

Adur
District
Council



***Statement of
Accounts
2013/2014***

ADUR DISTRICT COUNCIL

STATEMENT OF ACCOUNTS

for the year ended 31st March, 2014

C O N T E N T S

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EXPLANATORY FOREWORD

INTRODUCTION

This is an explanatory foreword to the Statement of Accounts for the year ended 31 March 2014.

The accounts shown on the following pages have 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) supported by the International Financial Reporting Standards (IFRS) and are in respect of the financial year ended 31 March 2014.

Changes to the CIPFA Code of Practice for 2013/14 relevant to this authority include:-

- revisions to post-employment benefits;
- a new section on accounting for business rates retention;
- amendment to the presentation of financial statements
- Enhancement to the guidance where uncertainty was identified in the areas of Property, Plant and Equipment, non-current assets, leases, grants, financial instruments

The significant Accounting Policies are included as Note 1 to these accounts.

As a result of the 2011 Accounts and Audit Regulations, there is no longer the requirement to include the Governance Statement as part of the Statement of Accounts. Once approved, the Governance Statement will be published at the end of this document.

The Statements are listed and explained in the next section.

EXPLANATION OF ACCOUNTING STATEMENTS

The Statement of Accounts consists of:

Page No:

Statement of Responsibilities

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This statement sets out the respective responsibilities of the Council and the Chief Financial Officer in respect of the Council's accounts. This statement confirms that the accounts give a true and fair view of the financial position of the authority at the accounting date and its income and expenditure for the given financial year.

Movement in Reserves Statement

13-14

This statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' and "unusable reserves".

Comprehensive Income and Expenditure Statement

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This statement provides a summary of the resources generated and consumed by the council in the year that have contributed to the changes in resources shown in the Movement in Reserves Statement (MiRS).

The Balance Sheet

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This statement summarises the Council's assets and liabilities as at 31st March 2014 in its top half. The bottom half of the statement sets out the reserves split into the 2 categories of 'usable' and 'unusable' Reserves.

EXPLANATORY FOREWORD

EXPLANATION OF ACCOUNTING STATEMENTS

The Cash Flow Statement	17
<p>This statement summarises the flows of cash and cash equivalents of the Council that have taken place over the financial year.</p>	
Prior Year Adjustments	18-19
<p>Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment.</p>	
Notes to the Accounts	20-104
Housing Revenue Account (HRA)	105-110
<p>The HRA accounting statements comprise of the Comprehensive Income and Expenditure Statement and the Statement of Movement on the HRA balance. The former reports the economic cost in the year of providing housing services. The latter reconciles the reported surplus or deficit in the year with the HRA balance at the end of the year. The HRA is a ring-fenced account subject to statutory regulation under Schedule 4 of The Local Government and Housing Act 1989. The HRA is accounted for separately from other funds of the Council so that rents cannot be subsidised from council tax (or vice versa). From 1 April 2012 the HRA became “self-financing” where formally it was subject to a complicated system of government subsidy and allowances. Since that date, special arrangements were put in place for accounting for debt charges and interest receivable to ensure an equitable and transparent apportionment between the HRA and General Fund. These arrangements reflect the “two-pool split” of debt between HRA and General Fund at 1 April 2012, as recommended by the Chartered Institute of Public Finance & Accountancy (CIPFA). Full particulars are contained in the HRA Treasury Management Strategy for 2013/14, which was agreed as Appendix 5 of the “HRA Budget 2013/14” Report approved by the Adur Cabinet at its meeting on 5 February 2013, and available on the Council’s website via the following link: http://adur-worthing.gov.uk/media/media,106497,en.pdf</p>	
Collection Fund	111-113
<p>The Council is required to maintain a separate Collection Fund to receive monies as a billing authority in relation to the Council Tax and Non-Domestic Rates and accounts for their distribution to preceptors (West Sussex County Council and The Police and Crime Commissioner) and the Council’s own General Fund. This financial year the local government finance regime has been revised with the introduction of the retained business rates scheme. The main aim of the scheme is to give Councils a greater incentive to grow businesses in the Borough. It does, however, also increase the financial risk due to non-collection and the volatility of the NDR tax base.</p> <p>The scheme allows the Council to retain a proportion of the total NDR received. The Adur share is 40% with the remainder paid to the precepting bodies - West Sussex County Council (10%) and Department of Communities and Local Government (50%).</p>	

EXPLANATORY FOREWORD

WORKING IN PARTNERSHIP

Government initiatives have placed great emphasis on partnership working for future service delivery to help meet the changing needs of customers and the cost savings authorities need to find. To achieve this goal Adur District and Worthing Borough Councils embarked on an innovative partnership arrangement.

The shared single officer structure, which was introduced in April 2008, now includes all of the services that were intended to operate as shared Adur & Worthing services with a net cost of services of £24.7m. The shared services are managed via a Joint Committee. This Joint Committee has to meet all the accounting requirements of a public sector body. For accounting purposes the following key processes apply:-

- The Joint Strategic Committee has a separate budget and statement of accounts.
- As each service moves across to the Joint Strategic Committee their respective budgets and spend are pooled.
- The joint budgets/expenditure are recharged back to Adur and Worthing Councils.

A separate statement of accounts is required to be produced for the Joint Strategic Committee for Adur and Worthing Councils. A copy is available on request from the Chief Financial Officer, Town Hall, Chapel Road, Worthing, BN11 1HB.

COUNCIL PRIORITIES

The harmonised high level corporate priorities for Adur and Worthing Councils, which also apply to the Joint Strategic Committee, were updated in April 2013.

The 4 current corporate priorities, jointly agreed by Adur and Worthing Councils, are:-

- Supporting and improving the local economy;
- Protecting front line services
- A mixed economy of partnership working
- Ensure value for money and low Council Tax

Budget and resource allocation is targeted towards improving services in each of these areas.

MEDIUM TERM FINANCIAL PLAN (MTFP) INCLUDING CURRENT ISSUES AND FUTURE PLANS

The most recent budget strategy for this council has been compiled in the context of the Government's Comprehensive Spending Review and the 2014/15 local government settlement. Both councils agreed a budget strategy to meet this challenge through 3 major work streams – major service reviews, efficiency reviews and base budget reviews. As a result significant savings were identified as part of the 2014/15 budget round.

EXPLANATORY FOREWORD

MEDIUM TERM FINANCIAL PLAN (MTFP) INCLUDING CURRENT ISSUES AND FUTURE PLANS

The Adur District Council budget strategy has taken account of risks such as:

- income generated by the Council may be affected by the recession;
- withdrawal of funding by partners, potentially losing funding for key priorities;
- the inflation allowance in non-pay budgets could result in higher than expected costs

The Council has a working balance and other earmarked reserves to help mitigate these risks.

Further details around the MTFPs for both councils are contained in the “*Outline Forecast 2015/16 To 2019/20 And Budget Strategy*”, which was reported to 22nd July 2014 Joint Strategic Committee.

The link for this report is <http://www.adur-worthing.gov.uk/media/media,125630,en.pdf>

A new Chief Executive took up his role in September 2013. His approach to the challenges facing the 2 councils is set out in the document “*Catching The Wave*”. The link for this document is <http://www.adur-worthing.gov.uk/media/media,125629,en.pdf>

The Chief Executive set up 5 work streams:

- (i) Structures
- (ii) Operating Systems
- (iii) Communications
- (iv) Partnership
- (v) Organisational Development

Key areas for early attention include:

- Supporting our wealth generators
- Cultivating enterprising communities
- Becoming adaptive councils

An update on *Catching The Wave* is contained in, agenda item 5, the 22 July 2014 report to the Joint Strategic Committee, “*Catching the Wave*” – A progress update on organisational change”.

The link for this document is <http://www.adur-worthing.gov.uk/media/media,125629,en.pdf>

FINANCIAL OVERVIEW

A comprehensive summary of the financial performance of the Partnership authorities – Adur District Council, Worthing Borough Council and the Joint Strategic Committee – is contained in the 24th June 2014 Joint Strategic Committee report “*Revenue and Capital Outturn for Joint, Adur and Worthing 2013/14*”. This is available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

EXPLANATORY FOREWORD

FINANCIAL OVERVIEW

The financial activities of the Council can be categorised as either Revenue or Capital:

- Revenue spending represents the net cost of consuming supplies and providing services delivered by the Council in its day-to-day business during the year.
- Capital spending results in an asset, which will provide benefit to the District over a number of years.

SUMMARY OF REVENUE SPEND

A more detailed summary of the Council's financial results for 2013/14 is given on the following pages but a brief outline of what we planned to spend and what we actually spent is given below.

The financial outturn for the General Fund shows that the Council has again contained expenditure within the original budget levels despite facing a range of additional costs that were not part of the original budget. The current economic recession has impacted on income streams for the Council. In 2013/14 Adur District Council reported an underspend of £539,430 against a budget of £9,680,420.

The major variations are explained in more detail in the 24th June 2014 Joint Strategic Committee report "Revenue and Capital Outturn for Joint, Adur and Worthing 2013/14". <http://www.adur-worthing.gov.uk/media/media,124885,en.pdf>. This report is freely available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

Overall therefore the Council has had a generally successful year from a financial perspective, maintaining and improving services and delivering on major capital investments whilst containing spend within approved budgets and being able to maintain reserves.

EXPLANATORY FOREWORD

SUMMARY OF REVENUE SPEND

How the money was spent and how services were funded

SUMMARY FINAL REVENUE OUTTURN			
CABINET MEMBER PORTFOLIOS	CURRENT ESTIMATE 2013/14	OUTTURN 2013/14	UNDER/ OVERSPEND
	£000s	£000s	£000s
CM for Environment	3,388	3,093	(295)
CM for Health & Wellbeing	1,061	1,081	20
CM for Customer Services	1,081	1,004	(77)
Leader	614	563	(51)
CM for Regeneration	1,815	2,144	329
CM for Resources	2,089	2,942	853
Support Service Holding Accounts	407	6	(401)
Transfers from HRA to non portfolio Adur Homes	30	-	(30)
TOTAL CABINET MEMBERS	10,485	10,833	348
Credit Back Depreciation	(1,500)	(1,301)	199
Minimum Revenue Provision	853	750	(103)
Additional Non Ring Fenced Grants	-	(296)	(296)
Financial Instrument Adjustment	-	2	2
	9,838	9,988	150
Transfer to/from reserves:			
Contribution to/from reserves	(6)	(157)	(151)
Revenue Contributions To Capital Expenditure	-	21	21
Transfer from reserves to fund specific expenditure (carry forwards)	(177)	(736)	(559)
Capacity Issue Reserve	24	24	-
Net Underspend recommended to be transferred to reserves	-	539	539
Total Budget requirement before External Support from Government	9,679	9,679	-

EXPLANATORY FOREWORD

SUMMARY OF REVENUE SPEND

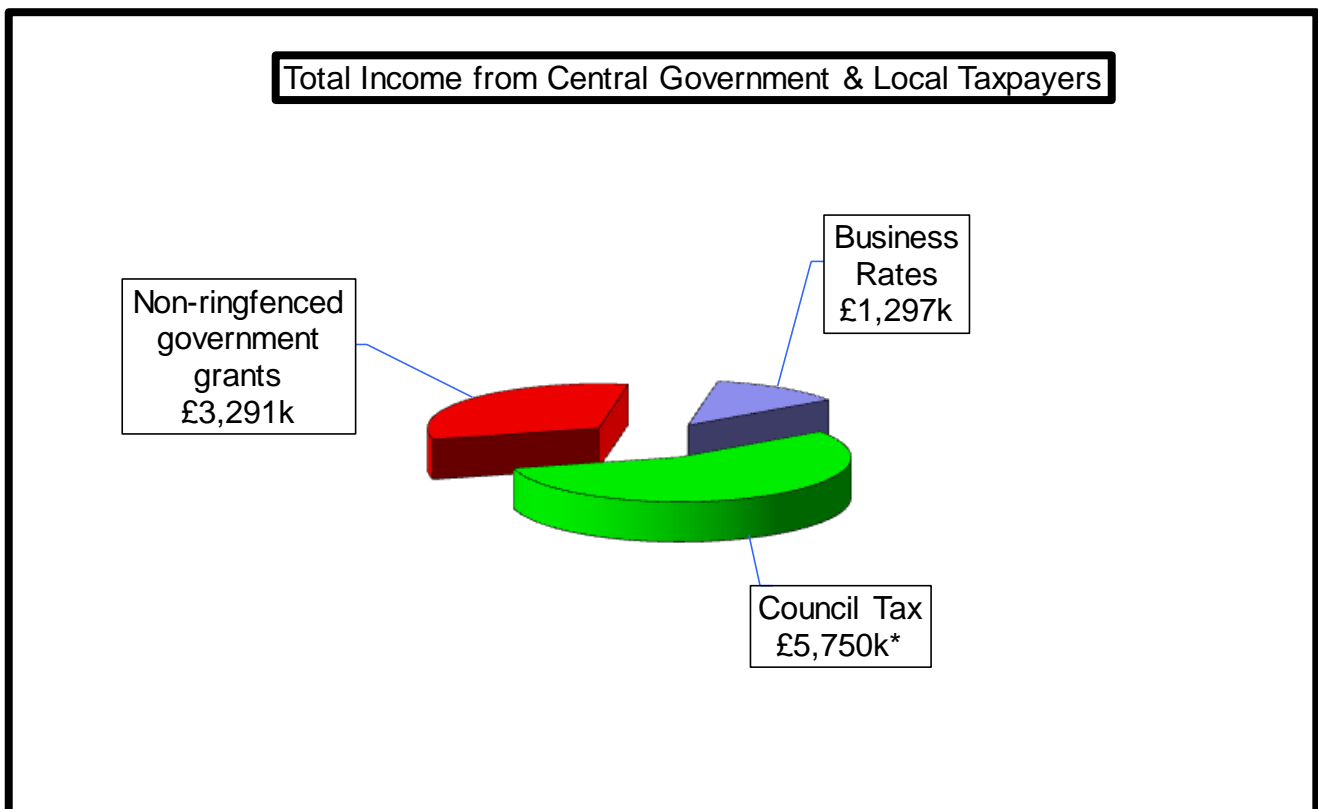
Funding from Central Government Support

From 2013/14, the structure of revenue support grant has changed and the Council's share of Revenue Support Grant is £2.32m for the financial year.

Funding from Local Taxpayers

The Council collected £31.7m of Council Tax relating to 2013/14, this represented 97.51% of the total Council Tax due to be collected. In addition, Council Tax Benefit totalled £4.98m. Council Tax is collected by Adur District Council on behalf of the following preceptors in the proportions detailed: West Sussex County Council 72.9%, Sussex Police & Crime Commissioner 8.7% and Adur District Council 18.4%.

The Council also collects non-domestic rates from local businesses. In 2013/14 the government introduced a business rate retention scheme which changed how business rates are administered nationally. Of the £15.32m collected, after allowing for exemptions, reliefs and provisions, the Council keeps 40%, 10% is paid to the County Council and the remaining 50% is paid over to the government's national pool.

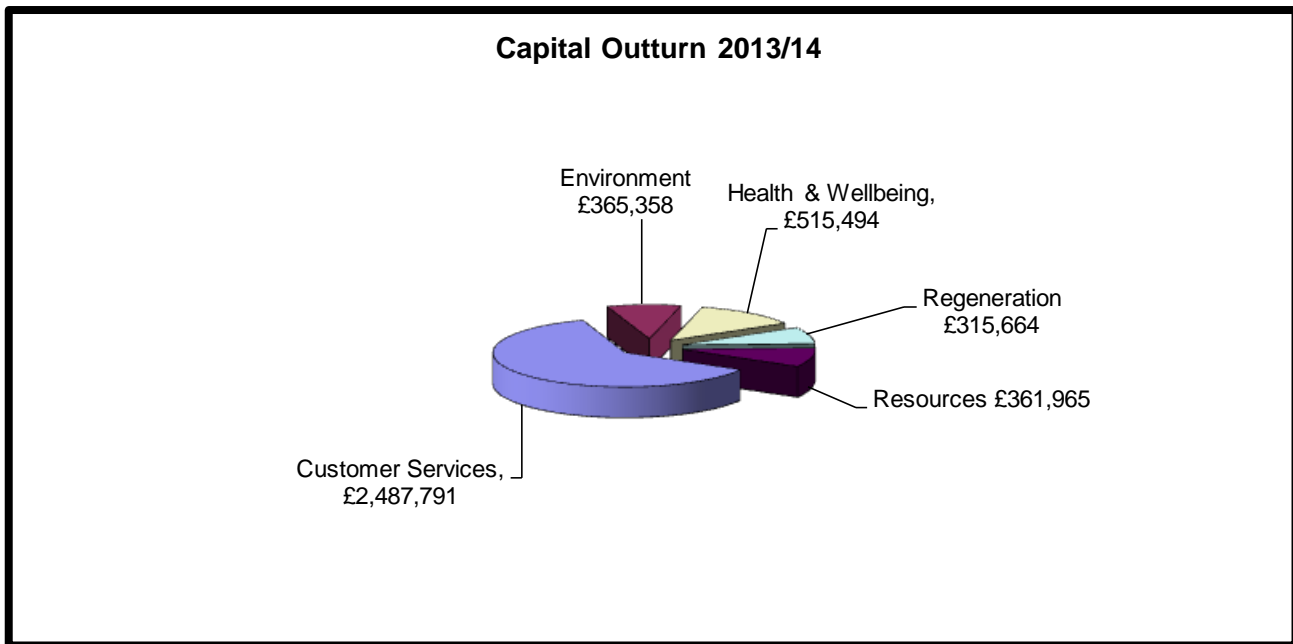


* Net of budgeted Collection Fund surplus/deficit.

EXPLANATORY FOREWORD

SUMMARY OF CAPITAL SPEND

Capital spending either maintains or creates new assets or is expenditure that is capital under statute that will contribute to the Council's aims and objectives over more than one year. The Council plans and budgets for capital expenditure by means of a three-year 'rolling' Capital Programme.



The capital investment programme for all Adur Portfolios was originally estimated at £6,770,000. Subsequent approvals and reprofiling of budgets to 2014/15 produced a total current budget of £6,026,420. Actual expenditure in the year totalled £4,046,272, a reduction of £1,980,148 on the current estimate, comprising of net slippage of £1,494,050 and a net underspend of £486,098. This was financed as follows:

	2013/14
	£'000
Capital Receipts	187
Government grants and other contributions	582
Revenue Contributions	2,304
Borrowing	973
TOTAL	4,046

"The Council's assets have been increased. The size of the capital programme, the funding and the capital outturn is explained in more detail in the 24th June 2014 Joint Strategic Committee report "Revenue and Capital Outturn for Joint, Adur and Worthing 2013/14". <http://www.adur-worthing.gov.uk/media/media,124885,en.pdf>. This report is freely available on the joint Adur District Council and Worthing Borough Council website www.adur-worthing.gov.uk.

EXPLANATORY FOREWORD

POST EMPLOYMENT BENEFITS

Employees of the Council have the option to become members of the Local Government Pensions Scheme, administered by West Sussex County Council. This scheme is funded and provides defined benefits to members (retirement lump sums and pensions), earned by employees as they worked for the Council. The pension costs in the Council's accounts show the attributable share of the assets and liabilities of West Sussex Local Government Pension Fund and comply fully with the requirements of IAS19.

To comply with these relevant accounting standards, the Council recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Council is required to make against council tax is based on the cash payable in the year. Therefore the cost of post employment/retirement benefits shown in Note 48 are notional and are reversed out of the General Fund via the Movement in Reserves Statement.

ACHIEVEMENTS IN 2013/14

The Revenue and Capital transactions recorded in these statements supported all the Council's activities and objectives in 2013/14. Substantial achievements were made in the following areas:

New Ways of Working - The Councils embarked on an accommodation project with the aim of reducing down the number of large buildings that are owned and managed. The project will save the Councils over £250,000 per year once it is completed. The Council has successfully relocated its staff into two buildings and will be in a position to dispose of the Civic Centre once the extension to the Shoreham Centre has been completed. The rationalisation of the accommodation has also enable the Councils to provide updated space to the local Citizen Advice Bureaux and other voluntary groups

City Deal - The City Deal was signed by both Councils. This innovative collaboration will promote economic regeneration in both Adur and Worthing as part of the greater Brighton area.

The Think Family Initiative - The Council has been working in partnership with West Sussex County Council to support the most vulnerable families in our communities, aiming to improve life prospects, especially for children, and reduce pressure on public services.

Grounds Maintenance Service - The previously separate services for Adur and Worthing councils came together in 2013/14. While 2013/14 was a year of amalgamation, 2014/15 will see the development of the service.

Waste Management Service - The service continues to deliver a high quality service year on year whilst reducing the cost to the tax payer. In particular, the garden waste bin service continues to be very popular and the number of residents using this service grows every year.

Economic Regeneration - The Council approved the planning application for the new training facility in Lancing. This will see the development of a modern facility in the District creating an estimated 300 jobs for the local community.

The Council also approved the planning application for a new Biomass Power Station which will create 20 new jobs including an apprenticeship scheme.

EXPLANATORY FOREWORD

SUMMARY

This is a challenging time for Local Government. Both Councils have faced a considerable reduction in central Government funding and have a strong desire to limit the increases to Council Tax.

The overall under spend is most welcome at this time to help the Councils manage the financial climate which they are currently grappling with, to build capacity to manage service reductions over the next year and fund future service developments.

The outturn position will inform the development of the 2015/16 budget. The intention is to build in recurring under spends into the 2015/16 budget where possible and so avoid the need for unnecessary service reductions.

FURTHER INFORMATION

Further information on Adur District Council's accounts is available from the Section 151 Chief Financial Officer based at the Town Hall, Chapel Road, Worthing, or by accessing the joint Adur and Worthing Councils website, www.adur-worthing.gov.uk.

Information on joint policies and plans for the Adur Worthing partnership, and especially their joint Key Priorities are obtainable on application to the Head of Productivity and Innovation in the Town Hall, Chapel Road, Worthing or by accessing the joint Adur and Worthing Councils' website, www.adur-worthing.gov.uk

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2014

The Council's Responsibilities:

- (a) 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 in the financial year 2013/14 that officer was the Chief Financial Officer
- (b) To manage its affairs to secure economic, efficient and effective use of its resources and safeguard its assets.
- (c) To approve the Statement of Accounts by 30th September, 2014.

The Chief Financial and Section 151 Officer's Responsibilities:

The Chief Financial Officer is responsible for the preparation of the Council's Statement of Accounts which is required to give "true and fair" view of the financial position of the Council.

In preparing the statement of accounts the Chief Financial Officer to select accounting policies and apply them consistently, make judgements and estimates that are reasonable, and ensure that the Statement of Accounts complies with the Code of Practice on Local Authority Accounting.

The Chief Financial Officer also has to keep proper accounting records which are up to date and to take reasonable steps to prevent and detect fraud and other irregularities.

This Statement of Accounts is prepared and published in accordance with the Accounts and Audit Regulations 2011 and the Code of Practice on Local Authority Accounting issued by the Chartered Institute of Public Finance and Accountancy.

This Statement of Accounts presents a true and fair view of the financial position of the Council at 31st March, 2014 and its income and expenditure for the year ended on that date.

SARAH GOBEY
Chief Financial Officer

Dated: 23rd September, 2014

Certificate of Approval by Joint Governance and Audit Committee

I confirm that these Accounts were approved by the Joint Governance and Audit Committee of Adur District Council and Worthing Borough Council on 23rd September, 2014.

ROD HOTTON
Chairman, Joint Governance and Audit Committee

Dated: 23rd September, 2014

MOVEMENT IN RESERVES STATEMENT

This Statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and 'unusable reserves', such as the revaluation of non-current assets. The 'Surplus or (deficit) on the provision of services' line shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charges to the General Fund Balance and Housing Revenue Account for Council Tax setting and dwellings rent setting purposes. The 'Net increase/Decrease before transfers to earmarked reserves' line shows the statutory General Fund Balance and Housing Revenue Account Balance before any discretionary transfers to or from earmarked reserves undertaken by the Councils.

See Movement of Reserves Statement on next page.

MOVEMENT IN RESERVES STATEMENT

Single Entity (England and Wales)	General Fund Balance	Earmarked GF Reserves	Housing Revenue Account	Earmarked HRA Reserves	Capital Receipts Reserves	Major Repairs Reserves	Capital Grants Reserve	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Restated Balance at 31st March 2012	857	3,162	1,849	355	1,158	1,110	2,354	10,845	43,007	53,852
Movement in Reserves during 2012/13										
Restated Surplus or (deficit) on provision of services	(1,030)		3,598					2,568	-	2,568
Restated Other Comprehensive Expenditure & Income								-	(4,142)	(4,142)
Total Comprehensive Expenditure Income	(1,030)	-	3,598	-	-	-	-	2,568	(4,142)	(1,574)
Adjustments between accounting and funding basis under Regs. (Note 7)	1,382	-	(3,154)		300	1,088	163	(221)	221	-
Net Increase/Decrease before Transfers to Earmarked Reserves	352	-	444	-	300	1,088	163	2,347	(3,921)	(1,574)
Transfers to/from Earmarked Reserves (Note 8)	(352)	352	(186)	186	-	-	-	4	(4)	-
Increase/Decrease in Year	-	352	258	186	300	1,088	163	2,351	(3,925)	(1,574)
Restated Balance at 31st March 2013 c/fwd	857	3,514	2,107	541	1,458	2,198	2,517	13,196	39,082	52,278
Movement in Reserves during 2013/14										
Surplus or (deficit) on provision of services	(3,014)	-	1,835	-	-	-	-	(1,179)	-	(1,179)
Other Comprehensive Expenditure and Income	12							12	26,455	26,467
Total Comprehensive Expenditure and Income	(3,002)	-	1,835	-	-	-	-	(1,167)	26,455	25,288
Adjustments between accounting basis and funding basis under regulations (Note 7)	2,568	-	(935)	-	575	384	40	2,632	(2,632)	-
Net Increase/Decrease before Transfers to Earmarked Reserves	(434)	-	900	-	575	384	40	1,465	23,823	25,288
Contribution to Major Repairs Reserve			(440)			440		-	-	-
Transfers to/from Earmarked Reserves (Note 8)	434	(434)	(396)	396	-	-	-	-	-	-
Increase/Decrease in Year	-	(434)	64	396	575	824	40	1,465	23,823	25,288
Balance at 31st March 2014 c/ fwd	857	3,080	2,171	937	2,033	3,022	2,557	14,661	62,905	77,566

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

	2013/14	2013/14		2013/14	2012/13	2012/13	2012/13
	Gross Expenditure	Gross Income	Note	Net Expenditure	Restated Gross Expenditure	Restated Gross Income	Restated Net Income/Expenditure
	£'000	£'000		£'000	£'000	£'000	£'000
NET EXPENDITURE ON SERVICES							
Central Services to the Public	1,503	(658)		845	6,739	(5,986)	753
Cultural and Related Services	1,881	(283)		1,598	1,947	(231)	1,716
Environmental & Regulatory Services	4,349	(1,302)		3,047	3,768	(1,120)	2,648
Planning Services	2,580	(1,046)		1,534	2,273	(1,019)	1,254
Highways and Transport Services	543	(453)		90	456	(490)	(34)
Other Housing Services	23,955	(22,938)		1,017	23,799	(22,790)	1,009
Adult Social Care	112	(255)		(143)	212	(280)	(68)
Corporate & Democratic Core	2,052	(150)		1,902	1,897	(429)	1,468
Non-Distributed Costs	1,116	(1)		1,115	1,132	(263)	869
Net Cost of General Fund Services	38,091	(27,086)		11,005	42,223	(32,608)	9,615
Housing Revenue Account	6,933	(12,780)		(5,847)	6,089	(12,534)	(6,445)
Net Cost of Services	45,024	(39,866)		5,158	48,312	(45,142)	3,170
Other Operating Expenditure			9	1,505			818
Financing and Investment Income and Expenditure			10	5,029			4,036
(Surplus) or Deficit of Discontinued Operations				-			-
Taxation and non-specific grant income			11	(10,513)			(10,592)
(Surplus) or Deficit on Provision of Services				1,179			(2,568)
(Surplus)/Deficit arising on revaluation of Property, Plant and Equipment Assets			25	(24,475)			(154)
(Surplus)/Deficit arising on revaluation of available for sale financial assets				-			-
Remeasurements of the net defined pension benefit liability			48	(1,980)			4,298
Other				(12)			(2)
Other Comprehensive Income and Expenditure				(26,467)			4,142
Total Comprehensive Income and Expenditure				(25,288)			1,574

* The Central Services to the Public has reduced for both expenditure & income due to changes with respect to council tax benefit. The responsibility for council tax benefit has passed from central government to local authorities. As a result specific grant for council tax benefit to local authorities has ceased. See Collection Fund Income and Expenditure.

BALANCE SHEET

	See Note No:	As at 31st March 2014	Restated As at 31st March 2013	Restated As at 1st April 2012
		£'000	£'000	£'000
Long Term Assets:				
Property, Plant & Equipment	12	164,738	142,926	143,972
Heritage Assets	13	223	223	221
Investment Property	14	7,983	7,880	8,286
Intangible Assets	15	166	137	128
Assets Held for Sale	21	316	-	-
Long Term Investments	16	2,005	5	6
Long Term Debtors	19	260	235	186
Total Long Term Assets		175,691	151,406	152,799
Current Assets:				
Short Term Investments	16	16,080	20,191	17,115
Assets Held For Sale		-	-	-
Inventories	17	81	78	95
Short Term Debtors	19	2,908	3,407	2,754
Cash & Cash Equivalents	20	2,439	1,469	-
Total Current Assets		21,508	25,145	19,964
Current Liabilities:				
Cash & Cash Equivalents	20	-	-	(2,755)
Short Term Borrowing	16	(2,578)	(7,579)	(2,577)
Short Term Creditors	22	(5,918)	(3,412)	(3,084)
Provisions	23	(681)	(343)	(343)
Grants Received in Advance Revenue	39	(383)	(453)	(669)
Total Current Liabilities		(9,560)	(11,787)	(9,428)
Long Term Liabilities:				
Long Term Creditors		-	-	-
Provisions		-	-	-
Long Term Borrowing	16	(76,423)	(78,615)	(80,337)
Other Long Term Liabilities	47	(33,650)	(33,871)	(29,141)
Donated Assets Account		-	-	(5)
Total Long Term Liabilities		(110,073)	(112,486)	(109,483)
Net Assets		77,566	52,278	53,852
Financed By Reserves:				
Usable Reserves	8 & 24	(14,661)	(13,196)	(10,845)
Unusable Reserve	25	(62,905)	(39,082)	(43,007)
Total Reserves		(77,566)	(52,278)	(53,852)

CASH FLOW STATEMENT

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

	See Note No:	2013/14	Restated 2012/13
		£'000	£'000
Net (surplus) or deficit on provision of services	26	(1,179)	2,568
Adjustments to net surplus or deficit on the provision of services for non cash movements	26	9,491	5,278
Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	26	485	(4,341)
Net cash flows from Operating Activities	26	8,797	3,505
Investing Activities	27	(2,431)	(1,740)
Financing Activities	28	(5,396)	2,459
Net increase or decrease in cash and cash equivalents		970	4,224
Cash and cash equivalents at the beginning of the reporting period		1,469	(2,755)
Cash and cash equivalents at the end of the reporting period	20	2,439	1,469

PRIOR YEAR ADJUSTMENT

Prior to 2013/14 staff paid through the Joint Strategic Committee were included within the Adur District and Worthing Borough Councils IAS19 report on pension liabilities from the Council's Actuary. To show pension costs and liabilities within the Joint Strategic Committee accounts in accordance with IFRS, a separate IAS19 report was commissioned for the Joint Strategic Committee. Within the Adur District Council accounts, who acted as the employing Council, Note 48 reflects the bulk transfer of staff that took place, (for IAS19 purposes), to the Adur/Worthing Joint Committee at the close of business on 31 March 2013. These transactions are consolidated into Adur District Council's Accounts. Where this has restated the 2012/13 accounts the movements are shown below.

Net Expenditure on Services	2012/13 Net Expenditure	Restated 2012/13 Net Expenditure
	£'000	£'000
Financing & Investment Income & Expenditure	3,274	4,036
Net change to (Surplus) or Deficit on Provision of Services		762
Remeasurements of the net defined pension benefit liability	5,060	4,298
Net change to Other Comprehensive Income and Expenditure		(762)
Net change to Total Comprehensive Income and Expenditure		-

Movement In Reserves Statement	2012/13	Restated 2012/13
	£'000	£'000
Surplus or (deficit) on provision of services	(268)	(1,030)
Net change to (Surplus) or Deficit on Provision of Services		(762)
Adjustments between accounting and funding basis under Reg	620	1,382
Net change to Adjustments between accounting and funding basis under Reg		762
Net change to General Fund Balance		-

PRIOR YEAR ADJUSTMENT

Cash Flow Statement	2012/13	Restated 2012/13
	£'000	£'000
Surplus or (deficit) on provision of services	2,568	3,330
Net change to (Surplus) or Deficit on Provision of Services		762
Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	5,278	4,516
Net change in adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities		(762)
Net increase or decrease in cash or cash equivalents		-

Note 48: Defined Benefit Pension Plan Transactions relating to post employment benefit	2012/13	Restated 2012/13
	£'000	£'000
Net interest cost	(1,182)	(420)
Net change to (Surplus) or Deficit on Provision of Services		762
Remeasurement of the net defined benefit liability	5,060	4,298
Net change in adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities		(762)
Net change to Total Comprehensive Income and Expenditure		-

Balance Sheet	2012/13	Restated 2012/13
	£'000	£'000
Long Term Liabilities	(29,790)	(33,871)
Change in Net Assets		(4,081)
Unusable Reserves	43,163	39,082
Total Reserves		(4,081)

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

STATEMENT OF ACCOUNTING POLICIES 2013/14

General

The accounts have been prepared in accordance with the Chartered Institute of Public Finance & Accountancy (CIPFA) / The Local Authority (Scotland) Accounts Advisory Committee (LASAAC) Code of Practice on Local Authority Accounting in United Kingdom - 2013/14 Accounts, which is based on International Financial Reporting Standards (IFRS).

As outlined in the Foreword, there are not many changes to the CIPFA Code of Practice for 2013/14, which affect this Council compared to recent years but they include:-

- The first phase of the International Audits Standard Board (IASB) new Conceptual Framework for Financial Reporting 2010 has been adopted by the CIPFA Code 2013/14.
- New disclosure requirements for the transfer of financial assets.
- Clearer guidance on a number of areas where there was previously a degree of uncertainty.

The concepts and principles of International Accounting Standards Board Conceptual Framework for Financial Reporting (2010) have been applied and are outlined below.

The Statement of Accounts has been prepared with the overriding requirement that it is a 'true and fair' representation of the financial position, performance and cash flows of the Council.

The Council has endeavoured to ensure that within the restrictive definitions of the regulations the following objectives have been met:-

- To provide financial information about the reporting authority that is useful to existing and potential investors, lenders and other creditors in making decisions about providing resources to it
- To provide information about the authority's financial performance, financial position and cash flows that is useful to a wide range of users for assessing the stewardship of the authority's management and for making economic decisions
- To meet the common needs of most users focusing on the ability of the users to make economic decisions, the needs of public accountability and the stewardship of the authority's resources

Accruals

The non-cash effects of transactions have been reflected in the statements for the financial year in which they occur, not when any cash is received or paid. The current de minimis is £250.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

STATEMENT OF ACCOUNTING POLICIES 2013/14

Tax Income (Council Tax, Non-Domestic Rates (NDR) And Rates)

The Council is a billing authority and follows the principles in IPSAS 23 Revenue from Non Exchange transactions (Taxes and Transfers) in respect of accounting for tax income collected except where adaptations to fit the public sector are detailed in the Code.

Retained Business Rate income, Top Up income and Council Tax income included in the Comprehensive Income & Expenditure Statement for the year will be treated as accrued income.

NDR, Top Up Income and Council Tax will be recognised in the Comprehensive Income & Expenditure Statement in the line Taxation & Non-Specific Grant Income. As a billing authority the difference between the NDR and Council Tax included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the General Fund shall be taken to the Collection Fund Adjustment Account and reported in the Movement in Reserve Statement. Each major preceptor's share of the accrued NDR and Council Tax income will be available from the information that is required to be produced in order to prepare the Collection Fund Statement.

Revenue relating to such things as council tax, general rates, etc. shall be measured at the full amount receivable (net of any impairment losses) as they are non-contractual, non- exchange transactions and there can be no difference between the delivery and payment dates.

UNDERLYING ASSUMPTION TO THE STATEMENT OF ACCOUNTS

Going Concern

The accounts have been prepared on the assumption that the Council will continue to provide operational services for the foreseeable future.

FUNDAMENTAL QUALITATIVE CHARACTERISTICS OF FINANCIAL STATEMENTS

Relevance and faithful representation

The information in the accounts is useful in assessing the Council's stewardship of public funds and for making economic decisions. It is intended to be complete, neutral and free from error.

Materiality

An item is considered to be material where its omission or mis-statement could influence the decisions or assessments of users of the financial statements presented in the accounts. Materiality, therefore, is subjective and depends on the nature or size of the omission or mis-statement judged in the surrounding circumstances.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

FUNDAMENTAL QUALITATIVE CHARACTERISTICS OF FINANCIAL STATEMENTS

Materiality

The Council has therefore exercised its professional judgement in considering the size and nature of any transaction, or set of transactions, brought into the financial statements. In so doing, the Council does not set fixed monetary limits or rules for materiality, but has taken a view upon what would provide a proper understanding of the Council's overall financial position. Where appropriate, such a view has been reached in consultation with the Council's auditors.

ENHANCED QUALITATIVE CHARACTERISTICS

Comparability

A consistent approach to accounting policies is used in preparing the accounts to ensure that it may be compared to previous years.

Verifiability

A faithful representation of the economic position.

Timeliness

The financial statements provide information to decision makers in time to be capable of influencing their decisions.

Understandability

Classifying, characterising and presenting information that is clear and concise. The financial statements are prepared for users who have a reasonable knowledge of business and economic activities.

The elements directly related to the measurements of the financial position in the Balance Sheet are assets, liabilities and reserves. The elements directly related to the measurement of the financial performance in the Comprehensive Income and Expenditure Statement are income and expenses. The Cash Flow Statement reflects elements in both the Comprehensive Income and Expenditure Statement and the Balance Sheet.

In assessing whether an item meets the definition of an asset, liability or reserve, consideration has been given to its underlying substance and economic reality and not merely its legal form.

Primacy of Legislative Requirements

The Council operates through the power of statute. Where legislation prescribes the express treatment of transactions, then the accounting concepts outlined above will be over-ruled.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

INCOME AND EXPENDITURE

Revenue Recognition

Revenue recognition has been accounted for in accordance with IAS 18. Revenue is measured at fair value of the consideration received or receivable. Fair value is generally regarded as the amount for which an asset could be acquired, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

COSTS OF SUPPORT SERVICES

The CIPFA Service Reporting Code (SRCOP) requires the costs of support services to be charged on a fair and transparent basis. The allocation bases used for the main costs are outlined below. The majority of services are allocated out on a time allocation basis with the exception of the following:

Admin Buildings	Headcount
Human Resources inc. training	Headcount
Payroll	Headcount
ICT	Headcount
Customer Services	Number of calls multiplied by length of time per call
Cashiers	Number of transactions
Exchequer Services	Number of transactions
Insurance - Employees	Headcount
Insurance - Premises	Premises Valuation
Insurance - Vehicles	No of Vehicles

Jointly Controlled Operations and Jointly Controlled Assets

Jointly controlled operations are activities undertaken by the Council in conjunction with other Councils that involve the use of the assets and resources of the Councils rather than the establishment of a separate entity. The Council recognises on its Balance Sheet the assets that it controls and the liabilities that it incurs and debits and credits the Comprehensive Income and Expenditure Statement with the expenditure its incurs and the share of income it earns from the activity of the operation.

Jointly controlled assets are items of property, plant or equipment that are jointly controlled by the Council and other Councils, with the assets being used to obtain benefits for the Councils. The joint venture does not involve the establishment of a separate entity. The Council accounts for only its share of the jointly controlled assets, the liabilities and expenses that it incurs on its own behalf or jointly with others in respect of its interest in the joint arrangement and income that it earns from the arrangement.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

VALUE ADDED TAX

VAT is included in the Comprehensive Income and Expenditure Account only to the extent that it is irrecoverable

GRANTS AND CONTRIBUTIONS

Grants and other contributions in relation to revenue and capital expenditure are accounted for on an accruals basis and released to the accounting statements when the conditions for their receipt have been complied with and there is reasonable assurance that the grant or contribution will be received. The de minimis for grants and contributions is £5,000.

LEASES

IAS 17 requires leases to be classified between finance leases and operating leases. IAS 17 defines a lease as “a finance lease if it transfers substantially all the risks and rewards incidental to ownership. A lease is classified as an operating lease if it does not transfer substantially all the risks and rewards incidental to ownership”.

The core tests which collectively or individually may provide evidence of finance leases are:

- the lease transfers ownership of the asset from the lessor (supplier) to the lessee (the user) by the end of the lease term;
- the lessee has the option to purchase the asset at a price that is expected to be sufficiently lower than the fair value;
- the lease term is for the major part of the economic life of the asset;
- the present value of the minimum lease payments amounts to at least substantially all of the fair value of the leased asset.
- the leased assets are of such a specialised nature that only the lessee can use them without major modifications.

The Council as Lessee – Finance Leases:

Property, plant and equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower).

The asset recognised is matched by a corresponding liability on the balance sheet for the obligation to pay the lessor (asset provider) the amounts due in respect of the capital cost of acquiring the asset. This is because the transaction is considered to be the same as if the Council had purchased the asset and financed it through taking out a loan. The lease payments from lessee to lessor are therefore apportioned between:

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

LEASES

- a charge for the acquisition of the interest in the property, plant or equipment, which is applied to write down the lease liability held on the balance sheet, and
- a finance charge, which is debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

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

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

The Council as Lessor – Finance Leases:

Where the Council grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal.

At the commencement of the lease, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal.

A gain, representing the Council's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal), matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

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

The gain credited to the Comprehensive Income and Expenditure Statement on disposal is not permitted by statute to increase the General Fund Balance and is required to be treated as a capital receipt. Where a premium has been received, this is posted out of the General Fund Balance to the Capital Receipts Reserve in the Movement in Reserves Statement.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

LEASES

Where the amount due in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. When the future rentals are received, the element for the capital receipt for the disposal of the asset is used to write down the lease debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve.

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

The Council as Lessee – Operating Lease:

Under an operating lease the property so acquired is not required to be recognised as an asset in the Council's balance sheet, and the payments due under the lease will be a charge to revenue.

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

The Council as Lessor – Operating Lease:

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet of the Council. Rental income is credited to revenue within the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the lease).

INTANGIBLE ASSETS

The following criteria need to be met before an asset is classified as an intangible asset:

1. The asset must be identifiable
2. The asset must lack physical substance
3. The asset is controlled by the Authority and benefit from future economic benefits. Intangible assets are measured at cost.
4. Intangible assets are amortised over their useful lives.

Intangible assets are either internally generated or purchased. The Council has no internally generated assets. Software licences are capitalised as intangible assets and amortised on a straight line basis over the expected life of the asset.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

NON CURRENT ASSETS

Expenditure and Valuation principles

Expenditure on the acquisition, creation or enhancement of non-current assets is required to be capitalised on an accruals basis in the Balance Sheet, provided that the non-current asset yields benefits to the Council and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of non-current assets and operating leases which is charged directly to service revenue accounts.

Non-current assets are valued on the basis recommended by CIPFA and in accordance with the Statements of Asset Valuation Principles and Guidance Notes issued by The Royal Institution of Chartered Surveyors (RICS). Non-current assets are classified into the groupings required by the International Financial Reporting Standards (IFRS) code. The surpluses arising on the revaluation of property, plant and equipment are credited to the Revaluation Reserve and surpluses arising on the revaluation of investment properties are credited to the Comprehensive Income and Expenditure Account. The Revaluation Reserve only includes gains since its inception from 1st April, 2007, prior gains being incorporated in the Capital Adjustment Account. The Council applies a five-year rolling programme of revaluations. The principal valuation bases used are:

- Property, Plant and Equipment assets are initially valued at cost and included in the balance sheet at market value. Where there is no open market value, assets are included in the balance sheet at depreciated replacement cost. Community assets, infrastructure assets and assets under construction are stated at depreciated historic cost value. Donated assets are revalued at fair value.
- Investment properties, are included in the balance sheet at market value and need to meet the criteria of property (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both.
- Assets held for sale are included in the balance sheet if their carrying amount is going to be recovered principally through a sale transaction rather than through continued use.
- Assets reclassified as Held for Sale when the following criteria are met:
 - i) The asset is available for sale in its present condition subject to terms that are customary for sales of such assets.
 - ii) The sale must be highly probable.
 - iii) The appropriate level of management must be committed to a plan to sell the asset (or disposal group).
 - iv) The sale should be expected to qualify for recognition as a completed sale within one year from the date of classification except where the sale is likely to proceed to a sale without significant changes to the plan of sale.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

NON CURRENT ASSETS

Expenditure and Valuation principles

For 2013/14 the Council's values of land and buildings have been included in the accounts based on professional valuations. A *de minimis* value of £10,000 per capital contract or rolling programme has been applied to new vehicles, plant and equipment, and £10,000 for new land and buildings. Assets valued below these limits are not included, unless a revaluation is pending.

Disposals

Assets are disposed of in the year of sale and the profit or loss on disposal is charged to the Comprehensive Income and Expenditure Account.

Charges to Revenue for non-current Assets

Service revenue accounts, central support services, and trading accounts are charged with a depreciation charge, profit or loss on disposal and any impairment loss for all non-current assets used in the provision of services. . (An impairment loss is only charged to revenue, if there is no balance on the Revaluation Reserve.) The depreciation charge is credited out of the Comprehensive Income and Expenditure Statement via the Movement in Reserves Statement on the General Fund Balance, so that there is no impact on the amount required to be raised from local taxation for the provision of Council services.

Asset lives are established by reference to the expected timespan over which the Council expects to get economic benefits from that asset. This could be a valuer or the officer using the asset.

Charges to Revenue for non-current Assets

The useful life of assets is determined as follows, excepting where there may be exceptional circumstances:

Buildings	1-60 yrs except when impairment has occurred.
Vehicles	10 yrs
Equipment	from over 1 to 25 years
Intangible Assets, Software	from over 1 to 7 years
Infrastructure Assets	25 years
Community Assets	Held in perpetuity
Assets (Finance Leases)	Up to 10 years

Depreciation is not charged on investment properties, assets under construction, community assets and assets held for sale.

Impairment

The value at which each category of assets is included in the balance sheet has been reviewed at the year-end, and were there to be reason to believe that the value had reduced materially in the period due to impairment, the valuation would be adjusted accordingly. Further information is supplied in Note 44.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

NON CURRENT ASSETS

Depreciation

Depreciation is charged to service revenue accounts for most non-current assets:

- newly acquired assets are depreciated from the first full year they become operational. Assets in the course of construction are not depreciated until they are brought into use
- assets disposed of are depreciated in the year of disposal
- depreciation is calculated using the straight-line method over the useful life of the asset
- assets acquired under Finance Leases are depreciated over the asset life, or the lease term if shorter.
- assets held for sale are not depreciated.

Componentisation of Assets

Where an item of Property, Plant and Equipment asset has major components, the cost of which is significant in relation to the total cost, the components are depreciated separately. The Council uses the straight line method of depreciation over the useful estimated life (UEL) of the component.

In accordance with the Code, significant components are recognised as assets as acquired, enhanced or revalued from 1 April 2010 onwards, and not retrospectively of this date. When a component is replaced or restored, the carrying amount of the old component is de-recognised and the new component reflected in the carrying amount. The carrying amount of the replaced component is estimated using the net present value of the original component. When components are written out this will not result in a loss on either the asset values or sales.

For Property, Plant and Equipment, apart from Council Dwellings, the accounting policy is to componentise all land and property assets valued at £50,000 or more in total where there has been a revaluation or enhancement since 1st April 2010. All Council dwellings are componentised. The following sub-component categories are used.

Main Structures

Replaceable Structures

Services

External Works

Land

HERITAGE ASSETS

Heritage Assets were introduced in 2011/12 following the adoption of FRS 30.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

HERITAGE ASSETS

Definition of Heritage Assets

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

An intangible heritage asset is defined as an intangible asset with cultural, environmental or historical significance.

Recognition of Heritage Assets

The Council recognises heritage assets when the Council has information on the cost or value of the asset. Where information on cost or value is not available, and the cost of obtaining the information outweighs the benefits to the users of the financial statements, the Council does not recognise the asset on the Balance Sheet. Assets which are not recognised in the Balance Sheet are included in a separate Disclosure Note.

Valuation of Heritage Assets

The Council's heritage assets are normally measured at valuation except where it is not possible to establish a valuation; for example if there is no market for a particular heritage asset or where it is not possible to provide a reliable estimate of the replacement cost of the asset due to the lack of comparative information. The unique nature of many heritage assets makes reliable valuation complex. Therefore where it is not practicable to obtain a valuation for an asset (at a cost which is commensurate with the benefits to users of the financial statements) and cost information is available the asset is carried at historical cost (less any accumulated depreciation, amortisation and impairment losses).

Valuations may be made by any method that is appropriate and relevant and include:

- (i) Insurance valuations based on current estimations of market values which are updated annually.
- (ii) External valuations
- (iii) Valuations by reference to recent auctions for similar assets.
- (iv) Valuations by reference to antique and other industry journals and reference materials

Valuations are reviewed with sufficient regularity to ensure they remain current.

Depreciation, Amortisation and Impairment of Heritage Assets

Tangible heritage assets are not depreciated as the assets are considered to have very long or infinite lives. Amortisation on intangible assets is considered on an individual asset basis. Assets are reviewed for impairment where an asset has suffered physical deterioration or breakage, or where doubts arise as to the authenticity of the heritage asset.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

HERITAGE ASSETS

Accounting for Heritage Assets

Heritage assets are accounted for in the same way as property, plant and equipment and intangible assets.

Capitalisation of Borrowing Costs

IAS 23 requires borrowing costs, such as interest payments and other financing charges, to be capitalised in respect of assets that take a substantial period of time to get ready for use or sale. Capitalisation of borrowing costs is required to continue until the point at which the related assets become operational or are sold.

However, the Code of Practice allows borrowing costs to be charged to revenue expenditure as they are incurred. The Council's policy is to apply the discretion permitted under the Code to expense borrowing costs as they are incurred. Accordingly, borrowing costs expensed are disclosed within Interest Payable in the Comprehensive Income and Expenditure Statement.

REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE

Capital expenditure, such as improvement grants for which no non-current assets exist is classified as Revenue Expenditure Funded from Capital Under Statute. Expenditure is charged to the Comprehensive Income and Expenditure Account in the year it is incurred.

WORK IN PROGRESS

Any rechargeable works are shown at the actual cost incurred (excluding overheads allocation) at 31st March.

INVENTORIES

These include waste bins, cleaning materials, vehicle spares and fuel

This Council has accounted for inventories in accordance with IAS2 and IPSAS 12, which includes public sector interpretations of measurement which the Code has adopted.

PROVISIONS

Provisions are made where an event has taken place that gives the Council an obligation that probably requires settlement by a transfer of economic benefit but where the timing is uncertain. Provisions are charges to the Comprehensive Income and Expenditure account when the Council becomes aware of the obligation based on best estimate of the likely settlement. When payments are eventually made they are charged to revenue and funded from the provision set up in the Balance Sheet.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

PROVISIONS

Non Domestic Rates Appeals

A provision is made for appeals which are likely to be settled in the favour of the appellant. This is based on all known outstanding business rate appeals which have been lodged with the Valuation Office together with an allowance for new appeals which may emerge in the future. The amount provided for is based on advice received from an external consultant and is assessed on the likely change to rateable value.

DEBTORS AND CREDITORS

The revenue and capital accounts of the Council are maintained on an accruals basis in accordance with the Code. Sums due to or payable by the Council at the end of each financial year are brought into account (irrespective of whether cash has been received or payment has been made).

Where actual costs are not available, accruals for debtors and creditors are made on a best-estimate basis.

At the end of each financial year an estimate is made of doubtful debts – amounts due to the Council, but unlikely to be received. The total value of these amounts are provided as a provision for bad debt and deducted from the debtors balance in the Balance Sheet.

ACCOUNTING FOR FINANCIAL INSTRUMENTS

Financial Instruments are broadly defined in the Code of Practice as contracts that give rise to a financial asset in one entity and a financial liability in another entity.

FINANCIAL LIABILITY	FINANCIAL ASSET
<p>A financial liability is an obligation to transfer economic benefits controlled by the authority that is represented by:</p> <ul style="list-style-type: none">- a contractual obligation to deliver cash (or another financial asset) to another entity.- a contractual obligation to exchange financial assets/liabilities with another entity under conditions that are potentially unfavourable to the authority.	<p>A financial asset is a right to future economic benefits controlled by the authority that is represented by:</p> <ul style="list-style-type: none">- cash- a contractual right to receive cash (or another financial asset) from another entity.- a contractual right to exchange financial assets/liabilities with another entity under conditions that are potentially favourable to the authority.

The Council recognises financial instruments in the accounts at the point when contractual obligations are made in regard to exchange of goods and services, rather than when receipts or payments pass from one party to another.

The accounting treatment of any particular financial instrument (i.e. how its carrying value is measured, and gains and losses recognised) depends on its classification on initial recognition. For this purpose, IFRS7 recognises two classes of financial liabilities and four classes of financial assets, being:

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

ACCOUNTING FOR FINANCIAL INSTRUMENTS

FINANCIAL LIABILITIES	FINANCIAL ASSETS
<p>Amortised cost (e.g. creditors and borrowing)</p> <p>Fair value through profit or loss (e.g. liabilities held for trading)</p>	<p>Loans and receivables</p> <ul style="list-style-type: none"> - financial assets that have fixed or determinate payments that are not quoted in an active market e.g. debtors, bank deposits <p>Available for sale</p> <ul style="list-style-type: none"> - all other assets that do not fit under the other asset categories <p>Fair value through profit or loss</p> <ul style="list-style-type: none"> - assets held for trading <p>Held to maturity</p> <ul style="list-style-type: none"> - other discretionary assets that have fixed or determinate payments or fixed maturity date.

The Council's financial assets fall under the category of loans and receivables and include trade debtors (receivables), cash and bank deposits, and investments, while its financial liabilities fall within the category of amortised cost and include all operational trade creditors (payables), and external borrowing. Both classes of financial instruments have been accounted for at amortised cost taken as the carrying amount on initial recognition (i.e. the transaction price), or (as in the case of investments and borrowing), principal plus accrued interest to 31st March, 2014.

The Code also requires that each class of financial assets and financial liabilities be disclosed at "fair value" in a way that permits it to be compared with the carrying amount in the statement of accounts. Comparisons of fair value with the carrying amounts are shown where required within the Notes to Core Financial Statements. Paragraph 7.1.4.1 of the Code specifies that all financial instruments should be recognised on the basis of fair value adjusted for transaction costs except where the transaction costs are immaterial. Consequently, in practice, transaction costs are charged directly to the Comprehensive Income and Expenditure Statement in the year in which they are incurred.

In making such disclosures, fair value is taken as meaning the amount for which an asset could be exchanged or a liability settled between knowledgeable, willing parties in an arms-length transaction.

Soft Loans

The Code requires specific accounting requirements in respect of "soft loans", being loans made to or from third parties at preferential rates of interest below market rates. The Code requires the fair value of soft loans to be estimated as the present value of future cash receipts attributable to the loans discounted using the prevailing market rate for a similar financial instrument. This results in a different measure of fair value than what is derived from the actual cash lent and the cash flows that will take place under contract.

The council issues soft loans to employees in respect of car loans, cycle loans and professional loans and is in receipt of interest free loans to finance capital expenditure on energy efficiency projects. No adjustment in respect of these loans is made to the accounts to reflect the requirements of the Code on the grounds that the adjustment would be immaterial or impractical.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

INVESTMENTS

Investments comprise cash deposits placed with financial institutions for fixed term or notice periods, and are shown on the balance sheet at amortised cost, being the value of principal and accrued interest outstanding at the balance sheet date.

DEBT REDEMPTION

The Local Authorities (Capital Finance and Accounting) (England)(Amendment) Regulations 2008 (SI 2008/414), as amended by SI 2012 No. 265) place a duty on local authorities to make a prudent provision for debt redemption.

In accordance with statutory guidance and the Council's Statement for Minimum Revenue Provisions (MRP) an amount is charged annually to revenue and set aside for repayment of debt.

The provisions are made each year from the General Fund Revenue Accounts, which is then held in the Capital Adjustment Account (CAA). The accumulated provision held in the CAA is used to repay the principal amounts borrowed to finance capital investment.

INTERNAL INTEREST

A contribution is made to some Reserve Account balances based upon the average rate of return on the Council's investments for the year.

CASH AND CASH EQUIVALENTS

Cash and Cash Equivalents are defined as "short-term, highly liquid investments that are readily convertible to known amounts of cash, and which are subject to an insignificant risk of change in value". Accordingly, the investments that may fall within the definition are principally held for short-term cash management purposes, not for obtaining a significant return on investment.

Paragraph 7 of International Accounting Standard (IAS) 7 suggests that for short term investments to fall within the definition of cash equivalents they be no longer than 3 months duration, as any longer period would increase the risk of a change in value of the investments. For the purpose of classifying cash equivalents within Financial Instruments (Note 16), the Council's accounting policy is to categorise all fixed term deposits as investments, not cash equivalents (irrespective of the duration of the investments). This is because in practice, such deposits would not satisfy the requirement to be readily convertible to cash and would incur a penalty (loss in value) for early redemption. Therefore, in practice the Council's policy restricts the composition of cash and cash equivalents to notes and coin, current account balances held with its own banker, plus instant access call accounts or money market fund deposits placed in other financial institutions, that would be returnable without penalty within 24 hours notice.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

EXCEPTIONAL ITEMS

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

Prior Period Adjustments

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

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Council's financial position or financial performance.

Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

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

RESERVES

The Council sets aside specific amounts as reserves to meet future spending need or to cover contingencies.

Reserves are created by appropriating amounts out of the General Fund Balance. When expenditure to be financed from reserves is incurred, it is charged to the appropriate service within the Income and Expenditure Statement. The amount so charged is funded by transferring from the Reserves to the General Fund Balance an equivalent amount via the Statement of Movement of General Fund Balances.

EMPLOYEE BENEFITS

Pension Costs

The pension costs in the Council's accounts show the attributable share of the assets and liabilities of West Sussex Local Government Pension Fund, which provides Council employees with defined benefits relating to pay and service. This accounting treatment complies fully with the requirements of IAS 19 and presentational revisions reflect the 2013/14 Code changes to the classification, recognition, measurement and disclosure requirements introduced by the June 2011 amendments to IAS 19.

Employees of the Council are members of a pension scheme:

- The Local Government Pensions Scheme, administered by West Sussex County Council.

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

EMPLOYEE BENEFITS

Pension Costs

The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees working for the Council.

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

- The liabilities of the West Sussex County Council pension fund attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit credit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of return on bonds.
- The assets of West Sussex County Council pension fund attributable to the Council are included in the Balance Sheet at their fair value.
- The change in the net pensions liability is analysed into seven components:
 - current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked;
 - past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs;
 - interest cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid – debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
 - expected return on assets – the annual investment return on the fund assets attributable to the Council, based on an average of the expected long-term return - credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement;
 - gains or losses on settlements and curtailments – the result of actions to relieve the Authority 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 – charged to the Pensions Reserve;

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

EMPLOYEE BENEFITS

Pension Costs

- contributions paid to the West Sussex 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 benefits are earned by employees.

Discretionary Benefits

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

Termination Benefits

Termination benefits, such as redundancy payments, are payable as a result of either an employer's decision to terminate an employee's employment before the normal retirement date, or an employee's decision to accept a voluntary redundancy offer in exchange for those benefits. They are often lump-sum payments, but also include enhancement of retirement benefits

The Code requires that a liability for a termination benefit is recognised at the earlier of the following dates:

when the authority can no longer withdraw the offer of those benefits, and
when the authority recognises costs for a restructuring that is within the scope of section 8.2 of the Code and IAS 37 (see Module 8, section B) and involves the payment of termination benefits.

Redundancy costs are recognised in the year in which the decision is made.

A contribution is made to some Reserve Account balances based upon the average rate of return on the Council's investments for the year.

Current Employee Benefits and Accumulated Absences

The Council reviews the cost of accumulated absences as required by the IFRS code of practice. The review reveals that the level of this is not material and therefore has chosen not to accrue these costs.

Events after the Reporting Period

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:

NOTES TO THE ACCOUNTS

NOTE 1: ACCOUNTING POLICIES

EMPLOYEE BENEFITS

Events after the Reporting Period

Adjusting Events - Those events that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events.

Non-adjusting Events - Those events 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 either their estimated financial effect or a statement that such an estimate cannot be made reliably. Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts

CONTINGENT LIABILITIES

Contingent liabilities are possible obligations arising from past events whose existence will only be confirmed by 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 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 unless perceived as being remote.

CAPITAL RECEIPTS

Capital receipts are income received from the sale of land or other capital assets above £10,000, a proportion of which may be used to finance capital expenditure.

The usable portions of capital receipts from the disposal of assets are held in the Usable Capital Receipts Reserve until such time as they are used to finance other capital expenditure and/or to repay debt.

NOTE 2: ACCOUNTING STANDARDS ISSUED, BUT HAVE NOT YET BEEN ADOPTED

The Code of Practice on Local Council Accounting in the United Kingdom 2014/15 (the Code) has introduced several changes in accounting policies which will be required from 1 April 2014. If these had been adopted for the financial year 2013/14 there would be no material changes as detailed below.

A number of new and revised standards have been issued addressing the accounting for consolidation, involvements in joint arrangements and disclosure of involvements in other entities. These include:

- **IFRS 10 Consolidated Financial Statements** – This standard introduces a new definition of control, which is used to determine which entities are consolidated for the purposes of group accounts. The Council does not currently have any subsidiaries or associates.

NOTES TO THE ACCOUNTS

NOTE 2: ACCOUNTING STANDARDS ISSUED, BUT HAVE NOT YET BEEN ADOPTED

- **IFRS 11 Joint Arrangements** – This standard addresses the accounting for a ‘joint arrangement’, which is defined as a contractual arrangement over which two or more parties have joint control. These are classified as either a joint venture or a joint operation. In addition proportionate consolidation can no longer be used for jointly controlled entities. The Council has no material joint venture arrangements.
- **IFRS 12 Disclosures of Involvement with Other Entities** – This is a consolidated disclosure standard requiring a range of disclosures about an entity’s interests in subsidiaries, joint arrangements, associates and unconsolidated ‘structured entities’. The Council does not currently have any of arrangements with other entities under IFRS12
- **IAS 27 Separate Financial Statements and IAS 28 Investments in Associates and Joint Ventures** – These statements have been amended to conform with the changes in IFRS 10, IFRS 11 and IFRS 12. There is therefore also no impact as a result of changes in IAS 27 and IAS 28.
- **IAS 32 Financial Instruments Presentation** – The Code references to amended application guidance when offsetting a financial asset and a financial liability. The gains and losses are separately identified on the Comprehensive Income and Expenditure Statement and therefore no further disclosure is required.

NOTE 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:

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

NOTE 4: ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION

The Statement of Accounts contains estimated figures that are based on assumptions made by the Council about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, the final results could be different from the estimates contained within these accounts. As these items are re-assessed each year, they are subject to annual review and are updated within each year’s accounts for the latest information.

The items in the Council’s Balance Sheet at 31 March 2014 for which there is a risk of adjustment in the forthcoming financial year are as follows:

NOTES TO THE ACCOUNTS

NOTE 4: ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION

Item	Uncertainties	Effect if actual results differ from assumptions
Property, Plant & Equipment	<p>Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Council will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.</p>	<p>If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls.</p> <p>If the useful life of assets fell by one year there would be an increase in the depreciation charged in the C.I.E.S. and H.R.A.</p> <p>There would also be a corresponding decrease in the carrying amount of the assets.</p> <p>Depreciation is excluded when the movement in the general fund is determined. It does not impact on the setting of council tax.</p>
Pensions Liability	<p>Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.</p>	<p>The effects on the net pensions liability of changes in individual assumptions can be measured. However, the assumptions interact in complex ways.</p> <p>During 2013/14 the Council's actuaries advised that the net pensions liability has increased by a net £1.08m. £1.76m increase as a result of estimates being corrected as a result of experience and a decrease of £0.68m attributable to updating of the assumptions.</p>

NOTES TO THE ACCOUNTS

NOTE 4: ASSUMPTIONS MADE ABOUT THE FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION

Item	Uncertainties	Effect if actual results differ from assumptions
Arrears	At March 2014 the Council had a net balance of debtors due (excluding government departments) of £2.85m. A review of significant balances suggested that an impairment for doubtful debt of £1.63m was appropriate.	Arrears collection rates are reviewed each year and if collection rates were to deteriorate or improve this would require an appropriate adjustment.

NOTE 5: MATERIAL ITEMS OF INCOME AND EXPENSE

There are no material income and expense items to disclose that are not reported in the Comprehensive Income and Expenditure Statement.

NOTE 6: 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, 31st March 2014 and the date when the Statement of Accounts is authorised for issue, 23rd September 2014.

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.
- 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.

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

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

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2013/14 USABLE RESERVES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	HRA Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment Account						
Reversal of items debited or credited to the Comprehensive Income & Expen. Statement						
Charges for depreciation and impairment of non current assets (Note 12 and 25)	(1,272)	(3,461)				4,733
Revaluation losses on Property Plant and Equipment Note 25	(118)	876				(758)
Movements in the market value of investment Properties (Note 14)	(119)	200				(81)
Amortisation of intangible assets (Note 15 and 25)	(29)	(6)				35
Capital grants and contributions applied Note 25	333	129				(462)
Adjustments primarily involving the Capital Adjustment Account		-				-
Revenue Expenditure funded from capital under statute Note 25	(427)	-				427
Amount of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement Note 25	(166)	(1,740)				1,906
Insertion of items not debited or credited to the Comprehensive Income & Expenditure Statement				-		
Statutory and voluntary provision for the financing of capital investment Note 25	750	1,717				(2,467)
Capital expenditure charged against the General Fund and HRA balances	217	323				(540)

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2013/14 USABLE RESERVES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	HRA Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Adjustment primarily involving the Capital Grants Unapplied Account:					-	-
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement Note 25	162				(162)	-
Application of grants to capital financing transferred to the Capital Adjustment Account Note 25	(2)				122	(120)
Adjustment primarily involving the Capital Receipts Reserve Account:						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement		1,005	(1,005)			-
Use of the Capital Receipts Reserve to finance new capital expenditure Note 41			187			(187)
Contribution from Capital Receipts Reserve to finance the payments to the Government capital receipts pool (Note 9 and 25)		(243)	243			-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	(1)					1
Adjustments involving the Major Repairs Reserve		-				-
Reversal of Major Repairs Allowance credited to the HRA (Note 5)	-	2,149		(2,149)		-
Use of the Major Repairs Reserve to finance new capital expenditure (HRA note 5)				1,765		(1,765)

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2013/14 USABLE RESERVES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	HRA Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Adjustments involving the Financial Instruments Adjustment Account						-
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in year in accordance with statutory requirements Note 25	1	31				(32)
Adjustments involving the Pensions Reserve						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement Note 48	(3,842)	(387)				4,229
Employers Pension Contributions and direct payments to pensioners payable in the year Note 48	2,128	342				(2,470)
Adjustments involving the Collection Fund Adjustment Account:						
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	(183)					183
TOTAL ADJUSTMENTS 2013/14	(2,568)	935	(575)	(384)	(40)	2,632

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2012/13 USABLE RESERVES COMPARATIVE FIGURES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment A/ct:						
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement						
Charges for depreciation and impairment of non current assets (Note 12 and 25)	(1,303)	(3,151)				4,454
Revaluation losses on property plant and equipment	(3)	1,799				(1,796)
Movements in the market value of investment properties	(406)					406
Amortisation of intangible assets	(24)	(4)				28
Capital grants and contributions applied	466	64				(530)
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement						
Revenue Expenditure funded from capital under statute	(377)					377
HRA - Self financing						0
Amount of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(561)	(1,073)				1,634

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2012/13 USABLE RESERVES COMPARATIVE FIGURES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement						
Statutory provision for the financing of capital investment	736	1,717				(2,453)
Capital expenditure charged against the General Fund & HRA	181	388				(569)
Adjustment primarily involving the Capital Grants Unapplied Account:						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Account	170				(170)	-
Application of grants to capital financing transferred to the Capital Adjustment Accounts					7	(7)
Adjustment primarily involving the Capital Receipts Reserve Account:						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure	403	938	(1,341)			-
Use of the Capital Receipts Reserve to finance new capital expenditure			828			(828)
Contribution from Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(212)		212			-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	(1)		1			-

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2012/13 USABLE RESERVES COMPARATIVE FIGURES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Adjustments involving the Major Repairs Reserve						
Reversal of Major Repairs Allowance credited to the HRA (Note 5)		2,266		(2,266)		-
Use of the Major Repairs Reserve to finance new capital expenditure (HRA note 5)				1,178		(1,178)
Adjustments involving the Financial Instruments Adjustment Account						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in year in accordance with statutory requirements (Note 25)	2	195				(197)
Adjustments involving the Pensions Reserve						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 25)	(3,893)	(149)				4,042
Employers Pension Contributions and direct payments to pensioners payable in the year (Note 25)	3,446	164				(3,610)

NOTES TO THE ACCOUNTS

NOTE 7: ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

2012/13 USABLE RESERVES COMPARATIVE FIGURES	General Fund Balance	Housing Revenue Account	Capital Receipts Reserves	Major Repairs Reserve	Capital Grants Unapplied	Movement in Unusable Reserve
	£000	£000	£000	£000	£000	£000
Adjustments involving the Collection Fund Adjustment Account: Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	(6)					6
TOTAL ADJUSTMENTS 2012/13	(1,382)	3,154	(300)	(1,088)	(163)	(221)

NOTE 8: TRANSFERS TO/FROM EARMARKED RESERVES

This note sets out the amounts set aside from the General Fund and Housing Revenue Account 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 in 2013/14.

The Council holds a number of specific reserves. Movements during the year were as follows:

NOTES TO THE ACCOUNTS

NOTE 8: TRANSFERS TO/FROM EARMARKED RESERVES

Movement in Earmarked Reserves	Balance at 01.04.12	Decrease 2012/13	Increase 2012/13	Balance at 31.03.13	Decrease 2013/14	Increase 2013/14	Balance at 31.03.14
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Earmarked Revenue Reserves							
Capacity Issues Fund *	1,315	(301)	1,043	2,057	(656)	365	1,766
Insurance Fund	190	(63)	-	127	(97)	130	160
New Technology Fund	37	-	-	37	(15)	-	22
Partnership Development Fund	122	(55)	-	67	(15)	-	52
Special & Other	-	-	250	250	-	100	350
Emergency Community Alarm	8	-	-	8	(8)	-	-
Local Plan	186	(89)	95	192	(52)	-	140
Health and Safety	33	-	-	33	-	-	33
Investment Property Maintenance Fund	69	(1)	-	68	-	-	68
Building Maintenance Fund	151	-	-	151	-	-	151
Performance Reward Grant Fund	26	-	-	26	-	-	26
Election Reserve	10	-	-	10	-	-	10
Vehicle Repair & Renewal Reserve	29	-	-	29	-	-	29
Grants & Contributions	688	(271)	24	441	(397)	215	259
Carry Forward Reserve *	279	(358)	79	-	-	-	-
Others under £10,000	19	(1)	-	18	(4)	-	14
Total General Fund	3,162	(1,139)	1,491	3,514	(1,244)	810	3,080
Housing Revenue Account							
Housing Repairs Reserve	229	(229)	-	-	-	-	-
Housing Revenue New Homes	110	-	415	525	-	346	871
Discretionary Assistance Fund	-	-	-	-	-	50	50
Others (all under £10,000)	16	-	-	16	-	-	16
Total Housing Revenue Account	355	(229)	415	541	-	396	937
Total Earmarked Reserves	3,517	(1,368)	1,906	4,055	(1,244)	1,206	4,017

* The Carry Forward Reserve has been consolidated into the Capacity Issues Fund at the end of 2013/14.

NOTES TO THE ACCOUNTS

NOTE 8: TRANSFERS TO/FROM EARMARKED RESERVES

RESERVE	PURPOSE OF RESERVE
Carry Forward Reserve	To carry forward underspends in one financial year to the following year that have been caused by planned spending being delayed. From 2012/13 this will be consolidated into the Capacity Issues Reserve.
Performance Reward Grant Fund	Balance of underspent grant earmarked for spending on projects to achieve agreed Local Area Agreement outcomes.
Special and Other Emergency Expenditure Reserve	This will be used to cover future risks, including legal costs, liabilities arising on contractor bankruptcy etc.
Local Plan Reserve	Reserve to fund the ongoing requirements to complete the Adur Local Plan.
Capacity Issues Reserve	To cushion the impact of the recession and fund one-off initiatives for the community.
Insurance Fund	To offset costs of insurance excesses.
New Technology	To fund additional IT equipment.
Partnership Development Fund	To fund initial set up costs of the partnership.
Community Alarm	To fund the capital costs of community alarm equipment.
Health and Safety	To offset unexpected costs arising from Health and Safety legislation.
Investment Property Maintenance Fund	Fund to offset future maintenance costs of investment property.
Building Maintenance Fund	Fund to offset future maintenance costs of the Council's operational buildings.
Leisure Centre – Client Building Maintenance	To provide funds to meeting the authorised contract commitments for the leisure centre and community swimming pool.
Elections	To replace and update election equipment that previously had been funded by government.
Vehicle Repairs and Renewals	To smooth out the impact of future vehicle maintenance costs of the Adur & Worthing Council services fleet.

NOTES TO THE ACCOUNTS

NOTE 8: TRANSFERS TO/FROM EARMARKED RESERVES

RESERVE	PURPOSE OF RESERVE
Grants and Contributions	To comply with changes in accounting policy required by the code of practice. The reserve is used where the grant or contribution has been recognised as income in the Comprehensive Income & Expenditure Statement, but the expenditure to be financed from that grant or contribution has not been incurred at the balance sheet date.
Others	All other reserves held (under £10,000).
Housing Revenue Account	A ring fenced reserve for Housing Revenue Account surplus.
Housing Repairs Reserve	Reserve to support repairs to Council Dwellings.
Housing Revenue New Homes	New earmarked reserve specifically for new development and refurbishment of council housing.
Major Repairs Reserves	To fund major repairs for Council housing.

NOTE 9: OTHER OPERATING EXPENDITURE

Other Operating Expenditure	2013/14	2012/13
	£'000	£'000
Parish Council Precepts	361	302
De-recognition of Assets	1,269	661
Payments to the Government Housing Capital Receipts Pool	243	212
(Gains)/losses on the disposal of non-current assets	(368)	(357)
TOTAL	1,505	818

NOTES TO THE ACCOUNTS

NOTE 10: FINANCING AND INVESTMENT INCOME AND EXPENDITURE

Financing and Investment Income and Expenditure	2013/14	2012/13
	£'000	£'000
Interest payable & similar charges	3,302	3,359
Pensions interest cost & expected return on pensions assets	2,427	1,163
Interest receivable & similar income	(198)	(352)
Income and expenditure in relation to investment properties	(99)	(374)
Changes in fair value of investment properties	(82)	406
Other investment income (Trading Operations Note 31)	(321)	(166)
TOTAL	5,029	4,036

NOTE 11: TAXATION AND NON-SPECIFIC GRANT INCOME

Taxation and Non-Specific Grant Income	2013/14	2012/13
	£'000	£'000
Council Tax Income	(5,756)	(6,569)
Non Domestic Rates income and expenditure	(1,108)	(3,186)
Non-ringfenced Government Grants	(3,291)	(445)
Capital Grants and Contributions	(358)	(392)
TOTAL	(10,513)	(10,592)

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

OPERATIONAL ASSETS

Movements in 2013/2014	Council Dwellings	Other Land Buildings	Vehicles, Furniture and Equipment	Infra-structure Assets	Comm-unity Assets	Surplus Assets	Assets Under Const-ruction	TOTAL
£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation								
At 1 April 2013	118,031	22,480	6,084	4,035	1,751	-	420	152,801
Additions	2,312	313	550	229	13		176	3,593
Assets transferred at below fair value	-	-	-	-	-	-	-	-
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	24,100	(2)	-	-		-	-	24,098
Revaluation increases/ (decreases) recognised in the Surplus/Deficit on the Provision of Services	(3,628)	(1,699)	-	-	-	-	-	(5,327)
Derecognition - Other	(1,140)	(186)	(1,111)	(27)	-	-	-	(2,464)
Assets reclassified (to)/from Held for Sale	(956)	-	-	-	-	-	-	(956)
Assets reclassified (to)/from Investment Properties	-	-	-	-	-	-	-	-
Reclassifications between asset classes, including transfers to intangible assets	170	(149)	100	1		22	(236)	(92)
At 31 March 2014	138,889	20,757	5,623	4,238	1,764	22	360	171,653
Accumulated Depreciation and Impairment								
At 1 April 2013	(2,925)	(1,556)	(3,693)	(1,701)	-	-	-	(9,875)
Depreciation charge	(3,398)	(707)	(503)	(124)	-	(1)	-	(4,733)
Depreciation written out to the Revaluation Reserve	366	-	-	-	-	-	-	366
Depreciation written out to the Surplus/Deficit on the Provision of Services	5,909	180	-	-	-	-	-	6,089
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services		-	-	-	-	-	-	-
Derecognition - Disposals	-	-	-	-	-	-	-	-
Derecognition - Other	48	66	1,115	9	-	-	-	1,238
Other movements in depreciation and impairment	-	-	6	-	-	(6)	-	-
At 31 March 2014	-	(2,017)	(3,075)	(1,816)	-	(7)	-	(6,915)
Net Book Value at 31 Mar 2014	138,889	18,740	2,548	2,422	1,764	15	360	164,738
At 31 March 2013	115,106	20,924	2,391	2,334	1,751	-	420	142,926

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

OPERATIONAL ASSETS

Share of above assets used in the provision of the joint services

Movements in 2013/2014	Vehicles, Furniture and Equipment	Surplus Assets	Assets Under Construction	TOTAL
	£'000	£'000	£'000	£'000
Cost				
At 1 April 2013	4,546	0	218	4,764
Additions	424	-	-	424
Derecognition - Other	(252)	-	-	(252)
Reclassifications between asset categories	100	22	(215)	(93)
At 31 March 2014	4,818	22	3	4,843
Accumulated Depreciation and Impairment				
At 1 April 2013	(2,372)	-	-	(2,372)
Depreciation charge	(446)	(1)	-	(447)
Derecognition - Other	231	-	-	231
Reclassifications between asset categories	6	(6)	-	-
At 31 March 2014	(2,581)	(7)	-	(2,588)
Net Book Value at 31 March 2014	2,237	15	3	2,255
Net Book Value at 31 March 2013	2,174	-	218	2,392

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

COMPARATIVE MOVEMENTS 2012/13

Movements in 2012/2013	Council Dwellings	Other Land and Buildings	Vehicles, Furniture and Equipment	Infra- structure Assets	Comm- unity Assets	Surplus Assets	Assets Under Const- ruction	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation								
At 1 April 2012	117,717	22,862	6,156	3,708	1,719	-	62	152,224
Additions	1,614	140	690	207	4	-	377	3,032
Assets transferred at below fair value	-	63	-	-	-	-	-	63
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	-	(275)	12	-	400	-	-	137
Revaluation increases/ (decreases) recognised in the Surplus/Deficit on the Provision of Services	(186)	(231)	-	-	-	-	-	(417)
Derecognition - Other	(522)	(84)	(594)	(50)	-	-	-	(1,250)
Assets reclassified (to)/from Held for Sale	(576)	-	-	-	(400)	-	-	(976)
Assets reclassified (to)/from Investment Properties	-	-	-	-	-	-	-	-
Reclassifications between asset classes, including transfers to intangible assets	(16)	5	(180)	170	28	-	(19)	(12)
At 31 March 2013	118,031	22,480	6,084	4,035	1,751	-	420	152,801
Accumulated Depreciation and Impairment								
At 1 April 2012	(2,028)	(929)	(3,759)	(1,536)	-	-	-	(8,252)
Depreciation charge	(2,949)	(821)	(543)	(119)	-	-	-	(4,432)
Depreciation written out to the Revaluation Reserve	-	14	-	-	-	-	-	14
Deprecation written out to the Surplus/Deficit on the Provision of Services	2,044	172	-	-	-	-	-	2,216
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision	(22)	-	-	-	-	-	-	(22)
Derecognition - Disposals	-	-	-	-	-	-	-	-
Derecognition - Other	30	8	509	42	-	-	-	589
Other movements in depreciation and impairment	-	-	100	(88)	-	-	-	12
At 31 March 2013	(2,925)	(1,556)	(3,693)	(1,701)	-	-	-	(9,875)
Net Book Value at 31 March 2013	115,106	20,924	2,391	2,334	1,751	-	420	142,926
At 31 March 2012	115,689	21,933	2,397	2,172	1,719	-	62	143,972

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

COMPARATIVE MOVEMENTS 2012/13

Share of above assets used in the provision of the joint services

Movements in 2012/2013	Vehicles, Furniture and Equipment	Assets under Construction	TOTAL
	£'000	£'000	£'000
Cost or Valuation			
At 1 April 2012	3,827	3	3,830
Assets transferred to Joint Services	198	-	198
Additions	557	215	772
Derecognition - Other	(36)	-	(36)
At 31 March 2013	4,546	218	4,764
Accumulated Depreciation and Impairment			
At 1 April 2012	(1,816)	-	(1,816)
Depreciation transferred to Joint Services	(109)	-	(109)
Depreciation charge	(473)	-	(473)
Derecognition - Other	26	-	26
At 31 March 2013	(2,372)	-	(2,372)
Net Book Value at 31 March 2013	2,174	218	2,392
Net Book Value at 31 March 2012	2,011	3	2,014

Depreciation

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

- Council Dwellings: 15 – 60 years
- Other Land and Buildings: 1 – 60 years
- Vehicles, Plant, Furniture and Equipment: 1 – 21 years
- Infrastructure: 25 years

NOTES TO THE ACCOUNTS

NOTE 12: PROPERTY, PLANT AND EQUIPMENT

COMPARATIVE MOVEMENTS 2012/13

Capital Commitments

At 31 March 2014, the Council had not entered into any significant contracts for the construction or enhancement of Property, Plant and Equipment in 2014/2015 and future years.

REVALUATIONS

The Council carries out a rolling programme that ensures all Property, Plant and Equipment required to be measured that fair value is revalued at least every 5 years. All valuations were carried out by the District Valuation Office. Valuations were carried out in accordance with International Financial Reporting Standards (IFRS). The valuations were made in accordance with the RICS Valuation Standards 6th Edition as published by the Royal Institution of Chartered Surveyors. The Council uses depreciated historical cost as a valuation basis for infrastructure assets, community assets, assets under construction and for vehicles, plant and equipment.

The significant assumptions applied in estimating the fair values are:

- Operational Assets - Properties valued will continue to be in the occupation of the Local Council for the foreseeable future having regard to the prospect and viability of the continuance of that occupation.

	Council Dwellings	Other Land and Buildings	Vehicles, Furniture and Equipment	Infra-structure Assets	Comm-unity Assets	Surplus Assets	Assets Under Const-ruktion	TOTAL
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Carried at historical cost	-	-	2,548	2,422	1,764	15	360	7,109
Valued at fair value as at:								
31st March 2014	138,889	4,179	-	-	-	-	-	143,068
31st March 2013	-	63	-	-	-	-	-	63
31st March 2012	-	194	-	-	-	-	-	194
31st March 2011	-	14,304	-	-	-	-	-	14,304
Total Cost or Valuation	138,889	18,740	2,548	2,422	1,764	15	360	164,738

NOTE 13: HERITAGE ASSETS

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

NOTES TO THE ACCOUNTS

NOTE 13: HERITAGE ASSETS

Movements in 2013/2014	Civic Regalia	Fine Art/ Furniture	Monuments	TOTAL
	£'000	£'000	£'000	£'000
Cost or Valuation				
At 1 April 2013	11	27	185	223
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	-	1	-	1
At 31 March 2014	11	28	185	224
At 31 March 2013	11	27	185	223

COMPARATIVE MOVEMENTS 2012/13

Movements in 2012/2013	Civic Regalia	Fine Art/ Furniture	Monuments	TOTAL
	£'000	£'000	£'000	£'000
Cost or Valuation				
At 1 April 2012	10	26	185	221
Revaluation increases/ (decreases) recognised in the Revaluation Reserve	1	1	-	2
At 31 March 2013	11	27	185	223

Civic Regalia

The Council's Civic Regalia is reported in the Balance Sheet at insurance valuation. The insurance valuation is updated annually.

Fine Art/Furniture

This collection consists of various 19th Century paintings which have been donated to the Council and 2 carved oak chairs. These assets are stored or displayed in the Council's administration buildings and are reported in the Balance Sheet at insurance valuation, which is updated annually.

Monuments

The war memorial at The Green, Southwick is reported in the Balance Sheet at historical cost as it is not practical to provide a valuation at a cost which is commensurate to users of the financial statements

NOTES TO THE ACCOUNTS

NOTE 14: INVESTMENT PROPERTIES

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

	2013/14	2012/13
	£'000	£'000
Rental income from investment property	(504)	(653)
Direct operating expenses arising from investment property	405	279
Net (gain)/loss	(99)	(374)

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

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

	2013/14	2012/13
	£'000	£'000
Balance at start of the year	7,880	8,286
Additions:		
Subsequent expenditure	21	-
Disposals:	-	-
Net gains/losses from fair value adjustments:		
General Fund	(118)	(406)
Housing Revenue Account	200	-
Transfers:		
To/from Property, Plant and Equipment	-	-
Balance at end of the year	7,983	7,880

NOTE 15: INTANGIBLE ASSETS

The Council has no internally generated assets and accounts for its software as intangible assets to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment.

NOTES TO THE ACCOUNTS

NOTE 15: INTANGIBLE ASSETS

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Council. The carrying amount of intangible assets is amortised on a straight-line basis.

The useful lives assigned to the software licences are between 1 and 7 years and the carrying amount of intangible assets is amortised on a straight-line basis. The amortisation of £34,595 charged to revenue in 2013/2014 was charged £28,715 to the General Fund and £5,880 to the Housing Revenue Account.

	2013/14	2012/13
	£'000	£'000
Balance at start of the year:		
Gross carrying amounts	410	398
Accumulated amortisation	(273)	(270)
Net carrying amount at start of year	137	128
Additions:		
New assets recognised in the Revaluation Reserve	9	-
Purchases	4	36
Reclassification from Property, Plant and Equipment	92	12
Disposals	(178)	(35)
Amortisation for the period	(34)	(27)
Amortisation written off on disposal	136	23
Net carrying amount at end of year	166	137
Comprising:		
Gross carrying amounts	337	410
Accumulated amortisation	(171)	(273)
	166	137

Share of above assets used in the provision of the joint services

NOTES TO THE ACCOUNTS

NOTE 15: INTANGIBLE ASSETS

	2013/14	2012/13
	£'000	£'000
Balance at start of the year:		
Gross carrying amounts	204	15
Accumulated amortisation	(105)	(12)
Net carrying amount at start of year	99	3
Additions:		
Transfers of existing assets to the Joint Service	9	169
Purchases	6	19
Disposals	(73)	-
Reclassifications to other asset classes	92	-
Amortisation for the period	(20)	(16)
Transfer of accumulated amortisation to the Joint Service	31	(76)
Net carrying amount at end of year	144	99
Comprising:		
Gross carrying amounts	238	204
Accumulated amortisation	(94)	(105)
	144	99

NOTE 16: FINANCIAL INSTRUMENTS

A financial instrument is defined as any contract which gives rise to a financial asset in one entity and a financial liability in another. This definition therefore covers both assets and liabilities within the Council's Balance Sheet and includes items such as investments, long term and short term borrowing, trade debtors (receivables) and trade creditors (payables). The Code of Practice requires the Council to make a range of disclosures in respect of financial instruments, which follow in the tables below.

The borrowings and investments disclosed in the Balance Sheet are made up of the following categories of financial instruments

	Long Term		Current		Total	
	31-Mar-14	31-Mar-13	31-Mar-14	31-Mar-13	31-Mar-14	31-Mar-13
	£'000	£'000	£'000	£'000	£'000	£'000
Financial Liabilities at Amortised Cost (Borrowings)	(76,423)	(78,615)	(2,578)	(7,579)	(79,001)	(86,194)
Total Liabilities	(76,423)	(78,615)	(2,578)	(7,579)	(79,001)	(86,194)
Loans and Receivables (Investments)	2,000	-	16,080	20,191	18,080	20,191
Total Assets	2,000	-	16,080	20,191	18,080	20,191
NET ASSETS / (LIABILITIES)	(74,423)	(78,615)	13,502	12,612	(60,921)	(66,003)

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

The borrowings on the balance sheet is analysed below by maturity structure:

	31-Mar-14	31-Mar-13
	£'000s	£'000s
An analysis of loan debt by maturity is:		
Maturing within one year	2,578	7,579
	2,578	7,579
Maturing in 1-2 years	1,736	2,231
Maturing in 2-5 years	5,186	5,176
Maturing in 5-10 years	6,902	6,903
Maturing in more than 10 years	62,599	64,305
	76,423	78,615
TOTAL	79,001	86,194

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

The composition of borrowings and investments by counterparty at the balance sheet date are further analysed below:

	Long Term		Current		TOTAL	
	31-Mar-14	31-Mar-13	31-Mar-14	31-Mar-13	31-Mar-14	31-Mar-13
	£'000	£'000	£'000	£'000	£'000	£'000
BORROWING:						
Public Works L'n B'd	(58,022)	(60,227)	(2,506)	(2,009)	(60,528)	(62,236)
Public W'ks L'n Board	(58,022)	(60,227)	(2,506)	(2,009)	(60,528)	(62,236)
Barclays Capital	(11,126)	(11,131)	(56)	(57)	(11,182)	(11,188)
FMS Wertmanagement	(7,250)	(7,248)	-	(3)	(7,250)	(7,251)
Salix Finance Ltd	(25)	(9)	(16)	(9)	(41)	(18)
Other Local Authorities	-	-	-	(5,501)	-	(5,501)
Other Comm.lenders	(18,401)	(18,388)	(72)	(5,570)	(18,473)	(23,958)
TOTAL BORROWING	(76,423)	(78,615)	(2,578)	(7,579)	(79,001)	(86,194)
INVESTMENTS						
Bank of Scotland	-	-	1,009	-	1,009	-
Barclays Capital	-	-	3,013	4,028	3,013	4,028
Clydesdale	-	-	-	3,011	-	3,011
Cooperative	-	-	-	2,005	-	2,005
Coventry Bld.Society	-	-	2,001	2,031	2,001	2,031
Leeds Bld.Society	-	-	2,009	2,026	2,009	2,026
Lloyds TSB	-	-	2,017	1,020	2,017	1,020
Nationwide Bldg Soc.	-	-	4,019	-	4,019	-
Royal Bank of Scotland	-	-	-	3,041	-	3,041
Skipton Bld.Society	-	-	2,000	2,020	2,000	2,020
Yorkshire Bld.Society	-	-	-	1,009	-	1,009
Kingston Upon Hull Council	2,000	-	12	-	2,012	-
TOTAL INVESTMENTS	2,000	-	16,080	20,191	18,080	20,191
NET TOTAL INVEST'S/ (LIABILITIES)	(74,423)	(78,615)	13,502	12,612	(60,921)	(66,003)

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments are made up as follows:

	FINANCIAL LIABILITIES Measured at Amortised Cost		FINANCIAL ASSETS Loans and Receivables		TOTAL	
	2013/14	2012/13	2013/14	2012/13	2013/14	2012/13
	£'000	£'000	£'000	£'000	£'000	£'000
Interest Expense	(3,255)	(3,315)	-	-	(3,255)	(3,315)
Interest Payable and Similar Charges	(3,255)	(3,315)	-	-	(3,255)	(3,315)
Interest Income	-	-	194	358	194	358
Decrease/(Increase) in	-	-	(183)	21	(183)	21
Interest Income and Similar Income	-	-	11	379	11	379
Net Gain/(Loss) in Yr	(3,255)	(3,315)	11	379	(3,244)	(2,936)

The losses and gains in impairment relate solely to the change in the provisions for losses on trade debtors calculated in accordance with accounting policies.

Fair Values – Financial Liabilities

The fair value of the reported carrying amounts at 31st March, 2014 is based upon professional evaluation by the Council's treasury management advisers.

The valuations use the net present value approach, which provides an estimate of the value of payments in the future in today's terms. The discount rate used is equal to the rate pertaining at 31st March, 2014 in relation to the same instrument from a comparable lender. The fair value includes accrued interest in the calculation to provide a comparison with the carrying value in the Balance Sheet.

For loans from the PWLB the fair values have been calculated using the new borrowing rate in force on the last working day of the financial year.

The fair value of Trade and other Payables differs by £4.95m from the amounts shown in Note 22 and the Balance Sheet on account of the exclusion of statutory creditors that fall outside the definition of Financial Instruments because they are not trade related. The fair values for Financial Liabilities, comprising debt, and trade payables are compared with the carrying amounts as follows:

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

Fair Values – Financial Liabilities

	31st March 2014		31st March 2013	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
Financial Liabilities				
Borrowing PWLB	(60,528)	(61,218)	(62,236)	(60,650)
Other Loans	(18,473)	(21,077)	(23,958)	(27,762)
Total Borrowing	(79,001)	(82,295)	(86,194)	(88,412)
Trade and Other Payables	(1,432)	(1,432)	(1,846)	(1,846)
	(80,433)	(83,727)	(88,040)	(90,258)

The fair value of debt at 31 March 2014 is higher than the carrying amount. This is because the loans are predominantly loans where the interest rate payable is higher than the rates available for equivalent loans. This means that if the Council had repaid these loans at the Balance Sheet date then it would have paid a premium to the lender over and above the carrying value.

Fair Values – Loans and Receivables

	31st March 2014		31st March 2013	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
Investments	18,080	18,053	20,191	20,191
Trade Receivables	662	662	2,318	2,318
Cash & Cash Equivalents	2,439	2,439	1,469	1,469
Loans and Receivables	21,181	21,154	23,978	23,978

The fair value for investments is below the carrying amount. The portfolio of investments at 31st March 2014 comprises mainly short term cash deposits for which the fair value is deemed to approximate to the carrying value in accordance with the Council's accounting policy. However, the reduction in fair value compared to the carrying amount is principally the effect of one loan of 5 years duration for which the interest rate at the Balance Sheet date for an equivalent investment was higher than the rate of the actual investment. The effect of discounting results in a lower fair value than the carrying amount because the Council would have been obliged to provide a discount had the investment been redeemed on 31st March, 2014.

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

Fair Values – Loans and Receivables

The disclosure for Loans and Receivables includes two other elements being Trade Receivables (or trade debtors) and Cash and Cash equivalents. The carrying amount for Trade Receivables differs from the total value of Debtors shown in Note 19 and the Balance Sheet on account of the exclusion of statutory debtors that fall outside the definition of Financial Instruments because they do not constitute trade debts. The carrying value of Cash and Cash Equivalents at 31 March, 2014 comprise notes and coin (petty cash) held by the Authority and bank deposits available on demand.

Nature and Extent of Risks Arising From Financial Instruments

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

Credit Risk – the possibility that other parties might fail to pay the amounts due to the Council.

Liquidity Risk – the possibility that the Council might not have the funds available to meet its commitments to make payments.

Market risk – the possibility the Council might suffer financial loss as a result of changes in interest rates

The Council's treasury management activities are carried out by a central team under policies approved by the Council as part of its annual treasury management strategy. This provides a written framework for overall risk management of its treasury management actions.

Credit Risk

Credit risk arises from investments with banks and building societies as well as credit exposures to the Council's customers. The Council's treasury management policy on investments limits the amounts invested with any institution or group according to the credit rating provided by the principal rating agencies Fitch, Moody's and Standard and Poor's. Consequently the Council limits lending of no more than £6m to institutions rated AA+ or above, £5m to institutions rated AA or AA-, and £3m to those rated A+ or below. In the case of the council's own bank the limit is £4m or 25% of total funds (whichever is higher).

The Council has not incurred any loss or default from any of its investments and is not aware of any loss being suffered on cash deposits by any other Council using similar investment criteria. However the prevailing financial climate since the banking crises of 2008 is a salient reminder that the investment of council's funds is not entirely without risk.

Trade and rental debts are usually payable immediately when due. Generally therefore, all amounts outstanding, (apart from those amounts raised as accruals at 31st March, 2014 as part of the final accounts process) are past their due date. Exposure to losses on these debtors is assessed on an aged debt basis as identified in the accounting policies and Note 19.

The following analysis summarises the Council's potential maximum exposure to credit risk, based on experience of default and uncollectability, adjusted for current market conditions. The historical default rates for trade debtors is based upon the Council's provisions for bad debt and equates to 46.13% of all trade debt. However, the bad debt provision for 2013/14 as a percentage of total debtors is just 11.9%. Considering current market conditions and expectations for the future the Historical Default rate has been adjusted from 46.13% to 50.00% to gauge the likely maximum exposure to default and uncollectability.

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

Credit Risk

Credit Risk Exposure	Carrying Amount at 31-Mar-14	Historical Experience of Default	Historical Experience Adjusted for Market Conditions at 31-Mar-14	Estimated Maximum Exposure to Default and Uncollectability at 31-Mar-14	Estimated Maximum Exposure at 31-Mar-13
	£'000	%	%	£'000	£'000
Deposit with Banks and Financial Institutions Customers	18,080	0.00%	0.093%	17	19
	662	46.00%	50.00%	331	1,159
	18,742			348	1,178

Liquidity Risk

As the Council has ready access to borrowings either directly from the Public Works Loans Board or financial markets via brokers, there is no material risk that it will be unable to raise finance to meet its commitments under financial instruments. Instead the risk is that the Council may be forced to refinance a significant proportion of its borrowings at a time of rising (and therefore unfavourable) interest rates. To minimise the impact of such an event the Council's strategy limits the amount of debts subject to variable rates of interest to 50% of the portfolio, albeit all the Council's debt was at fixed rates of interest at the Balance Sheet date.

Market Risk

The Council is exposed to market risk by way of interest rate movements in its investments as at March 31st 2014 and on its borrowings. To manage this risk the Council generally invests and borrows at fixed rates in accordance with its Prudential Limits. Its investments are generally for a period up to 1 year. Borrowings comprise long term fixed rate loans from the Public Works Loans Board, financial markets, and LOBO loans from commercial lenders at variable rates.

Movements in interest rates may have a complex impact on the Council, for example if interest rates were to rise this would enable the Council to invest at higher rates as previous investments mature so increasing the income credited to the Comprehensive Income and Expenditure Statement. However some of the commercial lenders might wish to exercise their option to increase the interest charged on the Council's variable/temporary borrowings, at which point the Council would have to either accept the higher interest rate or replace its loans at a higher interest rate. In either case the result would be an increase in the interest costs.

The Council has a range of strategies for limiting interest rate risk. The policy is to minimise the amount of variable rate borrowing and to make fixed rate deposits and investments over a range of maturities ensuring that the Council's exposure to short term market fluctuations is minimised.

NOTES TO THE ACCOUNTS

NOTE 16: FINANCIAL INSTRUMENTS

Market Risk

According to this assessment strategy, at 31 March 2014, if interest rates had been 1% higher with all other variables held constant, the financial effect would be:

	£'000
Increase in interest payable on variable rate borrowings	-
Increase in interest receivable on variable rate investments	26
Impact on Surplus or Deficit on the Provision of Services	26
Share of overall impact credited to the HRA	15
Decrease in fair value of fixed rate investment assets	134
Impact on Other Comprehensive Income and Expenditure	134
Decrease in fair value of fixed rate borrowings liabilities (no impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure)	10,265

Price Risk

The Council has no investments in equity shares and thus is not exposed to losses arising from movements in share prices.

Foreign Exchange Risk

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

NOTE 17: INVENTORIES

Adur District Council holds inventories (stock) mainly for the use of providing internal services; this is not considered a significant part of the overall assets held by the Council and is deemed not material. There is also a share of Inventories from the Joint Strategic.

	2013/14	2012/13
	£'000s	£'000s
Adur balance outstanding at start of year	78	48
Movement net of purchases/issues	(3)	(3)
Transfer of inventories from Adur District Council to JSC	(48)	(23)
Adur Inventories	27	22
Adur District Council share of the inventories from the Joint Strategic Committee (approximately 40%)	54	56
Overall balance at year end	81	78

NOTES TO THE ACCOUNTS

NOTE 18: CONSTRUCTION CONTRACTS

The Council has not entered into any significant construction contracts to undertake work for a third party.

NOTE 19: DEBTORS

	31-Mar-14	31-Mar-13
	£'000s	£'000s
Amounts falling due in one year net of bad debt provision:		
Central Government Bodies	56	572
Other Local Authorities	1,020	1,028
NHS Bodies	7	-
Public Corporations & Trading Funds	-	57
Other Entities and Individuals	* 1,825	1,750
	2,908	3,407
* Of which £1.36m relates to Housing Benefit overpayment arrears		

The past due amounts for customers can be analysed as follows.

Overall Aged Debt Analysis	31-Mar-14	31-Mar-13
	£'000	£'000
Under 1 year	2,353	2,868
1 - 2 years	75	81
2 - 3 years	60	42
Over 3 years	420	416
	2,908	3,407

Long Term Debtors

Long term debtors disclosed in the balance sheet comprise of:

Long Term Debtors	31-Mar-14	31-Mar-13
	£'000s	£'000s
Private sector house purchase	-	-
Council house purchase	5	6
Car loans	255	229
TOTAL	260	235

NOTES TO THE ACCOUNTS

NOTE 20: CASH AND CASH EQUIVALENTS

The Council holds Cash and Cash Equivalents for the purpose of meeting short term commitments.

	31-Mar-14	31-Mar-13
	£'000	£'000
The balance is made up of the following elements:		
Cash held/(overdrawn) by the Council	388	979
Bank Current Accounts	1,915	490
Short Term deposits, of up to 3 months duration, placed with other financial institutions	136	-
Total Cash & Cash Equivalents	2,439	1,469

NOTE 21: ASSETS HELD FOR SALE

	Current 2013/14	Current 2012/13	Non Current 2013/14	Non Current 2012/13
	£'000	£'000	£'000	£'000
Balance outstanding at start of year 1st April 2013	-	-	-	-
Assets newly classified as held for sale:				
From Property, Plant and Equipment	-	-	956	976
Revaluation losses:	-	-	(3)	(3)
Assets sold:	-	-	(637)	(973)
Balance outstanding at year-end	-	-	316	-

- The Authority recognised the following assets as held for sale during 2013/2014.
 - (i) 18 Council Dwellings under 'Right to Buy' Regulations.
- The Council recognised a revaluation loss of £2,560 as an adjustment to the carrying amount of one Council dwelling to reflect the fair value of the land less disposal costs.
- 13 sales of 'Right to Buy' Council dwellings completed in 2013/2014.
- 5 sales of "Right to Buy" Council dwellings completed early in 2014/2015.

NOTES TO THE ACCOUNTS

NOTE 22: CREDITORS

	31-Mar-14	Restated 31-Mar-13
	£'000s	£'000s
Central Government Bodies	2,535	155
Other Local Authorities	1,843	1,403
NHS	-	-
Public Corporations and Trading Funds	4	-
Other Entities and Individuals	1,536	1,854
TOTAL	5,918	3,412

NOTE 23: PROVISIONS

The table below identifies the movements in the year in the amounts set aside for provisions. Below the table is a brief description of the nature of each provision and any information on likely timings and uncertainties surrounding its use.

	Balance at 31-Mar-13	Additional provisions made in 2013/14	Amounts used in 2013/14	Unused Amounts Reversed in 2011/12	Unwinding of Discounting in 2011/12	Balance at 31-Mar-14
	£'000	£'000	£'000	£'000	£'000	£'000
Land Charges Provision	34		(34)	-	-	-
Courtfields Major works	167	18	-	-	-	185
Insurance Claim	117	-	(117)	-	-	-
Insurance Provision	25	-	-	-	-	25
Business Rates Appeals	-	471				471
	343	489	(151)	-	-	681

Land Charges Provision: The Council is involved in litigation, concerning fees charged since 2005, for property searches. Local authorities have charged for property searches, but private search companies have now complained that the fees set are incompatible with the Environmental Information Regulations 2004.

These regulations provide that environmental information should be made available for personal inspection at no charge. Numerous private property search companies have now issued and/or threatened claims against authorities for charges levied from 1st January 2005 onwards. In March 2011, central government provided £34,355 to each authority to cover potential claims for refunds. The provisions made are for possible claims. This case has been running for a number of years and it is not known when it will be concluded.

NOTES TO THE ACCOUNTS

NOTE 23: PROVISIONS

Courtfields Major Works: Reserve is a provision for the cost of works that the Council is obliged to undertake at Courtfields. No major works are currently programmed for the properties but it is highly likely that some major works will need to be undertaken in the next few years.

Insurance Claim: Provision primarily relates to the expected cost of reinstatement works in respect of fire damage to a community building that has been the subject to a successful insurance claim. At the time of creating the provision, the work had been delayed pending resolution of legal proceedings which did not involve the Council. These have subsequently been resolved and the works to the building commenced in 2013/14.

Insurance Provision: Relates to potential outstanding claims at the year end.

Business Rates Appeals: A provision has been made for appeals which are likely to be settled in the favour of the appellant. This is based on all known outstanding business rate appeals which have been lodged with the Valuation Office together with an allowance for new appeals which may emerge in the future. The gross provision is £1,177k, Adur Council's share is £471k, being 40% of the total.

NOTE 24: USABLE RESERVES

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement page 11 and 12.

NOTE 25: UNUSABLE RESERVES

31st March 2013	UNUSABLE RESERVES	Restated 31st March 2014
£'000s		£'000s
(2,721)	Revaluation Reserve	(27,060)
(70,667)	Capital Adjustment Account	(70,082)
471	Financial Instruments Adjustment Account	439
(6)	Deferred Capital Receipts Reserve	(5)
33,871	Pension Reserve	33,650
(31)	Collections Fund Adjustment Account	153
(39,083)	TOTAL UNUSABLE RESERVES	(62,905)

NOTES TO THE ACCOUNTS

NOTE 25: UNUSABLE RESERVES

Revaluation Reserve

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

- revalued downwards or impaired and the gains are lost
- used in the provision of services and the gains are consumed through depreciation, or
- disposed of and the gains are realised

The reserve contains only revaluation gains accumulated since 1 April 2007, the date that the reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

Revaluation Reserve

Revaluation Reserve	2013/14	2012/13
	£'000	£'000
Balance at 1 April	(2,721)	(3,040)
Upward revaluation of assets	(24,555)	(415)
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	80	261
Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	(27,196)	(3,194)
Difference between fair value depreciation and historical cost depreciation	82	73
Accumulated gains on assets sold	54	400
Balance at 31 March	(27,060)	(2,721)

Capital Adjustment Account

The Capital Adjustment Account reflects the difference between the cost of long term assets consumed and the capital financing assets set aside to pay for them. It is written down by capital expenditure which does not result in the creation of a long term asset and the depreciated historical cost of assets when sold.

The account contains accumulated gains and losses on investment properties and gains recognised on donated assets that have yet to be consumed by the Council.

The account also contains revaluation gains accumulated on property, plant and equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

See table on next page.

NOTES TO THE ACCOUNTS

NOTE 25: UNUSABLE RESERVES

Capital Adjustment Account	2013/14	2012/13
	£'000	£'000
Balance at 1 April	(70,667)	(69,732)
Items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
Charges for depreciation and impairment of non-current assets	4,733	4,454
Revaluation losses on property, plant and equipment	(758)	(1,796)
Amortisation of intangible assets	35	28
Revenue expenditure funded from capital under statute	427	377
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	1,906	1,634
Net written out amount of the cost of non-current assets consumed in the year	6,343	4,697
Adjusting amounts written out of the Revaluation Reserve	(136)	(473)
Capital financing applied in the year:		
Use of the Capital Receipts Reserve to finance new capital expenditure	(187)	(828)
Use of the Major Repairs Reserve to finance new capital expenditure	(1,765)	(1,178)
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(462)	(530)
Application of grants to capital financing from the Capital Grants Unapplied Account	(120)	(7)
Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	(2,467)	(2,453)
Capital expenditure charged against the General Fund and HRA balances	(540)	(569)
	(5,677)	(6,038)
Movements in the market value of investment properties debited or credited to the Comprehensive Income and Expenditure Statement	(81)	406
Balance at 31 March	(70,082)	(70,667)

Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for income and expenses relating to certain financial instruments and for bearing losses or benefitting from gains per statutory provisions. The Council uses the account to manage premiums paid on discounts received on the early redemption of loans.

NOTES TO THE ACCOUNTS

NOTE 25: UNUSABLE RESERVES

Financial Instruments Adjustment Account

Premiums are debited to the Comprehensive Income and Expenditure Statement when they are incurred, but reversed out of the General Fund Balance in the Movement in Reserves Statement. Over time, the expense is posted back to the General Fund Balances in accordance with statutory arrangements for spreading the burden on council tax. In the Council's case this period is the unexpired term that was outstanding on the loans when they were redeemed.

As a result, the balance on the account at 31st March 2014 will be charged to the General Fund over the next 52 years.

Financial Instruments Adjustment Account	2013/14	2012/13
	£'000	£'000
Balance at 1 April	471	667
Discount recognised in the year and applied to the Comprehensive income and Expenditure Statement		1
Proportion of premiums incurred in previous financial years to be charged against the Housing Revenue Balance in accordance with statutory requirements	(31)	(195)
	440	473
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(1)	(2)
Balance at 31 March	439	471

Pension Reserve

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

NOTES TO THE ACCOUNTS

NOTE 25: UNUSABLE RESERVES

Pensions Reserve	2013/14	Restated 2012/13
	£'000	£'000
Balance at 1 April	33,871	29,141
Remeasurements of the net defined benefit liability / (asset)	(1,980)	4,298
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income & Expenditure Statement	4,229	4,042
Employer's pension contributions and direct payments to pensioners payable in the year	(2,470)	(3,610)
Balance at 31 March	33,650	33,871

Deferred Capital Receipts Reserve

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

Deferred Capital Receipts Reserve	2013/14	2012/13
	£'000	£'000
Balance at 1 April	(6)	(7)
Transfer to the Capital Receipts Reserve upon receipt of cash	1	1
Balance at 31 March	(5)	(6)

Collection Fund Adjustment Account

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

Collection Fund Adjustment Account	2013/14	2012/13
	£'000	£'000
Balance at 1 April	(30)	(35)
Amount by which council tax income recognised the in Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	(6)	5
Amount by which non domestic rates income recognised the in Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	189	-
Balance at 31 March	153	(30)

NOTES TO THE ACCOUNTS

NOTE 25: UNUSABLE RESERVES

Accumulated Absences Account

There is a requirement under IFRS to accrue for compensated absences (mainly cost of carried forward holiday). A review was undertaken across the Council and Joint Strategic Committee in 2011/12. The value is not deemed material and has not been accounted for.

NOTE 26: CASH FLOW - OPERATING ACTIVITIES

	Net 2013/14	Net 2012/13
	£'000	£'000
The cash flows for operating activities include the following items:		
Interest received	198	276
Interest paid	(3,302)	(3,359)
Dividends received	-	-
Total	(3,104)	(3,083)

Cash Flow – Net Cash Flow From Operating Activities

	Net 2013/14	Net 2012/13
	£'000	£'000
Net Surplus or (Deficit) on the Provision of Services	(1,179)	2,568
Adjust net surplus or deficit on the provision of services for non cash movements		
Depreciation	4,733	4,455
Impairment and downward valuations	(758)	(1,796)
Amortisation	35	27
Increase/(Decrease) in Creditors	858	531
(Increase)/Decrease in Interest and Dividend Debtors		(76)
(Increase)/Decrease in Debtors	705	(352)
(Increase)/Decrease in Inventories	(4)	17
Pension Liability	1,759	432
Contributions to/(from) Provisions	338	-
Carrying amount of non-current assets sold [property plant and equipment, investment property and intangible assets]	1,906	1,634
Movement in Investment property values	(81)	406
Balance carried forward	8,312	7,846

NOTES TO THE ACCOUNTS

NOTE 26: CASH FLOW - OPERATING ACTIVITIES

Cash Flow – Net Cash Flow From Operating Activities

	Net 2013/14	Net 2012/13
	£'000	£'000
Balance brought forward	8,312	7,846
Adjust for items included in the net surplus or deficit on the provision of services that are investing or financing activities		
Capital Grants credited to surplus or deficit on the provision of services		-
Proceeds from the sale of short and long term investments	2,111	(3,000)
Capital Grants credited to surplus or deficit on the provision of services	(623)	
Proceeds from the sale of property plant and equipment, investment property and intangible assets	(1,003)	(1,341)
	485	(4,341)
Net Cash Flows from Operating Activities	8,797	3,505

NOTE 27: CASH FLOW - INVESTING ACTIVITIES

	Net 2013/14	Net 2012/13
	£'000	£'000
Purchase of property, plant and equipment, investment, property and intangible assets		
Purchase of short-term and long-term investments	(3,272)	(2,991)
Other payments for investing activities	-	-
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	835	1,251
Proceeds from short-term and long-term investments	-	-
Other receipts from investing activities	6	
Net cash flows from investing activities	(2,431)	(1,740)

NOTES TO THE ACCOUNTS

NOTE 28: CASH FLOW - FINANCING ACTIVITIES

	Net 2013/14	Net 2012/13
	£'000	£'000
Cash receipts of short- and long-term borrowing	2,817	5,721
Other receipts from financing activities	1,787	(827)
Cash payments for the reduction of the outstanding liabilities relating to finance leases	-	-
Repayments of short- and long-term borrowing	(10,000)	(2,435)
Other payments for financing activities		
Net cash flows from financing activities	(5,396)	2,459

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

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

- no charges are made in relation to capital expenditure except for depreciation;
- the cost of retirement benefits is based on cash flows (payment of employer's pensions contributions) rather than current service cost of benefits accrued in the year.

The income and expenditure of the Council's principal portfolios recorded in the budget reports for the year 2013/14 is as follows:

NOTES TO THE ACCOUNTS

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

2013/2014	Employee Expenses	Other Expenses	Support Services incl. Joint Strategic Committee Variances	Depreciation Variances	Total Expenditure Variances	Income	Net Expenditure Variances
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Member Portfolio Environment	8	1,447	2,609	476	4,540	(1,446)	3,094
Customer Services	5	23,153	241	316	23,715	(22,705)	1,010
Regeneration	172	1,138	1,907	2	3,219	(1,074)	2,145
Resources	1,757	1,902	1,415	168	5,242	(2,300)	2,942
Health, Safety & Wellbeing Leader	150	527	956	43	1,676	(594)	1,082
	191	134	356	5	686	(123)	563
Net Portfolio Expenditure	2,283	28,301	7,484	1,010	39,078	(28,242)	10,836
Housing Revenue Account	1,332	7,093	1,421	2,150	11,996	(12,896)	(900)
Net Cost of Services	3,615	35,394	8,905	3,160	51,074	(41,138)	9,936
Credit back notional capital charges				(1,301)	(1,301)		(1,301)
Minimum Revenue Provision		750			750		750
Other grants					-	(296)	(296)
Revenue cont'n to capital					-		-
Spend 2013/14	3,615	36,144	8,905	1,859	50,523	(41,434)	9,089

RECONCILIATION OF CABINET PORTFOLIO INCOME AND EXPENDITURE TO COST OF SERVICES IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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

	2013/14 £'000
Cost of services in service analysis	9,089
Add services not included in main analysis	-
Add amounts not reported to management	(4,804)
Remove amounts reported to management not included in comprehensive Income and Expenditure Statement	(3,106)
Net Cost of Services in Comprehensive Income & Exp'ture St'ment	1,179

NOTES TO THE ACCOUNTS

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

RECONCILIATION TO SUBJECTIVE ANALYSIS

This reconciliation shows how the figures in the analysis of Cabinet Portfolio income and expenditure relate to a subjective analysis of the surplus or deficit on the provision of services included in the Comprehensive Income and Expenditure Statement.

Reconciliation to Subjective Analysis 2013/14	Service Analysis	Services not in Analysis	Not reported to manage- ment	Not included in Income & Expend-iture	Allocation of Re-charges	Net Cost of Services
Fees, charges & other service income	(41,236)	-	-	-	-	(41,236)
Surplus or deficit on associates and joint ventures	-	-	-	-	-	-
Interest & investment income	(198)	-	-	-	-	(198)
Income from council tax & NDR	-	-	(6,864)	-	-	(6,864)
Gov't grants & contributions	-	-	(3,649)	-	-	(3,649)
Total Income	(41,434)	-	(10,513)	-	-	(51,947)
Employee expenses	3,615	-	1,759	-	-	5,374
Other service expenses	32,842	-	-	(3,039)	-	29,803
Support Service recharges	8,905	-	39	-	-	8,944
Depreciation, amortisation and impairment	1,859	-	4,768	-	-	6,627
Interest Payments	3,302	-	-	-	-	3,302
Precepts & Levies	-	-	361	-	-	361
Payments to Housing Capital	-	-	243	-	-	243
Receipts Pool	-	-	-	-	-	-
Gain/ Loss on Disposal of Fixed Assets	-	-	901	-	-	901
Other	-	-	(2,362)	(67)	-	(2,429)
Total operating expenses	50,523	-	5,709	(3,106)	-	53,126
Surplus or deficit on the provision of services	9,089	-	(4,804)	(3,106)	-	1,179

NOTES TO THE ACCOUNTS

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

The income and expenditure of the Council's principal portfolios recorded in the budget reports for 2012/13 year is as follows:

2012/2013	Employee Expenses	Other Expenses	Support Services including Joint Strategic Committee	Depreciation	Total Expenditure	Income	Net Expenditure
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Member Portfolio							
Environment	1,641	1,610	852	509	4,612	(1,408)	3,204
Improved Customer Services	13	28,270	542	309	29,134	(27,941)	1,193
Regeneration	1,340	964	643	2	2,949	(1,057)	1,892
Resources	2,430	1,725	720	171	5,046	(2,912)	2,134
Health, Safety & Wellbeing Leader	724	442	299	42	1,507	(458)	1,049
	418	71	81	5	575	(105)	470
Net Portfolio Expenditure	6,566	33,082	3,137	1,038	43,823	(33,881)	9,942
Housing Revenue Account	1,338	7,603	1,232	2,272	12,445	(12,883)	(438)
Net Cost of Services	7,904	40,685	4,369	3,310	56,268	(46,764)	9,504
Credit back notional capital				(1,327)	(1,327)		(1,327)
Minimum Revenue Provision		736			736		736
Other grants					-	(15)	(15)
Revenue contribution to capital		2			2		2
Spend 2012/13	7,904	41,423	4,369	1,983	55,679	(46,779)	8,900

RECONCILIATION OF CABINET PORTFOLIO INCOME AND EXPENDITURE TO COST OF SERVICES IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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

	2012/13 £'000
Cost of Services in service analysis	8,900
Add services not included in main analysis	-
Add amounts not reported to management	(8,251)
Remove amounts reported to management not included in Comprehensive Income and Expenditure Statement	(3,217)
Net Cost of Services in Comprehensive Income & Expenditure Statement	(2,568)

NOTES TO THE ACCOUNTS

NOTE 29: AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

RECONCILIATION TO SUBJECTIVE ANALYSIS

This reconciliation shows how the figures in the analysis of Cabinet Portfolio income and expenditure relate to a subjective analysis of the Surplus or Deficit on the Provision of Services included in the Comprehensive Income and Expenditure Statement for 2012/13.

Reconciliation to Subjective Analysis 2012/13	Service Analysis	Services not in Analysis	Not reported to management	Not included in Income & Expenditure	Allocation of Re-charges	Net Cost of Services
	£'000	£'000	£'000	£'000	£'000	£'000
Fees, charges & other service income	(19,382)	-	-	-	-	(19,382)
Surplus or deficit on associates and joint ventures	-	-	-	-	-	-
Interest & investment income	(410)	-	-	-	-	(410)
Income from council tax	-	-	(6,404)	-	-	(6,404)
Government grants and contributions	(26,987)	-	(3,747)	-	-	(30,734)
Total Income	(46,779)	-	(10,151)	-	-	(56,930)
Employee expenses	7,904	-	433	-	-	8,337
Other service expenses	38,031	-	-	(3,217)	-	34,814
Support Service recharges	4,395	-	-	0	(289)	4,106
Depreciation, amortisation and impairment	1,983	-	3,085	-	-	5,068
Interest Payments	3,366	-	-	-	-	3,366
Precepts & Levies	-	-	303	-	-	303
Payments to Housing Capital Receipts Pool	-	-	212	-	-	212
Gain or Loss on Disposal of Fixed Assets	-	-	301	-	-	301
Other	-	-	(2,145)	-	-	(2,145)
Total operating expenses	55,679	-	2,189	(3,217)	(289)	54,362
Surplus or deficit on the provision of services	8,900	-	(7,962)	(3,217)	(289)	(2,568)

NOTE 30: ACQUIRED AND DISCONTINUED OPERATIONS

There have been no acquired or discontinued operations during 2013/14.

NOTES TO THE ACCOUNTS

NOTE 31: TRADING OPERATIONS

The former Direct Service Organisations are designated as trading accounts and a summary of their trading results is shown below, together with other services treated as trading services. The Council operates 3 trading accounts as shown below:

	2013/14 Gross Expenditure	2013/14 Gross Income	2013/14 Net Expenditure	2012/13 Net Expenditure
	£'000	£'000	£'000	£'000
Horticultural Services	-	-	-	(25)
Building Maintenance	452	(919)	(467)	(64)
	452	(919)	(467)	(89)
Trade Refuse	414	(470)	(56)	(77)
	866	(1,389)	(523)	(166)

The trading account has been consolidated within the Comprehensive Income and Expenditure Statement under other operating expenditure.

Through the Joint Strategic Committee, a trade waste service is provided for the collection of commercial refuse. The service charges a commercial rate and is in direct competition with other service providers. Surpluses are shared and credited back to the Council.

The Horticultural Service is now part of Grounds Maintenance, which is a service provided by the Joint Committee.

A Building Maintenance service is provided to maintain the Council tenant properties in conjunction with the Council's surveyors department. The service charges a commercial rate and is in direct competition with other service providers.

NOTE 32: AGENCY SERVICES

Adur District Council have entered into an Agency Agreement with West Sussex County Council to improve the Parking Enforcement for the District. In 2013/14 income collected was £135,757, (2012/13 £139,710) and expenditure was £154,516 (2012/13 £150,839). West Sussex County Council contributes £50,000; (2012/13 £50,000) towards this contract, with the balance being funded by Adur District Council.

The Council also has agency agreements with other local authorities for treasury management, revenue and benefits and insurance provision to provide value for money, relying on expertise within particular authorities. These agency agreements are deemed by Adur Council to be immaterial.

NOTE 33: ROAD CHARGING

This note is not applicable to Adur District Council.

NOTES TO THE ACCOUNTS

NOTE 34: JOINT BUDGETS

All Services (except for Revenue and Benefits) that can operate as a shared service have now moved across to the Joint Strategic Committee. The Joint Strategic Committee Balance Sheet is consolidated into the Council's Balance Sheet.

	Gross Expenditure 2013/14	Gross Income 2013/14	Net Expenditure 2013/14
	£'000	£'000	£'000
EXPENDITURE			
Central services to the public	736	-	736
Cultural and Related Services	1,434	(29)	1,405
Environmental and Regulatory Services	8,185	(1,975)	6,210
Planning Services	5,189	(1,434)	3,755
Highways & Transport Services	295	-	295
Other Housing Services	1,562	(113)	1,449
Corporate & Democratic Core	389		389
Non-Distributed Costs	82	-	82
Net Cost of Services	17,872	(3,551)	14,321
Holding Accounts	8,537	(191)	8,346
NET OPERATING EXPENDITURE	26,409	(3,742)	22,667
Other operating expenditure			77
Financing and investment income and expenditure			2,784
Taxation & non-specific grant income			(967)
Funded by:			
Adur District Council			(7,851)
Worthing Borough Council			(12,330)
(Surplus) or deficit on provision of services			4,380
Remeasurments of the net defined pension benefit liability			(6,648)
Other Comprehensive Income & Expenditure			(6,648)
			(2,268)

Adur District Council is also part of the CenSus Joint Committee partnership, a collaborative arrangement with Mid Sussex District Council and Horsham District Council for the delivery of Revenues and Benefits services. Mid Sussex is the lead Council for this partnership.

Adur District Council and Worthing Borough Council are part of the CenSus Joint Committee partnership with Horsham District Council and Mid Sussex District Council for the delivery of ICT Services. Horsham is the lead Council for this partnership.

NOTES TO THE ACCOUNTS

NOTE 34: JOINT BUDGETS

Memorandum Accounts for Census year ending 31st March 2014

Census Revenues & Benefits	Mid Sussex District Council	Horsham District Council	Adur District Council	TOTAL
Expenditure	£'000	£'000	£'000	£'000
Salary costs	2,894	-	-	2,894
Transport costs	71	-	-	71
Supplies and Services	751	41	10	802
Total Expenditure	3,716	41	10	3,767
Income				
Grant Income	(36)	(33)	(30)	(99)
Fees and charges	(372)	(232)	(175)	(779)
Miscellaneous Income	(2)	-	-	(2)
Total Income	(410)	(265)	(205)	(880)
Net Expenditure incurred by each council	3,306	(224)	(195)	2,887
Proportional Share of Costs	1,055	1,010	822	2,887

Census ICT	Mid Sussex District Council	Horsham District Council	Adur District Council	Worthing Borough Council	TOTAL
	£'000	£'000	£'000	£'000	£'000
Net Operating Expenditure for CenSus ICT Services	33	2,200	55	-	2,288
Proportional Share of Costs	694	569	410	615	2,288

The Census partnership Balance Sheet has not been consolidated into the Council's Balance Sheet as it is not deemed to be material.

NOTE 35: MEMBERS' ALLOWANCES

The total allowances paid to Members were as follows:

2013/14	2012/13
£	£
150,884	149,581

NOTE 36 OFFICERS' REMUNERATION

The senior officers who manage services and staff for Adur District Council and Worthing Borough Council are employed by Adur District Council as part of the partnership arrangement. Below is the remuneration note that appears in the accounts of the Joint Committee. These emoluments relate to the employment of senior officers by Adur District Council on behalf of both Adur District Council and Worthing Borough Council.

NOTES TO THE ACCOUNTS

NOTE 36 OFFICERS' REMUNERATION

The numbers of employees (including the Senior Officers who are also listed individually in the later tables) whose remuneration, excluding pension contributions, was £50,000 or more, in bands of £5,000 were:-

Remuneration Bands	Number of Employees	
	2013/14	2012/13
£50,000 to £54,999*	7	4
£55,000 to £59,999*	3	6
£60,000 to £64,999	8	2
£65,000 to £69,999*	-	1
£70,000 to £74,999	4	8
£75,000 to £79,999*	3	2
£80,000 to £84,999	-	-
£85,000 to £89,999*	1	1
£90,000 to £94,999	1	2
£95,000 to £99,999	-	-
£100,000 to £104,999	-	1
£105,000 to £109,999	-	-
£115,000 to £119,999	-	-
£120,000 to £124,999*	1	-
£125,000 to £129,999	-	-
£130,000 to £134,999	-	-
£135,000 to £139,999	-	-
£140,000 to £144,999	-	-
£145,000 to £149,999	-	-
£150,000 to £155,000	1	-
£195,000 to £200,000	1	-
	30	27

* These include redundancy payments relating to 2013/14 and 2012/13. Please see the Exit Packages table at the end of this note and Note 46 Termination Benefits for further details of these payments.

For the purpose of this note remuneration means all amounts paid to or receivable by an employee during the year.

Remuneration Disclosures for Senior Officers whose salary is £150,000 or more per year

Note 1: There were 2 members of staff whose salary was more than £150,000 in 2013/14 and none for 2012/13.

Remuneration Disclosures for Senior Officers whose salary is less than £150,000 but equal to more than £50,000 per year

Note 2: The Chief Executive, Strategic Directors and Executive Heads of Services are employed by Adur District Council and provide services to both Adur District Council and Worthing Borough Council as part of a formally agreed partnership arrangement where costs are shared and included in the support service allocations to the authorities.

There were no bonuses paid to these staff in either 2013/14 or 2012/13.

Postholder (Title)	Salary (including Fees and Allowance)	Expense Allowance	Benefit in Kind e.g. Car Allowances	Comp- ensation for Loss of Office	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions	Net Cost borne by Worthing B.C.	Net Cost borne by Adur D.C. Employing Authority
Chief Executive									
2013/14	98,653	1,019	-	-	99,672	18,407	118,079	59,040	59,040
2012/13	103,250	748	-	-	103,998	18,275	122,273	61,137	61,137
Strategic Director 1									
2013/14	91,721	368	-	-	92,089	16,235	108,324	54,162	54,162
2012/13	90,813	0	-	-	90,813	16,074	106,887	53,444	53,444
Strategic Director 2 Andrew Gardiner									
2013/14	95,454	589	-	100,265	196,308	16,235	212,543	106,271	106,271
2012/13	90,972	562	-	-	91,534	16,074	107,608	53,804	53,804

NOTES TO THE ACCOUNTS

NOTE 36 OFFICERS' REMUNERATION

Postholder (Title)	Salary (including Fees and Allowance)	Expense Allowance	Benefit in Kind e.g. Car Allow- ances	Compensation for Loss of Office	Total Remun- eration excluding Pension Contribu- tions	Pension Contribution - Employer Only	Total Remun- eration including Pension Contribu- tions	Net Cost borne by Worthing B.C.	Net Cost borne by Adur D.C. Employing Authority
Executive Head of Financial Services 2013/14 2012/13	71,885 71,546	117 300			72,002 71,846	12,669 12,543	84,671 84,389	50,803 50,633	33,868 33,756
Executive Head of Planning, Reg. & Wellbeing 2013/14 2012/13	71,575 70,866	101 2,016	- -	- -	71,676 72,882	12,669 12,543	84,345 85,425	50,607 51,255	33,738 34,170
Executive Head of Corp'te & Cultural Services 2013/14 2012/13	72,437 70,891	261			72,698 70,891	12,673 12,548	85,371 83,439	51,223 50,063	34,148 33,376
Executive Head of Customer Services, Waste & Recycling 2013/14 2012/13	74,434 70,916	4 212	1,834		74,438 72,962	12,932 12,877	87,370 85,839	52,422 51,503	34,948 34,336

NOTE 36 OFFICERS' REMUNERATION

Postholder (Title)	Salary (including Fees and Allowance)	Expense Allowance	Benefit in Kind e.g. Car Allowances	Comp- sation for Loss of Office	Total Remuneration excluding Pension Contributions	Pension Contribution - Employer Only	Total Remuneration including Pension Contributions	Net Cost borne by Worthing B.C.	Net Cost borne by Adur D.C. Employing Authority
Executive Head of Housing, Health & Community Safety Paul Spedding									
2013/14	73,787	1,082	-	79,698	154,567	12,682	167,249	100,349	66,900
2012/13	71,109	423	-	-	71,532	12,557	84,089	50,453	33,636
Executive Head of Adur Homes									
2013/14	38,111	171	-	-	38,282	6,714	44,996	26,998	17,998
2012/13	71,084	212	-	-	71,296	12,552	83,848	50,309	33,539
Executive Head of Technical Services									
2013/14	63,107	1,040	-	-	64,147	7,876	72,023	43,214	28,809
2012/13	71,078	294	1,359	-	72,731	12,726	85,457	51,274	34,183

NOTES TO THE ACCOUNTS

NOTE 36 OFFICERS' REMUNERATION

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

(a) Exit package cost band (including special payments)	(b) Number of compulsory redundancies		(c) Number of other departures agreed		(d) Total number of exit packages by cost band		(e) Total cost of exit packages in each band	
	2012/13	2013/14	2012/13	2013/14	2012/13	2013/14	2012/13	2013/14
							£	£
£0 - £20,000	2	5	11	5	13	10	78,128	75,589
£20,000 - £40,000	-	1	4	4	4	5	79,078	153,997
£40,000 - £60,000	-	-	1	-	1	-	40,175	-
£60,000 - £80,000	-	-	-	2	-	2	-	139,763
£80,000 - £100,000	-	-	-	-	-	-	-	-
£100,000 - £150,000	-	-	-	1	-	1	-	100,265
Total cost included in bandings	2	6	16	12	18	18	197,381	469,613
Add: Amounts provided for in CIES not included above	-	-	-	-	-	-	-	-
Total cost included in CIES	2	6	16	12	18	18	197,381	469,613
These redundancy costs are shared between the Authorities in proportion to the service allocation. The total cost of £469,613 in the table above includes £189,160 for exit packages that have been charged to the Authority's Comprehensive Income and Expenditure Statement in the current year.								

NOTE 37: EXTERNAL AUDIT COSTS

The Council incurred the following fees (all payable to Ernst and Young) relating to external audit.

	2013/14	2012/13
	£'000s	£'000s
Fees payable to external auditors with regard to external audit services carried out by the appointed auditor for the year	65	63
Fees payable to external auditors for the certification of grant claims and returns for the year	17	30
Adur and Worthing Joint Committee	12	12
TOTAL	94	105

NOTES TO THE ACCOUNTS

NOTE 38: SCHOOLS

This note is not applicable to Adur District Council.

NOTE 39: GRANT INCOME

The Council credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2013/14.

	2013/14	2012/13
	£'000s	£'000s
Credited to Taxation and Non specific Grant Income		
Business Rates	335	-
Capitalisation provision	12	-
Non Domestic Rates	1,108	3,186
Revenue Support	2,320	62
Council Tax Freeze Grant	63	155
Council Tax Transition Grant	23	-
New Homes Bonus Scheme	472	215
New Burdens Grant	66	13
	4,399	3,631
Capital Grants & Donations - Non Specific		
Adur Homes - Leaseholders Contributions	109	32
Cabinet Office	6	-
CLG Shoreham Harbour Growth Point Grant	-	49
CLG energy Efficiency Grant	-	5
HRA DECC Grant	20	-
Royal National Lifeboat Institution	-	1
Ropetackle Car Park	-	63
S106 Other Contributions	42	175
Shoreham Community Centre Contribution	-	17
Veolia	13	-
Viridor Credits Landfill Communities Fund	-	18
West Sussex County Council	143	32
Worthing Borough Council	25	-
	358	392
Total non-specific grant income	4,757	4,023
Capital Grants & Donations - Specific		
DEFRA/Environment Agency (Coast Protection)	34	18
CLG Disabled Facilities Grant	230	271
WSCC Transport Study	-	2
	264	291

NOTES TO THE ACCOUNTS

NOTE 39: GRANT INCOME

	2013/14	2012/13
	£'000s	£'000s
Credited to Services - General Fund Grants		
DCLG - Gypsy Travellers assistance	-	9
DCLG Business Rates cost of collection	-	86
DCLG - Homelessness Act Grant Funding	65	57
DCLG Lancing Town team partnerships	-	10
Discretionary Housing Payments	13	13
Food Standards Agency - Food Hygiene Rating Scheme	-	1
Memorial Bench	-	7
Neighbourhood Workers	-	2
New Burdens Grant administration	-	87
PCC Advance reimbursement	-	44
Shoreham Harbour - Growth Point & Contributions	89	47
Tesco - Public Art contribution	9	14
Other Grants and Contributions	15	137
	191	514
TOTAL	5,212	4,828

The Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that will require the monies or property to be returned to the giver if the conditions are not met. The balances at the end of the year are as follows:

	2013/14	2012/13
	£'000s	£'000s
Revenue Grants Receipts in Advance		
DCLG - Eco-Town Shoreham Harbour	215	290
Polution Monitoring - Defra	7	-
Shoreham Harbour - Growth Point & Contributions	-	13
Tesco - Public Art contribution	11	20
Grants recognised in the Joint Committee	150	130
	383	453
TOTAL	383	453

NOTE 40: RELATED PARTIES

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

NOTES TO THE ACCOUNTS

NOTE 40: RELATED PARTIES

Central Government

Central government has effective control over the general operations of the Council – it is responsible for providing the statutory framework, within which the Council operates, provides the majority 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 Note 39.

Members

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2013/14 is shown in Note 35. During 2013/14 there were no related party transactions declared by Councillors. In 2013/14 all contracts were entered into in full compliance with the Council's standing orders. Details of all members' transactions are recorded in the Register of Members' Interest, open to public inspection on the Council's website.

Officers

There were no related party transaction declared by officers in 2013/14.

Other Public Bodies

The Council has a partnership arrangement with Worthing Borough Council for the sharing of a joint officer structure.

Adur also has a partnership arrangement with Horsham District Council, Mid Sussex District Council and Worthing Borough Council for the delivery of ICT services and Revenues and Benefits services.

Transactions and balances relating to these partnerships are summarised in Note 34.

Entities Controlled or Significantly Influenced by the Council

The Council has a 30 year agreement with Impulse Leisure Trust to manage two leisure centres as one community swimming pool.

Payment of a subsidy of £210,000 was made to Impulse Leisure Trust in 2013/14. The value of this receipt is material to the Leisure Centre Trust.

NOTE 41: CAPITAL EXPENDITURE AND CAPITAL FINANCING

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

NOTES TO THE ACCOUNTS

NOTE 41: CAPITAL EXPENDITURE AND CAPITAL FINANCING

	2013/14	2012/13
	£'000	£'000
Opening Capital Financing Requirement	77,779	79,837
Capital Investment		
Property, Plant and Equipment	3,594	3,031
Investment Properties	21	-
Intangible Assets	3	36
Revenue Expenditure Funded from Capital Under Statute	427	377
HRA Settlement Payment	-	-
Sources of Finance		
Capital receipts	(187)	(828)
Government grants and other contributions	(582)	(474)
Sums set aside from revenue:		
Direct revenue contributions	(254)	(36)
MRP/loans fund principal	(2,467)	(2,453)
Revenue funding	(2,051)	(1,711)
Closing Capital Financing Requirement	76,283	77,779
Explanation of movements in year		
Increase in underlying need to borrow (supported by Government financial assistance)	-	-
Increase/ (Decrease) in underlying need to borrow (unsupported by Government financial assistance)	(1,494)	(2,058)
Increase/(decrease) in Capital Financing Requirement	(1,494)	(2,058)

NOTE 42: LEASES

Finance Leases – Lessee

At 31st March, 2014 the Council did not have any finance leases under IAS17.

Operating Leases – Lessee

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

	31-Mar-14	31-Mar-13
	£'000	£'000
Not later than one year	14	12
Later than one year and not later than five years	20	7
Later than five years	-	4
	34	23

NOTES TO THE ACCOUNTS

NOTE 42: LEASES

Operating Leases - Lessor

The Council leases out property under operating leases for the following purposes:

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

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

	31-Mar-14	31-Mar-13
	£'000	£'000
Not later than one year	470	558
Later than one year and not later than five years	1,045	1,218
Later than five years	3,271	3,168
	4,786	4,944

Operating Leases

The Authority is the lessee of a number of properties which it sublets to tenants of Adur Homes. The non cancellable rentals due for lessor and lessee rents cannot be quantified with certainty, but are deemed not to be material and therefore excluded from the tables above.

NOTE 43: PFI AND SIMILAR CONTRACTS

This is not applicable for Adur District Council.

NOTE 44: IMPAIRMENT LOSSES

There were no impairment losses in 2013/14.

NOTE 45: CAPITALISATION OF BORROWING COSTS

This note is not applicable to Adur District Council.

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLANS

Transactions Relating to Post-employment Benefits

Comprehensive Income and Expenditure Statement	Consolidation of Joint Committee:		Local Government Pension Scheme	
	Joint Committee 2013/14	Adur 2013/14	Total 2013/14	Restated 2012/13
	£'000s	£'000s	£'000s	£'000s
Cost of services				
Current service cost	(1,387)	(344)	(1,731)	(2,740)
Past service cost	(33)	(38)	(71)	(120)
(gain)/loss from settlements		-	-	-
Financing & Investment Income &				
Net Interest cost	(1,114)	(1,313)	(2,427)	(1,182)
Total post employment benefit charged to the surplus or deficit on the provision of services	(2,534)	(1,695)	(4,229)	(4,042)
Other post employment benefit charged to the CI&E Statement				
<i>Remeasurement of the net defined benefit liability comprising:</i>				
Return on plan assets (excluding the amount included in the net interest expense)	1,062	(43,285)	(42,223)	7,632
Actuarial gains and losses arising on changes in demographic assumptions	904	(3,201)	(2,297)	-
Actuarial gains and losses arising on changes in financial assumptions	693	(1,564)	(871)	(12,050)
Other (if applicable)		47,371	47,371	120
Total remeasurements recognised in the other comprehensive income	2,659	(679)	1,980	(4,298)
Total post-employment benefits charged to the CI&E statement	125	(2,374)	(2,249)	(8,340)

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLANS

Transactions Relating to Post-employment Benefits

Movement in Reserves Statement	Joint Comm'tee 2013/14	Adur 2013/14	2013/14	2012/13
	£'000s	£'000s	£'000s	£'000s
Reversal of net charges made to the surplus or deficit on the provision of services for post employment benefits in accordance with the code	(1,604)	(154)	(1,758)	(432)
Actual amounts charged against the General Fund balance for pensions in the year:				
Employer's contributions payable to the scheme	(929)	(1,541)	(2,470)	(3,610)
Retirement benefits payable to pensioners	515	3,306	3,821	3,130

Pension Assets and Liabilities

Pensions Assest and Liabilities Recognised in the Balance Sheet	Local Government Pension Scheme	
	2013/14	2012/13
	£'000s	£'000s
Present value of the defined benefit obligation	77,783	117,980
Fair value of plan assets	(47,160)	(88,190)
Sub-total	30,623	29,790
Consolidation from Joint Committee	3,027	4,081
Net liability arising from defined benefit obligation	33,650	33,871

Reconciliation of the Movements in the Fair Value of Scheme (Plan) Assets	Local Government Pension Scheme	
	2013/14	2012/13
	£'000s	£'000s
Opening fair value of scheme assets	88,190	75,530
Interest income	3,929	3,658
Remeasurement gain / (loss):		
The return on plan assets, excluding the amount included in the Other	(43,285)	7,632
Contributions from employer	1,381	3,610
Contributions from employees into the scheme	91	890
Benefits paid	(3,146)	(3,130)
Other		
Closing fair value of scheme assets	47,160	88,190

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLANS

Pension Assets and Liabilities

Pensions Assest and Liabilities Recognised in the Balance Sheet	Local Government Pension Scheme	
	2013/14 £'000s	2012/13 £'000s
Present value of the defined benefit obligation	80,259	117,980
Fair value of plan assets	(48,333)	(88,190)
Sub-total	31,926	29,790
Consolidation from Joint Committee	3,027	4,081
Net liability arising from defined benefit obligation	34,953	33,871
Contributions from employer	1,381	3,610
Contributions from employees into the scheme	91	890
Benefits paid	(3,146)	(3,130)
Other		
Closing fair value of scheme assets	48,333	88,190

Reconciliation of present value of the scheme liabilities (defined benefit obligation)	Funded Liabilities: LGPS	
	2013/14 £'000s	2012/13 £'000s
Opening Balance at 1 April	117,980	100,590
Current service cost	344	2,740
Interest cost	5,242	4,840
Contributions from scheme members	91	890
Remeasurement (gains) & losses:		
Actuarial gains / losses arising from changes in demographic assumptions	3,201	-
Actuarial gains / losses arising from changes in financial assumptions	1,564	12,050
Other experience	(47,371)	(120)
Past service cost	38	-
Losses/(Gains) on curtailment	-	120
Liabilities assumed on a entity combinations	-	-
Benefits paid	(3,306)	(3,130)
Liabilities extinguished on settlements	-	-
Closing balance at 31 March	77,783	117,980

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLANS

Pension Assets and Liabilities

Local Government Pension Scheme assets comprised (quoted prices are in active markets)	Fair value of scheme assets	
	2013/14 £'000s	2012/13 £'000s
Cash and cash equivalents	1,013	1,340
Equity instruments:		
Consumer	7,938	12,967
Manufacturing	4,222	6,988
Energy and Utilities	2,431	4,743
Financial Institutions	7,342	8,729
Health and Care	3,264	4,917
Information Technology	5,521	7,394
Other	1,280	1,583
Sub-total equity	31,998	47,321
Debt Securities:		
UK Government	1,188	3,275
Bonds	4,239	9,252
Equities	-	12,521
Property:		
UK Property	3,676	6,679
Overseas Property	106	212
Sub-total property	3,781	6,890
Other investment funds	2,069	1,683
Total assets	44,288	82,282

Local Government Pension Scheme assets comprised (quoted prices are not in active markets)	Fair value of scheme assets	
	2013/14 £'000s	2012/13 £'000s
Private Equity:		
All	2,872	5,907.9
Total assets	2,872	5,907.9

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLANS

Pension Assets and Liabilities

	Local Government Pension Scheme	
	2013/14	2012/13
Mortality assumptions:		
<i>Longevity at 65 for current pensioners</i>		
Male	24.4	22.7
Female	25.8	24.2
<i>Longevity at 65 for future pensioners</i>		
Male	26.9	24.3
Female	28.5	26.4
Rate of inflation	2.8%	2.8%
Rate of increase in salaries	3.9%	5.1%
Rate of increase in pensions	2.6%	2.8%
Rate for discounting scheme liabilities	4.1%	4.5%

Change in assumptions at 31 March 2014	Approximate % increase to Employer Liability	Approximate monetary amount
		£000
0.5% decrease in Real Discount Rate	7%	5,477
1 year increase in member life expectancy	3%	2,333
0.5% increase in Salary Increase Rate	0%	350
0.5% increase in the Pension Increase Rate	7%	5,157

Basis for Estimating Assets and Liabilities:

The estimation of the defined benefit obligation is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all other assumptions remain constant. The assumptions for longevity, for example, assume that life expectancy increase or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have been assessed on an actuarial basis using the projected unit credit method.

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. Both the Local Government Pension Scheme and discretionary benefits liabilities have been estimated by Hymans Robertson, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation of the scheme as at 31st March, 2014.

NOTES TO THE ACCOUNTS

NOTE 48: DEFINED BENEFIT PENSION PLANS

Basis for Estimating Assets and Liabilities:

The significant assumptions used by the actuary have been:

	Local Government Pension Scheme	
	2013/14	2012/13
Mortality assumptions:		
<i>Longevity at 65 for current pensioners</i>		
Male	24.4	22.7
Female	25.8	24.2
<i>Longevity at 65 for future pensioners</i>		
Male	26.9	24.3
Female	28.5	26.4
Rate of inflation	2.8%	2.8%
Rate of increase in salaries	3.9%	5.1%
Rate of increase in pensions	2.6%	2.8%
Rate for discounting scheme liabilities	4.1%	4.5%

Change in assumptions at 31 March 2014	Approximate % increase to Employer Liability	Approximate monetary amount
		£000
0.5% decrease in Real Discount Rate	7%	5,689
1 year increase in member life expectancy	3%	2,408
0.5% increase in Salary Increase Rate	1%	453
0.5% increase in the Pension Increase Rate	7%	5,258

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

Impact on the Council's Cash Flow:

The Council anticipates paying £2,450,000 contributions to the scheme in 2014/15.

NOTES TO THE ACCOUNTS

NOTE 49: CONTINGENT LIABILITIES

Personal Search Companies who have requested Environmental Information Regulations and have paid fees according to the charges set by Adur Council are now seeking a financial compensation for the return, in full, of all fees levied for access to such information. Claims could be made for as far back as 31st December 1992 when the Regulations came into force. At present it has not been proven that such compensation can be claimed.

There is an on-going disagreement with a local contractor over the extent and cost of works completed on Council owned blocks of flats in the district. The Council disputes that any money is owed and is in a dispute resolution process.

NOTE 50: CONTINGENT ASSETS

There are no contingent assets for 2012/13 and 2013/14.

NOTE 51: NATURE & EXTENT OF RISK

Please refer to Note 16 for an explanation of the nature and extent of risks arising from financial instruments.

NOTE 52: HERITAGE ASSETS SUMMARY OF TRANSACTIONS

The Authority has not acquired, had donated or disposed of, any heritage assets in the last 3 years and it is not practicable to provide information prior to this date.

NOTE 53: HERITAGE ASSETS NOT REPORTED IN THE BALANCE SHEET

The following assets are not reported in the balance sheets because information on the cost or value of these assets is not available due to the lack of comparative information and the unique nature of these assets; the cost of obtaining a valuation would not be commensurate with the benefits to the users of the financial statements.

Buckingham Park House Ruin: Comprises the remains of an old listed building situated in Buckingham Park valuation has not been obtained due to the unique nature of this asset.

Buckingham Farm Dovecote: This is a listed building situated on an open space which old records indicate was transferred to the Council in about 1974. No valuation is available due to the unique nature of the asset.

War Memorial, adjacent to St. Mary's Church, Shoreham: The Council does not hold cost information on this monument and the cultural significance of this monument cannot be valued.

NOTE 54: TRUST FUNDS

The Council acts as a trustee for two Charities; Adur Recreational Ground (271495) and The Green (290683). In both cases the land was gifted to the Council to maintain, and any income generated is offset against this maintenance.

HOUSING REVENUE ACCOUNT (HRA) COMPREHENSIVE INCOME AND EXPENDITURE

	Note	2013/14		2012/13	
		Net Expenditure		Net Expenditure	
		£'000	£'000	£'000	£'000
INCOME					
Dwelling rents		(11,825)		(11,321)	
Non-dwelling rents		(452)		(509)	
Charges for services and facilities		(486)		(688)	
Contributions towards expenditure		(17)		(16)	
Total Income			(12,780)		(12,534)
EXPENDITURE					
Repairs and maintenance		1,762		2,034	
Supervision and management		2,424		2,677	
Rents, rates, taxes and other charges		27		27	
Depreciation	9	3,467		1,355	
Revaluation and impairment of non-current assets	10	(876)			
Movement in the allowance for bad debts		129		(4)	
Total Expenditure			6,933		6,089
Net (Income) / Cost of HRA Services as included in the whole authority CI&E Statement			(5,847)		(6,445)
HRA services share of Corporate and Democratic Core			539		263
Net (Income) / Cost of HRA Services			(5,308)		(6,182)
HRA share of the operating income and expenditure included in the CI&E Statement					
(Gain) or loss on sale of HRA non-current assets	1	(124)		135	
Derecognition of assets		1,103			
Revaluation of investment properties		(200)			
Interest payable and similar charges		2,488		2,545	
HRA Interest and Investment income		(52)		(52)	
Pensions interest cost and expected return on pensions assets	1	387		19	
Capital grants and contributions receivable	1	(129)		(63)	
			3,473		2,584
Deficit / (surplus) for the year on HRA Services			(1,835)		(3,598)

HOUSING REVENUE ACCOUNT (HRA)

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

The HRA Income and Expenditure Statement above shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with regulations, this may be different from the accounting cost.

STATEMENT OF MOVEMENT ON THE HRA BALANCE

The increase or decrease in the HRA Balance in the year, on the basis of which rents are raised, is shown in the movement on the HRA Statement, as follows:

Statement of Movement on the HRA Balance	2013/14	2012/13
	£'000s	£'000s
Balance on the HRA at the end of the previous reporting period	2,107	1,849
Surplus or (deficit) for the year on the HRA Income and Expenditure Account	1,835	3,598
Adjustments between accounting basis and funding basis under statute	(935)	(3,154)
Net Increase or (Decrease) before transfers to reserves	900	444
<i>Transfers (to) or from Earmarked Reserves</i>		
Transfer of Housing Repairs Account balance to Housing Revenue Account	-	229
Transfer to Major Repairs Reserve	(440)	-
Contribution to New Development & Acquisition Reserve	(346)	(415)
Transfer to HRA Discretionary Assistance Fund	(50)	-
Balance on the HRA at the end of the current reporting period	2,171	2,107

The Statement of Movement on the HRA Balance reconciles the reported surplus or deficit for the year shown on the Comprehensive Income and Expenditure Statement with the HRA balance at the end of the year, and is calculated in accordance with the Local Government and Housing Act 1989.

Part of the reconciliation includes adjustments between accounting basis and funding basis under statute to ensure that the HRA balance is determined in accordance with proper practices. These adjustments are disclosed in Note 1.

NOTES TO HOUSING REVENUE ACCOUNT (HRA)

NOTE 1: STATEMENT OF MOVEMENT ON HOUSING REVENUE ACCOUNT

	2013/14	2012/13
	£'000s	£'000s
Items included in the HRA Income and Expenditure Account but excluded from the movement on HRA statement for the year.		
Gain or loss on sale of HRA non-current assets	124	(135)
Derecognition off assets	(1,103)	
HRA share of contributions to or from the Pensions Reserve	(45)	16
Transfers to/(from) Capital Adjustment Account	(2,262)	424
Voluntary Provision for Repayment of Debt	1,717	
Transfers to/(from) Major Repair Reserve	2,150	2,266
	581	2,571
Amounts not included in the Income and Expenditure Account, but required by statute to be included when determining the Movement on the Housing Revenue Account for the year		
Amortisation of Premiums	31	195
Capital expenditure funded by the HRA	323	388
	935	3,154
Net additional amount required to be debited or (credited) to the Housing Revenue Account balance for the year.	935	3,154

NOTE 2: NUMBER OF TYPES OF DWELLING IN THE HOUSING STOCK

	31st March 2014	31st March 2013
	£'000s	£'000s
Houses	1,030	1,037
Bungalows	171	171
Flats	1,430	1,436
TOTAL DWELLINGS	2,631	2,644

NOTES TO HOUSING REVENUE ACCOUNT (HRA)

NOTE 3: TOTAL BALANCE SHEET VALUE OF LAND, HOUSES AND OTHER PROPERTY WITHIN THE HRA

	31st March 2014	31st March 2013
	£'000s	£'000s
Council Dwellings	138,889	115,106
Other Land and Buildings	4,162	5,620
Investment Properties	596	396
Assets held for Sale	316	-
TOTAL BALANCE SHEET VALUE OF LAND, HOUSES AND OTHER PROPERTY	143,963	121,122

NOTE 4: VACANT POSSESSION VALUE OF DWELLINGS WITHIN THE HRA AT 1ST APRIL

	2013/14	2012/13
	£'000s	£'000s
VACANT POSSESSION VALUE OF DWELLINGS WITHIN THE HRA AT 1ST APRIL	359,705	368,345

The vacant possession value and Balance Sheet value of dwellings within the HRA show the economic cost to government of providing council housing at less than market rents.

NOTE 5: MOVEMENTS ON THE MAJOR REPAIRS RESERVE

	2013/14	2012/13 Restated
	£'000s	£'000s
Balance at 1st April	2,198	1,109
Share of HRA Surplus transferred to Major Repairs Reserve	440	-
Capital expenditure funded from Major Repairs Reserve	(1,765)	(1,177)
Statutory provision equal to the annual depreciation charges to finance future capital expenditure or borrowing	3,467	3,133
Transfer from the MRR to abate the depreciation charge to the value of the Notional Major Repairs Allowance	(1,317)	(867)
Balance of Major Repairs Reserve at 31 March	3,023	2,198

The Major Repairs Reserve is a cash backed usable reserve that reflects unused Major Repairs Allowance obtained under the pre 2012/13 former subsidy system, plus provisions from revenue from 2012/13 onwards when the HRA self-financing regime was introduced. Since 2012/13 the Council is required to make an annual provision from revenue of an amount equivalent to the depreciation charge for all HRA assets. The total resources are applied to fund new capital expenditure or repay debt, as well as an abatement to the HRA Income and Expenditure Statement for depreciation charges which exceed the permitted Major Repairs Allowance which previously applied. This abatement is for a transitional period of five years from the financial year 2012/13.

NOTES TO HOUSING REVENUE ACCOUNT (HRA)

NOTE 6: HRA DISCRETIONARY ASSISTANCE FUND

The Discretionary Assistance Fund is a new fund established in 2013/14 for the main purposes of providing temporary financial assistance to tenants who may require support that is not otherwise available. The primary purpose is intended for home improvements or repairs that are the responsibility of the tenant, although other purposes may be considered when mutually beneficial.

Discretionary Assistance Fund	2013/14	2012/13
	£'000s	£'000s
Balance at 1st April	-	-
Transfer of Share of HRA Surplus	50	-
Expenditure in the year	-	-
BALANCE AT 31ST MARCH	50	-

NOTE 7: CAPITAL EXPENDITURE AND FINANCING WITHIN THE HRA

	2013/14	2012/13
	£'000s	£'000s
EXPENDITURE		
Council Dwellings	2,313	1,768
Other Properties	17	6
Equipment	(2)	18
TOTAL CAPITAL EXPENDITURE	2,328	1,792
FINANCING		
HRA usable Capital Receipts	100	117
HRA grants received	20	31
Interest free loan	11	-
Leaseholder Contributions	109	32
HRA Revenue Contributions to capital	323	435
Major Repairs Reserve	1,765	1,177
TOTAL CAPITAL EXPENDITURE FINANCED	2,328	1,792

NOTE 8: CAPITAL RECEIPTS

	2013/14	2012/13
	£'000s	£'000s
Capital Receipts from the disposal of HRA property		
Sale of Council Dwellings	997	937
Mortgage Receipts received from previous years sale of Council Dwellings	1	1
	998	938
Retained for capital investment	755	726
Paid to central government	243	212
	998	938

NOTES TO HOUSING REVENUE ACCOUNT (HRA)

NOTE 9: DEPRECIATION FOR THE LAND, HOUSES, OTHER PROPERTY, EQUIPMENT & INTANGIBLE ASSETS WITHIN THE HRAD IN YEAR

	2013/14	Restated 2012/13
	£'000s	£'000s
Council Dwellings	3,398	2,949
Other Land and Buildings	62	180
Investment Properties	-	-
Equipment	1	1
Intangible Assets	6	4
TOTAL DEPRECIATION IN YEAR	3,467	3,134

NOTE 10: IMPAIRMENT CHARGES AND REVALUATIONS

In 2013/2014 the revaluation of the Housing Revenue Account dwellings by external valuers at 1.4.13 resulted in an increase in the Authorities housing stock valuation by £15,553,531. At 31.3.14 the external valuers advised that residential properties had risen by 7% during the financial year and this further increase has been reflected in the Authorities HRA. Revaluations of Council Dwellings in 2013/14 totalled £26,747,050; £24,466,613 was included in the HRA revaluation reserve and £2,280,437 was included in the HRA income and expenditure account. The value of other land and property within the HRA reduced by £1,401,457 and investment properties increased by £200,383 in 2013/14.

NOTE 11: HRA SHARE OF CONTRIBUTIONS TO OR FROM THE PENSION RESERVE

Under the provisions of IAS19, £387,000 has been debited to the Housing Revenue Account in respect of the portion/share of contributions allocated to the Pension Reserve.

NOTE 12: RENT ARREARS

	31st March 2014	31st March 2013
	£'000s	£'000s
Net arrears as at 31st March	515	371
Bad Debt provision for uncollectable debts	255	217

COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH 2014

These accounts represent the transactions of the Collection Fund which is a statutory fund separate from the General Fund of the Council. The Collection Fund accounts independently for income relating to council tax and non-domestic rates on behalf of those bodies (including the Council's own General Fund) for whom the income has been realised. Administration costs are borne by the General Fund.

Collection Fund - Council Tax and Business Rates						
	2013/14			2012/13 - Restated		
	Business Rates	Council Tax	TOTAL	Business Rates	Council Tax	TOTAL
INCOME (A)	£'000	£'000	£'000	£'000	£'000	£'000
Council Tax Receivable		31,706	31,706		36,151	36,151
Business Rates Receivable	17,210		17,210	15,011		15,011
Transitional; Protection Payments Receivable	(582)		(582)	-		-
Reconciliation Adjustments	-		-	-		-
	16,628	31,706	48,334	15,011	36,151	51,162
Contrib'n Towards Previous Year Deficit (B)						
Central Government	-		-	-		-
Adur District Council	-	9	9	-	-	-
West Sussex County Council	-	35	35	-	-	-
Sussex Police and Crime Commissioner	-	4	4	-	-	-
	-	48	48	-	-	-
TOTAL INCOME (C) = (A+B)	16,628	31,754	48,382	15,011	36,151	51,162
EXPENDITURE (D)						
Contrib'n Towards Previous Year Surplus						
Central Government	-		-	-		-
Adur District Council	-	-	-	-	90	90
West Sussex County Council	-	-	-	-	382	382
Sussex Police and Crime Commissioner	-	-	-	-	46	46
	-	-	-	-	518	518
Precepts, Demands and Shares (E)						
Central Government	7,852		7,852	14,707		14,707
Adur District Council:						
Adur DC (Excluding Parish Precept)	6,282	5,398	11,680	-	6,184	6,184
Lancing Parish Council		278	278		220	220
Sompting Parish Council		83	83		83	83
West Sussex County Council	1,570	22,869	24,439	-	26,198	26,198
Sussex Police and Crime Commissioner		2,724	2,724		3,121	3,121
	15,704	31,352	47,056	14,707	35,806	50,513
Charges to Collection Fund (F)						
Less: write offs of uncollectable amounts	66	70	136	487	98	585
Less: Inc / Dec (-) in Bad Debt Provision	68	284	352	(269)	(229)	(498)
Less: Inc / Dec (-) in Provision for Appeals	1,177		1,177	-		-
Less: Cost of Collection	85		85	86		86
Less: Reconciliation adjustments	-	-	-	-	-	-
	1,396	354	1,750	304	(131)	173
TOTAL EXPENDITURE (G) = (D+F)	17,100	31,706	48,806	15,011	36,192	51,203
Sur. / Def. (-) arising during the year (C-G)	(472)	48	(424)	-	(41)	(41)
Surplus / Deficit (-) b/fwd. 1st April 2013	-	163	163	-	204	204
Surplus / Deficit (-) c/fwd. 31st March 2014	(472)	211	(261)	-	163	163

NOTES TO THE COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT

NOTE 1: COUNCIL TAX

Council Tax income is based on the value in 1991 of residential properties, which are classified into eight valuation bands, as below, including a variant on Band A in respect of disabled relief. The total numbers of properties in each band are adjusted and then converted to a Band D equivalent, which when totalled and adjusted for valuation changes and losses on collection forms the Council's tax base.

	No. of Chargeable Dwellings	Less Discounts	Add New Homes Forecast	Net Dwellings	Ratio to Band D	No. of Band D Equivalents
Band A-	8	1	0	7	5/9ths	4
Band A	2,617	417	6	2,205	6/9ths	1,470
Band B	4,882	537	14	4,359	7/9ths	3,390
Band C	11,148	856	33	10,325	8/9ths	9,178
Band D	5,977	382	23	5,619	9/9ths	5,619
Band E	1,844	84	7	1,767	11/9ths	2,160
Band F	691	29	2	665	13/9ths	960
Band G	295	14	1	282	15/9ths	470
Band H	3	87	87	3	18/9ths	6
	27,465	2,407.65	173.60	25,231		23,256
Less: allowance for loss on collection and void properties						195
Less: Adjustment for Council Tax Benefits						3,380
						19,681

Individual charges per dwelling are calculated by dividing the total budget requirement of West Sussex County Council, the Sussex Police and Crime Commissioner and Adur District Council by the Council Tax Base calculated above.

	Demand or Precept £		Council Tax Base	Band D Council Tax £
West Sussex County Council	22,868,777	÷	19,680.7	1,161.99
Sussex Police & Crime Commissioner	2,724,203	÷	19,680.7	138.42
Adur District Council	5,397,830	÷	19,680.7	274.27

NOTE 2: NON-DOMESTIC RATES (NDR)

Non-domestic rates (NDR) are collected by the Council from local businesses using a uniform rate supplied by the Government for the Country as a whole which was 47.1p in 2013/14 (45.8p in 2012/13) and local rateable values. The total non-domestic rateable value at the end of the year for the district was £43.46m (£39.56m in 2012/13).

NOTES TO THE COLLECTION FUND INCOME AND EXPENDITURE ACCOUNT

NOTE 3: BAD AND DOUBTFUL DEBTS

A requirement of £837k and £404k for bad and doubtful debts for Council Tax and National Non Domestic Rates has been provided for in 2013/14 in line with Adur District Council's accounting policy for maintaining the provision.

NOTE 4: APPORTIONMENT OF BALANCES TO MAJOR PRECEPTORS OF COUNCIL TAX

This note shows the apportionment of balances into the parts attributable to the major precepting authorities.

Apportionment of Balances to Major Preceptors				
	West Sussex County Council	Sussex Police & Crime Commissioner	Adur District Council	TOTAL
	£'000	£'000	£'000	
Demand on Collection Fund 2014/15	22,889	2,780	5,349	31,017
Apportionment based on 2014/15 demand	72.94%	8.69%	18.37%	100%
Council Tax Arrears	1,474	179	344	1,997
Provision for Bad Debts	(618)	(75)	(144)	(837)
Receipt in Advance	(389)	(47)	(91)	(527)
(Surplus)/Deficit	(154)	(19)	(38)	(211)
Balance as at 31/03/2014	313	38	73	422

NOTE 5: APPORTIONMENT OF BUSINESS RATES BALANCES TO MAJOR PRECEPTORS

This note shows the apportionment of balances into the parts attributable to the major precepting authorities.

Apportionment of Business Rates Balances to Major Preceptors				
	Department of Communities and Local Govt	West Sussex County Council	Adur District Council	TOTAL
	£'000	£'000	£'000	
Business Rates Arrears	(226)	85	342	201
Provision for Bad Debts	(202)	(40)	(162)	(404)
Provision for Appeals	(589)	(118)	(471)	(1,178)
Receipt in Advance	(123)	(25)	(99)	(247)
(Surplus)/Deficit	236	47	189	472
Balance as at 31/03/2014	(904)	(51)	(201)	(1,156)

ANNUAL GOVERNANCE STATEMENT

SCOPE OF RESPONSIBILITY

Adur District Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. 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, facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

The Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government. A copy of the code is on our website at www.adur.gov.uk or www.adur-worthing.gov.uk or can be obtained from the Council. This statement explains how Adur District Council has complied with the code and also meets the requirements of regulation 4[2] of the Accounts and Audit Regulations 2011 in relation to the publication of a statement on internal control.

THE PURPOSE OF THE GOVERNANCE FRAMEWORK

The governance framework comprises the systems and processes, and culture and values, by which the Council is directed and controlled and its activities through which it accounts to, engages with 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 system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at the Council for the financial year ended 31st March 2014 and up to the date of approval of the statement of accounts.

THE GOVERNANCE FRAMEWORK

The key elements of the systems and processes that comprise the Council's governance arrangements include arrangements for:

- identifying and communicating the authority's vision of its purpose and intended outcomes for citizens and service users;
- reviewing the authority's vision and its implications for the authority's governance arrangements;
- translating the vision into objectives for the authority and its partnerships;

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THE GOVERNANCE FRAMEWORK

- measuring the quality of services for users, for ensuring they are delivered in accordance with the authority's objectives and for ensuring that they represent the best use of resources and value for money;
- defining and documenting the roles and responsibilities of the executive, non-executive, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication in respect of the authority and partnership arrangements;
- developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff;
- reviewing the effectiveness of the authority's decision-making framework, including delegation arrangements, decision making in partnerships and robustness of data quality;
- reviewing the effectiveness of the framework for identifying and managing risks and demonstrating clear accountability;
- ensuring effective counter-fraud and anti-corruption arrangements are developed and maintained;
- ensuring effective management of change and transformation;
- ensuring the authority's financial management arrangements conform with the governance requirements of the *CIPFA Statement on the Role of the Chief Financial Officer in Local Government* (2010) and, where they do not, explain why and how they deliver the same impact;
- ensuring the authority's assurance arrangements conform with the governance requirements of the *CIPFA Statement on the Role of the Head of Internal Audit* (2010) and, where they do not, explain why and how they deliver the same impact;
- ensuring effective arrangements are in place for the discharge of the monitoring officer function;
- ensuring effective arrangements are in place for the discharge of the head of paid service function;
- undertaking the core functions of an audit committee, as identified in CIPFA's *Audit Committees: Practical Guidance for Local Authorities*;
- ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful;
- whistleblowing and for receiving and investigating complaints from the public;
- identifying the development needs of members and senior officers in relation to their strategic roles, supported by appropriate training;

ANNUAL GOVERNANCE STATEMENT

THE GOVERNANCE FRAMEWORK

- establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation;
- enhancing the accountability for service delivery and effectiveness of other public service providers;
- incorporating good governance arrangements in respect of partnerships and other joint working as identified by the Audit Commission's report on the governance of partnerships, and reflecting these in the authority's overall governance arrangements.

The operation of this authority's governance framework is described in the section below.

THE OPERATION OF THE GOVERNANCE FRAMEWORK

The governance framework gives Managers/Directors/Members, in a number of ways, the confidence/evidence/ certainty that what needs to be done is being done. The chart below provides a high level overview of the Council's key responsibilities, how they are met and the means by which assurance is delivered.

WHAT WE NEED TO DO					
Focusing on the purpose of the Authority; deliver outcomes for the Community and create and implement a vision for the local area.	Working together to achieve a common purpose with clearly defined functions and roles	Promote values for the authority and demonstrate the values of good governance through upholding high standards of conduct and behaviour	Take informed and transparent decisions which are subject to effective scrutiny and managing risk	Develop the capacity and capability of members and officers to be effective	Engage with local people and other stakeholders to ensure robust public accountability.
HOW WE DO IT					
<ul style="list-style-type: none"> • Organisational goals • Service planning • Performance Management • Strategies 	<ul style="list-style-type: none"> • The Constitution • The Monitoring Officer • Section 151 Officer 	<ul style="list-style-type: none"> • Codes of conduct • Financial management and MTFP • Bribery Act 2010 policy guidance • Whistleblowing Policy • HR Policies and procedures 	<ul style="list-style-type: none"> • Freedom of information requests • Complaints procedure • Reports considered by legal and finance experts • Equality impact assessments • Corporate risk register 	<ul style="list-style-type: none"> • Robust interview and selection process • Training and development • Workforce planning • Succession planning • Performance development reviews 	<ul style="list-style-type: none"> • Community and engagement policy • Consultations • Terms of reference for partnerships

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

HOW WE KNOW WHAT NEEDS TO BE DONE IS BEING DONE

Joint Governance and Audit Committee function and self-assessment;
Corporate Governance Group; Scrutiny Reviews;
Review of progress made in addressing issues; Performance monitoring;
Review of compliance with corporate governance controls;
Review of accounts; Employee opinion surveys; Internal audits and external audits;
Inspections and recommendations made by external agencies.

The following sections look at how the Council delivers governance principles in more detail:

1. FOCUSING ON THE PURPOSE OF THE AUTHORITY AND ON OUTCOMES FOR THE COMMUNITY AND CREATING AND IMPLEMENTING A VISION FOR THE LOCAL AREA

Joint Corporate Priorities

The Councils have agreed a set of priorities which set out its aspirations for the town. These are detailed below:

Supporting and improving the local economy:

- 1) Promote and support projects and ideas that attract new and retain existing businesses, and generate investment in the area.
- 2) Enable new homes to be built to help meet the housing needs of our communities.
- 3) Support high quality developments.

Protecting front line services:

- 1) Provide and develop customer driven cost effective services.
- 2) Fulfil statutory obligations for delivery of front line services.
- 3) Adopt more sustainable ways of delivering services.

A mixed economy of Partnership working:

- 1) Work actively together in partnership to deliver cost effective services whilst retaining separate identities and seek to extend partnerships with others.
- 2) Work more closely with and commission our communities, the voluntary sector, public organisations, business and commercial sectors to:
 - Develop and deliver services.
 - Reduce crime, fear of crime, antisocial behaviour and support the Early and Family Intervention projects.
 - Deliver interventions that improve the health of our communities.

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

Ensuring value for money and low Council Tax:

- 1) Keep council tax increases low.
- 2) Generate financial capital, increase income and seek external funding sources.
- 3) Drive continual improvement and efficiencies in services particularly in procurement and contract management.
- 4) Reduce costs through 'Digital by Default' - getting more transactions online to

Service planning and performance management

In order to secure these outcomes for residents and service users, the Council needs to respond to some tough challenges. Through partnership working and efficiency savings the Council has made £3.1m of savings over the past five years and needs to find a further £2.1m by 2018/19 in a climate of reducing funding from Central Government and rising demand for many of the Councils services. This means that it is important that, whilst we focus on achieving the organisational goal and aspirations, we continue to plan services in detail on an annual basis, focusing on challenges over the coming year but also considering the medium term horizon.

The Heads of Service are responsible for preparing service plans that include detail on: core business that must be delivered; plans for improvement, development and disinvestment; financial planning; arrangements for addressing key governance issues; key service risks and management/mitigation activity and arrangements for robust performance management within the service.

2. MEMBERS AND OFFICERS WORKING TOGETHER TO ACHIEVE A COMMON PURPOSE WITH CLEARLY DEFINED FUNCTIONS AND ROLES.

The Constitution

The constitution sets out the how the Council operates; the roles and responsibilities of members, officers and the scrutiny and review functions; how decisions are made; and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. Although there is no longer a statutory requirement, this Council continues with this arrangement internally and is in the process of updating the constitution to ensure it reflects current practice. As well as working together as a single organisation and with our neighbour Worthing borough Council, members and officers continue to improve their working relations with other organisations, both locally and sub-nationally, to achieve a common purpose of improved efficiency and effectiveness.

The Monitoring Officer

The Monitoring Officer is a statutory function and ensures that the Council, its officers, and its elected members, maintain the highest standards of conduct in all they do. The Monitoring Officer ensures that the Council is compliant with laws and regulations, as well as internal policies and procedures. She is also responsible for matters relating to the conduct of Councillors and Officers, and for monitoring and reviewing the operation of the Council's Constitution.

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

Section 151 Officer

Whilst all Council Members and Officers have a general financial responsibility, the s151 of the Local Government Act 1972 specifies that one Officer in particular must be responsible for the financial administration of the organisation and that this Officer must be CCAB qualified. This is typically the highest ranking qualified finance officer and in this Council this is Sarah Gobey, who is also the Chief Financial Officer.

3. PROMOTING THE VALUES FOR THE AUTHORITY AND DEMONSTRATING THE VALUES OF GOOD GOVERNANCE THROUGH UPHOLDING HIGH STANDARDS OF CONDUCT AND BEHAVIOUR

Codes of conduct

Codes of Conduct exist for both staff and members.

All Councillors have to keep to a Code of Conduct to ensure that they maintain the high ethical standards the public expect from them. If a complainant reveals that a potential breach of this Code has taken place, Adur District Council or Worthing Borough Council may refer the allegations for investigation or decide to take other action.

On joining the Council, Officers are provided with a contract outlining the terms and conditions of their appointment. All staff must declare any financial interests, gifts or hospitality on a public register. Additionally, members are expected to declare any interests at the start of every meeting that they attend in accordance with Standing Orders. Members and officers are required to comply with approved policies.

Financial management

The Chief Financial Officer and s151 Officer is responsible for leading the promotion and delivery of good financial management so that public money is safeguarded at all times, ensuring that budgets are agreed in advance and are robust, that value for money is provided by our services, and that the finance function is fit for purpose. She advises on financial matters to both the Cabinet and full Council and is actively involved in ensuring that the authority's strategic objectives are delivered sustainably in line with long term financial goals. The s151 Officer together with finance staff ensure that new policies or service proposals are costed, financially appraised, fully financed and identifies the key assumptions and financial risks that face the council.

Financial Regulations were revised in 2013/14 by the s151 Officer so that the Council can meet all of its responsibilities under various laws. They set the framework on how we manage our financial dealings and are part of our Constitution. They also set the financial standards that will ensure consistency of approach and the controls needed to minimise risks. The s151 Officer has a statutory duty to report any unlawful financial activity or failure to set or keep to a balanced budget. She also has a number of statutory powers in order to allow this role to be carried out, such as the right to insist that the local authority makes sufficient financial provision for the cost of internal audit.

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

Anti-fraud, bribery and corruption

The Council is committed to protecting any funds and property to which it has been entrusted and expects the highest standards of conduct from Members and Officers regarding the administration of financial affairs.

The Councils have a Corporate Anti-Fraud Team which acts to minimise the risk of fraud, bribery, corruption and dishonesty and recommends procedures for dealing with actual or expected fraud.

Guidance and policies for staff on the Bribery Act 2010 and the Prevention of Money Laundering are found on the intranet.

Whistleblowing

The Council is committed to achieving the highest possible standards of openness and accountability in all of its practices. The Council's Whistleblowing policy (revised in 2014) <http://awintranet/media/media,125134,en.pdf> sets out the options and associated procedures for Council staff to raise concerns about potentially illegal, unethical or immoral practice and summarises expectations around handling the matter.

Joint Governance and Audit Committee

As its name suggests, the Joint Governance and Audit Committee has the responsibility for receiving many reports that deal with issues that are key to good governance. The Committee undertakes the core functions of an Audit Committee identified in CIPFA's practical guidance. The group has an agreed set of terms of reference, which sets out their roles and responsibilities of its members.

4. TAKING INFORMED AND TRANSPARENT DECISIONS WHICH ARE SUBJECT TO EFFECTIVE SCRUTINY AND MANAGING RISK.

Transparency

The Council and its decisions are open and accessible to the community, service users, partners and its staff. The Freedom of Information Act 2000 (Fol) gives anyone the right to ask for any information held by a public authority, which includes this Council, subject only to the need to preserve confidentiality in those specific circumstances where it is proper and appropriate to do so.

All reports requiring a decision are considered by appropriately qualified legal, and finance staff with expertise in the particular function area before they are progressed to the relevant Committee or group. This Council wants to ensure that equality considerations are embedded in the decision-making and applied to everything the Council does. To meet this responsibility, equality impact assessments are carried out on all major council services, functions, projects and policies in order to better understand whether they impact on people who are protected under the Equality Act 2010 in order to genuinely influence decision making.

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

Risk management

All significant risks (defined as something that may result in failure in service delivery, significant financial loss, non-achievement of key objectives, damage to health, legal action or reputational damage) must be logged on a Corporate Risk Register, profiled (as high/medium/low), and mitigating measures/assurances must be put in place.

Effective scrutiny

The Council operates Joint Overview and Scrutiny Committee (JOSC) governed by its own terms of reference. It is important that JOSC acts effectively as one of their key tasks is to review and challenge the policy decisions that are taken by Cabinet or the Joint Strategic Committee. Topics that are chosen to be 'scrutinised' are looked at in depth by a cross party panel of Councillors. They assess how the Council is performing and see whether they are providing the best possible, cost effective service for people in the city. The JOSC's findings are reported to the Joint Strategic Committee or Cabinet and may result in changes to the way in which services are delivered.

Complaints

There is a clear and transparent complaints procedure for dealing with complaints. The Council operates a three-stage complaints procedure and promises to acknowledge complaints within 5 working days and respond fully within 10 working days for first-stage complaints, and 15 working days for second-stage complaints. If complainants remain dissatisfied they have the right to refer the matter to the Local Government Ombudsman.

5. DEVELOPING THE CAPACITY AND CAPABILITY OF MEMBERS AND OFFICERS TO BE EFFECTIVE.

Recruitment and induction

The Council operates a robust interview and selection process to ensure that Officers are only appointed if they have the right levels of skills and experience to effectively fulfil their role. If working with children and/or vulnerable adults they will be subject to an enhanced criminal records check prior to appointment. New Officers receive induction which provides information about how the organisation works, policies and health and safety. Newly elected Councillors are required to attend an induction which includes information on: roles and responsibilities; political management and decision-making; financial management and processes; health and safety; information governance; and safeguarding.

Training and development

All Officers are required to complete a number of mandatory e-learning courses including health and safety, equalities and diversity, financial rules, and information governance. Officers and Members have access to a range of IS, technical, soft skills and job specific training courses. Compulsory training is provided for Members who sit on the following committees: Joint Governance and Audit Committee, Licensing Committee, and the Planning Committee. Other member-led training is available to Councillors through Democratic Services and Learning and Development. The package of support available gives Members the opportunity to build on existing skills and knowledge in order to carry out their roles effectively.

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THE OPERATION OF THE GOVERNANCE FRAMEWORK

Performance monitoring

All Officers receive regular one to ones with their Manager in order to monitor workload and performance and Managers are required to carry out a performance development review on an annual basis, which seeks to identify future training and development needs. Services consider workforce plans as part of the annual business planning process. Our service plans paint a picture of what we want to achieve; workforce planning helps to establish the nature of the workforce needed to deliver that vision, and produce a plan to fill the gaps. This helps to ensure we have the right people, with the right skills, in the right jobs, at the right time.

6. ENGAGING WITH LOCAL PEOPLE AND OTHER STAKEHOLDERS TO ENSURE ROBUST PUBLIC ACCOUNTABILITY.

Engagement and communication

It is recognised that people need information about what decisions are being taken locally, and how public money is being spent in order to hold the council to account for the services they provide. The views of customers are at the heart of the council's service delivery arrangements. Adur District Council has developed a Community and Engagement Policy, which reflects the council's ambition to enable and empower communities to shape the places within which they live and work, influence formal decision making and make informed choices around the services they receive.

To be effective this policy aims to inspire and support a genuine two-way dialogue with all sections of the community and other stakeholders. There are a number of ways people can get involved and connect with the council. Current consultations can be found on the Council's website at www.adur-worthing.gov.uk. Local people have the option to engage in a dialogue through: social media sites (including Facebook and twitter), petition schemes, neighbourhood forums, council meetings (open to the public), their local Councillor and through the citizens panel.

Consultations

The council keeps a forward plan of planned consultations. Internally, a consultation toolkit has been developed to guide council staff through the consultation process. The agreed process ensures that engagement activity is relevant, accessible, transparent and responsive. To increase awareness, consultations are proactively promoted. A list of current consultations, as well as a list of past consultations explaining how the council has used public feedback is available on the council website.

Partnership working

In addition to the partnership between Adur and Worthing (<http://www.adur-worthing.gov.uk/about-the-councils/partnership-working/>), this Council is involved in a number of different partnerships, at different levels – each with their own set of terms of reference for effective joint working.

ANNUAL GOVERNANCE STATEMENT

REVIEW OF EFFECTIVENESS

Adur District Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the Council who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and also by comments made by relevant stakeholders, the external auditors and other review agencies and inspectorates.

The Head of Internal Audit's statement on the system of internal audit for this year stated that:

From the Internal Audit work undertaken in compliance with the PSIAS in 2013/14, it is the Head of Internal Auditors opinion that he can provide **Satisfactory Assurance** that the system of internal control in place at Adur District Council for the year ended 31 March 2014 accords with proper practice except for the significant control environment issues which can be found in Appendix 1 to the detailed report at <http://www.adur-worthing.gov.uk/media/media,124980,en.pdf> . The assurance can be further broken down between financial and non-financial systems, as follows:

Assurance – Financial Systems:

Our overall opinion is that internal controls within financial systems operating throughout the year are fundamentally sound.

Assurance – Non-Financial Systems:

Our overall opinion is that internal controls within operational systems operating throughout the year are fundamentally sound.

The Council has procedures in place to ensure the maintenance and review of the effectiveness of the governance framework, which includes reports to and reviews by the following:

- the Joint Strategic Committee, Cabinets, the Joint Governance and Audit Committee, the Joint Overview and Scrutiny Committee, the Standards Committee
- internal and external audit
- other explicit review/assurance mechanisms.

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Joint Governance and Audit Committee, and a plan to address weaknesses and ensure continuous improvement of the system is in place.

SIGNIFICANT GOVERNANCE ISSUES

There are two significant governance issues either identified by red status on the Governance Action Plan or from the Internal Audit Annual Report;

- i) Procurement and contract management procedures and processes:
The Council identified the need to improve its future procurement and contract management arrangements following an in depth review of contact procedures and contract management arrangements. Actions are being taken to remedy the situation by way of:
- A programme of training on contract standing orders and contract management;
 - A major review of contract management; and

ANNUAL GOVERNANCE STATEMENT

SIGNIFICANT GOVERNANCE ISSUES

- A corporate review of procurement.
- ii) Lack of an ICT Disaster Recovery Plan.

The Council identified this as a key priority following an in-depth review of an IT failure. To address this, the Council has engaged consultants to support the production of a new ICT Disaster Recovery Plan

OTHER ISSUES

The Governance Action Plan has been updated to deal with any issues brought forward from the 2013 review together with any issues which have been identified during the current review.

The governance requirements in the Statement on the Role of the Chief Financial Officer in Public Services are that the Chief Financial Officer should be professionally qualified, report directly to the Chief Executive and be a member of the leadership team, with a status at least equivalent to other members. The position within Adur and Worthing Councils does not wholly conform to the above statement. The Section 151 Officer does not report directly to the Chief Executive, but reports to one of the Directors in line with the reporting requirements for all Heads of Service. The Section 151 Officer is not a member of the Council's Corporate Leadership Team and does not have the same status as the other members, but has full access to the Chief Executive and the Corporate Leadership Team where necessary.

PROPOSED ACTION

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

Signed: _____

Councillor Neil Parkin
Leader of the Council
Adur District Council



Signed: _____

Alex Bailey
Chief Executive of
Adur & Worthing Councils



Dated: _____

Dated: _____

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ADUR DISTRICT COUNCIL

OPINION ON THE AUTHORITY FINANCIAL STATEMENTS

We have audited the financial statements of Adur District Council for the year ended 31 March 2014 under the Audit Commission Act 1998. The financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement, and the related notes 1 to 54; the Housing Revenue Account Income and Expenditure Statement, the Statement of Movement on the Housing Revenue Account Statement, and the related notes 1 to 12; the Collection Fund Income and Expenditure Account and the related notes 1 to 5. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14.

This report is made solely to the members of Adur District Council, as a body, in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 48 of the Statement of Responsibilities of Auditors and Audited Bodies published by the Audit Commission in March 2010. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the authority and the authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF THE CHIEF FINANCIAL OFFICER AND AUDITOR

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on page 12, the Chief Financial Officer is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14, and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Authority's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Chief Financial Officer; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Statement of Accounts to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ADUR DISTRICT COUNCIL

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the financial position of Adur District Council as at 31 March 2014 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14.

OPINION ON OTHER MATTERS

In our opinion, the information given in the Statement of Accounts for the financial year for which the financial statements are prepared is consistent with the financial statements.

MATTERS ON WHICH I REPORT BY EXCEPTION

We report to you if:

- in our opinion the annual governance statement does not reflect compliance with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007 (updated as at December 2012);
- we issue a report in the public interest under section 8 of the Audit Commission Act 1998;
- we designate under section 11 of the Audit Commission Act 1998 any recommendation as one that requires the Authority to consider it at a public meeting and to decide what action to take in response; or
- we exercise any other special powers of the auditor under the Audit Commission Act 1998.

We have nothing to report in these respects.

CONCLUSION ON AUTHORITY'S ARRANGEMENTS FOR SECURING ECONOMY, EFFICIENCY AND EFFECTIVENESS IN THE USE OF RESOURCES

Respective Responsibilities Of The Authority And The Auditor

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

We are required under Section 5 of the Audit Commission Act 1998 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires us to report to you our conclusion relating to proper arrangements, having regard to relevant criteria specified by the Audit Commission.

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

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ADUR DISTRICT COUNCIL

SCOPE OF THE REVIEW OF ARRANGEMENTS FOR SECURING ECONOMY, EFFICIENCY AND EFFECTIVENESS IN THE USE OF RESOURCES

We have undertaken our audit in accordance with the Code of Audit Practice, having regard to the guidance on the specified criteria, published by the Audit Commission in October 2013, as to whether the Authority has proper arrangements for:

- securing financial resilience; and
- challenging how it secures economy, efficiency and effectiveness.

The Audit Commission has determined these two criteria as those necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2014.

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

CONCLUSION

On the basis of our work, having regard to the guidance on the specified criteria published by the Audit Commission in October 2013, we are satisfied that, in all significant respects, Adur District Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2014.

DELAY IN CERTIFICATION OF COMPLETION OF THE AUDIT

We cannot formally conclude the audit and issue an audit certificate until we have completed the work necessary to issue our assurance statement in respect of the authority's Whole of Government Accounts consolidation pack. We are satisfied that this work does not have a material effect on the financial statements or on our value for money conclusion.

K.L. HANDY

*for and on behalf of Ernst & Young LLP, Appointed Auditor
Southampton*

29 September 2014

GLOSSARY OF ACCOUNTING TERMS

The following is a brief explanation of the technical terms used in this publication:-

ACCOUNTING PERIOD	<p>The period of time covered by the accounts. The current year is 2013/14 which means the year commencing 1st April 2013 and ending 31st March 2014. The end of the accounting period is the date at which the balance sheet is drawn up.</p>
ACCRUAL	<p>An amount included in the accounts in respect of income or expenditure for which payment has not been received or made by the end of the accounting period. This is based on the concept that income or expenditure is recognised as it is earned or incurred, not simply when money is received or paid out.</p>
ACTUARIAL ASSUMPTION	<p>An actuarial assumption is an estimate (usually in respect of pension fund valuations) of an unknown value made in accordance with methods of actuarial science. An actuarial assumption is made using statistical tools such as the correlation of known values to possible outcomes for the unknown value. An actuarial assumption is often used to calculate premiums or benefits.</p>
ACTUARIAL GAINS AND LOSSES	<p>Actuarial gains and losses which may result from:</p> <ul style="list-style-type: none">(a) experience adjustments (the effects of differences between the previous actuarial assumptions and what has actually occurred); and(b) the effects of changes in actuarial assumptions.
ASSET	<p>A resource that, as a result of a past event, is controlled and expected to give future benefits. It is not necessary to own an asset in order to control it, as assets may be acquired from other providers via credit arrangements such as leasing.</p>
AMORTISED COST	<p>The amount at which the financial asset or financial liability is measured. The measurement reflects the cost or transaction price at initial recognition, adjusted for principal payments and accrued interest at the balance sheet date. The measurement may also be adjusted by any difference between the initial amount and the maturity amount resulting from impairment or uncollectibility by applying the effective interest rate inherent over the term of the financial asset or liability.</p>
BALANCE SHEET	<p>A statement of the recorded assets, liabilities and other accounting balances at the end of an accounting period.</p>
CAPITAL CHARGE	<p>A charge to the revenue account to reflect the cost of fixed assets used in the provision of services. The charges themselves consist of depreciation, based upon the useful lives of depreciable assets.</p>
CAPITAL EXPENDITURE	<p>Expenditure on the acquisition of a fixed asset or expenditure which adds to and not merely maintains the value of an existing fixed asset.</p>

GLOSSARY OF ACCOUNTING TERMS

CAPITAL RECEIPTS	The proceeds from the sale of fixed assets.
CASH EQUIVALENTS	Short-term investments that are readily convertible, without penalty, to known amounts of cash and which are subject to an insignificant risk of changes in value.
COMMUNITY ASSETS	Assets that are intended to be held in perpetuity, that have no determinable useful life, and that may have restrictions on their disposal. Examples are parks and historic buildings.
CONSISTENCY	The concept that the accounting treatment of like items within an accounting period and from one period to the next is the same.
CONTINGENT LIABILITY	A potential liability at the balance sheet date the outcome of which is not certain, but may be dependent on a future event. Where the potential liability is likely to be material, the fact that it exists will be disclosed as a note to the accounts.
CREDITORS	Amounts owing for work done, goods received or services rendered in an accounting period, for which payment has not yet been made.
CURRENT ASSETS/LIABILITIES	Assets or liabilities which are of a short term nature, that will be realised within a year, e.g. stocks, debtors and creditors.
CURRENT SERVICE COST	Current Service Cost is the increase in the present value of a defined benefit pension scheme's liabilities expected to arise from employee service in the current period, i.e. the ultimate pension benefits "earned" by employees in the current year's employment.
CURTAILMENT	Curtailments will show the cost of the early payment of pension benefits if any employee has been made redundant in the previous financial year.
DEBTORS	Amounts due to the Council which relate to the accounting period, but have not been received at the balance sheet date
DEFINED BENEFIT SCHEME	This is a pension or other retirement benefit scheme other than a defined contribution scheme. Usually, the scheme rules define the benefits independently of the contributions payable and the benefits are not directly related to the investments of the scheme. The scheme may be funded or unfunded (including notionally funded).
DEPRECIATION	The loss in value of a fixed asset due to age, wear and tear, deterioration or obsolescence.
EXPENDITURE	The costs incurred relating to the accounting period irrespective of whether the amounts have been paid or not, i.e. on an accruals basis.

GLOSSARY OF ACCOUNTING TERMS

FAIR PRESENTATION	International Accounting Standard IAS 1 requirement that financial statements should not be misleading. To a large extent this means obeying the prevalent accounting standards, but the concept of fairness may transcend that, to include an assessment of the overall picture given by the financial statements.
FAIR VALUE	The amount for which an asset could be exchanged or a liability settled, between knowledgeable and willing parties at arm's length.
FINANCE LEASE	A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset from the provider (lessor) to the user (lessee). Although, strictly, the leased asset remains the property of the lessor, in substance the lessee may be considered to have acquired the asset and to have financed the acquisition by obtaining a loan from the lessor.
FINANCIAL INSTRUMENT	A contract that gives rise to both a financial asset of one entity and a financial liability or equity instrument of another entity.
IMPAIRMENT OF ASSETS	The objective is to ensure that assets are not carried in the Balance Sheet at more than their recoverable amount.
INFRASTRUCTURE ASSETS	Examples include roads, street lighting, footpaths, cycle tracks, street furniture and coastal defences
INTANGIBLE ASSETS	Non-financial assets e.g. software licences with no physical substance which is controlled by an entity through custody or legal rights.
INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)	Financial statements prepared in accordance with International Financial Reporting Standards (IFRS) should comply with all the IFRS requirements. The term IFRS includes all applicable IFRS, IFRIC, International Accounting Standards (IAS) and SIC Interpretations.
INVESTMENTS	Current asset investments that are readily disposable by the Council without disrupting its business.
INVESTMENT PROPERTIES	Property (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both.
LIQUID RESOURCES	Surplus funds which are temporarily invested for periods of up to one year. Long-term investments are intended to be held for use on a continuing basis in the activities of the Council.
NET BOOK VALUE	The amount at which fixed assets are included in the balance sheet, i.e. their historical or current value less the cumulative amounts provided for depreciation.

GLOSSARY OF ACCOUNTING TERMS

OPERATING LEASE	An operating lease is any lease which is not a finance lease. An operating lease has the character of a rental agreement with the lessor usually being responsible for repairs and maintenance of the assets.
POST BALANCE SHEET EVENTS	Those events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the Statement of Accounts is signed by the responsible financial officer.
PROVISION	An amount put aside in the accounts for liabilities or losses which are certain or very likely to occur, but uncertain as to the amounts involved or as to the dates on which they will arise are not determined.
PRIOR YEAR ADJUSTMENT	This is an event whereby figures quoted in a previous year's statements have been changed due to a change in accounting policy.
PRUDENCE	The concept that revenue is not anticipated but is recognised only when realised in the form either of cash or of other assets the ultimate realisation of which can be assessed with reasonable certainty.
PUBLIC WORKS LOAN BOARD (PWL B)	The Public Works Loan Board (PWL B) is a statutory body operating within the Debt Management Office of the UK Treasury (DMO) and is responsible for lending money to local authorities and managing certain public sector funds.
REMUNERATION	Payment or compensation received for services or employment. This includes the base salary and any bonuses or other economic benefits that an employee or executive receives during employment.
RESERVES	Amounts set aside for purposes falling outside the definition of provisions. Reserves include earmarked reserves set aside for specific policy purposes, general contingencies and working balances.
TO DEBIT	An accounting entry which results in either an increase in assets or a decrease in liabilities or net worth.
TO CREDIT	An accounting entry which results in either a decrease in assets or an increase in liabilities or net worth.
TRUE AND FAIR VIEW	Financial statements shall give a true and fair presentation of the financial position, financial performance and cash flows of a Council.
VIREMENT	Transfer of resources from one budget head to another in order to accommodate variations in spending policies.

GLOSSARY OF ACCOUNTING TERMS

MAIN CHANGES IN TERMINOLOGY

UK GAAP (Old Terminology)	IFRS (Revised Terminology)
I & E Account and STRGL	Statement of Comprehensive Income
Fixed (e.g. Fixed Assets)	Non current (e.g. Non Current Assets)
Stocks	Inventories
Tangible fixed assets	Property plant and equipment

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