. Wealthy banker Lionel de Rothschild bought the estate at auction in 1872 and his son Nathaniel – the first Lord Rothschild – made sweeping changes to the mansion, and surrounding farms and cottages. Lord Rothschild opened a zoological museum on the site as a gift to his son Walter, who was responsible for introducing numerous exotic animals to the park.

## Notes to the Core Financial Statements

Gadebridge is managed and preserved by the Council. It is sited on the northern edges of Hemel Hempstead and is Dacorum's principal park, forming a green wedge of urban countryside running into the heart of the town. The history of the area dates back to the late Iron Age. Excavations in 1963 and 2000 on the field north of Galley Hill revealed a farmhouse which was extended after the Roman invasion of AD43 to include stone built wings around a courtyard, a bathhouse, heated rooms and, unusually, a large swimming pool. The Walled Garden is the location of the original Bury House. The first Bury was referred to in the 1289 Ashridge Charter where "Burymilne", the Mill near the Bury, was included. Prior to 1539 the Bury was the home of the Waterhouse family, whose name today is remembered by Waterhouse Street. The Walled Garden is sometimes also known as the Charter Gardens, after the stone porch-way leading to the gardens. The Charter Tower was originally the entrance into the second Bury House, which was rebuilt between 1540 and 1595.

The Water Gardens were designed by Geoffrey Jellicoe as an integral part of his master plan for Hemel Hempstead New Town and were placed on English Heritage's Register of Parks and Gardens of Special Historic Interest in 2010 as one of the very important post war urban landscapes. The Council manages and preserves the site. There are Council plans to restore the Water Gardens to reflect and reinforce their historical significance.

### **Further Information on Assets managed by The Dacorum Heritage Trust**

The Dacorum Heritage Trust is the accredited museum organisation for the borough of Dacorum, based at the Museum Store in Clarence Road, Berkhamsted. The Museum Store is the home of over 100,000 objects relating to Dacorum. Of these objects, 2,859 belong to the Council. All items are accessible to the public by appointment. In addition, some of these objects are displayed in the Reception at the Civic Centre Hemel Hempstead. These items have been valued based on the insured value as assessed by The Dacorum Heritage Trust.

### **Further Information on Civic Regalia and Treasuries**

Dacorum holds, manages and preserves various items of Civic Regalia with historical relevance to the Borough. Most of these items are displayed in units outside the Council Chamber at the Civic Centre Hemel Hempstead, and are accessible for viewing by the public during office hours. These include objects such as a silver mace, silver candlesticks, silver cups, the Mayors badges and Chains of Office and various other smaller items. These were valued In May 2012 by external valuers that specialise in antiques and fine arts.

### **Further Information on Sculptures and Artwork Held at Cost**

There are various sculptures and pieces of art work which hold historical and cultural value to the Borough. For five of these historical cost information is available, and so the assets are held on the Balance Sheet at cost. These are all preserved and managed by the Council, and are constantly accessible to the public.

The Residents' Rainbow is located in the centre of the Royal British Legion's Memorial Garden in Hemel Hempstead Town Centre. The 9ft x 18ft sculpture was originally created by artist Colin Lambert, and was installed in 1993. The piece symbolised the optimism and aspirations of the first people to settle in the New Town after the Second World War.

The Water Feature, by Michael Rizzello OBE, celebrates youth and sport with a bronze sculpture of three children playing in the water. The location of the water feature at the junction of Marlowes and Bank Court was chosen to provide views from both ends of Marlowes as well as from the water gardens.

The steel tree stands 6 metres (20 feet) high and is located near the Roundhouse in Hemel Hempstead Town Centre. The tree, named 'New Town Growth', was designed by Peter Parkinson and created by Richard Quinnell OBE. Each panel of the tree represents a different aspect of Hemel Hempstead's past and present.

The bronze relief map depicting Hemel Hempstead as it was in 1947 is another art feature representing the past. The designer was Graham Thompson and the sculptor was John Ravera. This is located in Hemel Hempstead Town Centre.

# Notes to the Core Financial Statements

The Phoenix Sculpture was designed to reflect the recovery of Hemel Hempstead, and the Maylands business estate in particular, from the Buncefield oil depot explosion in 2005. It was designed by Jose Zavala. It is situated on the roundabout at the entrance to Hemel from the M1 Motorway at Junction 8, which is visible in the distance.

## **Further Information on Sculptures and Artwork not Held on Balance Sheet**

The Council holds a further seventeen pieces of artwork and sculptures for which no historic cost information is available. These are managed and preserved by the Council. These include sculptures and artwork in Highfield, Adeyfield and the Town Centre. There are also seven posters depicting types of music hall acts framed and displayed at the Old Town Hall, Hemel Hempstead. The majority of these are constantly available to the public, the exceptions being the few held at the Old Town Hall which are on display during opening hours. As no historic cost is available, and these assets cannot be valued at a cost which is commensurate to the users of the accounts, these are not held on the Balance Sheet.

## **Further Information on Other Heritage Assets not Held on Balance Sheet**

The Council manages and preserves 29 war memorials throughout the Borough and two stone carved memorials in Little Gaddesden. It also holds seven miscellaneous assets including Cranstone's Water Fountain in Boxmoor, Cranstone's Pump in the High Street and a Milestone in Little Gaddesden. These are managed and preserved by the Council. As no historic cost is available, and these assets cannot be valued at a cost which is commensurate to the users of the accounts, these are not held on the Balance Sheet.

## **38. Contingencies**

### **Contingent Liabilities**

Dacorum Sports Trust has identified an increase in its pension fund deficit for employees' service prior to transfer on 1 April 2004. This deficit of £0.2m, whilst a notional one based on actuarial assumptions, will be borne by the Council if the Sports Trust were to cease trading.

The Council is involved in a number of court cases the outcome of which may require the payment of compensation and/or costs. Total liabilities in this area are not material to the Council.

A group of Property Search Companies have intimated that they may bring a claim against all English and Welsh local authorities for alleged anti-competitive behaviour. It is not clear what the value of any such claim would be as against the Council at this stage.

### **Contingent Assets**

In common with other councils, the Council submitted a claim to HM Revenue & Customs in respect of Value Added Tax accounted for in prior years. Whilst the majority of principal and simple interest payments have been concluded in previous years, there are still open claims for specific areas totalling £2.319m. As such this represents a contingent asset.

The Council is currently holding negotiations with a company regarding the share of proceeds from the potential disposal of a plot of land. Should these negotiations fail, the Council may choose to take legal action. These negotiations and potential legal action could provide the Council with a receipt of between £4m - £8m.



# Notes to the Core Financial Statements

## 39. Related Party Transactions

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.

### Central Government

Central Government has significant influence 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. council tax bills, housing benefits). Grants received from Government departments are set out in Notes 8 and 10. Grant receipts unapplied are set out in Note 28.

### Dacorum Sports Trust

With effect from 1 April 2004 Dacorum Sports Trust, a registered charity and company limited by guarantee, was established to manage some of Dacorum Borough Council's leisure facilities including its leisure centres. The Trust is a separate legal entity and is not restricted from managing other facilities within Dacorum or elsewhere. The Trust uses Council support services (Legal Services, Insurance, and Landscape and Recreation services) paying for these under Service Level Agreements totalling £18k.

The following councillors were nominated to serve on the board of the Sports Trust during the year:

- Councillor Denise Rance
- Councillor Graeme Elliot

Dacorum Borough Council and the Sports Trust are obliged under the transfer to agree a Development Plan and Funding Agreement. Under the Funding Agreement the Council paid a grant of £0.475m to the Trust in 2012/13 towards managing those facilities (2012/13: £0.5m). Under the transfer agreement the ownership of the Council assets, leased to the Trust at a peppercorn rent, remain with the Council. Thus, the capital charges for the Council-owned assets continue to be included in the Council's accounts. The assets also remain in the Council's Fixed Assets. Hertfordshire County Council owns Longdean and Tring Sports Centre; under a joint use agreement with the Borough Council, the Trust manages the leisure services at those venues.

As there is no group relationship between the Council and the Trust, the Trust's accounts are not consolidated with the Council's own Accounts.

### Members and Senior Officers of the Council

Members and Senior Officers of the Council have direct control over the Council's financial and operating policies. Disclosures of interest have been made in respect of the following organisations to which payments were made or from which payments were received (payments to major and local precepting authorities are excluded). The payments are not exclusively in respect of grants but where grants were given, they were made with proper consideration of declarations of interest and the relevant Members did not take part in any discussion or decision relating to the grants. In addition, two Members are trustees of the Dacorum Sports Trust (see above). The Register of Members' Interests shows both potential financial and other interests, including involvement with voluntary organisations, public authorities and representation on various bodies. It is open to public inspection by appointment – email [member.support@dacorum.gov.uk](mailto:member.support@dacorum.gov.uk) or telephone 01442 228222.



## Notes to the Core Financial Statements

Organisation	Name	Payable £	Receivable £	Amount £	Nature of Payment
Suttons Envelopes	Cllr Graham Sutton and Cllr Rosie Sutton	63	(-2,272)	(-2,209)	Supplies & Services
Stage Two	Cllr Terence Douris	444	0	444	Supplies & Services
South Hill Centre	Cllr Neil Harden	6,814	(541)	6,273	Supplies & Services
The Receipt Book Company	Julie Still (Group Manager Resident Services)	3,277	0	3,277	Supplies & Services
Tring Market Auctions	Cllr Penelope Hearn	0	(600)	(600)	Supplies & Services

### 40. Capital Commitments

The estimated maximum contractual commitments for capital expenditure for significant schemes (annual value over £250k) that had started, or where legal contracts had been entered into, as of 31 March 2014 are as follows:

Contract	Contractor	End Date	Maximum Estimated Annual Value £'000
London Road, Apsley, Redevelopment	Hills Partnership Ltd	23/01/2016	1,812
Supply of Refuse Vehicles	Dennis Eagle Ltd	17/11/2014	2,225
Door Replacement Programme	IG Doors	17/10/2014	438
Old Town Hall Refurbishment	Thomas Sinden	17/07/2014	515

### 41. Events After the Balance Sheet Date

The Statement of Accounts was authorised for issue by the Corporate Director (Finance and Operations) on 17 June 2014. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place after this date provided information about conditions existing at 31 March 2013, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information. No events leading to adjustments have occurred as of 17 June 2014.

# Housing Revenue Account

## Housing Revenue Account – Income & Expenditure Account

	HRA Note	2013/14 £'000	2012/13 £'000
<b>Income</b>			
Dwelling Rents (Gross)		(52,118)	(49,855)
Non Dwelling Rents (Gross)		(258)	(425)
Charges for Services & Facilities		(691)	(532)
Contributions Received Towards Expenditure		(866)	(950)
Sums Directed by Secretary of State that are Income in Accordance with the Code		0	0
<b>Total Income</b>		<b>(53,933)</b>	<b>(51,762)</b>
<b>Expenditure</b>			
Repairs and Maintenance		12,958	9,847
Supervision and Management		10,670	9,864
Rents, Rates, Taxes and Other Charges		21	20
Negative Subsidy – Payments to Secretary of State		0	0
Increase in Allowance for Bad and Doubtful Debts		361	277
Depreciation and Impairment of Fixed Assets	8	(1,662)	13,024
Exceptional Item – Self Financing Payment		0	0
Sums Directed by Secretary of State that are Expenditure in Accordance with the Code		0	0
<b>Total Expenditure</b>		<b>22,348</b>	<b>33,032</b>
<b>Net Expenditure/(Income) of HRA Services as Included in the Comprehensive Income &amp; Expenditure Statement</b>		<b>(31,585)</b>	<b>(18,730)</b>
Non-distributable Costs – Pensions Past Service Cost		28	0
HRA Share of Corporate and Democratic Core		257	268
<b>Net Expenditure/(Income) of HRA Services</b>		<b>(31,300)</b>	<b>(18,462)</b>
<b>HRA Share of Operating Income and Expenditure Included in the Comprehensive Income &amp; Expenditure Account</b>			
(Gain)/Loss on Disposal of Non-Current Assets		(5,030)	(2,711)
Interest and Investment Income		(205)	(153)
Interest Payments		11,665	11,671
Net Interest on the Net Defined Benefit Liability		874	369
Capital Grants and Contributions Received		(44)	0
<b>(Surplus)/Deficit for the Year on HRA Services</b>		<b>(24,040)</b>	<b>(9,286)</b>

# Housing Revenue Account

## Statement of Movement on the Housing Revenue Account

HRA Note	2013/14 £'000	2012/13 £'000
<b>Balance as at 1 April</b>	<b>2,777</b>	<b>4,014</b>
Movement in Reserves:		
Surplus/(Deficit) on Provision of Services	24,040	9,286
Other Comprehensive Income & Expenditure		0
<b>Total Comprehensive Income &amp; Expenditure</b>	<b>24,040</b>	<b>9,286</b>
<b>Adjustments Between Accounting Basis and Funding Basis Under Regulations:</b>		
Capital Grants and Contributions Applied	(44)	0
Revenue Expenditure Funded from Capital Under Statute	0	14
Depreciation and Impairment of Non-current Assets	0	0
Reversal of Employee Leave Accrual	(15)	29
Reversal Revaluation & Impairment (Gains)/Losses on Property Plant & Equipment	(11,033)	3,948
Amounts of non-current assets written off on sale as part of the gain on disposal to the Comprehensive Income and Expenditure Statement	5,860	3,815
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(10,890)	(6,525)
Revenue Contribution to Capital	(13,256)	0
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and expenditure Statement	2,004	899
Employer's Pension Contributions to Pension Fund Payable in the year	(1,497)	(703)
<b>Total Adjustments Between Accounting Basis and Funding Basis Under Regulations</b>	<b>(28,871)</b>	<b>1,477</b>
<b>Net Increase/(Decrease) Before Transfers to Earmarked Reserves</b>	<b>(4,831)</b>	<b>10,763</b>
Transfer (to)/from Earmarked Reserves	4,777	(12,000)
<b>Increase/(Decrease) in Year</b>	<b>(54)</b>	<b>(1,237)</b>
<b>Balance as at 31 March</b>	<b>2,723</b>	<b>2,777</b>

# Housing Revenue Account

## 1. Balance Sheet Value of HRA Assets

	<u>Operational Assets</u>				<u>Non-Operational Assets</u>		Total Assets
	Council Dwellings	Vehicle Plant & Equipment	Intangible Assets	Other Land & Buildings	Shops	Assets Under Construction	
	£'000	£'000		£'000	£'000	£'000	£'000
<b>Certified Value</b>							
As at 1 April 2013	627,250	106	34	1,076	2,313	118	630,897
Additions	22,002	30	0	0	0	5,819	27,851
Assets Previously Omitted	0	32	0	0	0	0	32
Disposals	(5,904)	0	0	0	0	0	(5,904)
Disposals – Appropriations to General Fund	0	0	0	0	(2,313)	0	(2,313)
Impairment	(22,002)	0	0	0	0	0	(22,002)
Reclassifications	0	0	65	0	0	(65)	0
Depreciation written out to Carrying Value on Revaluation	(9,264)	0	0	0	0	0	(9,264)
Revaluations to the Income & Expenditure Account	33,035	0	0	0	0	0	33,035
Revaluations to the Revaluation Reserve	13,540	0	0	211	0	0	13,751
<b>As at 31 March 2014</b>	<b>658,657</b>	<b>168</b>	<b>99</b>	<b>1,288</b>	<b>0</b>	<b>5,872</b>	<b>666,084</b>
<b>Depreciation and Other Impairment</b>							
As at 1 April 2013	0	(44)	(10)	(33)	0	0	(87)
Charge for the Year	(9,308)	(26)	(20)	(21)	0	0	(9,375)
Disposals	44	0	0	0	0	0	44
Disposals – Appropriations to General Fund	0	0	0	0	0	0	0
Other Impairment	0	0	0	0	0	0	0
Reclassifications	0	0	0	0	0	0	0
Depreciation written out to Carrying Value on Revaluation	9,264	0	0	0	0	0	9,264
<b>As at 31 March 2014</b>	<b>0</b>	<b>(70)</b>	<b>(30)</b>	<b>(54)</b>	<b>0</b>	<b>0</b>	<b>(154)</b>
<b>Net Book Value as at 31 March 2013</b>	<b>658,657</b>	<b>98</b>	<b>69</b>	<b>1,242</b>	<b>0</b>	<b>5,872</b>	<b>665,938</b>
<b>Net Book Value as at 1 April 2013</b>	<b>627,250</b>	<b>62</b>	<b>24</b>	<b>1,043</b>	<b>2,313</b>	<b>118</b>	<b>630,810</b>

# Housing Revenue Account

## 2. Vacant Possession Value of HRA Dwellings

Council dwellings had a valuation of £1,608 million as at 1 April 2013 on the basis of existing use value assuming vacant possession. To comply with the requirements of the Resource Accounting regulations, a regional adjustment factor of 39% has to be applied to the Existing Use Value for Social Housing (EUV-SH) valuation. This is to reflect the fact that local authority housing is let at sub-market rents. The reduction in value shows the economic cost to the Government of providing council housing at less than open market rents.

## 3. Number and type of dwelling

	31 March 2013	Reclassified	Additions	Sales & Demolitions	31 March 2014
1 bedroom flats	2,505	0	0	(6)	2,499
2 bedroom flats	1,114	0	0	(13)	1,101
3 bedroom flats	189	0	0	(3)	186
1 bedroom houses	583	0	0	0	583
2 bedroom houses	1,689	0	0	(9)	1,680
3 bedroom houses	3,924	0	0	(51)	3,873
4+ bedroom houses	460	0	0	(8)	452
Chiltern Hostel – equivalent	17	0	0	0	17
<b>Total Dwellings</b>	<b>10,481</b>	<b>0</b>	<b>0</b>	<b>(90)</b>	<b>10,391</b>

## 4. Major Repairs Reserve (MRR)

Regulation 7(5) of the Accounts and Audit Regulations 2003 (as amended) establishes arrangements for the Major Repairs Reserve (MRR) under which the MRA is effectively restricted to being applied towards new capital expenditure, the repayment of debt or meeting liabilities under credit arrangements. The regulation requires a credit to the MRR of an amount in respect of the depreciation charged to the Housing Revenue Account for the year. Together with the Item 8 Determination provisions for transferring the difference between the MRA and depreciation to the MRR, the net effect is to credit a net amount equal to the MRA each year to the MRR.

	2013/14 £'000	2012/13 £'000
Balance as at 1 April	6,852	2,336
<b>Income</b>		
Release from Capital Adjustment Account	9,370	9,083
<b>Expenditure</b>		
Financing of Capital Expenditure	(4,154)	(4,567)
Transfers to Capital Adjustment Account	(948)	0
<b>Balance as at 31 March</b>	<b>11,120</b>	<b>6,852</b>

## 5. Rent Arrears

	2013/14 £'000	2012/13 £'000
Rents - Current Tenants	1,682	1,636
Rents - Former Tenants	633	568
Supporting People and Other	115	84
<b>Total Arrears</b>	<b>2,430</b>	<b>2,288</b>
Provision for Bad and Doubtful Debts	(1,717)	(1,541)
<b>Total Housing Arrears</b>	<b>713</b>	<b>747</b>

# Housing Revenue Account

## 5. Capital Expenditure and Financing

2013/14	£'000
<b>Capital Expenditure</b>	
Reroofing	754
New Build Housing	4,953
Aids & Adaptations	1,289
Kitchens & Bathrooms	6,120
Doors, Windows, Soffits and Fascias	5,136
Heating	3,114
Decent Homes and Other Capital Schemes	5,703
<b>Total Capital Expenditure</b>	<b>27,069</b>
<b>Financed by:</b>	
Capital Receipts	(9,616)
Major Repairs Reserve	(4,154)
Capital Grants	(43)
Revenue Contributions	(13,256)
<b>Total Financing</b>	<b>(27,069)</b>
<b>2012/13</b>	<b>£'000</b>
<b>Capital Expenditure</b>	
Reroofing	218
Decent Homes	15,221
Disabled Adaptations	871
New Build	403
Other Capital Schemes	60
<b>Total Capital Expenditure</b>	<b>16,773</b>
<b>Financed by:</b>	
Capital Receipts	(12,206)
Major Repairs Reserve	(4,567)
Revenue Contributions	0
<b>Total Financing</b>	<b>(16,773)</b>

## 7. Capital Receipts

Receipts received from the sale of HRA assets were as follows:

	2013/14 £'000	2012/13 £'000
Sale of Land and Freehold	0	0
Easements Granted	0	0
Sales of HRA Dwellings	10,849	6,513
Discounts Repaid and Miscellaneous Dwelling Sales	41	12
<b>Total Capital Receipts</b>	<b>10,890</b>	<b>6,525</b>

Mortgage capital receipts of £19k were released in 2013/14 (2012/13 £20k) from the Deferred Capital Receipts Reserve to the Useable Capital Receipts Reserve in respect of mortgage repayments received during the year.

# Housing Revenue Account

## 8. Depreciation and Impairment

Depreciation is charged on Housing Revenue Account assets in accordance with IAS 16. Depreciation is charged with reference to Balance Sheet values and the expected life remaining on the housing stock and other assets. Impairment arises when assets are revalued at a figure below their carrying value. In certain circumstances this fall in carrying value is chargeable to the Income and Expenditure Account.

	2013/14 £'000	2012/13 £'000
<b>Operational Assets</b>		
Depreciation on Council Dwellings	9,308	9,138
Revaluation on Council Dwellings	(33,035)	9,082
Impairment	22,002	8,389
Depreciation on Vehicles Plant and Equipment	22	17
Amortiation of Intangible Assets	20	0
Depreciation on Other Land and Buildings	21	13
<b>Total Depreciation and Impairment</b>	<b>(1,662)</b>	<b>26,639</b>

Depreciation on council dwellings has been charged on a straight line basis over the life of the dwellings, estimated by the valuer of the dwellings at 60 years.



## Collection Fund – Income and Expenditure Account 2013/14

	<b>Council Tax £'000</b>	<b>Business Rates £'000</b>	<b>Total £'000</b>
<b>Income:</b>			
Council Tax Receivable	77,830	0	77,830
Council Tax Benefits	0	0	0
Business Rates Receivable	0	62,417	62,417
<b>Total Income</b>	<b>77,830</b>	<b>62,417</b>	<b>140,247</b>
<b>Expenditure</b>			
<u>Precepts, Demands and Shares</u>			
Hertfordshire County Council	59,580	6,126	65,706
Hertfordshire Police Authority (Council Tax Only)	7,872	0	7,872
Dacorum Borough Council	9,845	24,505	34,350
Central Government (Business Rates Only)		30,631	30,631
<u>Charges to Collection Fund</u>			
Less Transitional Payment Protection receivable	0	944	944
Less costs of collection	0	219	219
Less write offs of uncollectable amounts	340	251	591
Less increase/(decrease) allowances for impairment	50	158	208
Less increase/(decrease) provision for appeals	0	5,137	5,137
<u>Contribution towards previous year surplus</u>			
Hertfordshire County Council	(225)	0	(225)
Hertfordshire Police Authority (Council Tax Only)	(30)	0	(30)
Dacorum Borough Council	(36)	0	(36)
Central Government (Business Rates Only)	0	0	0
<b>Total Expenditure</b>	<b>77,396</b>	<b>67,971</b>	<b>145,367</b>
 Movement on fund balance	 434	 (5,554)	 (5,120)
Balance at beginning of year	218	0	218
<b>Balance at end of year</b>	<b>652</b>	<b>(5,554)</b>	<b>(4,902)</b>
 <b>Shares of balance</b>			
Hertfordshire County Council	500	(555)	(55)
Hertfordshire Police Authority (Council Tax Only)	66	0	66
Dacorum Borough Council	86	(2,222)	(2,136)
Central Government (Business Rates Only)	0	(2,777)	(2,777)
	<b>652</b>	<b>(5,554)</b>	<b>(4,902)</b>

## Collection Fund – Income and Expenditure Account 2012/13

	Council Tax £'000	Business Rates £'000	Total £'000
<b>Income:</b>			
Council Tax Receivable	76,125	0	76,125
Council Tax Benefits	9,014	0	9,014
Business Rates Receivable	0	60,848	60,848
<b>Total Income</b>	<b>85,139</b>	<b>60,848</b>	<b>145,987</b>
<b>Expenditure</b>			
<u>Precepts, Demands and Shares</u>			
Hertfordshire County Council	65,635	0	65,635
Hertfordshire Police Authority (Council Tax Only)	8,672	0	8,672
Dacorum Borough Council	10,613	0	10,613
Central Government (Business Rates Only)	0	60,630	60,630
<u>Charges to Collection Fund</u>			
Less Transitional Payment Protection receivable	0	0	0
Less costs of collection	0	218	218
Less write offs of uncollectable amounts	(267)	0	(267)
Less increase/(decrease) allowances for impairment	165	0	165
Less increase/(decrease) provision for appeals	-	0	0
<u>Contribution towards previous year surplus</u>			
Hertfordshire County Council	(474)	0	(474)
Hertfordshire Police Authority (Council Tax Only)	(62)	0	(62)
Dacorum Borough Council	(77)	0	(77)
Central Government (Business Rates Only)	0	0	0
<b>Total Expenditure</b>	<b>84,205</b>	<b>60,848</b>	<b>145,053</b>
 Movement on fund balance	 934	 0	 934
Balance at beginning of year	(716)	0	(716)
<b>Balance at end of year</b>	<b>218</b>	<b>0</b>	<b>218</b>
 <b>Shares of balance</b>			
Hertfordshire County Council	174	0	174
Hertfordshire Police Authority (Council Tax Only)	21	0	21
Dacorum Borough Council	23	0	23
Central Government (Business Rates Only)	0	0	0
	<b>218</b>	<b>0</b>	<b>218</b>

## 1. General

This account represents the statutory requirement for billing authorities to maintain a separate Collection Fund, which shows the transactions of the billing authority in relation to Non-Domestic Rates, council tax and the distribution to the major preceptors and the General Fund. The account is consolidated with other accounts of the Council.

In 2013/14 there was a change to the method for distributing and accounting for business rates income. Prior to 1<sup>st</sup> April 2013 Non-Domestic Rates were collected by the Council and then completed paid over to the Government, who then redistributed these sums across the country in the form of the Non-Domestic rates grant.

From 1<sup>st</sup> April 2013 Business Rates Retention has come in whereby local authorities Dacorum Borough Council (40%) and Hertfordshire County Council (10%) retain 50% of the business rates collected for the area and pay the remaining 50% to central government. In addition the government has set a level of business rates funding deemed to be applicable to each area and every Council receives a top-up (if business rates collected are below this deemed level of funding) or pays a tariff (if business rates collected are above this deemed level of funding).

With the introduction of business rates retention if a local authority increases its business rates base and thereby increases its business rate income it is allowed to retain a proportion of this increased income, whilst paying up to a maximum of 50% across to central government. This payment where it occurs is known as a levy payment.

The Government has also stated that non local authority will suffer a reduction in business rate income or more than 7.5% of its Business Rates funding baseline. If business rates income falls below this 7.5% level (£204k for Harlow Council) then the Government will make a safety net payment.

## 2. Business Rates

Business Rates is a local tax that is paid by the occupiers of all non-domestic/business property.

Business rates are calculated and collected by the Council. The Government specifies an amount (47.1p in 2013/14; 46.2p for small businesses) and, subject to the effects of transitional arrangements, local businesses pay NNDR calculated by multiplying their rateable value by that amount. The income raised in Dacorum is distributed between Dacorum Borough Council, Hertfordshire County Council and Central Government in line with the distribution rules set out in Business Rates legislation.

NNDR income was £60.8m in 2013/14. The rateable value for the Council's area was £152.9m at 31 March 2014 VOA valuation (2012/13: £155.5m).

### 3. Council Tax

The Council tax base (i.e. the number of chargeable dwellings in each valuation band, adjusted for dwellings where discounts apply, converted to an equivalent number of Band D dwellings) for 2013/14 was calculated as 53,252.2 dwellings as follows:

Band	Estimated equivalent no. of taxable properties after effect of discounts	Ratio	Band D Equivalent Dwellings
A*	1.98	5/9ths	1.1
A	957.60	6/9ths	638.4
B	6,341.27	7/9ths	4,932.1
C	16,689.15	8/9ths	14,834.8
D	13,453.20	9/9ths	13,453.2
E	7,662.76	11/9ths	9,365.6
F	5,027.33	13/9ths	7,261.7
G	4,416.24	15/9ths	7,360.4
H	652.70	18/9ths	1,305.4
<b>Totals</b>	<b>55,202.23</b>		<b>59,152.7</b>
Adjustment for collection rate and contributions in lieu (0.6%)			(314.0)
Council Tax Support and Reforms			(5,586.5)
<b>Council Tax Base 2013/14</b>			<b>53,252.2</b>
<b>Council Tax Base 2012/13</b>			<b>58,664.3</b>

A\* = Disabled Band A

The implementation in 2013/14 of the Local Council Tax Support Scheme as part of the Government's wider plans for welfare reform, means the taxbase calculation now includes a reduction in relation to the estimated cost of the scheme. The reduction in the tax-base between years mainly relates to this change in calculation methodology.

The total collectable income from Council Tax for 2013/14 was £77.8 million

The Council Tax payable at each band is shown below. This does not include parishes.

Band	Multiplier	Dacorum Borough Council	Hertfordshire County Council	Hertfordshire Police Authority	Total
A	6/9	115.74	745.89	98.55	960.18
B	7/9	135.03	870.20	114.97	1,120.20
C	8/9	154.32	994.52	131.40	1,280.24
D	9/9	173.61	1,118.83	147.82	1,440.26
E	11/9	212.19	1,367.46	180.67	1,760.32
F	13/9	250.77	1,616.09	213.52	2,080.38
G	15/9	289.35	1,864.72	246.37	2,400.44
H	18/9	347.22	2,237.66	295.64	2,880.52

## Glossary of Terms

For the purposes of this Statement of Accounts, the following definitions have been adopted:

<b>Accounting Period</b>	The period of time covered by the accounts, normally a period of twelve months, commencing on 1 April for local authority accounts. The end of the accounting period is the Balance Sheet date.
<b>Accrual</b>	A sum included in the final accounts attributable to the accounting period but for which payment has yet to be made or income received.
<b>Appointed Auditors</b>	These are the external auditors appointed by Ernst and Young (E&Y). They may be separate from E&Y's own operations directorate or from a major accountancy firm. The Council's current approved auditors are E&Y's own operations directorate.
<b>Approved Institutions</b>	Funds that are not immediately required may be invested but only with third parties meeting the credit rating criteria approved annually as part of the Council's Treasury Management Policies and Practices.
<b>Asset</b>	An item having value measurable in monetary terms. Assets can either be defined as fixed or current. A fixed asset has use and value for more than one year whereas a current asset (e.g. stocks or short-term debtors) can readily be converted into cash.
<b>Audit of Accounts</b>	An independent examination of the Council's accounts to ensure that the relevant legal obligations, accounting standards and codes of practice have been followed.
<b>Balance Sheet</b>	A financial statement that summarises the Council's assets, liabilities and other balances at the end of the accounting period.
<b>Budget</b>	A budget is a financial statement that expresses an organisation's service delivery plans and capital programme in monetary terms.
<b>SeRCOP</b>	Service Reporting Code of Practice. The system of local authority accounting and reporting which reflects, in particular, the duty to secure and demonstrate 'best value' in the provision of services. SeRCOP lays down the required content and presentation of costs of service activities.
<b>Capital Expenditure</b>	Expenditure to acquire or enhance fixed assets that will be used in providing services for more than one year.
<b>Capital Financing</b>	The raising of money to pay for capital expenditure. There are various methods of financing capital expenditure including borrowing, direct revenue financing, usable capital receipts, capital grants, capital contributions and revenue reserves. Dacorum is debt free and does not borrow to meet capital expenditure.
<b>Capital Programme</b>	The capital schemes the Council intends to carry out over a specified time period.
<b>Capital Receipt</b>	The proceeds from the disposal of land and other assets, as long as the amount is £10,000 or more. Proportions of capital receipts can be used to finance new capital expenditure, within rules set down by the government, but they cannot be used for revenue purposes.
<b>Cashflow Statement</b>	A statement that summarises the inflows and outflows of cash within the Council's accounts.

## Glossary of Terms

<b>CIPFA</b>	Chartered Institute of Public Finance and Accountancy. The principal accountancy body dealing with local government finance.
<b>Collection Fund</b>	A separate fund maintained by a billing authority that records the expenditure and income relating to council tax and non-domestic rates, including the amounts raised on behalf of Precepting Authorities
<b>Community Assets</b>	Assets that the Council intends to hold in perpetuity, that have no determinable useful life and that may have restrictions in their disposal. Examples of community assets are parks and historical buildings. The value of the assets in the Balance Sheet is usually nil.
<b>Contingent Liability</b>	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 Council's control. Alternatively, a present obligation arising from past events where it is not probable that a transfer of economic benefits will be required or the amount of that obligation cannot be measured with sufficient reliability.
<b>Contingent Asset</b>	A possible asset that arises from past events and whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Council's control.
<b>Core Financial Statements</b>	The main accounting statements of the Council comprising the Comprehensive Income and Expenditure Statement, Statement of the Movement on the General Fund Balance, Balance Sheet and Cash Flow Statement. Together with the Supplementary Financial Statements these comprise the Council's Accounting Statements.
<b>Council Tax</b>	This is one of the main sources of income to a local authority. Council tax is levied on households within its area by the billing authority and the proceeds are paid into the Collection Fund for distribution to precepting authorities and for use by the billing authorities own General Fund
<b>Creditor</b>	Amounts owed by the Council for works done, goods received or services rendered before the end of the accounting period but for which payments have not been made by the end of that accounting period.
<b>Debtor</b>	Amounts due to the Council for works done, goods received or services rendered before the end of the accounting period but for which payments have not been received by the end of that accounting period.
<b>Depreciation</b>	The measure of the cost of the benefits of a fixed asset which have been consumed during the period. Consumption includes the wearing out, using up or other reduction in the useful life of the asset whether arising from use, passage of time or obsolescence through either changes in technology or demand for the goods and services produced by the asset.
<b>Estimates</b>	Where definitive figures are not available /cannot be found, estimates are used to produce the statement of accounts. These estimates are based on the best information available at the time of production.
<b>Events After The Balance Sheet Date</b>	Events after the balance sheet date are those events, favourable and unfavourable, that occur between the balance sheet date and the date when the Statement of Accounts is authorised for issue. Also referred to as Post Balance Sheet Events.

## Glossary of Terms

<b>Exceptional Items</b>	Material items deriving from events or transactions that fall within the ordinary activities of the Council needing to be disclosed separately by virtue of their size or incidence so that the financial statements give a true and fair view.
<b>Finance Lease</b>	A lease which transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee.
<b>Financial Year</b>	Period of time to which the Statement of Accounts relates. The financial year for Local Authorities runs from 1 April to 31 March.
<b>Fixed Assets</b>	Tangible assets that yield benefits to the Council and the services it provides for a period of more than one year.
<b>Government Grants</b>	Grants made by central government towards either revenue or capital expenditure to help with the cost of providing services and capital projects. Some government grants have restrictions on how they may be used whilst others are general purpose.
<b>Gross Expenditure</b>	The total cost of providing the Council's services before taking into account income from fees and charges and government grants.
<b>Housing Benefits</b>	A system of financial assistance to individuals towards certain housing costs administered by local authorities and subsidised by central Government.
<b>Housing Revenue Account</b>	A separate, statutory account inside the General Fund which includes the expenditure and income arising from the provision of housing accommodation by the Council acting as landlord.
<b>Impairment</b>	This is a reduction in value of a fixed asset as shown in the balance sheet to reflect its true value.
<b>Income</b>	This is the money that the Council receives or expects to receive from any source, including fees, charges, sales, grants and investment interest.
<b>Comprehensive Income and Expenditure Statement</b>	An account which summarises resources generated and consumed in the provision of services for which Dacorum Council is responsible.
<b>Infrastructure Assets</b>	Fixed assets belonging to the Council which do not necessarily have a resale value (e.g. highways) and for which a useful life span cannot be readily assessed.
<b>Intangible Assets</b>	These are non-financial fixed assets that do not have physical substance but are identifiable and are controlled by the authority through custom or legal rights e.g. computer software.
<b>International Accounting Standards (IAS) and International Financial Reporting Standards (IFRS)</b>	International Financial Reporting Standards cover particular aspects of accounting practice, and set out the correct accounting treatment, for example, of depreciation. Compliance with these statements is mandatory and any departure from them must be disclosed and explained. The standards originated in the commercial sector and some are not directly relevant to local authority accounts.
<b>Inventory</b>	These comprise one or more of the following categories: goods or other assets purchased for resale; consumable stores; raw materials and components purchased for incorporation into products for sale; products and services in intermediate stages of completion; long term contract balances and finished goods.



## Glossary of Terms

<b>Liability</b>	A liability arises when the Council owes money to others and it must be included in financial statements.
<b>Long Term Investments</b>	These are investments intended to be held for use on a continuing basis in the activities of the authority. They should be classified as long term only where an intention to hold the asset for longer than one year can be clearly demonstrated.
<b>Materiality</b>	This is one of the main accounting concepts. It ensures that the statement of accounts includes all the transactions that, if omitted, would lead to a significant distortion of the financial position at the end of the accounting period.
<b>Minimum Revenue Provision</b>	The minimum amount which must be charged to the revenue account each year for the repayment of borrowing.
<b>National Non-Domestic Rate (NDR)</b>	A standard rate in the pound set by the Government payable on the assessed rateable value of properties used for business purposes. Also known as Non-Domestic or Business rates.
<b>Operating Lease</b>	A lease whereby the ownership of the fixed asset remains with the lessor.
<b>Post Balance Sheet Event</b>	These are events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the Statement of Accounts is authorised for issue.
<b>Precept</b>	The levy made by precepting authorities on billing authorities, e.g. Dacorum Borough Council. The major precepting authorities are Hertfordshire County Council and Hertfordshire Police Authority. Parish Councils, e.g. Tring Parish Council, also raise money by means of a precept on the relevant billing authority.
<b>Provision</b>	An amount set aside for liabilities or losses that are certain to arise but owing to their inherent nature cannot be quantified with any certainty.
<b>Prudential Code</b>	The Prudential Code, introduced in April 2004, sets out the arrangements for capital finance in local authorities. It constitutes 'proper accounting practice' and is recognised as such by statute.
<b>Rateable Value</b>	The annual assumed rental value of a property that is used for business purposes.
<b>Related Parties</b>	Two or more parties are related parties when at any time during the financial period: <ul style="list-style-type: none"> <li>• One party has direct or indirect control of the other party;</li> <li>• The parties are subject to common control from the same source;</li> <li>• One party has influence over the financial and operational policies of the other party to an extent that the other party might be inhibited from pursuing its own interests; and</li> <li>• The parties, in entering a transaction, are subject to influence from the same source to such an extent that one of the parties to the transaction has subordinated its own interests.</li> </ul>
<b>Related Party Transactions</b>	The transfer of assets, liabilities or services between the Council and its related parties irrespective of whether a charge is made.

## Glossary of Terms

<b>Reserves</b>	The accumulation of surpluses and deficits over past years. Reserves of a revenue nature are available and can be spent or earmarked at the discretion of the Council.
<b>Residual Value</b>	This is the net realisable value of an asset at the end of its useful life.
<b>Revaluation Reserve</b>	An account containing any unrecognised gains or losses arising from the revaluation of fixed assets held by the Council. When assets are sold, the gain or loss on sale will be recognised in the Income and Expenditure Account once all previous entries relating to unrecognised gains or losses have been removed from the accounts.
<b>Revenue Expenditure</b>	The day to day expenses associate with the provision of services.
<b>Revenue Expenditure funded from Capital under Statute</b>	Capital expenditure which may be properly treated as such, but which does not result in, or remain matched with, tangible fixed assets. An example would be capital expenditure on improvement grants.
<b>Revenue Support Grant</b>	A grant paid by the Government to councils, contributing towards the costs of their services.
<b>Code of Practice</b>	Since the adoption of International Financial Reporting Standards in 2010/11, local authorities required to produce their accounts in accordance with the Code of Practice on Local Authority Accounting.
<b>Statement of the Movement in Reserves</b>	Reconciliation between the Comprehensive Income and Expenditure Statement and the General Fund or Housing Revenue Account to show the effect of spending against Council Tax or Housing Rents raised.
<b>Supplementary Financial Statements</b>	Additional financial statements comprising the Housing Revenue Account and Collection Fund. Together with the Core Financial Statements comprise the Council's Accounting Statements.
<b>Trust Funds</b>	Funds administered by the Council for such purposes as prizes charities and specific projects usually as a result of individual legacies and donations.
<b>Useful Life</b>	This is the period over which an organisation will derive benefits from the use of an asset.