

**AUDIT COMMITTEE
25 SEPTEMBER 2014**

REPORT OF CORPORATE DIRECTOR (CORPORATE SERVICES)

A.3 EXTERNAL AUDIT – AUDIT RESULTS REPORT 2013/14

(Report prepared by Richard Barrett)

PART 1 – KEY INFORMATION

PURPOSE OF THE REPORT

To present:

- The External Auditor's Audit Results Report 2013/14 and Letter of Representation for consideration and approval to enable a final opinion on the accounts and value for money arrangements to be formally issued by the External Auditor.
- The Statement of Accounts 2013/14 for consideration and approval for publication by the end of September 2014
- A revised Annual Governance Statement 2013/14 for approval.

EXECUTIVE SUMMARY

- The External Auditor has substantially completed the audit of the 2013/14 accounts with their associated Audit Results Report attached.
- The External Auditor plans on issuing an unqualified audit opinion on the Council's financial statements and value for money arrangements.
- A number of required amendments were identified via the audit process, primarily relating to reclassifications or providing additional disclosure information in addition to an increase in the provision for business rate appeals. It is important to highlight that no changes have had an impact on the overall financial position of the Council.
- Overall the report is a welcomed outcome from the work of the Council's External Auditor given the complexity of the accounting and preparation processes involved in the production of the Statement of Accounts.
- The Council's audited Statement of Accounts, which reflect the amendments required are attached. Subject to the approval of the Audit Committee the Statement of Accounts are required to be published by the end of September 2014.
- Following the review that forms part of the audit process, the Annual Governance Statement 2013/14 that was previously considered by the Committee at its 26 June 2014 meeting, has also been subject to some relatively small amendments to reflect the most up to date information / requirements.

RECOMMENDATIONS

- 1. That in respect of the Audit Results Report , the Audit Committee:**

(a) Considers and notes the contents of the External Auditor's Audit Results Report 2013/14 including the required adjustments to the Financial Statements as set out on page 8 to that report.

(b) Subject to (a) above, approves the Letter of Representation set out as Appendix B to the External Auditors Audit Results Report 2013/14.

(c) Subject to (b) above, authorises the Finance and Procurement Manager and Audit Committee Chairman to sign the Letter of Representation for forwarding to the External Auditor.

(d) Subject to (b) and (c) above, approves for publication the audited Statement of Accounts for 2013/14, amended for the adjusted items identified.

2. That in respect of the Council's Annual Governance Statement 2013/14, the Audit Committee:

(a) Approves the revised Annual Governance Statement set out in Appendix A.

(b) Authorises, subject to 2(a) above, the Chief Executive and Leader of the Council to sign the Annual Governance Statement set out in Appendix A.

PART 2 – IMPLICATIONS OF THE DECISION

DELIVERING PRIORITIES
Careful planning to ensure financial stability underpins the Council's capacity and ability to deliver against its objectives and priorities. Both the capital and revenue budgets of the authority are prepared and monitored with the aim of supporting these key objectives. The outturn position and associated Statement of Accounts reflects this process and supports the successful financial planning process which includes communicating and consulting with relevant stakeholders.
FINANCE, OTHER RESOURCES AND RISK
Finance and other resources There are no direct financial implications with the audit expected to be completed within the available budget.
Risk The preparation, reporting and publishing of the Statement of Accounts follows a relatively tight timescale with various milestones along the way. Therefore against this backdrop, the production of the accounts is required to be completed to the necessary standards and deadlines with the aim of preventing any significant issues arising from the audit process.
LEGAL
The Statement of Accounts 2013/14 complies with the requirements of the Local Audit and Accountability Act 2014 and the Account and Audit Regulations 2011.
The closure of accounts process, the preparation of the Statement of Accounts and their subsequent audit along with the arrangements to secure value for money reflect the

requirements and responsibilities of the Council.

OTHER IMPLICATIONS

Consideration has been given to the implications of the proposed decision in respect of the following and any significant issues are set out below.

Crime and Disorder / Equality and Diversity / Health Inequalities / Area or Ward affected / Consultation/Public Engagement.

There are no direct implications from this report. However in respect of equality and diversity, the Council ensures that the Statement of Accounts and associated governance reports are accessible to all by advertising their availability and publishing them electronically on the Council's website.

PART 3 – SUPPORTING INFORMATION

BACKGROUND

The pre-audited Statement of Accounts for 2013/14 were approved for publication by the Council's S151 Officer (Finance and Procurement Manager) at the end of June 2014.

Each year the Council's External Auditors are required to prepare an annual report setting out the outcomes from their review of the Statement of Accounts and the Council's value for money and governance arrangements. The Audit Committee is required to consider the contents of this annual report and approve for publication the final audited Statement of Accounts.

A draft Letter of Representation which sets out certain management representations is included as **Appendix B** to the External Auditor's Audit Results Report 2013/14. The Audit Committee are also required to separately approve this letter and authorise the Finance and Procurement Manager and Audit Committee Chairman to sign it before it is forwarded onto the External Auditor.

Once the above tasks are completed the External Auditor can conclude the audit by finalising and formally issuing the audit opinion along with the certification of the accounts.

AUDIT RESULTS REPORT 2013/14

The auditors have issued their Audit Results Report for 2013/14, a copy of which is attached. The External Auditors work is now substantially complete and it is planned to issue an unqualified audit opinion in respect of the Financial Statements and value for money conclusion.

Following the external audit process a number of adjustments have been required that primarily relate to reclassifications or providing additional disclosure information in addition to an increase in the provision for business rate appeals. A detailed list of the amendments made is set out on page 8 of the attached External Auditor's Audit Results Report 2013/14.

It is important to highlight that no changes have had an impact on the overall financial position of the Council.

Some issues that are worth highlighting are as follows:

- **Increase in provision for business rate appeals** – At the end of 2013/14 the Council had provided for the impact of appeals that had been lodged with the Valuation Office. However following a further review of this area of the accounts as part of the audit process, it has been necessary to increase the provision to reflect the potential costs of appeals that have not yet been made.

This is in effect a change in the timing of the recognition of such appeals as originally the Council had set up an NDR Resilience Reserve to meet this future cost. The approach now adopted charges this potential cost directly to 2013/14 rather than in a future year. There is therefore no adverse impact on the Council's financial position although the NDR Collection Fund surplus has been reduced at the end of 2013/14 which will be subject to further consideration as part of the 2015/16 budget setting process and the actual collection performance in 2014/15.

Given the complex nature of the accounting treatment for business rates, the NDR Resilience Reserve has in fact been increased by **£0.126m** as there has been a knock on impact by way of a reduction in the business rate levy amount payable to the Government.

- **Inclusion of a Contingent Liability regarding the Local Council Tax Support Scheme (LCTSS)** – The accounts now reflect the recent High Court ruling that deemed the residency criteria within Sandwell Metropolitan Borough Council's LCTSS unlawful. As Tendring District Council also has residency criteria within its scheme, the accounts highlight that the position is currently under review.
- There is a **£0.193m** unadjusted item within the Statement of Accounts relating to Housing Revenue Account income being netted off expenditure rather than being shown separately. The reason for not amending for this identified item is largely due to it not being material with further details set out within the External Auditor's Audit Results Report 2013/14 including a statement within the Letter of Representation that appears in Appendix B of that report. There is no overall impact on the financial position of the Council.
- In respect of the Value for Money conclusion set out in section 4 of the Auditor's Audit Results Report 2013/14, this highlights a number of items such as the major Coast Protection Project and the financial resilience of the Council along with recognising the work that the Council has undertaken so far to date.

The risks associated with these significant areas of the Council's activities are being actively monitored / managed via separate processes, such as the Financial Strategy, along with being recognised within the Annual Governance Statement set out in **Appendix A**. Updates against the actions set out in the Annual Governance Statement will be presented to the Audit Committee as part of its regular Table of Outstanding Issues reports with the first such update set out elsewhere on the agenda.

To conclude the Statement of Accounts process for 2013/14, the Audit Committee is

required to consider the Audit Results Report 2013/14, approve the Letter of Representation and approve the final Statement of Accounts which include the amendments made. Therefore subject to the agreement of the recommendations above, the final Statement of Accounts for 2013/14 will be published by the end of September 2014 deadline.

The External Auditor will be in attendance at the meeting to formally present their Audit Results Report to the Audit Committee.

ANNUAL GOVERNANCE STATEMENT 2013/14

The Audit Committee originally considered the Annual Governance Statement at its 26 June 2014 meeting. However as part of the audit and review process amendments to the Annual Governance Statement 2013/14 have been made that reflect the findings set out on page 9 of the External Auditor's Annual Results Report 2013/14. **Appendix A** sets out the revised Annual Governance Statement 2013/14 with the amendments highlighted in italic font and shaded.

As the Statement has been amended it is being presented to the Committee for further consideration and approval along with seeking the necessary agreement to the Chief Executive and the Leader to sign it, which has been reflected in the recommendations above.

BACKGROUND PAPERS FOR THE DECISION

None

APPENDICES

Appendix A – Annual Governance Statement 2013/14

Attached – External Auditor's Audit Results Report 2013/14 (Including the Letter of Representation set out as **Appendix B** to that report)

Attached – The Council's Final Audited Statement of Accounts 2013/14 for Publication

TENDRING DISTRICT COUNCIL**ANNUAL GOVERNANCE STATEMENT 2013-14****1. SCOPE OF RESPONSIBILITY**

Tendring 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.

The Council acknowledges its responsibility for ensuring there is a sound system of governance, incorporating the system of internal control.

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 authority's code is available to be viewed or downloaded from the Council's website (www.tendringdc.gov.uk) or can be obtained by contacting the Council's Corporate Services Department. This statement explains how the Council has complied with the code and also meets the requirements of the Accounts and Audit Regulations 2011, regulation 4(3), which requires all relevant bodies to prepare an annual governance statement.

2. THE PURPOSE OF THE GOVERNANCE FRAMEWORK

The governance framework comprises the systems and processes, culture and values by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate services and value for money.

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 and potential impact of those risks being realised, and to manage them efficiently, effectively and economically.

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

3. THE GOVERNANCE FRAMEWORK

The key elements of the systems and processes that comprise the Council's governance arrangements as reflected in the Code of Corporate Governance were:

- A Corporate Plan which sets out the Council's vision and goals.
- A Financial Strategy, Capital Strategy and Asset Management Plan, and Treasury Strategy links financial planning to enable the Council to balance the delivery of quality services along with its priorities and aspirations and maximise the effectiveness of its assets.
- A Performance Management Framework which includes financial and non-financial information.
- A Corporate Risk Management Procedure and Corporate Risk Register which sets out the risk management framework and identifies and manages risks faced by the Council.
- The Council's Constitution which covers roles and responsibilities, delegated powers, along with key areas such as financial and procurement procedure rules.
- An Audit Committee that provides scrutiny of the governance framework.
- Whistleblowing and complaints procedures that provide individuals with opportunities to report issues with the Council.
- Business Continuity Plans to ensure the Council can maintain an appropriate level of service.
- Clear Codes of Conduct which set behavioural expectations for all individuals representing the Council.
- A Human Resources Framework that covers a range of practices and policies.
- Overview and Scrutiny Committees which carry out an annual programme of work to review and scrutinise Council functions and consider any matter affecting the District.
- Statutory Officers such as the Chief Executive, S151 Officer and Monitoring Officer.
- Robust governance arrangements for working, engaging with and consulting our stakeholders and partners.
- An Information Security Policy providing an IT governance framework.

The Council's key governance processes are subject to internal audit on a cyclical / risk based approach. This work forms part of the Audit and Governance Manager's annual opinion on the overall adequacy and effectiveness of the Council's internal control environment.

4. REVIEW OF EFFECTIVENESS

The 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 managers within the Authority 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 the external auditors and other review agencies and inspectorates.

In practice, the review of effectiveness is an on-going process throughout the year. However set against the backcloth of ongoing reductions in Government Funding and associated savings targets, restructuring and reorganisation was on-going within the Council in 2013/14 to provide a sustainable and long term basis against which to deliver services. Such significant changes in themselves present governance challenges and risks which have been recognised as part of the managing change and usual processes undertaken during the year.

Building on the approach in previous years but acknowledging the fundamental changes that remain on-going, the activities and mechanisms in place include:

- Review of overall performance, incorporating financial and non-financial information, and change management by Management Team and Members.
- *The publication of accurate and reliable performance statements and other information.*
- The translation of the corporate plan objectives into corporate goals to enable targeting of work by departments.
- The establishment of a Portfolio Holder Working Party to enable Members to engage in a fundamental review of the Council's Constitution.
- Regular meetings of Management Team which include the Chief Executive, all Corporate Directors / Head of Department in attendance to discuss relevant matters, issues and strategic challenges facing the Council and to help to take the organisation forward.
- Three Overview and Scrutiny committees, Corporate Management, Service Development and Delivery, and Community Leadership and Partnerships which met in total on 24 occasions during 2013/14. The Council is also breaking new ground with the establishment of a fourth Overview and Scrutiny committee looking at Education and Skills.
- An Audit Committee which met on five occasions during 2013/14 to enable it to fulfil its statutory, regulatory and governance responsibilities including the monitoring of Internal and External Audit recommendations, the monitoring of the development and operation of risk management, the approval of the Statement of Accounts for publication.
- A Conduct Committee that met twice, and the replacement Standards Committee once with a review of the new standards arrangements to be carried out after six months of operation.
- Staff updates by the Chief Executive covering issues from the reorganisation to staffing matters and service changes.
- Compliance with accounting and auditing codes and standards.
- *Conformance of the authority's financial management arrangements with the governance requirements of the CIPFA Statement on the role of Chief Financial Officer in Local Government (2010) as set out in the Application Note to the Delivery Good Governance in Local Government Framework.*

A number of activities and actions were also undertaken during the year in reviewing and strengthening the Council's Governance Framework. These are set out below against the six core governance principles included in the Council's Code of Corporate Governance.

Focusing on the purpose of the Authority and on outcomes for the community and creating and implementing a vision for the local area

- A process of continual improvement is maintained in terms of both financial and non-financial monitoring.
- The Officer Structure of the Council continued to be subject to revision to facilitate service delivery within the resources available.
- The Council continued to be engaged in a number of partnership projects to bring about sustained system change in local services, to recast collective activity around the needs of local communities and citizens, and to deliver the conditions for growth that supports businesses and residents, such as the Rural Infrastructure Project.
- Incorporation within Procurement Procedure Rules of the requirements of the Public Services (Social Value) Act 2012 to evidence how the proposed procurement might improve the economic, social and environmental well-being of the relevant area.
- The establishment of a Local Plan Committee to oversee the remaining stages of preparing the Local Plan, address the fundamental issues raised by objectors and deal with other aspects of planning policy work.
- Development of the Council's community leadership role, including the setting up of a Rural Projects Panel.

Members and officers working together to achieve a common purpose with clearly defined functions and roles

- A review of representation at external meetings and outside bodies.
- The establishment of a Portfolio Holder Working Party to enable Members to engage in the review of the Council's Constitution.
- The establishment of member / officer groups, including the Information Policy Unit which is chaired by the relevant Portfolio Holder.

Promoting values for the Authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour

- The Council adopted a new Standards Framework for Members' including a new Members' Code of Conduct, a new Standards Committee, and an enhanced role for the monitoring officer in managing the complaints process.

Taking informed and transparent decisions which are subject to effective scrutiny and managing risk

- The Council continues to embrace transparency and openness by including transaction details published on the Council's website each month to all transactions not just those over £500.
- The Council continues to embrace transparency and openness by publishing summary salary information on the Council's website each month for all grades within the officer structure.
- Implementation of a revised approach to risk management within the Council.
- Amendment to the Constitution to enable Leaders and Deputy Leaders of opposition groups to participate fully in discussion at Cabinet on agenda items.

- Changes to the running of the Council's Big Society Fund to make it more accessible, transparent, to involve genuine cross-party working, and external representation.
- Implementation of The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 requiring a named vote on Budget motions.
- Establishment of a member group to oversee the implementation of IT investment.

Developing the capacity and capability of Members and officers to be effective

- The Council has been awarded Investors in People accreditation for a further period.
- Ongoing personal target setting for officers, capturing personal development opportunities.
- The implementation of enhanced opportunities for the consultation with and engagement of Ward Members in the work of the Council.
- The Council continues to take a proactive approach to promoting governance, inclusivity, and facilitation of cross party working such as amendment to the Constitution to enable participation the participation of the Leader or Deputy Leader of opposition groups in discussion of agenda items at Cabinet meetings.

Engaging with local people and other stakeholders to ensure robust public accountability

- The ongoing use of an interactive budget consultation tool "You Choose" to obtain the views of local residents on areas they consider to be spending priorities with the information considered by Members during the setting of the 2014/15 budget.
- The ongoing development of the Council's website
- The implementation of a scheme to allow the filming or recording of public meetings of the Council.
- The establishment of an Overview and Scrutiny Committee for Education and Skills.
- The adoption of a Petitioning Scheme, which includes the opportunity for petitioners to address the Cabinet or the Council.

In respect of specific actions identified as part of last years Annual Governance Statement, actions undertaken include:

- Risk Management – A revised approach was introduced during 2013/14, which will be monitored and reviewed by the Audit Committee.
- Financial Resilience – A balanced budget was agreed for the 2014/15 financial year. A revised forecast for future years will be presented to Members early in 2014/15.
- Ethical Governance – a full review of conduct arrangements has been completed with revised arrangements agreed by Full Council during 2013/14.
- Council's Constitution – work remains ongoing, overseen by a member led Constitutional Review Working Group. The first phase of the review has been agreed by Full Council with the subsequent stages scheduled for completion in 2014/15.

- Other Major Issues – Changes regarding Local Council Tax Support and Business Rates – The second year Local Council Tax Support Scheme was agreed by Full Council during 2013/14 following the necessary level of consultation. Corporate Budget Monitoring processes are in place to enable the financial risk to be kept under review. The Business Rates position is still emerging including the provision for appeals.
- Other Major Issues – Key Projects – Clacton to Holland Haven Coast Defence Scheme – significant work remains in progress with a number of partners working together to successfully deliver the coast defence scheme. The Council continues to work together with the External Auditor and EELGA to support the delivery of value for money and demonstrate good governance.

The Council also draws assurance on its governance arrangements from independent sources, in particular:

Internal Audit

The Internal Audit function undertakes a risk based programme of audits each year to provide the Council with assurance on the adequacy of its system of internal control.

A summary of the issues identified in the audits completed during the year were included in periodic reports to the Audit Committee, with the Committee's attention drawn to any significant issues where the level of assurance was classified as Limited. The committee were made aware of unscheduled assignments / investigations undertaken during the year.

Taking into account the issues identified during the year and reviews by other assurance providers, it was possible to provide reasonable assurance that the systems of internal control were generally operating adequately and effectively. *Whilst there were 10 Internal Audit reports where the level of assurance was classified as Limited, no issues were identified where the materiality was significant enough to require qualification of the annual opinion. A robust mechanism is in place to ensure that corrective action is taken in such cases in accordance with timeframes set, and to undertake follow up audits where it is deemed appropriate to do so.*

External Audit

The Council is subject to an annual programme of external audit work associated with the Council's Statement of Accounts and value for money arrangements.

Each year the auditor's overall findings are brought together in an Audit Results Report and Annual Audit Letter (available on the Council's website). Action is taken on issues identified with recommendations monitored by the Council's Audit Committee on a regular basis.

5. REVIEW OF EFFECTIVENESS AND SIGNIFICANT GOVERNANCE ISSUES

We have been advised on the implications of the result of the **review of the effectiveness of the governance framework** by the Audit Committee, and that the arrangements **continue to be regarded as fit for purpose in accordance with the governance framework**.

To support the Council in addressing some of the key issues and improvements that have emerged from the annual review of effectiveness, including any items identified as part of the work of the External Auditor, the following actions have been identified.

Governance Issue	Action
Financial Resilience	Via the Financial Strategy process, continue to maintain a strong and robust approach to identifying savings and respond to new or additional burdens against the backcloth of the potential for further cuts in Government funding.
Council's Constitution	Complete the comprehensive review of the Council's Constitution to ensure that it is fit for the future, including consideration of social, environmental and economic issues.
Local Audit and Accountability Act 2014	To take appropriate action to comply with the legislative requirements of the act.
Other Major Issues	To continue to manage the emerging financial and reputation risks of the changes arising regarding Local Council Tax support and localisation of Business Rates. <i>Following a High Court ruling that deemed residency criteria within LCTS Schemes unlawful, the Council will review the design of the scheme for future years and any impact in 2014/15.</i>
	To ensure that adequate, effective and robust management and procurement arrangements remain in place throughout key projects such as the Clacton to Holland Haven coast defence scheme, to deliver value for money, and implement the findings from the external auditor following their specific review of this project.
	To ensure that adequate, effective and robust arrangements are in place for the

	acquisition of sites in the Jaywick area, with a view to facilitating development or directly developing the sites for housing / regeneration stimulation.
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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 needs for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Ian Davidson
Chief Executive

Mick Page
Leader of the Council

Date

Date

Tendring District Council

Audit results report for the year ended 31 March 2014

19 September 2014

Ernst & Young LLP



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Private & Confidential
Members of the Audit Committee
Tendring District Council
Town Hall
Clacton-On-Sea
Essex
CO15 1SE

19 September 2014

Dear Member

Audit results report

We are pleased to attach our audit results report for the Audit Committee scheduled for 25 September 2014. This report summarises our audit conclusion in relation to Tendring District Council's (the Council's) financial position and results of operations for the year ended 31 March 2014. We will issue our audit opinion and conclusion on the Value for Money arrangements on or before 30 September 2014.

The audit is designed to express an opinion on the 2013/14 financial statements, reach a conclusion on the Council's arrangements for securing economy, efficiency and effectiveness in the use of resources, and address current statutory and regulatory requirements. This report contains our findings related to the areas of audit emphasis, our views on the Council's accounting policies and judgments and material internal control findings.

This report is intended solely for the information and use of the Audit Committee and the Council. It is not intended to be and should not be used by anyone other than these specified parties.

We welcome the opportunity to discuss the contents of this report with you at the Audit Committee meeting on 25 September 2014.

Yours faithfully
For and on behalf of Ernst & Young LLP

Neil A Harris
Audit Director
Ernst & Young LLP
United Kingdom
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In March 2010 the Audit Commission issued a revised version of the 'Statement of responsibilities of auditors and audited bodies' (Statement of responsibilities). It is available from the accountable officer of each audited body and via the [Audit Commission's website](#).

The Statement of responsibilities serves as the formal terms of engagement between the Audit Commission's appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The Standing Guidance serves as our terms of appointment as auditors appointed by the Audit Commission. The Standing Guidance sets out additional requirements that auditors must comply with, over and above those set out in the Code of Audit Practice 2010 (the Code) and statute, and covers matters of practice and procedure which are of a recurring nature.

This Annual Results Report is prepared in the context of the Statement of responsibilities. It is addressed to the Members of the audited body, and is prepared for their sole use. We, as appointed auditor, take no responsibility to any third party.

Our Complaints Procedure – If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, you may take the issue up with your usual partner or director contact. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute. We can provide further information on how you may contact our professional institute.

1. Overview of the financial statement audit

The Council is responsible for preparing and publishing its Statement of Accounts, accompanied by the Annual Governance Statement. In the Annual Governance Statement, the Council reports publicly on the extent to which they comply with their own code of governance, including how they have monitored and evaluated the effectiveness of their governance arrangements in the year, and on any planned changes in the coming period. The Council is also responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

As auditors we are responsible for:

- ▶ Forming an opinion on the financial statements;
- ▶ Reporting on any exception on the governance statement or other information included in the explanatory foreword;
- ▶ Forming a conclusion on the arrangements that the Council has in place to secure economy, efficiency and effectiveness in its use of resources; and
- ▶ Undertaking any other work specified by the Audit Commission.

We also report to the National Audit Office (NAO) under its group instructions.

Summarised below are the conclusions from all elements of our work:

Financial statements

Following the performance of the procedures outlined in our Audit Plan, we anticipate issuing an unqualified opinion on the Council's financial statements. Our main findings in relation to the areas of risk/areas of audit emphasis included in our Audit Plan are set out below.

Significant risk 1 - Business rates appeals provision

Significant risk 1: Audit findings and conclusions

- ▶ The new arrangements for the retention of business rates came into effect on 1 April 2013. From this date, the Council assumed the liability for refunding those ratepayers who have successfully appealed against the rateable value of their properties on the rating list.
- ▶ The Council have disclosed a provision for business rates appeals within the Collection Fund for £0.945 million and the Council's share at £0.378 million within Provisions (Note 17 to the financial statements) for those appeals known at 31 March 2014.
- ▶ Our audit work confirmed that the accounting treatment adopted by the Council for business rates was appropriate and in compliance with the CIPFA Code of Practice and calculated on a reasonable basis.
 - ▶ Following consideration of International Accounting Standard (IAS) 37, the Council has calculated a reliable estimate of those appeals not known at 31 March 2014. The Council has amended the financial statements to disclose an extra provision of £0.633 million in the Collection Fund and updated Movements in Reserves Statement, Balance Sheet and Note 17 Provisions to account for Tendring's share of the provision of £0.253 million.
- ▶ This amendment results in a deficit for Tendring's share of National Non-Domestic Rates but because of the technical nature of the accounting adjustment, the Council's useable reserves have increased by £126,000 for 2013/14.

Significant risk 2 – Collection Fund disclosures and accounting for business rates and council tax benefit

Significant risk 2: Audit findings and conclusions

- ▶ The new arrangements for the retention of business rates and local council tax schemes came into effect on 1 April 2013. The accounting and disclosure requirements for the Collection Fund were not clear at the time of the Audit Plan and this therefore presented a risk in terms of the financial statements.
- ▶ Our audit work confirmed that the accounting treatment adopted by the Council for business rates and local council tax schemes was appropriate and in compliance with the CIPFA Code of Practice.
- ▶ Management has disclosed a contingent liability within Note 34 to the financial statements. This follows a decision by the High Court to declare that Sandwell Metropolitan Borough Council did not have powers to apply a residency test to decisions to award local council tax support to claimants. Tendring operated a similar residency test and the contingent liability recognises the possibility of future financial risks to the Council.

Significant risk 3 – Risk of Fraud and Error

Significant risk 3: Audit findings and conclusions

- ▶ As auditors, we approach each engagement with a questioning mind that accepts the possibility that a material misstatement due to fraud or error could occur and design the appropriate procedures to consider such risk.
 - ▶ We have completed testing as set out in our Audit Plan. We did not identify any material instances of fraud but management has amended for material disclosure errors which do not impact on the Council's financial position as set out in Section 3.
-

Significant risk 4 – Risk of Management Override: Audit findings and conclusions

Significant risk 4: Audit findings and conclusions

- ▶ As identified in ISA (UK & Ireland) 240, management is in a unique position to perpetrate fraud because of their ability to directly or indirectly manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively.
 - ▶ We have completed testing as per set out in our Audit Plan. We did not identify any material instances of management override.
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Control themes and observations

Our audit identified the following control issues that we are bringing to your attention.

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| <ul style="list-style-type: none">▶ Current year observations:<ul style="list-style-type: none">▶ Our audit found that management had not updated the fixed asset register for sums to the value of £2.5m improvements to council dwellings (subsequently impaired as the improvements do not add value to the property) and £0.5 million relating to the purchases of flats▶ We noted that the figures had been correctly included in the financial statements. However, management should keep the fixed asset register up-to-date to avoid missing data gaps and ensure reconciliation to the general ledger in the future.▶ Update on previous recommendations<ul style="list-style-type: none">▶ Our 2012/13 Audit Results Report made no recommendations as regards internal control. | <ul style="list-style-type: none">▶ Challenges for the coming year<ul style="list-style-type: none">▶ The Council has embarked on an ambitious programme of regeneration and capital works covering the coastal defence scheme from Clacton to Holland Haven, Weeley Crematorium, Jaywick and improvements to Dovercourt and Frinton and Walton Swimming Pools. Tendring should continually review its management capacity to progress this programme of work to ensure that appropriate governance is in place and applied. |
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Scope update

- ▶ **Coastal Protection Project**
- ▶ Our Audit plan set out the extra work we would undertake around the Council's arrangements for the procurement, contract and risk management of the coastal protection project as part of our work on the Value for Money conclusion.
- ▶ Management has agreed a scale fee variation increase for the sum of £13,500, which the Audit Commission approved in September 2014.
- ▶ **Presentation of Financial Statements**
- ▶ We have undertaken more work than planned to complete the audit of the financial statements.
- ▶ We may need to raise a scale fee variation increase for this work and we will assess the position at the end of the audit.
- ▶ **High Court Judgement on Residency Criteria**
- ▶ We have undertaken more work than planned to consider the implications of the High Court ruling that the residency criteria for Local Council Tax Support is unlawful. Tendring District Council's scheme also had residency criteria,
- ▶ We are proposing to submit a scale fee variation increase of £1,026 to the Audit Commission, upon conclusion of the audit, once agreed by management.
- ▶ **Questions from the public**
- ▶ We have received one question from the public and the Council has made us aware of correspondence received relevant to our duties.
- ▶ We have undertaken work to review the queries received, where relevant discuss with the Audit Commission, consider Tendring's response and document our findings.
- ▶ We are proposing to submit a scale fee variation increase of £896 to the Audit Commission, upon conclusion of the audit, once agreed by management.

Summary of audit differences

Our audit identified a number of misstatements in the accounts presented for audit, as summarised below.

- ▶ **Uncorrected misstatements**
 - ▶ We have requested within our letter of representation at Appendix B a response by the Audit Committee for the Council's reasons for not correcting a misstatement within the Comprehensive Income and Expenditure Statement and Housing Revenue Account in the 2013/14 financial statements. The uncorrected error does not impact on the financial position of the Council.
- ▶ **Corrected misstatements**
- ▶ Management has amended the accounts for errors of disclosure
 - ▶ The amendment to record a provision for those business rates appeals not yet known, results in a deficit for Tendring's share of National Non-Domestic Rates but because of the technical nature of the accounting adjustment, the Council's useable reserves have increased by £126,000 for 2013/14.

Economy, efficiency and effectiveness

Following the performance of the procedures outlined in our Audit Plan, we anticipate issuing an unqualified Value for money conclusion.

Whole of Government accounts

We are completing the work required to issue our report to the National Audit Office on the accuracy of the consolidation pack the Council is required to prepare for the Whole of Government Accounts. We anticipate that Tendring will be below the threshold which does not require the detailed audit of the consolidation pack.

We will update the Audit Committee verbally on any progress on this area between the date of issue of this report and the meeting on 25 September 2014. At this stage, we have no issues to report to you.

Audit certificate

The audit certificate is issued to demonstrate that the full requirements of the Audit Commission's Code of Audit Practice have been discharged for the relevant audit year. We expect to issue the audit certificate at the same time as the audit opinion.

2. Scope update

Our 2013/14 audit work has been undertaken in accordance with the Audit Plan that we issued on 6 March 2014 to the 20 March 2014 Audit Committee and is conducted in accordance with the Audit Commission's Code of Audit Practice, International Standards on Auditing (UK and Ireland) and other guidance issued by the Audit Commission.

Our work comprises a number of elements. In our Audit Plan, we provided you with an overview of our audit scope and approach for the audit of the financial statements, our conclusion on the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources, and the work that we are required to perform in respect of the Whole of Government Accounts return.

We carried out our work in accordance with our Audit Plan. However, since we issued our Audit Plan in March 2014, we have:

- ▶ Completed extra audit work as regards around the Council's coastal protection project as part of our work on the Value for Money Conclusion; and
- ▶ Undertaken extra work relating to the financial statements.

Description	Detail of changes to our scope
Coastal Protection Project	<p>We prepared a specification and undertook audit work to address the Value For Money risk relating to the tendering arrangements of the project, progressed during February to May 2014. Our approach focussed on:</p> <ul style="list-style-type: none"> ▶ Reviewing Tendring's arrangements for the procurement, contract and risk management of the project; and ▶ Making management aware of our findings for consideration by the relevant Council Members before the award of contracts. <p>Management agreed a scale fee variation increase for the sum of £13,500, which the Audit Commission approved in September 2014.</p>
Presentation of the Financial Statements	<p>We have undertaken more work than planned to complete the audit of the financial statements.</p> <p>We may need to raise a scale fee variation increase for this work and we will assess the position at the end of the audit.</p>
High Court Judgement on Residency Criteria	<p>We have undertaken more work than planned to consider the implications of the High Court ruling that the residency criteria for Local Council Tax Support operated by Sandwell Metropolitan Borough Council is unlawful. Tendring District Council's scheme also had residency criteria,</p> <p>We have undertaken work to:</p> <ul style="list-style-type: none"> ▶ Discuss the implication of the ruling with management; ▶ Research the case history; ▶ Work with other auditors to consider our response; ▶ Consider management's decision to include as a contingent liability rather than a provision in the financial statements; and ▶ Make management aware of our findings <p>We are proposing to submit a scale fee variation increase of £1,026 to the Audit Commission, upon conclusion of the audit, once agreed by management.</p>
Correspondence from the public	<p>We have received one question from the public and the Council has made us aware of correspondence received relevant to our duties.</p> <p>We have undertaken work to:</p> <ul style="list-style-type: none"> ▶ Review the queries received; ▶ Where relevant discuss with the Audit Commission; ▶ Consider Tendring's response; and ▶ Document our findings. <p>We are proposing to submit a scale fee variation increase of £896 to the Audit Commission, upon conclusion of the audit, once agreed by management.</p>

3. Significant findings from the financial statement audit

In this section of our report, we outlined the main findings from our audit of your financial statements, including our conclusions in relation to the areas of risk/areas of audit emphasis outlined in our Audit Plan. Our main findings in relation to the areas of risk/areas of audit emphasis included in our Audit Plan Our main findings in relation to the areas of risk/areas of audit emphasis included in our Audit Plan.

Significant risk 1:

Description and conclusion

The new arrangements for the retention of business rates came into effect on 1 April 2013. From this date, the Council assumed the liability for refunding those ratepayers who have successfully appealed against the rateable value of their properties on the rating list. This includes amounts that were paid to Central Government in 2012/13 and previous years. As appeals are made to the Valuation Office, Council may not be aware of the level of claims. Authorities may also find it difficult to obtain sufficient information to establish a reliable estimate.

The Council have disclosed a provision for the business rates appeals within the Collection Fund for £0.945 million and the Council's share at £0.378 million within Provisions (Note 17 to the financial statements) for those appeals known at 31 March 2014.

We reviewed the Council's provision for business rate appeals to ensure it was calculated on a reasonable basis in line with International Accounting Standard (IAS) 37 - Provisions, Contingent Liabilities and Contingent Assets. We ensured the provision was supported by appropriate evidence and that the level of estimation uncertainty was adequately disclosed in the accounts.

Our audit work confirmed that the accounting treatment adopted by the Council for business rates was appropriate and in compliance with the CIPFA Code of Practice and calculated on a reasonable basis.

Following consideration of International Accounting Standard (IAS) 37, the Council has calculated a reliable estimate of those appeals not known at 31 March 2014.

The Council has amended the financial statements to disclose an extra provision of £0.633 million in the Collection Fund and updated Movements in Reserves Statement, Balance Sheet and Note 17 Provisions to account for Tendring's share of the provision of £0.253 million.

This amendment results in a deficit for Tendring's share of National Non-Domestic Rates but because of the technical nature of the accounting adjustment, the Council's useable reserves have increased by £126,000 for 2013/14.

Significant risk 2: Collection Fund disclosures and accounting for business rates and council tax benefit

Description and conclusion

The new arrangements for the retention of business rates and local council tax schemes came into effect on 1 April 2013. The accounting and disclosure requirements for the Collection Fund were not clear at the time of the Audit Plan and this therefore presented a risk in terms of the financial statements.

We reviewed the detailed accounting for business rates and council tax benefit to ensure the Council's financial statements are materially accurate and compliant with the CIPFA Code of Practice.

Our audit work confirmed that the accounting treatment adopted by the Council for business rates and local council tax schemes was appropriate and in compliance with the CIPFA Code of Practice.

Management has disclosed a contingent liability within Note 34 to the financial statements. This follows a decision by the High Court to declare that Sandwell Metropolitan Borough Council did not have powers to apply a residency test to decisions to award local council tax support to claimants. Tendring operated a similar residency test and the contingent liability recognises the possibility of future financial risks to the Council.

Significant risk 3 – Risk of Fraud and Error

Description and conclusion

Management has the primary responsibility to prevent and detect fraud. It is important that management, with the oversight of those charged with governance, has put in place a culture of ethical behaviour and a strong control environment that both deters and prevents fraud.

Our responsibility is to plan and perform audits to obtain reasonable assurance about whether the financial statements as a whole are free of material misstatements whether caused by error or fraud. As auditors, we approach each engagement with a questioning mind that accepts the possibility that a material misstatement due to fraud could occur, and design the appropriate procedures to consider such risk. Based on the requirements of auditing standards our approach focussed on:

- ▶ Identifying fraud risks during the planning stages.
- ▶ Inquiring of management about risks of fraud and the controls put in place to address those risks.
- ▶ Understanding the oversight given by those charged with governance of management's processes over fraud.
- ▶ Considering of the effectiveness of management's controls designed to address the risk of fraud.
- ▶ Determining an appropriate strategy to address those identified risks of fraud; and
- ▶ Performing mandatory procedures regardless of specifically identified fraud risks.

We did not identify any material instances of fraud but management has amended for material disclosure errors which do not impact on the Council's financial position.

Significant risk 4 – Risk of Management Override

Description and conclusion

As identified in ISA (UK & Ireland) 240, management is in an unique position to perpetrate fraud because of their ability to directly or indirectly manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We identify and respond to this fraud risk on every audit engagement.

For district council's the potential for the incorrect classification of revenue spend as capital is a particular area where there is a risk of management override.

- ▶ Tested the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements;
- ▶ Reviewed accounting estimates for evidence of management bias;
- ▶ Evaluated the business rationale for any significant unusual transactions; and
- ▶ Reviewed capital expenditure on property, plant and equipment to ensure it meets the relevant accounting requirements to be capitalised.

We did not identify any material instances of management override.

Our audit identified a number of disclosure and consistency errors in the financial statements presented for audit.

There is one uncorrected error.

- ▶ **Income and expenditure within the Housing Revenue Account shown as net instead of gross.**
 - ▶ Within Repairs and Maintenance (£3.273 million) and Supervision and Management, (£2.226 million) and Dwelling Rents (£12.086 million) of the Housing Revenue Account (HRA) expenditure and income, management has netted off service charges to the value of £193,000.
 - ▶ The impact is that income and expenditure for Local Authority Housing HRA within the Comprehensive Income and Expenditure Statement are understated by £193,000
 - ▶ The treatment does not comply with accepted practice of accounting on a gross basis and Section 3.5.3 of the CIPFA Code of Practice on Local Authority Accounting, which sets out that Housing Revenue Account income should be disclosed as gross.
 - ▶ Management has not amended the financial statements for this error.
 - ▶ The sum of £0.193 million is not material to the financial statements. However, as an uncorrected misstatement, we have requested within our letter of representation at Appendix B a response by the Audit Committee for the Council's reasons for not correcting for this sum in the 2013/14 financial statements.
 - ▶ As a disclosure error, there is no impact on the financial position of the Council.
 - ▶ The impact is summarised in Section 8.

Management has amended the accounts for other errors of disclosure. The amendment to record a provision for those business rates appeals not yet known, results in a deficit for Tendring's share of National Non-Domestic Rates but because of the technical nature of the accounting adjustment, the Council's useable reserves have increased by £126,000 for 2013/14.

Policy/practice/finding	EY comments
Note 1: Accounting Policies	Management has included extra accounting policies for: <ul style="list-style-type: none"> ▶ Changes to council tax accounting; and ▶ Changes to business rates accounting.
Note 3: Major Sources of Estimation	Management has updated Note 3 to: <ul style="list-style-type: none"> ▶ Clarify the impact of estimates on financial statements; and ▶ Inclusion of estimation techniques and calculation method used for the business rates appeals provision.
Comprehensive income and Expenditure Statement (CIES)	Management has clarified on the CIES: <ul style="list-style-type: none"> ▶ The reason why the 2012/13 financial statements have been restated is due to the change in accounting policy for 2013/14. In line with the Code of Practice on Local Authority Accounting, management has not disclosed a prior period adjustment on the grounds that the sums involved are not material.
Note 9 Taxation and Non-Specific Grant income)	Management has amended Note and 9 Taxation and Non-Specific Grant income) to: <ul style="list-style-type: none"> ▶ Show the gross expenditure and income within the note to agree to the relevant figure shown within the CIES.
Movement on Reserves Statement, CIES, Balance Sheet, Note 17: Provisions and Collection Fund	Management has amended the financial statements to: <ul style="list-style-type: none"> ▶ Account for the Provision for Business Rates appeals not yet known of £0.633 million (Collection Fund) and Tendring's share of £0.253 million.
Balance Sheet and Note 17: Provisions	Management has amended the Balance Sheet to: <ul style="list-style-type: none"> ▶ Re-classify the New Provision for Business Rates appeals in 2013/14 of £0.378 million as short term liability in line with paragraph 3.4.2.59 of the Code of Practice on Local Authority Accounting.
Note 10(a): Property, Plant and Equipment (PPE)	Management has updated Note 10(a) to: <ul style="list-style-type: none"> ▶ Re-classify Other Movements in Cost and Valuation for £2.5 million as impairment losses/ (reversals) to clarify that the sums relate to impairment losses on improvements to houses. ▶ Management has restated the comparative figures for 2012/13 and disclosed a note explaining the amendment.
Note 10(c): Capital Commitments	Management has updated Note 10(c) to: <ul style="list-style-type: none"> ▶ Include details relating to the coastal protection works and Dovercourt Swimming Pool.
Note 27: External Audit Costs	Management has updated Note 26 to: <ul style="list-style-type: none"> ▶ Record audit fees payable (rather than paid) in accordance with paragraph 3.4.4.1.7 of the Code of Practice on Local Authority Accounting
Note 33: Defined Benefits Pension Scheme	Management has updated Note 33 to: <ul style="list-style-type: none"> ▶ Agree with the revised report issued by the actuary following the restatement by the actuary of values for properties. The amendments impacted on the primary statements, covering the Movement in Reserves Statement, CIES and Balance Sheet.
Note 34: Contingent Liabilities	Management has amended Note 34 to: <ul style="list-style-type: none"> ▶ Record a contingent liability for the possibility of future financial risks to the Council following the High Court ruling that Sandwell Metropolitan Borough Council's residency criteria within its Local Council Tax Support Scheme is unlawful.

Other matters

We have reviewed the Annual Governance Statement to determine if:

- ▶ it complies with the requirements of CIPFA/SOLACE Delivering Good Governance in Local Government Framework; and
- ▶ it is consistent with other information that we are aware of from our audit of the financial statements

The June 2014 Audit Committee considered the draft Annual Governance statements

Since the meeting, Management has made further amendments to the Statement by including specific reference to:

- ▶ An acknowledgement of responsibility for ensuring there is a sound system of governance (incorporating the system of internal control);
- ▶ The conformity of the Council's financial management arrangements with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010)
- ▶ Recognition that performance statements and other information are based on accurate and reliable information;
- ▶ Reference to the limited assurance rating provided by ten Internal Audit reports during 2013/14 and consideration of the significance of the weaknesses identified; and
- ▶ Details of the Council's action to review its local council tax scheme residency limitation following the judgement by the High Court that a similar residency scheme was unlawful at Sandwell Metropolitan Borough Council.

4. Economy, efficiency and effectiveness

The Code of Audit Practice 2010 sets out our responsibility to satisfy ourselves that Tendring District Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources. In examining the Council's corporate performance management and financial management arrangements we have regard to the following criteria and areas of focus specified by the Audit Commission:

- ▶ Arrangements for securing financial resilience – whether the Council has robust systems and processes to manage financial risks and opportunities effectively, and to secure a stable financial position that enables it to continue to operate for the foreseeable future; and
- ▶ Arrangements for securing economy, efficiency and effectiveness – whether the Council is prioritising its resources within tighter budgets, for example by achieving cost reductions and by improving efficiency and productivity.

The table below presents the findings of our work in response to the risk areas or areas of focus presented to you in our Audit Plan,

Significant risks:	Impacts arrangements for securing:	Key findings:
Coastal Protection Project		
<p>Tendring has obtained funding for a major £36 million coastal protection project from Clacton Pier to Holland Haven and tendered for a range of services to deliver the project.</p> <p>Value for money may not arise where robust governance arrangements to manage the project are not in place.</p> <p>The scale of the project presents a local risk to value for money and requires detailed local risk-based work to form a view on Tendring's arrangements to secure economy, efficiency and effectiveness in its use of resources.</p> <p>We have agreed a scale fee variation increase of £13,500 with the Finance and Procurement Manager, which the Audit Commission approved in September 2014.</p>	<p>Economy, efficiency and effectiveness</p> <p>Financial resilience</p>	<ul style="list-style-type: none"> ▶ We reviewed Tendring's arrangements for the procurement, contract and risk management of the Scheme regarding the selection, through a procurement process, of a: <ul style="list-style-type: none"> ▶ Project manager/supervisor to deliver engineering and related services; and ▶ Contractor to deliver the construction contract. ▶ Management made the relevant Council Members aware of our findings before the award of contracts in May 2014 to Mott Macdonald Ltd (MM) for the professional services contract and to VBA Joint Venture Ltd (VBA) for the engineering and construction contract. ▶ We made five recommendations. The first three were to be considered before the award of contracts and the final two relate to the post contract award management of the project: <ul style="list-style-type: none"> ▶ VBA's tender works on the basis that the construction element of the Scheme will take place over a two year period, from May 2014. The funding profile from the Environment Agency (EA) and Essex County Council (ECC) is over a three year period. We recommended that confirmation be received from the EA and ECC that funds will be received over a two year period for the relevant Members' attention before the contract award. Confirmation was not received and the Finance and Procurement Manager set out a sensitivity of the impact of both external and internal borrowing to cover the remaining £9 million from the EA and £1 million from ECC in the third year for the relevant Members attention. Management note that payments from the EA and ECC are being made in line with claims made to date. ▶ Professional services contract allow contractors to be incentivised through the use of Key Performance Indicators by a specified clause in the contract. The national framework contract does not contain this clause. We recommended that Tendring contact the EA to see the scope for including contractually binding incentives within the professional services contract. This was not possible. The Finance and Procurement Manager set out mitigations for Members in that the reduced timeframe for the contract and Tendring's own project management would seek to reduce costs.

- ▶ TDC's Procurement Procedure Rules refer to the use of a Tender Evaluation Panel but do not request panellists to disclose any potential conflicts of interest or to sign a contract for the supply of services. The consultant employed on the professional services contract was not requested to disclose any conflicts of interest or sign a contract. It was found at audit that the consultant had previously worked for the contractor. We recommended that Tendring updates its procedures to require disclosure of conflict of interest and for contracts to be signed for the supply of services. The Finance and Procurement set out how procedures would be updated and provided an analysis of the tender award, including a consideration of benchmarking, to consider whether the award of the contract provided value for money for the relevant Members to consider before deciding on the tender award.
- ▶ MM's tender for the supply of professional services does not go into detail as to how it will manage the cost of the construction contract. We recommended that Tendring ensures that MM's programme to manage costs will mitigate TDC's financial risks effectively and deliver the potential cost savings set out in the tender documents.
- ▶ We also recommended that Tendring produces its own a framework as to how it monitors adherence to the EA's "Memorandum Relating to Flood Risk Management Grants" as this places reporting obligations on TDC post award of the construction and professional services contracts. In addition, Tendring TDC needs to ensure it has an appropriate budget in order to maintain and repair the Scheme where necessary after the work have been completed, as required by the EA, dated 24 April 2014.

The Finance and Procurement Manager has placed the recommendations made on the Table of Outstanding Issues for reporting and follow up at the Audit Committee.

Other risks/areas of focus:	Impacts arrangements for securing:	Key findings:
Pressures from economic downturn		
<p>To date Tendring has responded well to the financial pressure resulting from the continuing economic downturn.</p> <p>However, the Comprehensive Spending Review will continue to impact on Tendring's budget and medium term financial planning during current and forthcoming financial years</p>	<p>Economy, efficiency and effectiveness</p> <p>Financial resilience</p>	<ul style="list-style-type: none"> ▶ We have reviewed the budget setting process for 2014/15 and considered the Medium Term Financial Strategy. <p>Budget Setting Process</p> <ul style="list-style-type: none"> ▶ The process for setting and monitoring Tendring's budget is sound, although more use could be made of scenario planning to assist the budget setting process ▶ The precept setting process details the assumptions and robustness of estimates. The process for revising medium term financial projections highlights the risks impacting upon Tendring's finances. ▶ With a history of freezing Council Tax, budgets setting reports have not sought to show the impact on finances of different levels of Council Tax reductions and increases. Using scenario planning effectively can provide guidance to Those Charged with Governance in determining options for budget setting and the level of precept. <p>Review of 2013/14 Financial Performance</p> <ul style="list-style-type: none"> ▶ The June 2014 Outturn Report records General Fund net expenditure of £16.4 million against a budget of £17.1 million. The underspend of £0.7 million is in part due to increased income of £0.8m for the year, relating to planning and parking fees. The underspend reported is after the Council has carried forward underspends on revenue and capital projects to the value of £13.1 million.

- ▶ The General Fund capital budget is underspent. The approved budget totals £8.5 million, against which expenditure of £2.3 million has been incurred, providing an overall under-spend of £6.2 million carried forward to 2014/15. The most significant schemes contributing to this include Empty Homes Funding (£1.3 million), Disabled Facilities Grants (£1.2 million), Dovercourt and Frinton and Walton Swimming Pools (£1 million) and IT Strategic Investment (£0.7 million).
- ▶ Tendring ensure that resources are prioritised through the monitoring of 15 key project areas as well as 12 performance indicators, detailing business critical areas of the Council's work. For 2013/14, cabinet were notified that of the 27 indicators and projects reported, 23 are on or above their respective target, with four (Office Rationalisation and Shared Use, Recycling, Waste tonnage and fly-tipping) behind target.

Medium Term Financial Plan

- ▶ Along with many other Authorities, Tendring is facing significant financial challenges over the next four years.
- ▶ External funding sources are reducing and are subject to change and uncertainty in future years. Some of the main areas of uncertainty relate to:
 - ▶ Future levels of business rates income;
 - ▶ Future funding through the New Homes Bonus; and
 - ▶ Level of Government funding through the Revenue Support Grant and Baseline Funding (business rates)
- ▶ Tendring has a good track record of delivering savings and meeting its budget, but is aware of the future challenges it faces and is considering ways in which services can be provided more efficiently and effectively.
- ▶ Tendring's financial forecasts that have been reported to Members make clear the scale of the challenge faced.
 - ▶ A £1.9m savings gap after £0.5 million the planned use of earmarked reserves in 2014/15 of covered by savings which is planned to be bridged by identified savings plans;
 - ▶ A revised savings gap of £2 million for 2015/16; and
 - ▶ Estimated cumulative budget gaps of some £3.9 million and £4.7 million to 2017-18 and 2018/19.
- ▶ Tendring are taking action to address the savings gap:
 - ▶ Corporate management team are identifying net savings with a Member workshop planned for October 2014;
 - ▶ Taking savings identified ahead of the 2015/16 financial year to the Austerity Reserve (£0.8 million at 31 March 2014) to support the budget.
- ▶ In seeking to cover the savings gaps, Members need to be aware that:
 - ▶ The Austerity Fund is a non-recurrent means for identifying savings but does not provide a long term solution. Savings gaps need to be bridged through recurrent savings and efficiencies or increased income.
 - ▶ In recent years, Tendring has frozen or reduced its council tax and received an annual council tax freeze grant as a result. Decisions relating to council tax increases, or decreases, have an ongoing impact on the Council's ability to raise revenue in future years due to the annual restrictions on the level of annual increases.
 - ▶ In light of the future financial pressures the Council is facing, Members need to consider carefully the impact of any decisions to freeze or reduce council tax or use of reserves to support the Council's finances, on the ongoing sustainability of the Council's financial position and its ability to maintain service levels in future years.

Localisation of business rates

<p>From April 2013, Tendring was able to retain some of its income from local business rates rather than paying the full amount back to central government. This localisation of business rates may impact upon Tendring's income levels.</p>	<p>Economy, efficiency and effectiveness Financial resilience</p>	<p>To date, Tendring's collection performance for business rates is ahead of budget for both 2013/14 and 2014/15:</p> <ul style="list-style-type: none"> ▶ Tendring's Outturn Report, considered by Cabinet in June 2014, reported that £25.8 million had been collected in business rates in 2013/14 compared to a budget of £24.2 million. ▶ The corporate budget monitoring report for June 2014, reported to Cabinet in September 2014, showed that for the first quarter of 2014/15 that collection at £8.4 million was more than budgeted by £0.050 million. ▶ Tendring's share of the business rates surplus for 2013/14 was reported at £0.243 million. ▶ Following the audit of the financial statements, management has increased the provision within the Collection Fund for a reliable estimate for those appeals against rateable values not yet known. This amendment results in a deficit for Tendring's share of National Non-Domestic Rates. Management are to take this into account when setting the 2015/16 budget.
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Approach to local council tax support

<p>The Local Council Tax Support (LCTS) scheme took effect from April 2013. This required Tendring to set locally appropriate levels of council tax support.</p> <p>The move to LCTS represented a significant change for the Council and has both financial and reputational risks.</p>	<p>Economy, efficiency and effectiveness Financial resilience</p>	<p>To date, Tendring's collection performance for local council tax support is ahead of budget for both 2013/14 and 2014/15. However, there has been an impact from the Local Council Tax Support scheme on collection rates for 2013/14, which the Council took into account in its medium term financial planning and forecasting. In addition, with the residency test for Local Council Tax Support is at Sandwell Metropolitan Borough Council declared unlawful, the ruling may impact on collection rates for 2014/15 since Tendring has a similar scheme.</p> <ul style="list-style-type: none"> ▶ Tendring's Outturn Report, considered by Cabinet in June 2014, reported that £63.8 million council tax had been collected in 2013/14 compared to a revised budget of £62.6 million. ▶ Tendring's share of the council tax surplus for 2013/14 is £0.429 million, £0.176 million ahead of budget. ▶ In accordance with the associated regulations, surpluses remain within the Collection Fund for local council tax collection that will be drawn down as part of the budget setting processes in following years. ▶ The corporate budget monitoring report for June 2014 reported to Cabinet in September 2014, showed that for the first quarter of 2014/15 that collection at £20 million was more than budgeted by £0.3 million. ▶ However, for 2013/14 total collection rates fell from 98% to 96.8% with accounts where local council tax support was awarded recording an 88.9% collection rate. ▶ For the first quarter of 2014/15, total collection rates at 29.6% are slightly below the 29.8% collection rate for the same period as last year. Accounts where local council tax support is awarded are showing a 26.3% increase against 23% as recorded at the similar point in 2013/14. ▶ As set out in Section 3, the High Court has ruled the residency criteria for Local Council Tax Support operated by Sandwell Metropolitan Borough Council is unlawful. The ruling may impact on Tendring's scheme and collection rates for 2014/15. ▶ As disclosed in the Annual Governance Statement, Tendring are consulting on the implications of the ruling on the residency test for its own local council tax scheme. Management plan to take details of a revised scheme to Members in Autumn 2014. This provides an opportunity to review the Council's decision making process in respect of future schemes.
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5. Control themes and observations

As part of our work, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. Although our audit was not designed to express an opinion on the effectiveness of internal of internal control we are required to communicate to you significant deficiencies in internal control.

The matters reported below are limited to those deficiencies that we identified during the audit and that we concluded are of sufficient importance to merit being reported to you.

5.1 Current year observations

Description	Impact
Our audit found that management had not updated the fixed asset register for sums to the value of £2.5m improvements to council dwellings (subsequently impaired as the improvements do not add value to the property) and £0.5 million relating to the purchases of flats	<ul style="list-style-type: none"> ▶ We noted that the figures had been correctly included in the financial statements. However, management should keep the fixed asset register up-to-date to avoid missing data gaps and ensure reconciliation to the general ledger in the future.

5.2 Status of previous year's recommendations

Description	Impact
Our 2012/13 Audit Results Report made no recommendations as regards internal control.	No action required.

5.3 Challenges for the coming year

Description	Impact
The Council has embarked on an ambitious programme of regeneration and capital works covering the coastal defence scheme from Clacton to Holland Haven, Weeley Crematorium, Jaywick and improvements to Dovercourt and Frinton and Walton Swimming Pools.	Tending should continually review its management capacity to progress this programme of work to ensure that appropriate governance is in place and applied.

6. Status of our work

6.1 Financial statement audit

Our audit work in respect of our opinion on the Council's financial statements is still in progress. The following items relating to the completion of our audit procedures were outstanding at the date of this report. Works is well progressed, but yet to be completed.

Item	Actions to resolve	Responsibility
Financial statements	<ul style="list-style-type: none"> ▶ Explanatory Foreword ▶ Income ▶ Expenditure ▶ Accounts Receivable ▶ Accounts Payable ▶ Fixed Assets ▶ Payroll including Exit Costs ▶ Journals ▶ Review of Housing Benefits ▶ Related Parties ▶ Other and immaterial disclosure notes ▶ Whole of government accounts ▶ Manager and Audit Director final review of audit work and financial statements for Tendring District Council 	<ul style="list-style-type: none"> ▶ Management and EY.
Production and approval of revised accounts	<ul style="list-style-type: none"> ▶ Production of amended accounts including audit adjustments and then review of these by EY ▶ Approval of accounts at Audit Committee by Members ▶ Accounts re-certified by Members and the responsible chief finance officers 	<ul style="list-style-type: none"> ▶ Management Members and EY.
Production and approval of revised annual governance statement	<ul style="list-style-type: none"> ▶ Production of amended Annual Governance Statement ▶ Approval of the Annual Governance Statement by the Leader of the Council and Chief Executive. 	<ul style="list-style-type: none"> ▶ Management and Members.
Letter of representation (Appendix B)	<ul style="list-style-type: none"> ▶ To be provided at Audit Committee on 25 September 2014. 	<ul style="list-style-type: none"> ▶ Management and Members.
Whole of government accounts	<ul style="list-style-type: none"> ▶ Whole of Government Accounts review to be completed by audit team 	<ul style="list-style-type: none"> ▶ Management and EY.

On the basis of our work performed to date, we anticipate issuing an unqualified auditor's report in respect of the Council's financial statements. However, until we have completed our outstanding procedures, it is possible that further matters requiring amendment may arise.

6.2 Economy, efficiency and effectiveness

Our work in respect of our conclusion on the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources is complete.

We expect to present an unqualified value for money conclusion in regard to the Council's arrangements to ensure economy, efficiency and effectiveness in its use of resources.

If further significant matters arise from our discussions with the Audit Commission, we will communicate the outcome to the Audit Committee on 25 September 2014.

6.3 Objections

We have received no objections to the 2013/14 accounts from members of the public.

We have received one question from the public and the Council has made us aware of correspondence received relevant to our duties. We have considered the relevant information and the Council's response. We are not proposing to undertake any further work in respect of the 2013/14 audit.

7. Fees update

A breakdown of our agreed fee is shown below.

	Proposed final fee 2013/14 £'000	Planned fee 2013/14 £'000	Scale fee 2013/14 £'000	Explanation of variance
Total Audit Fee – Code work	93	77	77	<ul style="list-style-type: none"> ▶ Management agreed a scale fee variation increase for work on the coastal protection project to the value of £13,500. ▶ We are proposing to submit a scale fee variation increase of £1,026 for work in respect of the High Court Judgement on Residency Criteria ▶ We are proposing a scale variation increase of £896 for work in respect of questions from the public.
Certification of claims and returns	17*	17	17	
Non-audit work	0	0	0	

**Our fee for certification of grants and claims is yet to be finalised for 2013/14 and will be reported to those charged with governance in March 2015 within the 2013/14 Annual Certification Report.*

During 2013/14 audit, we have undertaken more work than planned in reviewing:

- ▶ Tendring's coastal protection project
- ▶ Reviewing the financial statements; and
- ▶ Dealing with correspondence from the public.

Coastal Protection Project

Management agreed a scale fee variation increase for the sum of £13,500, which the Audit Commission approved in September 2014.

We prepared a specification and undertook audit work to address the Value For Money risk relating to the tendering arrangements of the project, progressed during February to May 2014. Our approach focussed on:

- ▶ Reviewing Tendring's arrangements for the procurement, contract and risk management of the project; and
- ▶ Making management aware of our findings for consideration by the relevant Council Members before the award of contracts.

Presentation of the Financial Statements

We have undertaken more work than planned to complete the audit of the financial statements.

We may need to raise a scale fee variation increase for this work and we will assess the position at the end of the audit.

High Court Judgement on Residency Criteria

We have undertaken more work than planned to consider the implications of the High Court ruling that the residency criteria for Local Council Tax Support operated by Sandwell Metropolitan Borough Council is unlawful. Tendring District Council's scheme also had residency criteria,

We have undertaken work to:

- ▶ Discuss the implication of the ruling with management;
- ▶ Research the case history;
- ▶ Work with other auditors to consider our response;
- ▶ Consider management's decision to include as a contingent liability rather than a provision in the financial statements; and
- ▶ Make management aware of our findings

We are proposing to submit a scale fee variation increase of £1,026 to the Audit Commission, upon conclusion of the audit, once agreed by management.

Questions from the public

Fees for the auditor's consideration of correspondence from the public and formal objections are charged in addition to the scale fee.

We are proposing to submit a scale fee variation increase of £896 to the Audit Commission, upon conclusion of the audit, once agreed by management.

We have received one question from the public and the Council has made us aware of correspondence received relevant to our duties.

We have undertaken extra work to:

- ▶ Review the queries received;
- ▶ Where relevant discuss with the Audit Commission;
- ▶ Consider Tendring's response to the queries; and
- ▶ Document our findings.

Variations to scale fees are subject to agreement by management and approval from the Audit Commission.

8. Summary of audit differences

In the normal course of any audit, we identify differences between amounts we believe should be recorded in the financial statements and amounts actually recorded. These differences are classified as either 'factual' or 'judgemental'. Factual differences represent items that can be accurately quantified and relate to a definite set of facts or circumstances. Judgemental differences generally involve estimation and relate to facts or circumstances that are uncertain or open to interpretation.

Our audit identified a number of disclosure and consistency errors in the financial statements presented for audit as set out in Section 3 of this Report.

Management has amended the accounts for these errors. The amendment to record a provision for those business rates appeals not yet know, results in a deficit for Tendring's share of National Non-Domestic Rates but because of the technical nature of the accounting adjustment, the Council's useable reserves have increased by £126,000 for 2013/14.

As set out on Section 3, there is one error, for which management has not corrected. We have requested within our letter of representation at Appendix B a response by the Audit Committee for the Council's reasons for not correcting a misstatement in the 2013/14 financial statements. The error does not impact on the financial position of the Council.

Balance Sheet and Comprehensive Income and Expenditure Statement

	Assets current	Assets non- current	Liabilities current	Liabilities non- current	Income	Expenses
	Debit/ (Credit)	Debit/ (Credit)	Debit/ (Credit)	Debit/ (Credit)	Debit/ (Credit) Current period	Debit/ (Credit) Current period
Uncorrected misstatements						
Factual misstatements:						
▶ CIES – Local Authority Housing (HRA): netting off services charges.					(£192,795)	£192,795

9. Independence confirmation: update

We confirm there are no changes in our assessment of independence since our confirmation in our Audit Plan dated 6 Month 2014 to the 20 March 2014 Audit Committee. We complied with the Auditing Practice's Board's Ethical Standards for Auditors and the requirements of the Standing Guidance and in our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning of regulatory and professional requirements.

We consider that our independence in this context is a matter that should be reviewed by both you and ourselves. It is therefore important that you consider the facts of which you are aware and come to a view. If you wish to discuss any matters concerning our independence, we will be pleased to do so at the forthcoming meeting of the Audit Committee on 25 September 2014.

Appendix A Required communications with the Audit Committee

There are certain communications that we must provide to the audit committee. These are detailed here:

Required communication	Reference
Terms of engagement	The Statement of responsibilities serves as the formal terms of engagement between the Audit Commission's appointed auditors and audited bodies.
Planning and audit approach Communication of the planned scope and timing of the audit including any limitations.	Audit Plan
Significant findings from the audit <ul style="list-style-type: none"> ▶ Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures ▶ Significant difficulties, if any, encountered during the audit ▶ Significant matters, if any, arising from the audit that were discussed with management ▶ Written representations that we are seeking ▶ Expected modifications to the audit report ▶ Other matters if any, significant to the oversight of the financial reporting process 	Audit Results Report
Misstatements <ul style="list-style-type: none"> ▶ Uncorrected misstatements and their effect on our audit opinion ▶ The effect of uncorrected misstatements related to prior periods ▶ A request that any uncorrected misstatement be corrected ▶ In writing, corrected misstatements that are significant 	Audit Results Report
Fraud <ul style="list-style-type: none"> ▶ Enquiries of the audit committee to determine whether they have knowledge of any actual, suspected or alleged fraud affecting the entity ▶ Any fraud that we have identified or information we have obtained that indicates that a fraud may exist ▶ A discussion of any other matters related to fraud 	Audit Results Report
Related parties Significant matters arising during the audit in connection with the entity's related parties including, when applicable: <ul style="list-style-type: none"> ▶ Non-disclosure by management ▶ Inappropriate authorisation and approval of transactions ▶ Disagreement over disclosures ▶ Non-compliance with laws and regulations ▶ Difficulty in identifying the party that ultimately controls the entity 	Audit Results Report
External confirmations <ul style="list-style-type: none"> ▶ Management's refusal for us to request confirmations ▶ Inability to obtain relevant and reliable audit evidence from other procedures 	Audit Results Report

Required communication	Reference
<p>Consideration of laws and regulations</p> <ul style="list-style-type: none"> ▶ Audit findings regarding non-compliance where the non-compliance is material and believed to be intentional. This communication is subject to compliance with legislation on tipping off ▶ Enquiry of the audit committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the audit committee may be aware of 	Audit Results Report
<p>Independence</p> <p>Communication of all significant facts and matters that bear on EY's objectivity and independence</p> <p>Communication of key elements of the audit engagement partner's consideration of independence and objectivity such as:</p> <ul style="list-style-type: none"> ▶ The principal threats ▶ Safeguards adopted and their effectiveness ▶ An overall assessment of threats and safeguards ▶ Information about the general policies and process within the firm to maintain objectivity and independence 	Audit Plan and update in section 8 of this report
<p>Going concern</p> <p>Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern, including:</p> <ul style="list-style-type: none"> ▶ Whether the events or conditions constitute a material uncertainty ▶ Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements ▶ The adequacy of related disclosures in the financial statements 	Audit Results Report
<p>Significant deficiencies in internal controls identified during the audit</p>	Audit Results Report
<p>Group audits</p> <ul style="list-style-type: none"> ▶ An overview of the type of work to be performed on the financial information of the components ▶ An overview of the nature of the group audit team's planned involvement in the work to be performed by the component auditors on the financial information of significant components ▶ Instances where the group audit team's evaluation of the work of a component auditor gave rise to a concern about the quality of that auditor's work ▶ Any limitations on the group audit, for example, where the group engagement team's access to information may have been restricted ▶ Fraud or suspected fraud involving group management, component management, employees who have significant roles in group-wide controls or others where the fraud resulted in a material misstatement of the group financial statements 	Not Applicable
<p>Fee reporting</p> <ul style="list-style-type: none"> ▶ Final, planned and scale fee broken down into the headings of Code audit work; certification of claims and returns; and any non-audit work (or a statement to confirm that no non-audit work has been undertaken for the body). 	Audit Results Report
<p>Summary of certification work undertaken</p> <ul style="list-style-type: none"> ▶ Annual report to those charged with governance summarising the certification work undertaken 	Annual Certification Report – due to be issued in February 2014.

Appendix B Letter of representation

[On Tendring District Council Letterhead paper]

Date: 25 September 2014

To:

Neil A Harris
Audit Director
Ernst & Young LLP
400 Capability Green
Luton
Bedfordshire
LU1 3LU

Dear Neil

**Tendring District Council
Letter of Representation
Audit of 2013/14 Financial Statements**

This representation letter is provided in connection with your audit of the financial statements of Tendring District Council ("the Council") for the year ended 31 March 2014. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the financial position of Tendring District Council as of 31 March 2014 and of its expenditure and income for the year then ended in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose – all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

A. Financial Statements and Financial Records

- We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations (England) 2011 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14.
- We acknowledge our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position and of its expenditure and income of the Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 and are free of material misstatements, including omissions. We have approved the financial statements.
- The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.
- We believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 that are free from material misstatement, whether due to fraud or error.
- We believe that the effects of any unadjusted audit differences, summarised in the accompanying schedule, accumulated by you during the current audit and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to Tendring District Council. We have not corrected the one difference identified by and brought to the attention from the auditor because:
 - it is not material, has no impact on the overall financial position of the Housing Revenue Account and is consistent with the amounts reported in earlier years that reflected the previous Housing Revenue Account Subsidy requirements. However the necessary changes will be reflected in the Statement of Accounts from next year.

B. Fraud

1. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
2. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
3. We have disclosed to you all significant facts relating to any frauds, suspected frauds or allegations of fraud known to us that may have affected Tendring District Council (regardless of the source or form and including, without limitation, allegations by “whistle-blowers”), whether involving management or employees who have significant roles in internal control. Similarly, we have disclosed to you our knowledge of frauds or suspected frauds affecting the entity involving others where the fraud could have a material effect on the financial statements. We have also disclosed to you all information in relation to any allegations of fraud or suspected fraud communicated by employees, former employees, analysts, regulators or others, that could affect the financial statements.

C. Compliance with Laws and Regulations

1. We have disclosed to you all known actual or suspected noncompliance with laws and regulations whose effects should be considered when preparing the financial statements.

D. Information Provided and Completeness of Information and Transactions

1. We have provided you with:
 - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters as agreed in terms of the audit engagement.
 - Additional information that you have requested from us for the purpose of the audit and
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
3. We have made available to you all minutes of the meetings of the Council, Cabinet and Audit Committee (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting on the following date: 25 September 2014.
4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.
5. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

E. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent. There are no guarantees that we have given to third parties.
4. No claims in connection with litigation have been or are expected to be received. Contingent liabilities and Contingent assets are set out in Note 34.

F. Subsequent Events

1. There have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

G. Accounting Estimates

1. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
2. Accounting estimates recognised or disclosed in the financial statements:
 - We believe the measurement processes, including related assumptions and models, we used in determining accounting estimates is appropriate and the application of these processes is consistent.
 - The disclosures relating to accounting estimates are complete and appropriate in accordance with the applicable financial reporting framework.
 - The assumptions we used in making accounting estimates appropriately reflects our intent and ability to carry out specific courses of action on behalf of the entity, where relevant to the accounting estimates and disclosures.
 - No subsequent event requires an adjustment to the accounting estimates and disclosures included in the financial statements.

H Retirement benefits

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

Yours Sincerely,

Richard Barrett
Finance and Procurement Manager

I confirm that this letter has been discussed and agreed at the Audit Committee on 25 September 2014

Councillor C Griffiths
Chairman of Audit Committee

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Tendring **District Council**



STATEMENT OF ACCOUNTS

2013/14

TENDRING DISTRICT COUNCIL

STATEMENT OF ACCOUNTS

2013/14

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R C Barrett
Finance and Procurement Manager
Town Hall
Clacton on Sea
Essex CO15 1SE
30 June 2014

SUMMARY FINANCIAL INFORMATION AND EXPLANATORY FOREWORD

INTRODUCTION

The financial statements are prepared on a 'true and fair view' basis, and continue to provide clear information about the Council's finances, in particular they explain:

- What the cost of the Council's services were for 2013/14;
- Where the Council's funding came from;
- What the Council's assets and liabilities were at the end of 2013/14.

The format and information provided follows the Code of Practice on Local Authority Accounting in the United Kingdom (The Code) 2013/14. This brings together accounting recommendations and best practice based on International Financial Reporting Standards.

SUMMARY OF THE 2013/14 FINANCIAL YEAR

Tendring District Council's expenditure is divided between revenue and capital. Revenue expenditure is on items which are consumed within the year and is financed from the proceeds of council tax, business rates, government grants, rents, fees and charges. Capital expenditure is on items that have value to the Council for longer than one year and is financed from loans, proceeds from the sale of capital assets, capital grants, revenue contributions, external contributions or from the Council's reserves.

Revenue Expenditure

Revenue expenditure is classified as either Housing Revenue Account (HRA) expenditure or General Fund expenditure.

The Housing Revenue Account is a separate account that records the income and expenditure in relation to the provision of council housing. This account is ring fenced and should not be subsidised from the General Fund or vice versa.

The General Fund records all the day-to-day spending on council services (apart from those that must be charged to the HRA).

The table that follows sets out the net revenue spending and financing compared with the estimate for the year.

	Estimate £000	Actual £000
Net Cost of Services	24,045	9,930
Other Operating Expenditure	1,377	1,037
Financing and Investment Income and Expenditure	4,190	4,194
Other Taxation and Non Specific Grants	(2,351)	(3,786)
	27,261	11,375
Contribution to/(from) Reserves	(13,175)	4,296
Other Movements on General Fund and HRA Balances	4,259	2,811
Movement on Balances	(8,916)	7,107
Increase/(Decrease) in General Fund Balance for the year	-	-
	18,345	18,482
Financed by:		
Income from Council Tax Payers	7,710	7,710
Government Grants - Revenue Support Grant	6,644	6,643
Non-Domestic Rates	3,991	4,129
	18,345	18,482

The income and expenditure relating to the Housing Revenue Account is also included in the 'Net Cost of Services' above. The net increase or decrease is then transferred out as part of the 'Movements on the General Fund and HRA Balances' to arrive at the net general fund expenditure for the year.

General Fund 2013/14

Due to the size, nature and lead-in times of some revenue and capital schemes (which are part funded by revenue contributions) expenditure can span financial years with some schemes and projects not completed by the 31 March in any one year. In such circumstances it is possible to carry forward the budget to enable projects to be completed. For 2013/14 these items total £13.100 million. There was no increase or decrease in the General Fund balance for the year.

General Fund balances at 31 March 2014 now stand at £24.849 million, of which £20.849 million has been set aside for specific policy purposes within earmarked reserves (an analysis of the earmarked reserves can be found on page 48 note 6 to the Core Financial Statements). The balance of £4.000 million is in the uncommitted reserve and of this sum £1.600 million is required to be maintained as the Council's Minimum Working Balance to support the Council's cash flow requirements during the year.

Housing Revenue Account 2013/14

The Council's revised estimates for 2013/14 planned for an overall call on reserves of £0.303 million but the final figure was a £0.546 million contribution to reserves. This has increased the HRA Balances which now total £6.372 million at the end of March 2014 and when added to the balance of £1.375 million in the Housing Repairs Reserve, which is held to support the maintenance of the Council's housing stock, the Housing Revenue Account Balances now total £7.747 million at 31 March 2014.

Capital Investment 2013/14

Expenditure is capitalised when it is spent on the acquisition, creation or enhancement of assets that have a value to the Council or the community for more than one year. Examples of capital expenditure incurred by the Council during the year were improvements to the Council's housing stock, information technology projects and coastal defence works within the district.

The Council's capital expenditure in 2013/14 totalled £5.547 million, compared with a budget for the year of £14.002 million. This variance was primarily due to spending on schemes being rescheduled into the 2014/15 Capital Programme as projects can span financial years.

The capital expenditure was financed via a mix of government grants and other external contributions, proceeds from the sales of capital assets and revenue resources.

The Prudential Code for Capital Finance in Local Authorities

The Local Government Act 2003 gives councils the freedom to determine how much they borrow for investment in new capital projects and schemes, subject to a regulation that they have regard to the Prudential Framework developed by the Chartered Institute of Public Finance and Accountancy (CIPFA). This aims to ensure that the capital investment plans of local authorities are affordable, prudent, sustainable, and that treasury management decisions are taken in accordance with good professional practice.

The Council manages its debt portfolio with advice from external consultants. No new borrowing was undertaken during 2013/14 in respect of either the General Fund or Housing Revenue Account. The total external debt of the Council as at 31 March 2014 stood at £52.931 million compared to its capital financing requirement (which represents the overall borrowing requirement) as at 31 March 2014 of £57.952 million. The difference between external debt and the capital financing requirement is the amount met by internal resources.

Current Year (2014/15)

General Fund

The Council's overall net General Fund revenue budget for 2014/15 is £16.361 million to be met by government support and business rates of £9.688 million and £6.673 million from local taxpayers.

The revised capital budget for the year is £18.161 million. This will be financed by government grants and other government funding (£11.599 million), capital receipts (£0.906 million), revenue (£4.210 million) and other sources including external contributions (£1.446 million).

The Council has General Fund balances of £24.849 million to bring forward into 2014/15. Of this sum, £20.849 million is earmarked in specific reserves.

Within the overall budget figures mentioned above, significant investments in the District which are planned or on-going into 2014/15 include the following items:

- Coast Protection Works - £10.500 million – This amount represents the first year of a two year scheme that will deliver a significant coast protection project across the Clacton to Holland-on-Sea coastline. The total project costs are estimated at £36.000 million and is one of the largest projects undertaken by this Council.
- Cremator Replacement - £0.662 million
- Disabled Facilities Grants - £2.114 million
- Empty Homes Funding - £1.268 million
- ICT Related Projects - £1.177 million
- Regeneration and Inward Investment Projects - £0.358 million
- Sports Facilities - £1.075 million

Housing Revenue Account

The Housing Revenue Account direct income budget is £14.373 million (primarily from dwelling rents) and after taking into account various areas of expenditure, a contribution to balances of £0.022 million is forecast for the year.

The revised capital budget for the year is £6.211 million. This will be financed by the Major Repairs Reserve (£4.306 million), Section 106 contributions (£0.199 million) and Revenue Contributions (£1.706 million).

Impact of Current Economic Climate

The Coalition Government continue to undertake measures to reduce the level of spending in the public sector which follows on from the worst local government funding settlement for many years. The provisional settlement for 2015/16 reflects a further reduction in Revenue Support Grant of £1.645 million, with further reductions expected in 2016/17 and beyond.

INTRODUCTORY INFORMATION TO THE STATEMENT OF ACCOUNTS

FINANCIAL STATEMENTS

The main elements of the financial statements are explained below and comprise of information in respect of accounting concepts and estimation techniques, the responsibilities for the statement of accounts along with the report of the auditors and the detailed financial statements and notes. The format and information in the Accounts has been prepared in line with International Financial Reporting Standards (IFRS) and the Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 (The Code). The detailed financial statements that are required are explained below; these are split into 'core statements' and 'supplementary statements'.

ACCOUNTING AND RESPONSIBILITY STATEMENTS

- ❖ **Accounting Concepts and Estimation Techniques** - This briefly sets out the three main concepts that are applicable along with estimation methods used in preparing the accounts.

- ❖ **Statement of Responsibilities for the Statement of Accounts** - This statement sets out the respective responsibilities required of the Council and the Finance and Procurement Manager for the Authority's accounts and financial affairs.

- ❖ **Report of the Auditors** - The Auditor certifies that an audit of the Statement of Accounts has been concluded and gives an opinion on their presentation and content.

CORE FINANCIAL STATEMENTS

The following four statements comprise the 'core statements' and are directly followed in the Statement of Accounts by comprehensive notes supporting these statements.

- ❖ **Movement in Reserves Statement (MIRS)** - This statement shows the movement in the year on the different reserves held by the authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Account for council tax setting and dwellings rents 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 Council.
- ❖ **Comprehensive Income and Expenditure Statement** - This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.
- ❖ **Balance Sheet** - The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the authority. The net assets of the authority (assets less liabilities) are matched by the reserves held by the authority. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the authority is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets were sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.
- ❖ **Cash Flow Statement** - The Cash Flow Statement shows the changes in cash and cash equivalents of the authority during the reporting period. The statement shows how the authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the authority are funded by way of taxation and grant income or from the recipients of services provided by the authority. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the authority's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the authority.

SUPPLEMENTARY FINANCIAL STATEMENTS

- ❖ **Housing Revenue Account Income and Expenditure Statement** - The Housing Revenue Account (HRA) reflects a statutory obligation (Local Government and Housing Act 1989) to maintain a separate account for local authority housing provision such as those revenue transactions relating to the Council's housing stock and its other housing assets. The HRA Income and Expenditure Statement 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. Authorities charge rents to cover expenditure in accordance with regulations; this may be different from the accounting cost. The increase or decrease in the year, on the basis of which rents are raised, is shown in the Movement on the HRA Statement. The Account is also consolidated into the Comprehensive Income and Expenditure Statement previously mentioned.
- ❖ **Movement on the Housing Revenue Account Statement** - Similarly to the Movement in Reserves Statement, amounts that need to be included in the HRA to arrive at an overall position for the year include those in accordance with statute and are either added or removed from the figures in the Income and Expenditure Statement. Accordingly this statement reconciles the income and expenditure statement with the other items in the HRA to arrive at the overall HRA balance for the year.
- ❖ **Collection Fund Income and Expenditure Statement** - The Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and the Government of council tax and non-domestic rates. Transactions relating to Tendring District Council are included in the Comprehensive Income and Expenditure Statement.

This statement has been subject to the required changes to reflect the Local Council Tax Support Scheme and localising of Non-Domestic Rates that were introduced on 1 April 2013.

OTHER INFORMATION

Additional information to aid the understanding and interpretation of the accounts along with significant changes included in the accounts for 2013/14 are as follows:

ADDITIONAL STATEMENTS

- ❖ **Members' Allowances and Expenses** - This shows the allowances and expenses paid to Councillors in respect of their duties. Publication of these allowances and expenses is a statutory requirement.
- ❖ **Glossary** - This explains in more detail the terms used in the Statement of Accounts.

ADDITIONAL INFORMATION

❖ **New or Significant Changes in Liabilities/Assets**

Housing Benefit Subsidy – During the year benefit subsidy is receivable from the Department for Work and Pensions (DWP) to meet the cost of providing Rent Allowances and Rent Rebates along with an overall administration grant. The monthly payments received during the year are based on estimates until final figures become known at the end of April 2014 when a claim for subsidy is finalised and sent to DWP. For 2013/14 the final subsidy figure being claimed from DWP is £1.890 million more than the payments received from them during the year so this additional income appears as a debtor in the accounts. This is reflected in the line Central Government Bodies within the analysis of debtors that appear in the Balance Sheet (page 63 note 14). This sum was subsequently received in May 2014.

❖ **Explanation of Pension Liability**

At the end of 2013/14 there is an overall pension deficit attributable to the Council of £46.039 million (£61.212 million for 2012/13) which has been included in the Balance Sheet as at 31 March 2014. This reflects the calculations carried out in accordance with IAS19 based on actuarial assumptions which were subject to a comprehensive triennial review as at 31 March 2013. The next triennial review is due in 2016. The deficit reported for 2013/14 highlights that to date the current benefit obligations of the fund are greater than the current value of the assets of the fund although it is important to note that the figures calculated under IAS19 differ from those calculated as part of the triennial actuarial review. Statutory arrangements for funding the deficit calculated via the triennial actuarial review mean that the deficit on the local government scheme will be made good by contributions over the remaining working life of employees, as assessed by the scheme actuary. Further changes to the Local Government Pension Scheme came into force from April 2014 which will have an impact on the pension liability in future.

The 2012/13 figures set out in the primary financial statements (including accompanying notes) and the detailed pension notes are based on revised requirements under IAS19 that came into force in 2013/14 with 2012/13 figures therefore being restated where relevant. This has been done for completeness and to allow comparisons to be made across the two years with a detailed explanation of the changes made to the 2012/13 figures explained in the detailed pensions note.

❖ **Other Significant Items**

In 2013/14 two major changes were made to the system of local government finance, these have had the following impact on the Collection Fund:

1 Localisation of Business Rates

Under the previous system, the proceeds of business rates were paid into the Central Government national pool. This has been replaced with a retained business rates scheme which distributes shares of business rates income to the Council, Essex County Council, Essex Fire Authority and Central Government. Further details are set out within the separate note relating to the Collection Fund.

2 **Local Council Tax Support Scheme**

On 1 April the previous national Council Tax Benefit scheme was replaced with a Local Council Tax Support scheme (LCTS). The Council Tax Benefit scheme was accounted for within the General Fund of billing authorities and necessitated a transfer from the General Fund to the Collection Fund. This transfer does not occur under LCTS resulting in lower Council Tax income in the Collection Fund and instead, each precepting authority receives a share of Council Tax Support grant directly from Government. Further details are set out within the separate note relating to the Collection Fund.

❖ **Summary Financial Statements**

Summary financial statements are also produced by the Council which will be available on the Council's web site from the beginning of August 2014.

ACCOUNTING CONCEPTS AND ESTIMATION TECHNIQUES

Accounting Concepts

The accounting policies outlined in the next section are consistent with the fundamental accounting concepts of:

- **Going concern** – that the Authority will continue in its operational existence for the foreseeable future;
- **Accruals** – the non-cash effects of transactions are reflected in the financial statements for the accounting period in which those effects are experienced and not in the period in which any cash is received or paid. Further details are provided in the Statement of Accounting Policies (note 1 to the Core Financial Statements);
- **Legislative requirements** – where specific legislative requirements and accounting principles conflict, legislative requirements are applied.

Estimation Techniques

These are the methods adopted by the Council to arrive at estimated amounts, corresponding to the measurement bases selected for assets, liabilities, gains, losses and charges to the Reserves. Where the basis of measurement for the amount to be recognised under accounting policies is uncertain, an estimation technique is applied. In the Council's accounts, estimation techniques continue to be applied for the calculation of depreciation, bad debt provision, pension assets/liabilities, some grant amounts claimed from Government and the valuation of Property, Plant and Equipment. Methods used are further explained in the accounting policies (note 1 to the Core Financial Statements).

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Authority's Responsibilities

The Authority is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Finance and Procurement Manager;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- approve the Statement of Accounts.

The Finance and Procurement Manager's Responsibilities

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

In preparing this Statement of Accounts, the Finance and Procurement Manager has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Local Authority Code.

The Finance and Procurement Manager has also:

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

FINANCE AND PROCUREMENT MANAGER'S CERTIFICATE

I certify that the accounts set out in this document give a true and fair view of the financial position of the Council at the 31 March 2014 and the income and expenditure for the year then ended.

R C Barrett
Finance and Procurement Manager
Date: 30 June 2014

The Finance and Procurement Manager has certified the formal financial statement, which is held by the Finance and Procurement Manager and can be reviewed upon request.

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**INDEPENDENT AUDITOR'S REPORT TO
THE MEMBERS OF
TENDRING DISTRICT COUNCIL
YEAR ENDED 31 MARCH 2014**

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MOVEMENT IN RESERVES STATEMENT

	General Fund Balance (Restated)	General Fund Earmarked Reserves	Housing Revenue Account	Housing Repairs Reserve	Major Repairs Reserve	Capital Grants Unapplied Reserve	Capital Receipts Reserve	Total Usable Reserves	Unusable Reserves (Restated)	Total Authority Reserves	Note Ref
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Balance at 1 April 2012 brought forward	4,000	14,298	5,829	1,195	2,017	165	1,871	29,375	53,578	82,953	
Movement in reserves during the year											
Surplus or (deficit) on provision of services	(245)	-	2,037	-	-	-	-	1,792	-	1,792	
Other comprehensive expenditure and income	-	-	-	-	-	-	-	-	(946)	(946)	
Total Comprehensive Expenditure and Income	(245)	-	2,037	-	-	-	-	1,792	(946)	846	
Adjustments between accounting basis and funding basis under regulations	3,075	-	(1,889)	-	908	-	(63)	2,031	(2,031)	-	5
Net Increase/(Decrease) before Transfers to Earmarked Reserves	2,830	-	148	-	908	-	(63)	3,823	(2,977)	846	
Transfers to/from Earmarked Reserves	(2,830)	2,830	(151)	151	-	-	-	-	-	-	
Increase/(Decrease) in Year	-	2,830	(3)	151	908	-	(63)	3,823	(2,977)	846	
Balance at 31 March 2013 carried forward	4,000	17,128	5,826	1,346	2,925	165	1,808	33,198	50,601	83,799	18,19

	General Fund Balance	General Fund Earmarked Reserves	Housing Revenue Account	Housing Repairs Reserve	Major Repairs Reserve	Capital Grants Unapplied Reserve	Capital Receipts Reserve	Total Usable Reserves	Unusable Reserves	Total Authority Reserves	Note Ref
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Balance at 1 April 2013 brought forward	4,000	17,128	5,826	1,346	2,925	165	1,808	33,198	50,601	83,799	
Movement in reserves during the year											
Surplus or (deficit) on provision of services	2,507	-	4,600	-	-	-	-	7,107	-	7,107	
Other comprehensive expenditure and income	-	-	-	-	-	-	-	-	24,226	24,226	
Total Comprehensive Expenditure and Income	2,507	-	4,600	-	-	-	-	7,107	24,226	31,333	
Adjustments between accounting basis and funding basis under regulations	1,214	-	(4,025)	-	741	-	696	(1,374)	1,374	-	5
Net Increase/(Decrease) before Transfers to Earmarked Reserves	3,721	-	575	-	741	-	696	5,733	25,600	31,333	
Transfers to/from Earmarked Reserves	(3,721)	3,721	(29)	29	-	-	-	-	-	-	
Increase/(Decrease) in Year	-	3,721	546	29	741	-	696	5,733	25,600	31,333	
Balance at 31 March 2014 carried forward	4,000	20,849	6,372	1,375	3,666	165	2,504	38,931	76,201	115,132	18,19

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2014

2012/13 (Restated)				2013/14			
Expenditure	Income	Net		Expenditure	Income	Net	Note
£000	£000	£000		£000	£000	£000	Ref
EXPENDITURE ON SERVICES							
17,293	(16,257)	1,036	Central Services to the Public	2,086	(1,398)	688	
6,393	(3,525)	2,868	Cultural and Related Services	6,479	(3,776)	2,703	
9,158	(3,289)	5,869	Environmental and Regulatory Services	9,407	(2,828)	6,579	
3,917	(1,214)	2,703	Planning Services	3,710	(1,469)	2,241	
1,006	(864)	142	Highways and Transport Services	680	(779)	(99)	
9,014	(12,888)	(3,874)	Local Authority Housing - Housing Revenue Account	7,816	(13,749)	(5,933)	
63,214	(62,024)	1,190	Other Housing Services	65,662	(64,415)	1,247	
483	(586)	(103)	Adult Social Care	450	(606)	(156)	
2,828	(45)	2,783	Corporate and Democratic Core Expenses	2,557	(3)	2,554	
398	-	398	Non Distributed Costs	106	-	106	
113,704	(100,692)	13,012	Net Cost of Services	98,953	(89,023)	9,930	
1,868	(326)	1,542	Other Operating Expenditure	2,047	(1,010)	1,037	7
4,416	(237)	4,179	Financing and Investment Income and Expenditure	4,390	(196)	4,194	8
-	(20,525)	(20,525)	Taxation and Non-Specific Grant Income	5,549	(27,817)	(22,268)	9
		(1,792)	(Surplus) or Deficit on Provision of Services			(7,107)	
		(3,612)	(Surplus) or deficit on revaluation of non-current assets			(7,256)	19(a)
		-	(Surplus) or deficit on revaluation of available for sale financial assets			1	19(b)
		4,558	Remeasurements of the net defined benefit liability (asset)			(16,971)	19(d)
		946	Other Comprehensive Income and Expenditure			(24,226)	
		(846)	Total Comprehensive Income and Expenditure			(31,333)	

2012/13 was restated due to change in accounting policy for pensions – See Note 33.

BALANCE SHEET

AS AT 31 MARCH 2014

31/03/2013		31/03/2014	Note
£000		£000	Ref
	Long Term Assets		
171,393	- Property Plant and Equipment	179,105	10
28	- Heritage Assets	25	11
112	- Intangible Assets	468	12
10	- Long Term Investments	9	13
525	- Long Term Debtors	498	14
172,068	Total Long Term Assets	180,105	
	Current Assets		
27,525	- Short Term Investments	34,294	13
34	- Inventories	38	
4,192	- Short Term Debtors	5,126	14
6,427	- Cash and Cash Equivalents	6,678	15
38,178	Total Current Assets	46,136	
	Current Liabilities		
(3,587)	- Short Term Borrowing	(2,587)	13
(7,727)	- Short Term Creditors	(9,533)	16
(57)	- Provisions	(660)	17
(833)	- Capital Grants Receipts in Advance	(1,520)	28
(12,204)	Total Current Liabilities	(14,300)	
	Long Term Liabilities		
(481)	- Long Term Creditors	(426)	16
(52,550)	- Long Term Borrowing	(50,344)	13
(61,212)	- Other Long Term Liabilities - Pensions	(46,039)	33
(114,243)	Total Long Term Liabilities	(96,809)	
83,799	Total Net Assets	115,132	
	Financed by:		
33,198	Usable Reserves	38,931	18
50,601	Unusable Reserves	76,201	19
83,799	Total Reserves	115,132	

CASH FLOW STATEMENT

2012/13 (Restated) £000		2013/14 £000	Note Ref
1,792	Net surplus or (deficit) on the provision of services	7,107	
	Adjustments to net surplus or (deficit) on the provision of services for non-cash movements:		
5,102	Depreciation, revaluation and impairment of non-current assets	3,252	
130	Amortisation of Intangible Assets	57	
(70)	Increase/decrease in creditors	608	
(1,378)	Increase/decrease in debtors	(609)	
1,661	Movement in pension liability	1,798	
(22)	Contributions to/(from) provisions	603	
219	Carrying amount of non-current assets and non-current assets held for sale, sold or derecognised	476	
8	Other items	(4)	6,181
		<hr/>	
	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities:		
(605)	Capital Grants credited to surplus or deficit on the provision of services	(1,941)	
(325)	Proceeds from the sale of property, plant and equipment	(1,010)	(2,951)
<hr/>		<hr/>	
6,512	Net cash flows from Operating Activities	10,337	20
(1,534)	Investing Activities	(8,032)	21
(2,221)	Financing Activities	(2,054)	22
<hr/>		<hr/>	
2,757	Net increase or (decrease) in cash and cash equivalents	251	
3,670	Cash and cash equivalents at the beginning of the reporting period	6,427	
<hr/>		<hr/>	
<u>6,427</u>	Cash and cash equivalents at the end of the reporting period	<u>6,678</u>	

NOTES TO CORE FINANCIAL STATEMENTS

1 Accounting Policies

a) General Principles

The Statement of Accounts summarises the Authority's transactions for the 2013/14 financial year and its position at the year end of 31 March 2014. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit (England) Regulations 2011, which those Regulations require to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2013/14 and the Service Reporting Code of Practice 2013/14, supported by International Financial Reporting Standards (IFRS).

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

b) Accruals of Income and Expenditure

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

- Revenue from the sale of goods is recognised when the Authority transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Revenue from the provision of services is recognised when the Authority can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenditure in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.

- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. The only exceptions to this are with regard to certain revenue transactions where the accruals concept has not been applied (e.g. electricity and similar quarterly payments) as the change from year to year is recurring in nature and the sums involved are not material compared with total expenditure and income, and where appropriate when expenditure is being funded by external grant, depending on the requirements specified in the conditions of grant. As this policy is applied consistently each year, it has no material effect on the year's accounts. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

c) **Cash and Cash Equivalents**

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

d) **Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors**

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

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

e) **Charges to Revenue for Non-Current Assets**

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

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

The Authority is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement equal to an amount calculated on a prudent basis determined by the Authority in accordance with statutory guidance. Depreciation, revaluation and impairment losses and amortisations are therefore replaced by the contribution in the General Fund Balance (MRP), by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

f) **Employee Benefits**

Benefits Payable During Employment

Short term employee benefits are those due to be settled wholly within 12 months of the year end. They include such benefits as salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits for current employees and are recognised as an expense for services in the year in which employees render service to the Authority. An accrual is made for the cost of holiday entitlements (or any form of leave, for example, time off in lieu) earned by employees but not taken before the year end which employees can carry forward into the next financial year. The accrual is made at the salary rates applicable in the following accounting period, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the relevant service line in the Comprehensive Income and Expenditure Statement at the earlier of when the authority can no longer withdraw the offer of those benefits or when the authority recognises costs for a restructuring.

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

Post Employment Benefits

Employees of the Authority are members of the Local Government Pension Scheme, administered by Essex County Council.

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

The Local Government Pension Scheme

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

- The liabilities of the Essex County Council pension fund attributable to the Authority are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc., and projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate of 4.4%, the yield on Merrill Lynch AA rated corporate bond curve (17 year).
- The assets of Essex County Council pension fund attributable to the Authority are included in the Balance Sheet at their fair value:
 - ❖ Quoted securities – current bid price;
 - ❖ Unquoted securities – professional estimate.
 - ❖ Unitised securities – current bid price;
 - ❖ Property – market value.
- The change in the net pensions liability is analysed into the following components:

Service cost comprising:

 - ❖ **Current service cost** – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked.
 - ❖ **Past service cost/gain** – the increase/decrease in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – charged to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.

- ❖ **Net interest on the net defined benefit liability (asset), ie net interest expense for the authority** – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.

Remeasurements comprising:

- ❖ **The return on plan assets** – excluding amounts included in net interest on the net defined benefit liability (asset) – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
- ❖ **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 as Other Comprehensive Income and Expenditure.

Contributions paid to the Essex 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 Authority 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 transfers 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 Authority 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.

g) Events after the Reporting Period

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

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

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

h) **Financial Instruments**

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

For most of the borrowings that the Authority has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest); and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the new or modified loan and the write down to the Comprehensive Income and Expenditure Statement is spread over the life of the loan by an adjustment to the effective interest rate.

Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund Balance to be spread over future years. Where material the Authority has a policy of spreading the gain or loss over the term that was remaining on the loan against which the premium was payable or discount receivable when it was repaid. Where the sums are immaterial they are not spread over future years, but instead charged fully to the Comprehensive Income and Expenditure Statement in the year. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

The Council operates a deposit guarantee scheme set up to help people who are homeless, or threatened with homelessness, and unable to raise the deposit necessary to secure private rented accommodation. The deposit guarantee scheme is a written agreement and represents a deposit equal to the value of one month's rent. The deposit covers any damage or rent arrears incurred by the tenant for the duration of their tenancy. In the event that a landlord needs to make a claim against the deposit guarantee at the end of the tenancy, the tenant will be required to repay this money to the Council.

Financial Assets

Financial Assets are classified into two types:

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

Loans and Receivables

Loans and receivables are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the loans that the Authority has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the relevant service (for receivables specific to that service) or the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate.

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

Available-for-Sale Assets

Available-for-sale assets are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Where the asset has fixed or determinable payments, annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the amortised cost of the asset multiplied by the effective rate of interest for the instrument. Where there are no fixed or determinable payments, income (for example dividends) is credited to the Comprehensive Income and Expenditure Statement when it becomes receivable by the Authority.

Assets are maintained in the Balance Sheet at fair value. Values are based on the following principles:

- Instruments with quoted market prices – the market price;
- Other instruments with fixed and determinable payments – discounted cash flow analysis;
- Equity shares with no quoted market prices – independent appraisal of company valuations.

Changes in fair value are balanced by an entry in the Available-for-Sale Reserve and the gain/loss is recognised in the Surplus or Deficit on Revaluation of Available-for-Sale Financial Assets. The exception is where impairment losses have been incurred – these are debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, along with any net gain or loss for the asset accumulated in the Available-for-Sale Reserve.

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

Any gains and losses that arise on the derecognition of the asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, along with any accumulated gains or losses previously recognised in the Available-for-Sale Reserve.

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

Instruments entered into before 1 April 2006

The Authority entered into a scheme of arrangement in respect of Municipal Mutual Insurance in 1992 which is not required to be accounted for as a financial instrument. This is reflected in the Statement of Accounts to the extent that a contingent liability note is needed under the policies set out in the section on Provisions, Contingent Liabilities and Contingent Assets.

i) Government Grants and Contributions

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

- The Authority will comply with the conditions attached to the payments, and
- The grants or contributions will be received.

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

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

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

Grants to cover general expenditure (for example, Revenue Support Grant) are credited to Taxation and Non-Specific Grant Income in the Comprehensive Income and Expenditure Statement.

j) Heritage Assets

Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Authority's accounting policies on property, plant and equipment. However, some of the measurement rules are relaxed in relation to heritage assets as detailed below. The Authority's collection of heritage assets is accounted for as follows:

Machinery

The Clacton Queen Steam Roller is reported in the Balance Sheet at insurance valuation and reviewed on an annual basis.

Heritage Buildings

These buildings include the Harwich Crane, the Leading Lights at Dovercourt and the Redoubt in Harwich, all of which are held at a nominal value in the accounts.

Heritage Assets – General

The carrying amounts of all heritage assets are reviewed where there is evidence of impairment. Any impairment is recognised and measured in accordance with the Authority's general policies on impairment (see item o) in this summary of significant accounting policies. Where applicable, disposal proceeds are disclosed separately in the note to the Financial Statements and are accounted for in accordance with statutory accounting requirements relating to capital expenditure and capital receipts.

k) Intangible Assets

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

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

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

l) Inventories and Long Term Contracts

Inventories are included in the Balance Sheet at cost.

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

m) **Leases**

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

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

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

The Authority as Lessee

➤ **Finance Leases**

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

Lease payments are apportioned between:

- ❖ A charge for the acquisition of the interest in the property, plant or equipment – applied to write down the lease liability, and
- ❖ A finance charge (debited to the Financing and Investment Income and Expenditure line in the 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 authority at the end of the lease period).

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

➤ **Operating Leases (including Contract Hire)**

Rentals paid under operating leases 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 (for example, there is a rent-free period at the commencement of the lease).

The Authority as Lessor

➤ **Finance Leases**

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

Lease rentals receivable are apportioned between:

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

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

The written-off value of disposals is not a charge against council tax as the cost of 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.

➤ **Operating Leases**

Where the Authority grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the 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 (for example, there is a premium paid at the commencement of the lease).

n) **Overheads and Support Services**

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

- Corporate and Democratic Core – costs relating to the Authority’s status as a multi-functional, democratic organisation.
- Non Distributed Costs – includes costs such as discretionary benefits awarded to employees retiring early and impairment losses chargeable on Assets Held for Sale.

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

o) **Property, Plant and Equipment**

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment, provided their value is greater than £10,000.

Recognition

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

Measurement

Assets are initially measured at cost, comprising:

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

- The initial estimate of the costs of dismantling and removing the items and restoring the site on which it is located.

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

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

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied the gain is held in the Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

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

- Equipment, infrastructure, community assets and assets under construction – depreciated historical cost;
- Dwellings – fair value, determined using the basis of existing use value for social housing (EUVS-H);
- All other assets – fair value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

Where there is no market based evidence of fair value because of the specialist nature of an asset depreciated replacement cost (DRC) is used as an estimate of fair value.

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

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

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

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

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

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

Impairment

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

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

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

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

Depreciation

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

Depreciation is calculated on the following bases:

- Dwellings and other buildings – straight-line allocation over the useful life of the property as estimated by the valuer.
- Vehicles, plant, furniture and equipment – straight-line allocation over the useful life of the asset.
- Infrastructure – straight-line allocation.

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

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

Disposals and Non-current Assets Held for Sale

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

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

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

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

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals are payable to the Government under pooling arrangements based on the age, type of dwelling and relevant shares due to Government and Tendring District Council. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Authority's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

Capital receipts of £10,000 or less are credited to the General Fund Revenue Account to be used for revenue or capital purposes except for Private Sector Grant/Loan repayments which are credited directly back to the Capital Receipts Reserve to support the on-going capital programme.

The interest earned from holding capital receipts is credited to the Comprehensive Income and Expenditure Account.

p) **Provisions, Contingent Liabilities and Contingent Assets**

Provisions

Provisions are made where an event has taken place that gives the Authority a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. For instance, the Authority may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

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

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

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

Contingent Liabilities

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

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

Contingent Assets

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

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

q) **Reserves**

The Authority sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against council tax for the expenditure.

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

r) **Revenue Expenditure Funded from Capital under Statute**

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

s) **Value Added Tax (VAT)**

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

The Council is allowed to recover VAT incurred on expenses where income from the activity is exempt provided it is 'insignificant'. The current test for insignificance is that the VAT incurred and recovered on exempt activities is less than 5% of the total VAT that is incurred on all of the Council's activities. If the amount exceeds the limit and no dispensation has been granted by HM Revenue and Customs, then none of the tax may be recovered. HM Revenue and Customs have raised no objection to the Council's method of calculation applied to exempt activities.

t) **Council Tax and Non Domestic Rates (NDR)**

The Council's share of Council Tax income and the retained NDR will be recognised in the Comprehensive Income & Expenditure Statement in the line Taxation & Non-Specific Grant Income on an accrued basis. In order to comply with the relevant statutory regulations 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 Reserves Statement.

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

The 2014/15 Code introduces several changes in accounting policies that will apply from 1 April 2014, the changes listed below are not considered to have a significant impact on the Statement of Accounts:

- 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 have any significant subsidiaries or associates under either the old or new definition of control.
- IFRS11 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 consolidated can no longer be used for jointly controlled entities. The Council has no significant joint venture arrangements.
- IFRS 12 Disclosure of Interests in 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 has no significant arrangements with other entities under IFRS12.
- IAS 27 Separate Financial Statements and IAS 28 Investments in Associates and Joint Ventures – These have been updated in line with the changes under IFRS10, 11 and 12. The Council has no significant arrangements with associates or joint ventures.
- IAS 32 Financial Instruments: Presentation – The Code refers to amended application guidance when offsetting a financial asset and a financial liability. The gains and losses are already separately identified in the Comprehensive Income and Expenditure Statement and therefore no further disclosure is required.
- IAS 1 Presentation of the Financial Statements – The changes made clarify the disclosure requirement in respect of comparative information for the preceding period. The Statement of Accounts fully discloses comparative information for the preceding period.

Although IFRS13 Fair Value Measurement was issued in May 2011, it has yet to be adopted by the Code.

3 Assumptions made about the future and other major sources of estimation

The preparation of the Statement of Accounts requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for the revenues and expenses during the year. However, the nature of estimate means that the actual outcomes could differ from those estimates.

The key judgements and estimation uncertainty that have a significant risk of causing adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

Item	Uncertainties	Effect if Actual results Differ from Assumptions
Property, Plant and Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Authority will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that the annual depreciation charge for buildings would increase by £0.154 million for every year that useful lives had to be reduced.
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged (via Essex County Council) to provide the Authority with expert advice about the assumptions to be applied.	The effects on the net pension liability of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability of £2.109 million. However, the assumptions interact in complex ways. During 2013/14, the Authority's actuaries advised that the net pensions liability had reduced by £14.741 million primarily due to estimates being corrected as a result of experience and updating of the assumptions.
Non-Domestic Rates (NDR) Appeals	Estimation of the settlement of existing and future backdated NDR appeals under the 2010 Rate Revaluation. Uncertainty over the level of settlement of existing outstanding appeals, the number of future appeals that will emerge, the success level of those appeals and the extent to which they will be backdated to 1 April 2010	The total provision for NDR appeals is £1.578 million, the Council's share is £0.631 million (40%). This has been estimated on the basis that following appeal the average reduction in rateable value is 4.19%. If this increased by 0.5% the increase in the provision would be £0.188 million, the Council's share being £0.075 million.

This list does not include assets and liabilities that are carried at fair value based on a recently observed market price.

4 Events after the Reporting Period

The Statement of Accounts was authorised for issue by the Finance and Procurement Manager on 30 June 2014. Events taking place after the Reporting Period have been considered up to this date. Events taking place after the Statement of Accounts were authorised for issue are not reflected in the financial statements or notes.

5 Adjustments between Accounting Basis and Funding Basis Under Regulations

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

2012/13 (Restated)	Usable Reserves					Unusable Reserves
	General Fund Balance	Housing Revenue Account	Major Repairs Reserve	Capital Grants Unapplied Reserve	Capital Receipts Reserve	
	£000	£000	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment Account:						
<i>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</i>						
Depreciation, revaluation and impairment of non-current assets	1,627	3,475	-	-	-	(5,102)
Amortisation of intangible assets	124	6	-	-	-	(130)
Revenue expenditure funded from capital under statute	248	38	-	-	-	(286)
Amounts of non-current assets written off on disposal	-	219	-	-	-	(219)
<i>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</i>						
Statutory provision for the financing of capital investment	(302)	-	-	-	-	302
Voluntary provision for the financing of capital investment	-	(1,964)	-	-	-	1,964
Capital expenditure charged to General Fund or HRA balances	(247)	(4)	-	-	-	251
Adjustments primarily involving the Capital Grants Unapplied Account:						
Capital grants credited to the Comprehensive Income and Expenditure Statement	(157)	(47)	-	204	-	-
Grants used to fund capital expenditure	-	-	-	(204)	-	204

2012/13 (Restated)	Usable Reserves					Unusable Reserves
	General Fund Balance	Housing Revenue Account	Major Repairs Reserve	Capital Grants Unapplied Reserve	Capital Receipts Reserve	
	£000	£000	£000	£000	£000	£000
Adjustments primarily involving the Capital Receipts Reserve:						
Transfer of cash sale proceeds credited on disposals to the Comprehensive Income and Expenditure Statement	(76)	(249)	-	-	325	-
Capital Receipts used to finance new capital expenditure	-	-	-	-	(248)	248
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposals	-	6	-	-	(6)	-
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	147	-	-	-	(147)	-
Mitigation of Finance Lease costs in accordance with regulation	3	-	-	-	(3)	-
Transfer from Deferred Capital Receipts upon receipt of cash	-	-	-	-	16	(16)
Adjustment primarily involving the Major Repairs Reserve:						
Reversal of Major Repairs Allowance credited to the HRA	-	(3,270)	3,270	-	-	-
Major Repairs Reserve used to finance capital expenditure	-	-	(2,362)	-	-	2,362
Adjustments primarily involving the Pensions Reserve:						
Reversal retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	4,694	223	-	-	-	(4,917)
Employer's pensions contributions and direct payments to pensioners payable in the year	(2,935)	(321)	-	-	-	3,256
Adjustments primarily 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 statute	(45)	-	-	-	-	45

2012/13 (Restated)

Adjustment primarily involving the Accumulated Absences Account:
 Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statute

	Usable Reserves					Unusable Reserves
	General Fund Balance	Housing Revenue Account	Major Repairs Reserve	Capital Grants Unapplied Reserve	Capital Receipts Reserve	
	£000	£000	£000	£000	£000	£000
	(6)	(1)	-	-	-	7
Total Adjustments	3,075	(1,889)	908	-	(63)	(2,031)

2013/14	Usable Reserves					Unusable Reserves
	General Fund Balance	Housing Revenue Account	Major Repairs Reserve	Capital Grants Unapplied Reserve	Capital Receipts Reserve	
	£000	£000	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment Account:						
<i>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</i>						
Depreciation, revaluation and impairment of non-current assets	1,165	2,087	-	-	-	(3,252)
Amortisation of intangible assets	52	5	-	-	-	(57)
Revenue expenditure funded from capital under statute	59	18	-	-	-	(77)
Amounts of non-current assets written off on disposal	-	476	-	-	-	(476)
<i>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</i>						
Statutory provision for the financing of capital investment	(290)	-	-	-	-	290
Voluntary provision for the financing of capital investment	-	(1,964)	-	-	-	1,964
Capital expenditure charged to General Fund or HRA balances	(602)	(294)	-	-	-	896
Adjustments primarily involving the Capital Grants Unapplied Account:						
Capital grants credited to the Comprehensive Income and Expenditure Statement	(734)	(457)	-	1,191	-	-
Grants used to fund capital expenditure	-	-	-	(1,191)	-	1,191

2013/14	Usable Reserves					Unusable Reserves
	General Fund Balance	Housing Revenue Account	Major Repairs Reserve	Capital Grants Unapplied Reserve	Capital Receipts Reserve	
	£000	£000	£000	£000	£000	£000
Adjustments primarily involving the Capital Receipts Reserve:						
Transfer of cash sale proceeds credited on disposals to the Comprehensive Income and Expenditure Statement	(432)	(578)	-	-	1,010	-
Capital Receipts used to finance new capital expenditure	-	-	-	-	(59)	59
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposals	-	14	-	-	(14)	-
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	270	-	-	-	(270)	-
Mitigation of Finance Lease costs in accordance with regulation	3	-	-	-	(3)	-
Transfer from Deferred Capital Receipts upon receipt of cash	-	-	-	-	32	(32)
Adjustment primarily involving the Major Repairs Reserve:						
Reversal of Major Repairs Allowance credited to the HRA	-	(3,265)	3,265	-	-	-
Major Repairs Reserve used to finance capital expenditure	-	-	(2,524)	-	-	2,524
Adjustments primarily involving the Pensions Reserve:						
Reversal retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	4,711	256	-	-	-	(4,967)
Employer's pensions contributions and direct payments to pensioners payable in the year	(2,846)	(323)	-	-	-	3,169
Adjustments primarily 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 statute	(142)	-	-	-	-	142

2013/14

Adjustment primarily involving the Accumulated Absences Account:

Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statute

Total Adjustments

General Fund Balance	Usable Reserves				Unusable Reserves
	Housing Revenue Account	Major Repairs Reserve	Capital Grants Unapplied Reserve	Capital Receipts Reserve	
£000	£000	£000	£000	£000	£000
-	-	-	-	-	-
1,214	(4,025)	741	-	696	1,374

6 Transfers to/from Earmarked Reserves

This note sets out the amounts set aside from the General Fund and HRA balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and HRA expenditure in 2013/14.

	Balance at 1 April 2012 £000	Transfers Out 2012/13 £000	Transfers In 2012/13 £000	Balance at 31 March 2013 £000	Transfers Out 2013/14 £000	Transfers In 2013/14 £000	Balance at 31 March 2014 £000
General Fund:							
Revenue Commitments Reserve	8,738	(8,738)	11,118	11,118	(11,202)	12,501	12,417
Capital Commitments Reserve	764	(764)	1,028	1,028	(1,028)	2,151	2,151
Asset Refurbishment/Replacement Reserve	764	(55)	45	754	(402)	400	752
Austerity Reserve	500	-	-	500	-	267	767
Benefit Reserve	399	-	-	399	-	280	679
Car Parks Reserve (Decriminalisation)	521	-	-	521	-	-	521
Careline System Replacement Reserve	37	-	-	37	-	-	37
Commuted Sums Reserve	334	(40)	-	294	(39)	-	255
Cremator Replacement Reserve	763	-	233	996	(700)	895	1,191
Election Reserve	-	-	30	30	-	30	60
Haven Gateway Partnership Reserve	75	-	-	75	-	-	75
Jaywick Project Manager and Externally Funded Posts Reserve	114	(82)	44	76	(43)	3	36
Leisure Capital Projects Reserve	335	(335)	-	-	(160)	160	-
NDR Resilience Reserve	-	-	-	-	-	608	608
Planning Inquiries and Enforcement Reserve	505	-	-	505	-	-	505
Project Investment Reserve	19	-	-	19	-	-	19
Public Convenience Reserve	140	-	-	140	-	-	140
Residents Free Parking Reserve	-	-	300	300	-	-	300
Specific Revenue Grants Reserve	290	(40)	86	336	-	-	336
Total General Fund	14,298	(10,054)	12,884	17,128	(13,574)	17,295	20,849

	Balance at 1 April 2012 £000	Transfers Out 2012/13 £000	Transfers In 2012/13 £000	Balance at 31 March 2013 £000	Transfers Out 2013/14 £000	Transfers In 2013/14 £000	Balance at 31 March 2014 £000
Housing Revenue Account:							
Major Repairs Reserve	2,017	(1,534)	2,442	2,925	(2,524)	3,265	3,666
Housing Repairs Reserve	1,195	-	151	1,346	-	29	1,375
General Reserve	5,829	(3)	-	5,826	-	546	6,372
Total Housing Revenue Account	9,041	(1,537)	2,593	10,097	(2,524)	3,840	11,413

7 Other Operating Expenditure

2012/13		2013/14
£000		£000
1,494	Parish Council Precepts	1,287
147	Payments to the Government Housing Capital Receipts Pool	270
(99)	(Gains)/losses on the disposal of non-current assets	(520)
<u>1,542</u>	Total	<u>1,037</u>

8 Financing and Investment Income and Expenditure

2012/13		2013/14
(Restated)		
£000		£000
1,945	Interest payable and similar charges	1,880
2,471	Net interest on the defined benefit liability (asset)	2,510
(237)	Interest receivable and similar income	(196)
<u>4,179</u>	Total	<u>4,194</u>

9 Taxation and Non-Specific Grant Income

2012/13		2013/14
£000		£000
9,261	Council tax income	7,861
9,668	Non-Domestic Rates Grant Income	-
-	Retained Non-Domestic Rates Income	9,668
-	Non-Domestic Rates Tariff and Levy	(5,549)
1,392	Non-Ringfenced Government Grants	9,097
204	Capital Grants and Contributions	1,191
<u>20,525</u>	Total	<u>22,268</u>

Further details for the Non-Ringfenced and Capital Grants disclosed above are provided on page 80 note 28.

10 Property, Plant and Equipment

a) Movement on Balances

Movements in 2013/14	Council Dwellings	Other Land and Buildings	Vehicles Plant, Furniture and Equipment	Infra-structure	Comm-unity Assets	Surplus Assets	Assets Under Construc-tion	Total Property, Plant and Equip-ment
	£000	£000	£000	£000	£000	£000	£000	£000
Cost or valuation								
At 1 April 2013	121,368	43,431	6,190	14,880	478	-	2,298	188,645
Additions	3,077	28	123	26	26	-	901	4,181
Donations	-	-	-	-	-	-	-	-
Accumulated depreciation and impairment written off to Gross Carrying Amount	(2,492)	(1,476)	-	-	-	-	-	(3,968)
Revaluation increases/(decreases) recognised in the Revaluation Reserve	3,074	4,183	-	-	-	-	-	7,257
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	868	835	-	-	(41)	-	-	1,662
Derecognition - Disposals	(479)	-	-	-	-	-	-	(479)
Derecognition - Other	-	-	-	-	-	-	-	-
Assets reclassified (to)/from Held for Sale	-	-	-	-	-	-	-	-
Assets reclassified (to)/from Assets Under Construction	-	-	-	2,298	-	-	(2,298)	-
Other Movements in cost or valuation	(43)	-	43	-	-	-	-	-
At 31 March 2014	125,373	47,001	6,356	17,204	463	-	901	197,298

Movements in 2013/14

	Council Dwellings	Other Land and Buildings	Vehicles Plant, Furniture and Equipment	Infra-structure	Comm-unity Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equip-ment
	£000	£000	£000	£000	£000	£000	£000	£000
Depreciation and impairments								
At 1 April 2013	(2,434)	(2,193)	(4,476)	(8,145)	(4)	-	-	(17,252)
Depreciation Charge for 2013/14	(2,579)	(1,151)	(327)	(452)	(1)	-	-	(4,510)
Depreciation written out to Revaluation Reserve	-	-	-	-	-	-	-	-
Depreciation written out to the Surplus/Deficit on the Provision of Services	-	-	-	-	-	-	-	-
Accumulated depreciation written off to Gross Carrying Amount	2,492	1,475	-	-	-	-	-	3,967
Accumulated impairment written off to Gross Carrying Amount	-	-	-	-	-	-	-	-
Impairment losses/(reversals) recognised in the Revaluation Reserve	-	-	-	-	-	-	-	-
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services	(375)	-	-	-	(26)	-	-	(401)
Derecognition - Disposals	3	-	-	-	-	-	-	3
Assets reclassified (to)/from Held for Sale	-	-	-	-	-	-	-	-
Other Movements in depreciation and impairment	41	-	(41)	-	-	-	-	-
At 31 March 2014	(2,852)	(1,869)	(4,844)	(8,597)	(31)	-	-	(18,193)
Net Book Value								
at 31 March 2014	122,521	45,132	1,512	8,607	432	-	901	179,105
at 1 April 2013	118,934	41,238	1,714	6,734	474	-	2,298	171,392

Comparative Movements in 2012/13

	Council Dwellings	Other Land and Buildings	Vehicles Plant, Furniture and Equip- ment	Infra- structure	Comm- unity Assets	Surplus Assets	Assets Under Construc- tion	Total Property, Plant and Equip- ment
	£000	£000	£000	£000	£000	£000	£000	£000
Cost or valuation								
At 1 April 2012	121,264	41,342	6,005	14,880	574	-	2,241	186,306
Additions	2,376	123	185	-	26	-	57	2,767
Donations	-	-	-	-	-	-	-	-
Accumulated depreciation and impairment written off to Gross Carrying Amount	(2,435)	(464)	-	-	-	-	-	(2,899)
Revaluation increases/(decreases) recognised in the Revaluation Reserve	1,420	2,192	-	-	-	-	-	3,612
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(1,035)	238	-	-	(122)	-	-	(919)
Derecognition - Disposals	(222)	-	-	-	-	-	-	(222)
Derecognition - Other	-	-	-	-	-	-	-	-
Assets reclassified (to)/from Held for Sale	-	-	-	-	-	-	-	-
Other Movements in cost or valuation	-	-	-	-	-	-	-	-
At 31 March 2013	121,368	43,431	6,190	14,880	478	-	2,298	188,645

Comparative Movements in 2012/13

	Council Dwellings	Other Land and Buildings	Vehicles Plant, Furniture and Equipment	Infra-structure	Comm-unity Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equip-ment
	£000	£000	£000	£000	£000	£000	£000	£000
Depreciation and impairments								
At 1 April 2012	(2,430)	(1,653)	(4,078)	(7,808)	(3)	-	-	(15,972)
Depreciation Charge for 2012/13	(2,442)	(1,004)	(398)	(337)	(1)	-	-	(4,182)
Depreciation written out to Revaluation Reserve	-	-	-	-	-	-	-	-
Depreciation written out to the Surplus/Deficit on the Provision of Services	-	-	-	-	-	-	-	-
Accumulated depreciation written off to Gross Carrying Amount	2,435	464	-	-	-	-	-	2,899
Accumulated impairment written off to Gross Carrying Amount	-	-	-	-	-	-	-	-
Impairment losses/(reversals) recognised in the Revaluation Reserve	-	-	-	-	-	-	-	-
Impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services	-	-	-	-	-	-	-	-
Derecognition - Disposals	3	-	-	-	-	-	-	3
Assets reclassified (to)/from Held for Sale	-	-	-	-	-	-	-	-
Other Movements in depreciation and impairment	-	-	-	-	-	-	-	-
At 31 March 2013	(2,434)	(2,193)	(4,476)	(8,145)	(4)	-	-	(17,252)
Net Book Value								
at 31 March 2013	118,934	41,238	1,714	6,735	474	-	2,298	171,393
at 1 April 2012	118,834	39,689	1,927	7,072	571	-	2,241	170,334

b) **Depreciation**

An annual charge for depreciation is required to be made on all non-current assets with the exception of non-depreciable land, investment properties and assets held for sale. There is also a requirement to undertake an annual test for 'impairment' which is caused by either a consumption of economic benefits or a general fall in prices.

In accordance with these requirements, depreciation has been provided in 2013/14 on a straight-line basis over the expected life of the Council's non-current assets after allowing for residual values, based on information provided by the Council's valuer.

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

- Council Dwellings – 30 years.
- Other Buildings – Up to a maximum of 60 years, depending on the asset, its location and type of construction.
- Land – this is not depreciated
- Vehicles, Plant, Furniture and Equipment – 4 to 20 years.
- Infrastructure – 20 years.

c) **Capital Commitments**

The Authority has entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2014/15 and future years budgeted to cost £32.701 million. Similar commitments at 31 March 2013 were £0.505 million. The major commitments over £25,000 as at 31 March 2014 or entered into before the publication of the accounts are:

➤ **General Fund**

	£000
Electoral Registration Scanner	29
Coast Protection Works	30,809
Dovercourt Swimming Pool Redevelopment	875
Frinton and Walton Swimming Pool Redevelopment	200
	<hr/>
	31,913
	<hr/> <hr/>

➤ **Housing Revenue Account**

	£000
Environmental Improvements	163
Selected Improvements	254
Disabled Adaptations	38
Upgrade Lifts	54
New Build and Acquisition	235
	<hr/>
	744
	<hr/> <hr/>

d) **Revaluations**

The Authority operates a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years. A full revaluation of its Housing Stock was undertaken on 1 April 2010 by G Hart, MRICS of NPS Property and, consequently, a desktop review was carried out by the same professional body on 1 April 2013. In respect of General Fund properties, the assets subject to a full revaluation in 2013/14 were selected to accommodate the Authority's commitment to efficient asset management. All valuations were carried out by D O'Shea, MRICS and G Hart, MRICS of NPS Property in accordance with the RICS Valuation Standards – Professional Standards 2012 as issued by the Royal Institution of Chartered Surveyors.

An estimate was also obtained from NPS Property Consultants Ltd as to the change in value from 1 April 2013 to 31 March 2014 of all the Authority's non-current assets, the results of which are reflected in the value of the assets on the Balance Sheet. The Supplementary Financial Statement for the Housing Revenue Account sets out additional valuation details relating to the Council's housing stock.

11 Heritage Assets

Reconciliation to the Carrying Value of Heritage Assets held by this Authority.

	Ceramics £000	Porcelain work and figurines £000	Pottery Machinery £000	Heritage Buildings £000	Total £000
Cost or valuation (GCA)					
At 1 April 2013 (cost)	-	-	35	-	35
Accumulated Depreciation and Impairment written off to Gross Carrying Amount	-	-	(7)	-	(7)
At 1 April 2013 (after accumulated depreciation)	-	-	28	-	28
Additions	-	-	-	-	-
Donations	-	-	-	-	-
Revaluations	-	-	-	-	-
Revaluation increases/(decreases) recognised in the Revaluation Reserve	-	-	-	-	-
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	-	-	-	-	-
Depreciation	-	-	(3)	-	(3)
At 31 March 2014 (after accumulated depreciation)	-	-	25	-	25

	Ceramics £000	Porcelain work and figurines £000	Pottery Machinery £000	Heritage Buildings £000	Total £000
Cost or valuation (GCA)					
At 1 April 2012 (cost)	-	-	35	-	35
Accumulated Depreciation and Impairment written off to Gross Carrying Amount	-	-	(3)	-	(3)
At 1 April 2012 (after accumulated depreciation)	-	-	32	-	32
Additions	-	-	-	-	-
Donations	-	-	-	-	-
Revaluations	-	-	-	-	-
Revaluation increases/(decreases) recognised in the Revaluation Reserve	-	-	-	-	-
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	-	-	-	-	-
Depreciation	-	-	(4)	-	(4)
At 31 March 2013 (after accumulated depreciation)	-	-	28	-	28

The Clacton Queen Steam Roller is reported in the Balance Sheet at insurance valuation and reviewed annually. All heritage buildings are held at a nominal value in the accounts.

12 Intangible Assets

The Authority accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The Council's intangible assets are software licences which are capitalised at cost and are amortised on a straight line basis to revenue over a four year period, commencing the year after purchase.

2012/13 £000		2013/14 £000
	Balance at start of year:	
1,685	Gross carrying amounts	1,698
(1,456)	Accumulated amortisation	(1,586)
229	Net carrying amount at start of year:	112
	Additions:	
13	Purchases	413
(130)	Amortisation for the period	(57)
112	Net carrying amount at end of year	468
	Comprising:	
1,698	Gross carrying amounts	2,111
(1,586)	Accumulated amortisation	(1,643)
112	Net carrying amount at end of year	468

There are no items of capitalised software that are individually material to the financial statements:

13 Financial Instruments

a) Categories of Financial Instruments

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

Long Term 31 March 2013 £000	Current 31 March 2013 (Restated) £000		Long Term 31 March 2014 £000	Current 31 March 2014 £000
Investments				
-	27,525	Loans and receivables	-	34,294
10	-	Available-for-sale financial assets	9	-
-	-	Unquoted equity investment at cost	-	-
-	-	Financial assets at fair value through profit and loss	-	-
10	27,525	Total Investments	9	34,294
Debtors				
362	-	Loans and receivables	348	-
163	2,191	Financial assets carried at contract amounts	150	2,376
525	2,191	Total Debtors	498	2,376
Borrowings				
52,550	3,587	Financial liabilities at amortised cost	50,344	2,587
-	-	Financial liabilities at fair value through profit and loss	-	-
52,550	3,587	Total Borrowings	50,344	2,587
Creditors				
481	-	Financial liabilities at amortised cost	426	3,834
-	3,859	Financial liabilities carried at contract amount	-	-
481	3,859	Total Creditors	426	3,834

The figures for current financial assets and current financial liabilities carried at contract amount at 31 March 2013 have been restated to exclude debtors and creditors that are not contractual.

The Council's balance of Investments - Loans and receivables consisted of deposits with UK banks and other Local Authorities.

The Available-for-sale financial assets consisted of long-term Government Stock.

All Borrowings - Financial liabilities at amortised cost were from the Public Works Loan Board.

b) Reclassifications

No Assets have been reclassified.

c) **Income, Expense, Gains and Losses**

2012/13					2013/14					
Financial Liabilities measured at amortised cost	Financial Assets - Loans and Receivables	Financial Assets - Available for Sale	Assets and Liabilities at Fair Value through Profit and Loss	Total		Financial Liabilities measured at amortised cost	Financial Assets - Loans and Receivables	Financial Assets - Available for Sale	Assets and Liabilities at Fair Value through Profit and Loss	Total
£000	£000	£000	£000	£000		£000	£000	£000	£000	£000
1,937	-	-	-	1,937	Interest expense	1,877	-	-	-	1,877
-	-	1	-	1	Losses on derecognition	-	-	-	-	-
-	-	-	-	-	Reductions in fair value	-	-	-	-	-
-	-	-	-	-	Impairment losses	-	-	-	-	-
-	1	1	-	2	Fee expense	-	2	-	-	2
1,937	1	2	-	1,940	Total expense in Surplus or Deficit on the Provision of Services	1,877	2	-	-	1,879
-	(206)	(31)	-	(237)	Interest income	-	(193)	(3)	-	(196)
-	-	-	-	-	Interest income accrued on impaired financial assets	-	-	-	-	-
-	-	-	-	-	Increases in fair value	-	-	-	-	-
-	-	-	-	-	Gains on derecognition	-	-	-	-	-
-	-	-	-	-	Fee income	-	-	-	-	-
-	(206)	(31)	-	(237)	Total income in Surplus or Deficit on the Provision of Services	-	(193)	(3)	-	(196)
-	-	-	-	-	Gains on Revaluation	-	-	1	-	1
-	-	-	-	-	Losses on revaluation	-	-	-	-	-
-	-	-	-	-	Amounts recycled to the Surplus or Deficit on the Provision of Services after impairment	-	-	-	-	-
-	-	-	-	-	Surplus/deficit arising on revaluation of financial assets in Other Comprehensive Income and Expenditure	-	-	1	-	1
1,937	(205)	(29)	-	1,703	Net (gain)/loss for the year	1,877	(191)	(2)	-	1,684

d) **Fair Values of Assets and Liabilities**

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

- Estimated ranges of interest rates at 31 March 2014 of 1.43% to 4.45% for loans from the PWLB and 0.25% to 0.70% for other loans receivable and payable, based on new lending rates for equivalent loans at that date
- No early repayment or impairment is recognised
- Where an instrument will mature in the next 12 months, the carrying amount is assumed to approximate to fair value
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

31 March 2013			31 March 2014		
Carrying Amount	Fair Value		Carrying Amount	Fair Value	
£000	£000		£000	£000	
56,137	63,809	Financial Liabilities	52,931	56,307	
481	481	Long term Creditors	426	426	

The fair value of the liabilities is higher than the carrying amount because the Authority's portfolio of loans includes a number of fixed rate loans where the interest rate payable is higher than the prevailing rates at the Balance Sheet date. This shows a notional future loss (based on economic conditions at 31 March 2014) arising from a commitment to pay interest to lenders above current market rates.

31 March 2013			31 March 2014		
Carrying Amount	Fair Value		Carrying Amount	Fair Value	
£000	£000		£000	£000	
27,525	27,525	Loans and receivables	34,294	34,294	
362	362	Long term Debtors	348	348	

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

14 Debtors

a) Debtors due to be paid within one year

2012/13		2013/14
£000		£000
1,868	Central government bodies	2,377
688	Other local authorities	556
-	NHS Bodies	-
-	Public corporations and trading funds	-
3,687	Other entities and individuals	4,638
<u>6,243</u>	Total gross debtors	<u>7,571</u>
(2,051)	Less provision for doubtful debts	(2,445)
<u>4,192</u>	Total net debtors	<u>5,126</u>

b) Debtors due to be paid after more than one year

2012/13		2013/14
£000		£000
15	Sale of council houses (mortgages)	14
38	Harwich and District Indoor Bowls Centre	10
15	Car loans	33
164	Debts subject to charging orders	150
34	Rents to Mortgage Scheme	34
259	Finance Leases	257
<u>525</u>	Total long term debtors	<u>498</u>

15 Cash and Cash Equivalents

The balance of Cash and Cash Equivalents is made up of the following elements:

2012/13		2013/14
£000		£000
	Current Assets:	
6,292	Cash held by the Authority	5,926
135	Bank current accounts	752
<u>6,427</u>		<u>6,678</u>

In accordance with the Code the bank overdraft is now shown on the Balance Sheet within Current Assets- Cash and Cash Equivalents (previously this was shown under current liabilities).

16 Creditors

2012/13 £000		2013/14 £000
	Creditors due within one year:	
1,647	Central government bodies	2,245
2,455	Other local authorities	3,496
-	NHS bodies	-
4	Public corporations and trading funds	-
3,621	Other entities and individuals	3,792
<u>7,727</u>	Total Creditors	<u>9,533</u>

2012/13 £000		2013/14 £000
	Creditors due after more than one year:	
481	Section 106 contributions	426
<u>481</u>		<u>426</u>

Creditors due to be paid within one year at the end of 2013/14 compared with 2012/13 has increased by £1.932 million. This is mainly due to increase amounts owed to Central Government and Other Local Authorities for Non Domestic Rates and Council Tax totalling £1.608 million.

17 Provisions

2012/13 £000		2013/14		
		Insurance Excesses £000	Business Rates £000	Total £000
79	Balance at 1 April	57	-	57
(22)	Net movement on Insurance provisions in year	(28)	-	(28)
-	New provision for business rate appeals in 2013/14	-	631	631
<u>57</u>	Balance at 31 March	<u>29</u>	<u>631</u>	<u>660</u>

The provision for business rate appeals is new for 2013/14 following the introduction of the business rates retention scheme on 1 April 2013. The amount shown above represents the Council's share (40%) of this provision, the full amount is shown in the Collection Fund.

18 Usable Reserves

Movements in the Authority's usable reserves are shown in the Movement in Reserves Statement with additional detail provided in notes 5 and 6.

The following schedule lists the usable reserves together with their purpose:

a) **General Fund Balance**

Resources available to meet future running costs for non-Housing Revenue Account services.

b) **Capital Receipts**

Proceeds of non-current asset sales available to meet future capital investment.

c) **Capital Grants Unapplied**

Balance of capital grants recognised as income but not yet utilised for capital funding.

d) **Earmarked Reserves**

The Council's Earmarked Reserves provide funds for the following specific policy purposes:

i) **Revenue Commitments Reserve**

This is earmarked for revenue items of expenditure for which financial provision was made in the previous or current year but which the Cabinet has agreed in accordance with Financial Procedure Rules can be carried forward into the following year.

ii) **Capital Commitments Reserve**

This is earmarked for capital items of expenditure for which financial provision was made in the previous or current year but which the Cabinet has agreed in accordance with Financial Procedure Rules can be carried forward into the following year.

iii) **Asset Refurbishment/Replacement Reserve**

This reserve has been established to provide for the maintenance, enhancement and replacement of the Council's assets.

iv) **Austerity Reserve**

This reserve has been established to support the delivery of a balanced budget in future years.

v) **Benefit Reserve**

This has been established to meet any potential costs arising from the obligation to pay benefits and to support future changes to the Welfare Regime.

vi) **Car Parks Reserve (Decriminalisation)**

This has been established to finance any residual costs from the previous arrangements where the operation of decriminalised Car Parking was undertaken on behalf of Essex County Council.

vii) **Careline System Replacement Reserve**

This has been established to finance future equipment/investment.

viii) **Commuted Sums Reserve**

This reserve has been established from commuted sums paid to the Council to cover such items as maintenance costs of Open Spaces and CCTV.

- ix) **Cremator Replacement Reserve**
This was established to finance future replacement and improvement works to the crematorium plant and equipment at Weeley.
- x) **Election Reserve**
This was established to finance future costs associated with holding District Elections on a periodic basis.
- xi) **Haven Gateway Partnership Reserve**
This has been set up to support the costs associated with the Haven Gateway Partnership.
- xii) **Jaywick Project Manager and Externally Funded Posts Reserve**
This was established to finance the costs of the associated project and other costs associated with externally funded posts.
- xiii) **Leisure Capital Projects Reserve**
This reserve was established to fund investment in a variety of leisure capital projects.
- xiv) **Non – Domestic Rates (NDR) Resilience Reserve**
This reserve has been established to support the Council in reacting to potential future changes in NDR appeals and income.
- xv) **Planning Inquiries and Enforcement Reserve**
This reserve has been established to meet associated costs relating to planning services.
- xvi) **Project Investment Reserve**
This was established to provide for investment in major new projects.
- xvii) **Public Convenience Reserve**
To provide resources to manage the condition and provision of public conveniences operated by the Council.
- xviii) **Residents Free Parking Reserve**
This has been established to support the continuation of the residents' free parking initiative in the District.
- xix) **Specific Revenue Grants Reserve**
This reserve holds the grants received from external organisations for which a restriction on their use has been placed by the grantor.

e) **Housing Revenue Account**

i) **General Reserve**

Resources available to meet future running costs for council houses.

ii) **Major Repairs Reserve**

Resources available to meet capital investment in council housing.

iii) **Housing Repairs Reserve**

Resources available to meet the cost of on-going repairs to council houses.

19 Unusable Reserves

2012/13		2013/14
£000		£000
10,130	Revaluation Reserve	16,739
(3)	Available for Sale Financial Instruments Reserve	(4)
101,198	Capital Adjustment Account	104,907
(61,212)	Pensions Reserve	(46,039)
344	Deferred Capital Receipts Reserve	312
278	Collection Fund Adjustment Account	420
(134)	Accumulated Absences Account	(134)
<hr/>		<hr/>
50,601		76,201
<hr/>		<hr/>

a) **Revaluation Reserve**

The Revaluation Reserve contains the gains made by the Authority 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.

2012/13		2013/14	
£000		£000	£000
6,908	Balance at 1 April		10,130
3,870	Upward revaluation of assets	7,776	
(258)	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	(520)	
3,612	Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services		7,256
(382)	Difference between fair value depreciation and historical cost depreciation	(615)	
(8)	Accumulated gains on assets sold or scrapped	(32)	
(390)	Amount written off to the Capital Adjustment Account		(647)
10,130	Balance at 31 March		16,739

b) **Available for Sale Financial Instruments Reserve**

The Available for Sale Financial Instruments Reserve contains the gains made by the Authority arising from increases in the value of its investments that have quoted market prices or otherwise do not have fixed or determinable payments. The balance is reduced when investments with accumulated gains are:

- Revaluated downwards or impaired and the gains are lost
- Disposed of and the gains are realised.

2012/13		2013/14	
£000		£000	
(3)	Balance at 1 April		(3)
-	Downward revaluation of investments not posted to the Surplus/Deficit on the Provision of Services		(1)
(3)	Balance at 31 March		(4)

c) **Capital Adjustment Account**

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

The Account 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.

Page 42 note 5 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2012/13 £000		2013/14 £000	£000
101,214	Balance at 1 April		101,198
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
(5,102)	Charges for depreciation, revaluation and impairment of non-current assets	(3,252)	
(130)	Amortisation of Intangible Assets	(57)	
(286)	Revenue expenditure funded from capital under statute	(77)	
(219)	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	(476)	
<u>(5,737)</u>		<u>(3,862)</u>	
390	Adjusting amounts written out of the Revaluation Reserve	647	
<u>(5,347)</u>	Net written out amount of the cost of non-current assets consumed in the year		(3,215)
	Capital financing applied in the year:		
248	Use of the Capital Receipts Reserve to finance new capital expenditure	59	
2,362	Use of the Major Repairs Reserve to finance new capital expenditure	2,524	
204	Application of grants to capital financing	1,191	
2,266	Statutory provision for the financing of capital investment charged against the General Fund and HRA Balances	2,254	
251	Capital expenditure charged against General Fund or HRA	896	
<u>5,331</u>	Total amount of capital financing applied in the year		<u>6,924</u>
<u>101,198</u>	Balance at 31 March		<u>104,907</u>

d) **Pensions Reserve**

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

2012/13		2013/14
£000		£000
(54,993)	Balance at 1 April	(61,212)
(4,558)	Remeasurements of the net defined benefit liability (asset)	16,971
	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	
(4,917)		(4,967)
	Employer's pensions contributions and direct payments to pensioners payable in the year	
3,256		3,169
<u>(61,212)</u>	Balance at 31 March	<u>(46,039)</u>

e) **Deferred Capital Receipts Reserve**

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

2012/13		2013/14
£000		£000
360	Balance at 1 April	344
(16)	Transfer to the Capital Receipts Reserve upon receipt of cash	(32)
<u>344</u>	Balance at 31 March	<u>312</u>

f) **Collection Fund Adjustment Account**

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

	£000	£000	£000
	Council Tax	Non-Domestic Rates	Total
	£000	£000	£000
Balance at 1 April 2012	233	-	233
Amount by which income credited to the Comprehensive Income and Expenditure Statement is different from income calculated for the year in accordance with statutory requirements	45	-	45
Balance at 31 March 2013	<u>278</u>	-	<u>278</u>
Balance at 1 April 2013	278	-	278
Amount by which income credited to the Comprehensive Income and Expenditure Statement is different from income calculated for the year in accordance with statutory requirements	152	(65)	87
Amount for Renewable Energy Schemes	-	55	55
Balance at 31 March 2014	<u><u>430</u></u>	<u><u>(10)</u></u>	<u><u>420</u></u>

g) **Accumulated Absences Account**

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

2012/13		2013/14
£000		£000 £000
(141)	Balance at 1 April	(134)
	Settlement or cancellation of accrual made at the end of the	
141	preceding year	134
(134)	Amounts accrued at the end of the current year	(134)
<u>7</u>	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	<u>-</u>
<u><u>(134)</u></u>	Balance at 31 March	<u><u>(134)</u></u>

20 Cash Flow Statement – Operating Activities

The cash flows for operating activities include the following items:

2012/13		2013/14
£000		£000
241	Interest received	187
(1,666)	Interest paid	(1,899)

21 Cash Flow Statement – Investing Activities

2012/13		2013/14
£000		£000
(3,199)	Purchase of property, plant and equipment, investment property and intangible assets	(4,603)
(126,400)	Purchase of short term and long term investments	(213,388)
265	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	985
125,890	Proceeds from short term and long term investments	206,628
1,910	Other receipts from investing activities	2,346
<u>(1,534)</u>	Net cash flows from investing activities	<u>(8,032)</u>

22 Cash Flow Statement – Financing Activities

2012/13		2013/14
£000		£000
(2,169)	Repayments of short and long term borrowing	(3,187)
(52)	Council Tax and NNDR adjustments	1,133
<u>(2,221)</u>	Net cash flows from financing activities	<u>(2,054)</u>

23 Amounts reported for Resource Allocation Decisions

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the Service Reporting Code of Practice. However, decisions about resource allocation are taken by the Authority's Cabinet on the basis of budget reports analysed across Portfolios and Committees.

The income and expenditure of the Authority's Portfolio and Committees recorded in the outturn report for the year is as follows:

Portfolio and Committee Income and Expenditure 2013/14	Expenditure	Income	Net Expenditure
	£000	£000	£000
Environment and Coast Protection	16,018	(9,395)	6,623
Finance and Transformation	3,081	(4,999)	(1,918)
Housing, Benefits and Revenues	89,141	(87,449)	1,692
Planning and Corporate Services	10,591	(8,146)	2,445
Regeneration, Inward Investment and Asset Management	1,690	(866)	824
Tourism, Events and Leisure Services	4,591	(3,090)	1,501
Wellbeing and Partnerships	663	(79)	584
Development Control Committee	23	-	23
Human Resources Committee	152	(152)	-
Licensing Committee	368	(252)	116
Regulatory Committee	268	(31)	237
Total net expenditure for Portfolios and Committees	126,586	(114,459)	12,127
Revenue Support for Capital Investment	602	-	602
Financing Items	901	(156)	745
Net expenditure before use of Reserves	128,089	(114,615)	13,474
Transfers to/(from) Reserves	2,928	-	2,928
Net Cost of Services	131,017	(114,615)	16,402
National Non-Domestic Rates	5,675	(9,678)	(4,003)
Revenue Support Grant	-	(6,643)	(6,643)
Collection Fund Surplus	395	(546)	(151)
Parish Precepts	1,287	-	1,287
Income from Council Tax Payers including Parish Precepts	-	(7,559)	(7,559)
Net Total	138,374	(139,041)	(667)

**Portfolio and Committee Income and Expenditure 2012/13
Comparative Figures**

	Expenditure	Income	Net Expenditure
	£000	£000	£000
Environment and Coast Protection	16,233	(9,633)	6,600
Finance and Asset Management	5,066	(3,705)	1,361
Housing, Benefits, Revenues and Sport Facilities	106,297	(102,363)	3,934
Inward Investment and Growth	1,540	(747)	793
Planning and Corporate Services	9,139	(7,376)	1,763
Development Control Committee	16	-	16
Human Resources Committee	144	(144)	-
Licensing Committee	392	(261)	131
Regulatory Committee	295	(12)	283
Total net expenditure for Portfolios and Committees	139,122	(124,241)	14,881
Revenue Support for Capital Investment	247	-	247
Financing Items	(194)	(187)	(381)
Net expenditure before use of Reserves	139,175	(124,428)	14,747
Transfers to/(from) Reserves	2,361	-	2,361
Net Cost of Services	141,536	(124,428)	17,108
National Non-Domestic Rates	-	(9,668)	(9,668)
Revenue Support Grant	-	(187)	(187)
Collection Fund Surplus	45	(125)	(80)
Parish Precepts	1,494	-	1,494
Income from Council Tax Payers including Parish Precepts	-	(9,136)	(9,136)
Net Total	143,075	(143,544)	(469)

Reconciliation of Portfolio and Committee Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement.

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

2012/13 (Restated)		2013/14
£000		£000
(469)	Net expenditure in the Portfolio and Committee Analysis	(667)
19	Amounts in the Net Cost of Services in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis	174
13,462	Amounts included in the analysis not included in the Net Cost of Services in the Comprehensive Income and Expenditure Statement	10,423
13,012	Cost of Services in the Comprehensive Income and Expenditure Statement	9,930

Reconciliation to Subjective Analysis

This reconciliation shows how the figures in the analysis of Portfolio and Committee 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

	Portfolio/ Committee Analysis	Amounts Not Reported to Management	Not included in Cost of Services	Cost of Services	Corporate Amounts	Total
	£000	£000	£000	£000	£000	£000
2013/14						
Fees, Charges and other Service Income	(27,931)	-	1,191	(26,740)	(1,191)	(27,931)
Recharged Income	(19,563)	-	-	(19,563)	-	(19,563)
Surplus or deficit on associates and joint ventures	-	-	-	-	-	-
Interest and Investment Income	(196)	-	196	-	(196)	(196)
Income from Council Tax	(7,861)	-	7,861	-	(7,861)	(7,861)
Income from NDR	(9,921)	-	9,921	-	(9,668)	(9,668)
Government Grants and Contributions	(73,569)	-	9,097	(64,472)	(9,097)	(73,569)
Total Income	(139,041)	-	28,266	(110,775)	(28,013)	(138,788)
Employee Expenses	15,012	-	-	15,012	-	15,012
Other Service Expenses	88,573	-	(5,675)	82,898	5,549	88,447
Support Service Recharges	19,485	-	-	19,485	-	19,485
Depreciation, amortisation and impairment	3,136	174	-	3,310	-	3,310
Interest Payments	1,880	-	(1,880)	-	1,880	1,880
Precepts and Levies	1,287	-	(1,287)	-	1,287	1,287
Payments to Housing Capital Receipts Pool	270	-	(270)	-	270	270
Gain or Loss on Disposal of Fixed Assets	(520)	-	520	-	(520)	(520)
Pension Interest and Return on Pension Assets	2,510	-	(2,510)	-	2,510	2,510
Adjustments between accounting basis and funding basis under regulations	6,741	-	(6,741)	-	-	-
Total Expenditure	138,374	174	(17,843)	120,705	10,976	131,681
Surplus or deficit on the provision of services	(667)	174	10,423	9,930	(17,037)	(7,107)

	Portfolio/ Committee Analysis	Amounts Not Reported to Management	Not included in Net Cost of Services	Net Cost of Services	Corporate Amounts	Total
	£000	£000	£000	£000	£000	£000
2012/13 comparative figures (Restated)						
Fees, Charges and other Service Income	(25,010)	-	205	(24,805)	(205)	(25,010)
Recharged Income	(20,093)	-	-	(20,093)	-	(20,093)
Surplus or deficit on associates and joint ventures	-	-	-	-	-	-
Interest and Investment Income	(237)	-	237	-	(237)	(237)
Income from Council Tax	(9,261)	-	9,261	-	(9,261)	(9,261)
Government Grants and Contributions	(88,943)	-	11,058	(77,885)	(11,058)	(88,943)
Total Income	(143,544)	-	20,761	(122,783)	(20,761)	(143,544)
Employee Expenses	15,247	19	-	15,266	-	15,266
Other Service Expenses	95,272	-	-	95,272	-	95,272
Support Service Recharges	20,023	-	-	20,023	-	20,023
Depreciation, amortisation and impairment	5,234	-	-	5,234	-	5,234
Interest Payments	1,945	-	(1,945)	-	1,945	1,945
Precepts and Levies	1,494	-	(1,494)	-	1,494	1,494
Payments to Housing Capital Receipts Pool	147	-	(147)	-	147	147
Gain or Loss on Disposal of Fixed Assets	(100)	-	100	-	(100)	(100)
Pension Interest and Return on Pension Assets	1,554	-	(1,554)	-	2,471	2,471
Adjustments between accounting basis and funding basis under regulations	2,259	-	(2,259)	-	-	-
Total Expenditure	143,075	19	(7,299)	135,795	5,957	141,752
Surplus or deficit on the provision of services	(469)	19	13,462	13,012	(14,804)	(1,792)

24 Agency Services

The Code includes the requirement to account for Council Tax and Non-Domestic Rates (NDR) Collection on an agency basis. Information on this is disclosed in the Collection Fund Income and Expenditure Statement.

25 Members' Allowances

The Authority paid £439,256 to members of the Council during the year (£468,366 in 2012/13). Further details of payments to individual members are provided on pages 114 – 116.

26 Officers' Remuneration

a) Analysis of "senior employees" remuneration

The remuneration paid to the Authority's senior employees is set out below:

Post Title	note	2012/13		Total remuneration excluding Pension Contributions	Employer's Contributions to Pension	Compensation for loss of office	Total Remuneration
		Salary, Fees and Allowances	Expense Allowances				
		£	£	£	£	£	£
Chief Executive		120,343	-	120,343	15,480	-	135,823
Strategic Director	1	77,613	-	77,613	9,976	70,938	158,527
Corporate Director - Corporate		78,128	-	78,128	9,829	-	87,957
Corporate Director - Public Experience		69,305	-	69,305	8,747	-	78,052
Corporate Director - Life Opportunities		69,399	7	69,406	8,747	-	78,153
Head of Planning	1	26,117	11	26,128	3,369	-	29,497
Temporary Head of Planning	1	16,731	-	16,731	2,004	-	18,735
Acting Head of Planning	2	52,652	-	52,652	6,644	-	59,296
Business Manager		61,107	-	61,107	7,871	-	68,978
Head of Resource Management Finance and Procurement	2	63,853	-	63,853	8,237	-	72,090
Manager	2	47,618	-	47,618	6,143	-	53,761

Notes

1. These amounts relate to the total salary paid for the year which was subject to appointment/departure dates.
2. These amounts relate to the total salary paid for the year. Only part of the year would have been due in the capacity of this post which was subject to appointment/departure dates.

Post Title	note	2013/14		Total remuneration excluding Pension Contributions	Employer's Contributions to Pension	Compensation for loss of office	Total Remuneration
		Salary, Fees and Allowances	Expense Allowances				
		£	£				
Chief Executive		121,606	-	121,606	15,635	-	137,241
Corporate Director - Corporate		78,637	-	78,637	10,092	-	88,729
Corporate Director - Public Experience		74,855	-	74,855	9,616	-	84,471
Corporate Director - Life Opportunities		74,699	-	74,699	9,616	-	84,315
Head of Planning		66,189	-	66,189	8,538	-	74,727
Business Manager		62,029	-	62,029	7,949	-	69,978
Legal Services Manager	1	42,326	-	42,326	5,432	-	47,758
Finance and Procurement Manager		53,112	36	53,148	6,803	-	59,951

Notes

1. This amount relates to the total salary paid for the year which was subject to the appointment date.

b) Analysis of “non-senior employees”

The Authority is required to disclose other employees receiving more than £50,000 remuneration for the year (excluding pension contributions). In 2013/14 and 2012/13 only ‘senior employees’ received more than £50,000, details of which can be found in note 26(a) above.

c) Exit Packages

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

Exit package cost band (including special payments)	2012/13		Total Number of exit packages by cost band	Total cost of exit packages in each band
	Number of compulsory redundancies	Number of other departures agreed		
£0 - £20,000	-	17	17	£ 164,917
£20,001 - £40,000	-	10	10	247,618
£40,001 - £60,000	-	4	4	179,122
£60,001 - £80,000	1	-	1	70,938
£80,001 - £100,000	-	-	-	-
£100,001 - £150,000	-	1	1	101,765
£150,001 - £200,000	-	-	-	-
Total cost included in bandings				764,360
Amounts provided for in CIES not included in bandings resulting from previous years estimates				(7,493)
Total cost included in CIES				756,867

The compulsory redundancy related to a fixed term contract which came to an end.

Exit package cost band (including special payments)	2013/14			Total cost of exit packages in each band £
	Number of compulsory redundancies	Number of other departures agreed	Total Number of exit packages by cost band	
£0 - £20,000	1	2	3	30,873
£20,001 - £40,000	-	2	2	56,602
£40,001 - £60,000	-	1	1	40,828
£60,001 - £80,000	-	1	1	140,583
£80,001 - £100,000	-	-	-	-
£100,001 - £150,000	-	-	-	-
£150,001 - £200,000	-	-	-	-
Total cost included in CIES				268,886

The cost of exit packages includes redundancy costs in addition to financial strain amounts that are payable to the pension fund rather than to an individual directly.

27 External Audit Costs

The Authority has incurred the following costs in relation to the audit of the Statement of Accounts, certification of grant claims and statutory inspections and to non-audit services provided by the Authority's external auditors Ernst and Young:

2012/13 £000		2013/14 £000
80	Fees payable with regard to external audit services carried out by the appointed auditor for the year	91
29	Fees payable for the certification of grant claims and returns for the year	17
109	Total Audit Fees Payable	108
(7)	Audit Commission Rebate	(9)
102	Total Audit Fees Payable less Audit Commission Rebate	99

This note has been restated to disclose the audit fees payable in the financial year of audit in line with the IFRS Code of Practice.

28 Grant Income

The Authority credited the following significant grants, contributions and donations to the Comprehensive Income and Expenditure Statement:

2012/13 £000		2013/14 £000
Credited to Taxation and Non-Specific Grant Income		
<i>Non-Ringfenced Grants:</i>		
188	Revenue Support Grant for year	6,643
192	Council Tax Freeze Grant	76
617	New Homes Bonus Grant	1,089
208	Weekly Collection Support Scheme	208
86	Local Services Support Grant	-
101	New Burdens Grant	188
-	Small Business Rate Relief Grant	812
-	Other Grants	81
1,392		9,097
<i>Capital Grants and Contributions</i>		
Government Funding		
57	- Environment Agency	565
13	Local Authority - Essex County Council	143
Other Capital Contributions		
19	- Haven Gateway Growth Point Funding	-
41	- Section 106	478
47	- Active Energy Funding Limited	-
27	- Other	5
204		1,191
Other Significant Grants Credited to Services		
77,427	Benefits	64,025
58	Coast Protection Grant	-
-	Collection Investment/hardship Administration Grant	62
-	Community Builder Project	53
43	Contributions to Jaywick Initiatives	-
24	Crime Reduction Grants	26
327	Disabled Facilities Grant	720
72	Dovercourt Street Lighting/ Public Realm	30
-	Essex County Council - Technical Agreement Contribution	445
215	Essex Family Project	-
37	Nature Conservation Grants	30
97	Supporting People	83
39	Youth Initiatives Schemes	-
78,339		65,474

The Authority has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached that will require the monies or property to be repaid/returned if the conditions fail to be met. The balances at the year end are as follows:

2012/13 £000		2013/14 £000
Capital Grants Receipts in Advance		
Government Funding:		
164	The Environment Agency	138
645	Home and Communities Agency	1,294
Local Authority Funding:		
1	Other de-minimis amounts	70
23	Other capital contributions	18
<u>833</u>		<u>1,520</u>

29 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). Material related party transactions which are not disclosed elsewhere in the Statement of Accounts were as follows:

2012/13			2013/14	
Receipts £000	Payments £000		Receipts £000	Payments £000
2,263	132	Essex County Council	1,950	227
80	110	Other Essex local authorities	101	100
Transactions with organisations related by a declared interest of Council Members or Senior Officers:				
-	13	Suffolk County Council	-	-
-	12	VineHR	-	14
12	8	Other	9	-
<u>2,355</u>	<u>275</u>	Total Related Party Transactions	<u>2,060</u>	<u>341</u>

30 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 Authority, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Authority that has yet to be financed. The CFR is analysed in the second part of this note.

2012/13 £000		2013/14 £000
62,472	Opening Capital Financing Requirement	60,206
	Capital Investment:	
2,767	Property, Plant and Equipment	4,181
-	Investment Properties	-
13	Intangible Assets	413
685	Revenue expenditure funded from capital under statute	826
	Sources of Finance:	
(248)	Capital receipts	(59)
(604)	Government grants and other contributions	(1,941)
(2,362)	Major Repairs Reserve	(2,524)
	Sums set aside from revenue:	
(251)	Direct revenue contributions	(896)
(302)	MRP/loans fund principal	(290)
(1,964)	Voluntary MRP - HRA	(1,964)
<u>60,206</u>	Closing Capital Financing Requirement	<u>57,952</u>
	Explanation of movements in year	
-	Increase in underlying need to borrow (supported by Government financial assistance)	-
(2,266)	Increase in underlying need to borrow (unsupported by Government financial assistance)	(2,254)
-	Assets acquired under finance leases	-
-	Assets acquired under PFI/PPP Contracts	-
<u>(2,266)</u>	Increase/(Decrease) in Capital Financing Requirement	<u>(2,254)</u>

31 Leases

a) Authority as Lessee

➤ Operating Leases (including Contract Hire) for Transport and Plant

The Authority has acquired its fleet of transport and plant by entering into operating leases/contract hire agreements with typical lives of five to seven years.

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

2012/13		2013/14
£000		£000
180	Not later than one year	172
263	Later than one year and not later than five years	257
<u>443</u>		<u>429</u>

➤ **Properties Leased from a Registered Social Landlord**

During 2006/07 17 properties leased from Colne Housing Society previously held under non-current assets were reclassified as operating leases. No payments are due on these properties which are operated by Tendring District Council until vacated by the current tenant. No properties became vacant during 2013/14 and none were returned to Colne Housing Society.

2012/13		2013/14
No of Properties		No of Properties
3	Balance brought forward 1 April	3
-	Returned to Lessor	-
<u>3</u>	Balance carried forward 31 March	<u>3</u>

b) **Authority as Lessor**

➤ **Finance Leases**

The Authority has leased out 2 properties under finance leases:

- ❖ Carnarvon House, Carnarvon Road, Clacton-on-Sea with an expiry date of 31/3/2024.
- ❖ The Pavilion, Marine Parade/Pier Gap, Clacton-on-Sea with an expiry date of 31/12/2127.

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

2012/13		2013/14
£000		£000
71	Finance lease debtor (net present value of minimum lease payments)	69
188	Unguaranteed residual value of property	188
<u>259</u>		<u>257</u>
336	Unearned finance income	307
<u>595</u>	Gross investment in the lease	<u>564</u>

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

2012/13			2013/14	
Gross Investment in the Lease	Minimum Lease Payments		Gross Investment in the Lease	Minimum Lease Payments
£000	£000		£000	£000
31	2	Not later than one year	31	3
155	19	Later than one year and not later than five years	156	22
409	50	Later than five years	377	44
<u>595</u>	<u>71</u>		<u>564</u>	<u>69</u>

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2013/14 £6,213 contingent rents were receivable by the Authority (2012/13 - £6,213).

➤ **Operating Leases**

The Authority leases out land and 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 lease payments receivable under non-cancellable leases in future years are:

2012/13			2013/14	
£000			£000	
241	Not later than one year		215	
454	Later than one year and not later than five years		468	
2,478	Later than five years		2,347	
<u>3,173</u>			<u>3,030</u>	

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

32 Termination Benefits

The contracts of 12 employees ceased in 2013/14 (including 4 accrued for in 2012/13) and there were a further 2 that were agreed in 2013/14 but will cease in 2014/15 and beyond. This incurred total liabilities of £268,886 (£764,360 in 2012/13). Of this total, £177,709 was in the form of compensation for loss of office. Further details can be found in Note 26.

33 Defined Benefit Pension Schemes

a) **Participation in Pension Schemes**

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

The Authority participates in the Local Government Pension Scheme administered by Essex County Council – this is a funded defined benefit final salary scheme, meaning that the Authority and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

The principal risks to the authority of the scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme (ie large-scale withdrawals from the scheme), changes to inflation, bond yields and the performance of the equity investments held by the scheme. These are mitigated to a certain extent by the statutory requirements to charge to the General Fund and Housing Revenue Account the amounts required by statute as described in the accounting policies note.

b) **Transactions Relating to Post-employment Benefits**

The Authority 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 required to be made against council tax is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

2012/13 Local Government Pension Scheme (Restated) £000		2013/14 Local Government Pension Scheme £000
	Comprehensive Income and Expenditure Statement	
	Cost of Services	
	<i>Service cost comprising:</i>	
2,076	Current service cost	2,359
351	Past service costs including curtailments	85
-	(gain)/loss from settlements	-
19	Administration Expenses	13
	<i>Financing and Investment Income and Expenditure</i>	
2,471	Net interest expense	2,510
4,917	Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	4,967
	Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	
	<i>Remeasurement of the net defined benefit liability comprising:</i>	
(5,842)	Return on plan assets (excluding the amount included in the net interest expense)	(3,774)
-	Actuarial gains and losses arising on changes in demographic assumptions	(7,499)
10,355	Actuarial gains and losses arising on changes in financial assumptions	(584)
45	Other (if applicable)	(5,115)
9,475	Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	(12,005)
	Movement in Reserves Statement	
(4,917)	Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits in accordance with the Code	(4,967)
	Actual amount charged against the General Fund Balance for pensions in the year:	
3,256	Employer's contributions payable to scheme	3,169

c) **Pensions Assets and Liabilities Recognised in the Balance Sheet**

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

2012/13 Local Government Pension Scheme £000		2013/14 Local Government Pension Scheme £000	
143,829	Present value of the defined benefit obligation	133,932	
(82,617)	Fair Value of plan assets	(87,892)	
<hr/>		<hr/>	
61,212	Net liability arising from defined benefits obligation	46,040	
<hr/> <hr/>		<hr/> <hr/>	

d) **Reconciliation of the Movements in the Fair Value of Scheme (Plan)**

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

2012/13 Local Government Pension Scheme (Restated) £000		2013/14 Local Government Pension Scheme £000	
75,271	Opening fair value of scheme assets	82,617	
3,411	Interest income	3,438	
	<i>Remeasurement gain/(loss):</i>		
	The return of plan assets, excluding the amount included in the net		
5,842	interest expense	3,774	
-	Other (if applicable)	(494)	
3,210	Contributions from employers	3,169	
617	Contributions from employees into the scheme	606	
(5,715)	Benefits paid	(5,205)	
(19)	Other (if applicable)	(13)	
<hr/>		<hr/>	
82,617	Closing fair value of scheme assets	87,892	
<hr/> <hr/>		<hr/> <hr/>	

The employer contributions include financial strain payments relating to liabilities associated with early retirements that arose during the year.

e) **Reconciliation of Present Value of the Scheme Liabilities (Defined Benefit Obligation)**

2012/13 Local Government Pension Scheme £000		2013/14 Local Government Pension Scheme £000
130,264	Opening Balance at 1 April	143,829
2,076	Current service cost	2,359
5,883	Interest cost	5,948
617	Contributions from scheme participants	606
	<i>Remeasurement (gain)/loss:</i>	
-	Actuarial gains/losses arising from changes in demographic assumptions	(7,499)
10,355	Actuarial gains/losses arising from changes in financial assumptions	(584)
(2)	Other (if applicable)	(5,608)
-	Past service cost	-
351	Losses/(gains) on curtailment	85
(5,715)	Benefits paid	(5,204)
<u>143,829</u>	Closing Balance at 31 March	<u>133,932</u>

f) **Local Government Pension Scheme Assets comprised:**

2012/13 (Restated) £000		2013/14 £000
	Fair value of scheme assets	
3,329	Cash and cash equivalents	1,812
52,859	Equities	58,555
5,781	Gilts - UK Index Linked Government Securities	6,992
6,607	Bonds - Corporate	6,992
9,911	Property	10,045
4,130	Alternative Assets (<i>Infrastructure, Financing Fund, Timber and Currency</i>)	3,496
<u>82,617</u>	Total assets	<u>87,892</u>

g) **Basis for Estimating Assets and Liabilities**

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels etc.

The Local Government Pension Scheme liabilities have been estimated, by Barnett Waddingham, an independent firm of actuaries for the County Council Fund, based on the latest full valuation of the scheme as at 31 March 2013.

The significant assumptions used by the actuary have been:

2012/13 Local Government Pension Scheme £000		2013/14 Local Government Pension Scheme £000
<i>Long term expected rate of return on assets in the scheme:</i>		
6.1%	Equity investments	6.7%
3.0%	Gilts	3.6%
4.1%	Bonds	4.2%
5.1%	Property	5.7%
0.5%	Cash	3.4%
6.1%	Alternative Assets	4.2%
<i>Mortality assumptions:</i>		
Longevity at 65 for current pensioners:		
22.7	Men	22.7
25.3	Female	25.1
Longevity at 65 for future pensioners:		
24.2	Men	24.9
26.9	Female	27.4
3.3%	Rate of inflation - RPI Increases	3.5%
2.5%	Rate of inflation - CPI Increases	2.7%
4.3%	Rate of increase in salaries	4.5%
2.5%	Rate of increase in pensions	2.7%
4.2%	Rate for discounting scheme liabilities	4.4%
50%	Take up of option to convert annual pension into retirement lump sum	60%

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases 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 followed the accounting policies for the scheme, ie 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.

	Increase in Assumption £000	Decrease in Assumption £000
Impact on the Defined Benefit Obligation in the Scheme		
Longevity (increase or decrease in 1 year)	129,211	138,696
Rate of inflation (increase or decrease by 0.1%)	135,920	131,976
Rate of increase in salaries (increase or decrease by 0.1%)	134,122	133,743
Rate of increase in pensions (increase or decrease by 0.1%)	135,920	131,976
Rate for discounting scheme liabilities (increase or decrease by 0.1%)	131,823	136,076

i) **Impact on the Authority's Cash Flows**

The objectives of the scheme are to keep employers' contributions at as constant rate as possible. The County Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% using the actuarial valuation assumptions. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31 March 2016.

The scheme will need to take account of the national changes for the scheme under the Public Pensions Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales and the other main existing public service schemes may not provide benefits in relation to service after 31 March 2014 (or service after 31 March 2015 for other main existing public service pension schemes in England and Wales). The Act provides for scheme regulations to be made within a common framework, to establish new career average revaluated earnings schemes to pay pensions and other benefits to certain public servants.

The authority anticipated to pay £2.901m expected contributions to the scheme in 2014/15.

The weighted average duration of the defined benefit obligation for scheme members is 17 years, 2013/14 (18 years 2012/13).

Changes to Reporting Standard (IAS19)

As stated in last year's Statement of Accounts, changes to reporting standard IAS19 came into effect for 2013/14. The primary financial statements and the above tables relating to the defined benefits scheme have now been set out based on these new requirements. For completeness / comparison, the 2012/13 figures have been restated in the primary statements and the tables above in accordance with the new standard. However the changes between the figures reported in 2012/13 and the restated amounts for 2012/13 are explained below:

The amounts recognised in the Comprehensive Income and Expenditure Account:	Year to 31	Year to 31
	March 2013 (restated under revised IAS19 standard)	March 2013 disclosed
	£000	£000
Service Cost/Current Service Cost	2,076	2,076
Net interest on the defined liability (asset)	2,471	n/a
Interest on obligation	n/a	5,883
Expected return on Scheme assets	n/a	(4,329)
Past Service Costs including Curtailments	351	-
Losses (gains) on settlements and curtailments	n/a	351
Administration Expenses	19	n/a
Total Charged to the Surplus or Deficit on the Provision of Services	4,917	3,981
Actual return on Scheme assets	9,253	9,234

Reconciliation of opening and closing balances of the present value of the defined benefit obligation	Year to 31	Year to 31
	March 2013 (restated under revised IAS19 standard)	March 2013 disclosed
	£000	£000
Opening Defined Benefit Obligation	130,264	130,264
Service Cost/Current Service Cost	2,076	2,076
Interest Cost	5,883	5,883
Change in financial assumptions	10,355	n/a
Change in demographic assumptions	-	n/a
Experience loss/(gain) on defined benefit obligation	(2)	n/a
Total Actuarial losses (gains)	n/a	10,353
Losses (gains) on curtailments	n/a	351
Liabilities assumed/(extinguished) on settlements	-	-
Estimated benefits paid net of transfers in	(5,715)	(5,715)
Past service cost	n/a	-
Past service cost, including curtailments	351	n/a
Contributions by Scheme participants	617	617
Closing Defined Benefit Obligation	143,829	143,829

	Year to 31 March 2013 (restated under revised IAS19 standard)	Year to 31 March 2013 disclosed
	£000	£000
Reconciliation of opening and closing balances of the fair value of Scheme assets		
Opening fair value of Scheme assets	75,271	75,271
Expected return on scheme assets	n/a	4,329
Interest on assets	3,411	n/a
Return on assets less interest	5,842	n/a
Other actuarial gains/(losses)	-	n/a
Total Actuarial gains/(losses)	n/a	4,905
Administration expenses	(19)	n/a
Contributions by employer	3,210	3,210
Contributions by Scheme participants	617	617
Estimated benefits paid plus unfunded net of transfers in	(5,715)	(5,715)
Closing Fair Value of Scheme assets	82,617	82,617

	Year to 31 March 2013 (restated under revised IAS19 standard)
	£000
Re-measurements and other comprehensive income (reported in CIES)	
Return on plan assets in excess of interest	5,842
Other actuarial gains/(losses) on assets	-
Change in financial assumptions	(10,355)
Change in demographic assumptions	-
Experience gain/(loss) on defined benefit obligation	(45)
Changes in effect of asset ceiling	-
Remeasurements	(4,558)

	Year to 31 March 2013 (disclosed)
	£000
Statement of Recognised Income and Expense (as reported in CIES)	
Actual Return less expected return on pension scheme assets	4,906
Experience gains and losses	(45)
Changes in assumptions underlying the present value of the scheme liabilities	(10,355)
Actuarial gains (losses) on pension assets / liabilities	(5,494)

34 Contingent Liabilities

At 31 March 2014, the Authority had 2 material contingent liabilities:

- Municipal Mutual Insurance (MMI), the Council's Insurer until 1992, is now the subject of a scheme of arrangement and the Company's assets are now being utilised via a managed run-off to finance any insurance claims arising in respect of incidents prior to 1992. During 2012/13 the Board of Directors of MMI decided to trigger the scheme of arrangement as they concluded that there was no alternative to an insolvent liquidation. The final impact on the Council as a scheme creditor is not certain but the maximum potential liability set out in the most recent notification by MMI is approximately £0.298m.

- A High Court ruling recently found that the residency criteria within Sandwell Metropolitan Borough Council's Local Council Tax Support Scheme (LCTSS) was unlawful. Tendring District Council's own LCTSS also includes residency criteria and therefore is currently subject to review. The Council is also currently consulting on the 2015/16 scheme with a decision required later in the year. Any potential financial impact remains unclear at the present time although it is worth highlighting that the situation is likely to be managed within the Council's overall collection fund position which will be subject to separate monitoring over the remainder of the year.

35 Nature and Extent of Risks arising from Financial Instruments

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

- Credit Risk – the possibility that other parties might fail to pay amounts due to the Authority.
- Liquidity Risk – the possibility that the Authority might not have funds available to meet its commitment to make payments.
- Market Risk – the possibility that financial loss might arise for the Authority as a result of changes in such measures as interest rates and stock market movements.

The Authority's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by the treasury team in Corporate Services, under policies approved by the Council in the Annual Treasury Strategy which includes annual investment and borrowing strategies. The Council provides written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risks and the investment of surplus cash.

➤ Overall Procedures for Managing Risk

The Council's approach to managing these risks is focused on the inherent unpredictable nature of the financial markets. Procedures are in place to minimise these risks. The procedures in respect of investments are in accordance with the Local Government Act 2003, and associated regulations, which require the Council to comply with the CIPFA Prudential Code and the CIPFA Code of Practice for Treasury Management in Public Services as well as the Investment Guidance issued in accordance with the Act.

The Council meets these obligations by:

- i) Formally adopting and complying with the revised CIPFA Code of Practice.
- ii) Approving in advance the Prudential Indicators for the next financial year and for the following two years. The indicators set, amongst others, are:
 - ❖ The Council's overall borrowing limit.
 - ❖ The maximum and minimum exposures to the maturity structure of the Council's debt.
 - ❖ The maximum sum that will be invested for periods in excess of 364 days.
 - ❖ The minimum and maximum exposure to fixed and variable rates of interest.
- iii) Approving an Annual Treasury Strategy which incorporates an investment strategy and a borrowing strategy.

The Council approves the Annual Treasury Strategy before the commencement of the financial year to which it relates. The Annual Treasury Strategy also sets out the Prudential Indicators for that year and the succeeding two years.

The Corporate Director – Corporate Services has delegated responsibility for Treasury Management and implementation of the agreed Treasury Management Strategy. Treasury Officers maintain written principles known as Treasury Management Practices (TMPs) covering the management of risks associated with investments. The TMPs are reviewed on a regular basis and any changes to the principles are approved by Cabinet.

The Council employs specialist Treasury Advisors to assist officers.

The Cabinet receives a report each year on the Treasury Management activities for the previous financial year.

a) **Credit Risk**

Credit risk arises from deposits with banks and other financial institutions and from credit advanced to the Council's customers. The Balance Sheet figures for financial assets are not representative of the normal level of exposure at any particular time. Positive cash flows in the early part of each financial year can lead to a considerably higher level of total investments. The maximum exposure during 2013/14 was £58.169 million.

The TMPs set out the criteria for deciding which organisations, such as Banks, Building Societies etc. the Council will invest money with. An organisation with whom an investment is made is known as a counterparty. All counterparties the Council uses, other than HM Government, UK Nationalised/Part Nationalised Banks, other UK Local Authorities, Parish Councils, Police and Fire Authorities and Health Authorities are determined by reference to their credit ratings.

The Council uses the credit ratings provided by the 3 main credit rating agencies. For a counterparty to be approved for investment purposes its credit ratings from all of the Agencies that provide a credit rating (with a minimum of two rating agencies ratings) for that counterparty must be at least equal to the Council's minimum level. If just one of the ratings from any of the agencies falls below the Council's minimum criteria the counterparty is not approved. In addition to the credit ratings a limit is placed on the amount that can be invested with any one counterparty. A number of counterparties although operating independently are members of a larger group. This is the current position with a number of Banks. In addition to an individual counterparty limit there is a group limit, and any investment must therefore be within both the individual and group limits if applicable. A limit is also applied to the amount of investment that can be placed in individual countries other than the UK.

The following analysis summarises the Council's potential maximum exposure to credit risk. The Council has had no experience of default by any counterparty over the last five financial years and does not expect any losses from non-performance.

The only default experienced by local authorities in the last five years was that relating to the Icelandic Banks' in October 2008. As at 1 April 2008 the Council had 3 Icelandic banks on its list of approved counterparties, representing 3.09% of the total. This percentage has therefore been used as a proxy for the historical experience of default, although the Council has been unaffected by the Icelandic Banks' default. The current credit crisis in international markets has raised the overall possibility of default. However, as the Council maintains strict credit criteria for investment counterparties, this historical default rate has been used as a good indicator under current conditions.

	Amount at 31 March 2014	Historical experience of default	Historical experience adjusted for market conditions at 31 March 2014	Estimated maximum exposure to default and uncollect- ability at 31 March 2014	Estimated maximum exposure at 31 March 2013
	£000	%	%	£000	£000
Banks	5,876	3.09	3.09	182	193
Building Societies	1,500	-	-	-	-
Local Authorities	31,000	-	-	-	-
UK Government	1,760	-	-	-	-
	<u>40,136</u>			<u>182</u>	<u>193</u>

No credit limits were exceeded during the reporting period and the Authority does not expect any losses from non-performance by any of its counterparties in relation to deposits and bonds.

The Authority allows credit for some customers where payment in advance of service provision is not practicable. £377,464 of the £781,997 sundry debtor balance is past its due date for payment. The past due, but not impaired, amount can be analysed by age as follows:

2012/13		2013/14
£000		£000
96	Less than three months	173
16	Three to six months	36
35	Six months to one year	77
89	More than one year	91
<u>236</u>		<u>377</u>

b) **Liquidity Risk**

The Council manages its liquidity position through its cash flow management procedures that seek to ensure that cash is available as needed. If unexpected movements happen, the Authority has ready access to borrowings from the money markets and the Public Works Loans Board or can call back financial assets, such as monies on deposit with financial institutions. There is no significant risk that the Council will be unable to raise finance to meet its commitments under financial instruments.

Instead, the risk is that the Authority will be bound to replenish a significant proportion of its borrowings at a time of unfavourable interest rates. The key parameters used to address this risk are the maturity structure of its debt and the limits placed on investments of more than one year in duration. Within the above parameters, the Council addresses the operating risks by:

- ❖ Monitoring the maturity profile of financial liabilities and amending the profile through either new borrowing or the rescheduling of existing debt.
- ❖ Monitoring the maturity profile of investments to maintain sufficient liquidity for the Council's day to day cash flow needs.
- ❖ Spreading longer term investments to provide stability of maturities and returns in relation to longer term cash flow needs.

The maturity analysis of financial liabilities in respect of the principal amount of PWLB debt, and temporary borrowing at 31 March 2014 was as follows:

2012/13		2013/14
£000		£000
3,587	Less than one year (includes interest)	2,587
2,206	Between one and two years	2,227
6,446	Between two and five years	6,042
9,199	Between five and ten years	8,799
9,978	Between ten and fifteen years	9,645
24,721	More than fifteen years	23,631
<u>56,137</u>		<u>52,931</u>

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

c) **Market Risk**

➤ **Interest Rate Risk**

At 31 March 2014 the Council's borrowing for more than one year was all at fixed rates of interest. The Authority is exposed to risk in terms of its exposure to interest rate movements on its future borrowings and investments. Movements in interest rates have a complex impact on the authority. For instance, a rise in interest rates would have the following effects:

- ❖ Borrowings at variable rates – the interest expense charged to the Surplus or Deficit on the Provision of Services will rise.
- ❖ Borrowings at fixed rates – the fair value of the liabilities borrowings will fall.
- ❖ Investments at variable rates – the interest income credited to the Surplus or Deficit on the Provision of Services will rise.
- ❖ Investments at fixed rates – the fair value of the assets will fall.

Borrowings are not carried at fair value, so nominal gains and losses on fixed rate borrowings would not impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund Balance. Movements in the fair value of fixed rate investments that have a quoted market price will be reflected in Other Comprehensive Income and Expenditure.

The Council has a number of strategies for managing interest rate risk. There is a lot of flexibility over the timing of new long term borrowing at fixed rates, and short term investments of surplus funds are spread over a range of periods to limit exposure to adverse movements in rates and to take advantage of favourable market conditions. The Annual Treasury Strategy draws together the Council's Prudential Indicators and its expected treasury operations, including an expectation of interest rate movements. One of the Prudential Indicators sets maximum and minimum limits for fixed and variable interest rate exposure. The treasury team monitor the market and forecasts of interest rates within the year to adjust exposures appropriately.

At 31 March 2014, if interest rates had been 1% higher with all other variables held constant, the financial effect would have been:

	£000
Increase in interest payable on variable rate borrowings	547
Increase in interest receivable on variable rate investments	(470)
Increase in government grant receivable for financing costs	-
	<hr/>
Impact on Surplus or Deficit on the Provision of Services	77
Share of overall impact relating to the HRA	<hr/> <hr/> 422
	<hr/>
Decrease in fair value of fixed rate investment assets	-
	<hr/>
Impact on Other Comprehensive Income and Expenditure	<hr/> <hr/> -

A decrease in fair value of the fixed rate PWLB borrowing liabilities will have no impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure.

The impact of a 1% fall in interest rates would be as above but with the movements being reversed.

➤ **Price Risk**

The Authority does not invest in equity shares. It therefore has no exposure to loss arising from movements in the stock market.

➤ **Foreign Exchange Risk**

The Authority has no financial assets or liabilities denominated in foreign currencies, and therefore it has no exposure to loss arising from movements in exchange rates.

HOUSING REVENUE ACCOUNT – INCOME AND EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2014

2012/13 £000		2013/14 £000	£000	Note Ref
EXPENDITURE				
3,158	Repairs and Maintenance	3,273		4
2,208	Supervision and Management	2,226		
39	Rents, Rates, Taxes and Other Charges	97		
(2)	Negative Housing Revenue Account Subsidy Payable	-		12
3,476	Depreciation and Impairments of Non-Current Assets	2,088		7,8
66	Debt Management Costs	66		
25	Movement in the allowance for bad debts	43		14
44	Sums Directed by the Secretary of State that are Expenditure in Accordance with the Code	23		10,11
9,014	Total Expenditure		7,816	
INCOME				
(12,086)	Dwelling rents	(12,839)		
(197)	Non dwelling rents	(206)		
(494)	Charges for Services and Facilities	(582)		
(111)	Contributions towards expenditure	(122)		15
(12,888)	Total Income		(13,749)	
(3,874)	Net Cost of HRA Services as included in the whole authority Comprehensive Income and Expenditure Statement		(5,933)	
276	HRA Share of Corporate and Democratic Core		276	
(3,598)	Net Expenditure / (Income) for HRA Services		(5,657)	
HRA share of the operating income and expenditure included in the whole authority Comprehensive Income and Expenditure Statement:				
(24)	(Gain) or loss on sale of HRA Non-current Assets		(88)	16
1,683	Interest Payable and Similar Charges		1,642	9
(48)	Taxation and Non Specific Grant Income (Capital Grant)		(457)	
(50)	Interest and Investment Income		(40)	
(2,037)	(Surplus) / Deficit for the year on HRA Services		(4,600)	

HOUSING REVENUE ACCOUNT – MOVEMENT ON THE HOUSING REVENUE ACCOUNT STATEMENT

2012/13 £000		2013/14 £000	£000
5,829	Balance on the HRA as at the end of the previous year		5,826
2,037	Surplus or (Deficit) on the HRA Income and Expenditure Statement	4,600	
	Adjustments between accounting basis and funding basis under regulations:		
1,034	Reversal of Revaluation Changes and Impairment	(493)	
44	Reversal of Sums Directed by the Secretary of State that are Expenditure in Accordance with the Code	23	
(24)	Reversal of (Gain) or Loss on sale of HRA Non-current assets	(88)	
(48)	Reversal of Capital Grant	(457)	
(1)	Reversal of Short Term Accumulating Compensated Absences	-	
(4)	Capital Expenditure Funded by the HRA	(294)	
(1,964)	Debt Repayment & Credit arrangements	(1,964)	
(98)	HRA share of contributions to or from the Pension Reserve	(67)	
976	Net increase or (decrease) before transfer to or from Reserves	1,260	
	Transfer (to) or from Reserves:		
(828)	Transfer (to)/from Major Repairs Reserves	(685)	
(151)	Transfers (to)/from Housing Repairs Reserve	(29)	
(3)	Increase or (decrease) in year on the HRA	546	
5,826	Balance on the HRA as at the end of the current year	6,372	

NOTES TO THE HRA INCOME AND EXPENDITURE ACCOUNT AND MOVEMENT ON THE HRA STATEMENT

1 Housing Revenue Account Balances

HOUSING REVENUE ACCOUNT RESERVES				
2012/13		Housing Revenue Account £000	2013/14 Housing Repairs Reserve £000	Total £000
7,024	Balances as at 1 April	5,826	1,346	7,172
148	Surplus/(deficit) for year	546	29	575
<u>7,172</u>	Balances as at 31 March	<u>6,372</u>	<u>1,375</u>	<u>7,747</u>

2 Housing Assets

As at 31 March 2014, the Council was responsible for managing the following council housing assets:

31 March 2013			31 March 2014	
No	Balance Sheet Value £000		No	Balance Sheet Value £000
Dwellings				
1,499	43,335	Flats	1,500	44,489
1,050	50,239	Houses	1,045	53,312
338	14,333	Bungalows	338	14,524
319	6,558	Sheltered accommodation	319	6,559
23	1,071	Do-It-Yourself Shared Ownership (DIYSO)	22	942
3,229	115,536		3,224	119,826
Other Land and Buildings				
65	1,660	Shared equity plots of land	64	871
438	1,116	Garages	438	1,159
378	46	Ground rents re sold Council flats	377	80
1	355	Community Centre	1	365
4	202	Other non-domestic properties	4	208
5	17	Land	5	12
-	2	Other	-	-
4,120	118,934	Total Balance Sheet values	4,113	122,521

The Balance Sheet value for the dwellings reflects the valuation basis of 'Existing Use Value for Social Housing (EUV-SH)', which is based on the vacant possession value adjusted to reflect the continuing occupation by a secure tenant. The other housing assets have been valued on an 'Existing Use Value' basis, which assumes that vacant possession is provided on all parts of the property occupied by the business. The vacant possession value of all the housing assets as at 1 April 2013 undertaken in accordance with CLG's Guidance was £317 million compared with the existing use value of £125 million. The difference between the two values of £192 million represents the economic cost of providing council housing at less than open market rents. A desktop review was undertaken by the external valuer during the year with resulting changes and other adjustments being reflected in the Balance Sheet value as at 31 March 2014.

During 2013/14, 11 council dwellings were sold under 'Right to Buy' legislation. 1 shared equity plot of land was also sold during the year.

2013/14 was also the first year that properties were acquired following the self-financing reforms of the HRA. 6 Council Dwellings were acquired by the council in 2013/14.

3 Major Repairs Reserve

A Major Repairs Reserve is maintained by the Council to provide the resources needed to maintain the value of the housing stock over time. From April 2012 under the new self-financing arrangements, the transfer from the HRA is achieved by firstly crediting the Reserve with an amount equivalent to the full depreciation charges for the year. This amount is then 'topped' up via an additional contribution from the HRA in line with the forecasted cost of maintaining the housing stock in the long term. This transfer appears in the Movement on the HRA Statement.

These movements on the Reserve during the year are summarised below:

2012/13		2013/14	
£000		£000	£000
2,017	Balance as at 1 April		2,925
	HRA depreciation provision		
2,382	Dwellings (excluding DIYSO)	2,524	
60	All other HRA assets	55	
-	HRA Equipment	1	
		<hr/>	2,580
828	Transfer (to)/from the HRA		685
(2,362)	Applied to finance capital expenditure on the housing stock		(2,524)
<hr/>			<hr/>
2,925	Balance as at 31 March		3,666
<hr/>			<hr/>

4 Housing Repairs Reserve

A contribution is made into this account each year from the HRA in order to assist the planning of major and cyclical works to the Council's housing stock. The movements on this account were as follows:

2012/13		2013/14
£000		£000
(3,309)	Income: Contribution from Housing Revenue Account	(3,302)
3,158	Expenditure on repairs and maintenance	3,273
<u>(151)</u>	(Surplus)/Deficit for year	<u>(29)</u>
(1,195)	Balances Brought Forward	(1,346)
(1,346)	Balances Carried Forward	(1,375)

5 Capital Expenditure and Financing

Capital expenditure on HRA assets for the year and its financing are set out below:

2012/13		2013/14
£000		£000
	Capital Investment:	
2,371	Operational Assets	2,506
38	Revenue Expenditure Funded from Capital Under Statute	18
4	Property Acquisition and New Build	751
1	Compulsory Purchase and Refurbishment	-
<u>2,414</u>		<u>3,275</u>
	Sources of Finance:	
2,362	Major Repairs Reserve	2,524
4	Direct Revenue Financing	294
1	Funding of S106	457
47	External Funding	-
<u>2,414</u>		<u>3,275</u>

6 Housing Capital Receipts Reserve

With effect from 1 April 2004, there is a requirement to 'pool' part of the capital receipts received by the Council and pay it to the Secretary of State. Previously this amounted to 75% for dwellings and 50% for land and other assets (net of statutory deduction and allowance) but from 1 April 2012 the criteria changed in respect of the disposal of dwellings and an amount that now reflects the age and type of dwelling is now payable to the Government on disposal. This amount is subject to certain reductions such as the administrative costs of disposal and in certain instances by applying a capital allowance which is equal to the part or planned expenditure on affordable housing and regeneration projects.

The remaining capital receipts can be applied to finance any capital expenditure. During 2013/14 the housing and shared equity plot capital receipts amounted to £0.563 million of which £0.270 million was 'poolable' and therefore payable to the Government. In respect of the £0.059 million applied during the year to finance capital expenditure, this funded non-HRA housing capital schemes (primarily disabled facilities grants). The movements on the Reserve during the year are shown below:

2012/13		2013/14
£000		£000
921	Balance as at 1 April	771
	Capital Receipts in the year:	
243	Council house sales (net of administration costs)	534
-	Shared Equity Plots of Land Sales	29
-	DIYSO property sales	-
2	Mortgage principal repayments	1
-	Other receipts	-
<u>1,166</u>		<u>1,335</u>
	Less:	
(147)	Capital receipts 'pooling contribution'	(270)
(248)	Capital receipts used for financing capital expenditure	(59)
<u>771</u>	Balance as at 31 March	<u>1,006</u>

7 Depreciation

Depreciation has been provided on the HRA assets on a straight-line basis over their expected lives, after allowing for residual and freehold land values, based on information provided by the Valuer. The depreciation charge in respect of the dwellings is a real charge on the HRA and it is credited to the Major Repairs Reserve. The depreciation charge in respect of other HRA property is shown in 'Total Expenditure' within the Income and Expenditure Account.

2012/13		2013/14
£000		£000
2,382	Dwellings	2,524
24	Do-It-Yourself Shared Ownership (DIYSO)	20
23	Garages	24
7	Community Centre	7
4	Other Non-Domestic Properties	4
2	Other	-
-	HRA Equipment	1
<u>2,442</u>	Depreciation Charged to the HRA I & E Account for the Year	<u>2,580</u>

8 Impairment Charges

Impairment may be applicable to assets if caused by either a consumption of economic benefits or a general fall in prices. A net impairment figure of £0.493 million for the year was an income to the HRA Income and Expenditure Account which took into account £2.506 million associated with works to the Council's dwelling stock and a reversal of £3.374 million in respect of impairment amounts previously charged to the account. Also accounted for was an impairment charge of £0.027 million due to the demolition of a property. Also treated as impairment was £0.348 million which was due to the 'impairment' of Newly Acquired Council Dwellings to Existing Use Value for Social Housing.

9 Capital Asset Charges Accounting Adjustment

This relates to the borrowing costs incurred for the year adjusted for impairment and revenue expenditure funded from capital under statute in accordance with item 8 determinations under the previous housing subsidy arrangements. The individual elements that form the capital asset charges accounting adjustment continue to be included within the HRA and are set out elsewhere such as the Interest Payable and Similar charges included in the HRA Income and Expenditure Account and impairment as set out in the note above.

10 Revenue Expenditure Funded from Capital under Statute

Charges were made to the HRA during the year in accordance with the Secretary of State's Item 8 Determination. Revenue expenditure funded from capital under statute was £0.018 million for 2013/14 (£0.038 million for 2012/13) where expenditure was incurred on a cash incentive scheme which is in accordance with the classification of such cost as explained in the accounting policies.

As these charges are intended to act as a signal only, rather than remaining as a cost to be met by the HRA, an accounting adjustment is made by reversing it out in the Movement on the HRA Statement.

11 Intangible Assets

This represents expenditure that has recently been incurred on software that has been financed from capital resources. The amount of £0.005 million was charged to the Housing Revenue Account for the year (£0.006 million for 2012/13) represents the annual writing down of the asset over its useful life.

12 Housing Revenue Account Subsidy

Under the self-financing arrangements introduced from 1 April 2012 there are no longer any subsidy arrangements between the Council and the Government. The figures below set out the amounts relating to 2012/13 which was due to an adjustment from the previous year.

2012/13 £000		2013/14 £000
(2)	Adjustment re previous year	-
(2)	Housing Subsidy due/(repayable) for year	-

13 Contributions to Pensions Reserve

In line with the accounting treatment in the General Fund, the pension benefits accrued for employees whose time is charged to the HRA are shown in the Income and Expenditure Account for 2013/14 by replacing pension costs charged for the year with the current cost of service within Supervision and Management Costs. However, to ensure there is no overall impact on HRA balances further adjustments have been made in the Movement on the HRA Statement. These reverse out the additional costs added via the current cost of service adjustment mentioned above but also add back the HRA's share of the Council's total pension payments to the pension fund in 2013/14 which total to a net amount of £0.067 million.

14 Rent Arrears and the Provision for Bad and Doubtful Debts

The rent arrears at 31 March 2014 were £316,399 (2012/13 - £314,657), which equates to 2.29% (2.49% for 2012/13) of the gross rent due for the year after excluding rents foregone on empty properties and housing benefit overpayments but inclusive of service charges.

The HRA Provision for Bad and Doubtful Debts at 31 March 2014 is £0.146 million after the following movements on the account during 2013/14:

2012/13		2013/14
£000		£000
103	Balance as at 1 April	116
25	Provision for year	43
(12)	Arrears written off	(13)
<hr/>		<hr/>
116	Balance as at 31 March	146
<hr/>		<hr/>

15 Contributions Toward Expenditure

Where services that are accounted for within the HRA benefit both Council tenants and private sector owner/occupiers, there must be a fair apportionment of the associated costs and income between the HRA, the General Fund and from customers. Such services provided by this Council's HRA are Sewerage Treatment Works and Pumping Stations along with those supporting leasehold properties whose ownership is now in the private sector and not the HRA.

16 Gains or Losses on the Sale of Non-Current Assets

When a housing asset is disposed of the value of the asset in the balance sheet is written off to the Income and Expenditure Account as part of the gain or loss on disposal. Receipts from disposal are credited to the Income and Expenditure Account 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). However the written off value of disposals is not a charge that remains against the HRA as it is reversed out in the Movement on the HRA Statement. Administration costs incurred in the disposal of an asset are a cost directly associated with the disposal and therefore a loss is shown in the Income and Expenditure Account to reflect this. In addition to this the Council may receive income from repaid discounts which would have been given at the time of the original asset sale such as those under the Right to Buy Scheme and are deemed to be a gain on HRA asset disposals and so shown in the Income and Expenditure Account.

For 2013/14 the net gain of £0.088 million in the HRA Income and Expenditure account represents the gain from the disposal of dwellings. For comparative purposes there was a net gain of £0.024 million in the HRA Income and Expenditure Account in 2012/13, from the disposal of dwellings.

17 Further Information

Further information about the Council's housing activities is available on the Council's website.

You can also contact the Council's Life Opportunities Department that has responsibility for Housing within the District which is based at the Town Hall, Station Road, Clacton on Sea, Essex, CO15 1SE; or by using the online contact process available on the Council's website.

COLLECTION FUND INCOME AND EXPENDITURE STATEMENT

2012/13		2013/14		
£000		Council Tax £000	NDR £000	Total £000
				Note Ref
INCOME				
(61,765)	Council Tax Payers	(65,553)	-	(65,553) 2
	Transfers from General Fund:			-
(15,240)	Council Tax Benefit	-	-	-
(24,810)	Income from Business Ratepayers	-	(25,699)	(25,699) 3, 6
(101,815)	Total Income	(65,553)	(25,699)	(91,252)
EXPENDITURE				
	Precepts:			4
55,966	Essex County Council	46,165	-	46,165
3,421	Essex Fire Authority	2,821	-	2,821
7,040	Essex Police and Crime Commissioner	6,010	-	6,010
9,136	Tendring District Council	7,559	-	7,559
	Council Tax Balances:			5
491	Essex County Council	926	-	926
30	Essex Fire Authority	57	-	57
60	Essex Police and Crime Commissioner	116	-	116
80	Tendring District Council	151	-	151
	Shares of Business Rates Income:			3
-	Central Government	-	12,098	12,098
-	Essex County Council	-	2,178	2,178
-	Essex Fire Authority	-	242	242
-	Tendring District Council	-	9,678	9,678
	Other Business Rates Payments:			
24,463	Payments to National Pool	-	-	-
292	Costs of Collection	-	292	292
-	Transitional Protection Payments	-	14	14
-	Renewable Energy Schemes	-	55	55
	Bad Debt and Other Provisions:			6
(93)	Provisions	262	(311)	(49)
553	Write Offs	230	37	267
-	Provisions for Appeals	-	1,578	1,578
101,439	Total Expenditure	64,297	25,861	90,158
(376)	(Surplus)/Deficit for the Year	(1,256)	162	(1,094)
Collection Fund Balance				
(1,922)	Balance brought forward	(2,298)	-	(2,298)
(376)	(Surplus)/Deficit for the year	(1,256)	162	(1,094)
(2,298)		(3,554)	162	(3,392)

2012/13		2013/14			
£000		Council Tax £000	NDR £000	Total £000	Note Ref
	Allocated to:				
-	Central Government	-	81	81	
(1,699)	Essex County Council	(2,620)	15	(2,605)	
(104)	Essex Fire Authority	(160)	1	(159)	
(217)	Essex Police and Crime Commissioner	(344)	-	(344)	
(278)	Tendring District Council	(430)	65	(365)	
(2,298)		(3,554)	162	(3,392)	

1 General

The Collection Fund reflects the statutory requirement for billing authorities to establish and maintain a separate fund for the collection and distribution of amounts due in respect of council tax and non-domestic rates. There is no requirement for a separate Collection Fund Balance Sheet. Instead, Collection Fund balances are distributed across the Balance Sheets of the billing authority, the Government and precepting authorities according to the provisions of the Code.

In 2013/14 two major changes were made to the system of local government finance, both of these have impacted on the Collection Fund:

a) Localisation of Business Rates

Under the previous system, the proceeds of business rates were paid into the Central Government national pool. This has been replaced with a retained business rates scheme which distributes shares of business rates income to the Council, Essex County Council, Essex Fire Authority and Central Government, further details are provided in Note 3.

b) Local Council Tax Support Scheme

On 1 April the previous national Council Tax Benefit scheme was replaced with a Local Council Tax Support scheme (LCTS). The Council Tax Benefit scheme was accounted for within the General Fund of billing authorities and necessitated a transfer from the General Fund to the Collection Fund. This transfer does not occur under LCTS resulting in lower Council Tax income in the Collection Fund and instead, each precepting authority receives a share of Council Tax Support grant directly from Government.

2 Council Tax

The average Council Tax levy for 2013/14 was £1,472.59 for a Band D dwelling. This rate of tax, which covers estimated net expenditure of the Council, Essex County Council, Essex Fire Authority, Essex Police and Crime Commissioner and the Parish and Town Councils, was assessed on the tax base set out below:

Calculation of the Tax Base for 2013/14

2012/13 Band	Valuation	Pro-portion	Full Charge	Discount 25%	Discount 50%	2nd Homes	Empty Properties	Exempt	Total Excluding LCTS	LCTS Scheme 100%	Total
9	*A Up to £40,000	5/9	7	4	-	-	-	-	11	(3)	8
12,596	A Up to £40,000	6/9	3,925	7,151	17	654	779	226	12,752	(3,954)	8,798
17,277	B £40,001 to £52,000	7/9	9,303	6,942	19	382	531	197	17,374	(3,801)	13,573
20,428	C £52,001 to £68,000	8/9	12,623	6,737	42	484	443	209	20,538	(2,992)	17,546
10,223	D £68,001 to £88,000	9/9	7,048	2,651	47	239	170	110	10,265	(798)	9,467
4,677	E £88,001 to £120,000	11/9	3,507	902	34	111	76	42	4,672	(210)	4,462
1,623	F £120,001 to £160,000	13/9	1,262	262	36	47	15	17	1,639	(56)	1,583
789	G £160,001 to £320,000	15/9	585	101	43	32	17	6	784	(16)	768
52	H Over £320,000	18/9	38	3	7	4	-	-	52	-	52
67,674			38,298	24,753	245	1,953	2,031	807	68,087	(11,830)	56,257
52,819	Number of equivalent full charge Band D dwellings (unscaled tax base)										44,668
(1,320)	Less Provision for changes in valuation list, discounts and doubtful debts										(2,189)
51,499	Tax base for tax setting purposes										42,479

* Band A – entitled to Disabled Relief

The reduction in tax base between years is a consequence of the introduction of the LCTS scheme on 1 April 2013 (see Note 1)

Analysis of the Council Tax

Council Tax for a Band D Dwelling

2012/13 Average £		2013/14 Average £
	Tendring District Council:	
136.08	General Expenses	135.34
12.30	Special Expenses	12.30
29.02	Town and Parish Councils	30.30
1,086.75	Essex County Council	1,086.75
66.42	Essex Fire Authority	66.42
136.71	Essex Police and Crime Commissioner	141.48
1,467.28		1,472.59

The tax charged on dwellings in each parish must include an amount that would yield sufficient to meet the Parish Council's precept. In addition, the Council decided on 12 February 2013 that some identified estimated expenses (special expenses) would apply only to certain parishes and the unparished area of Clacton. A small additional tax is levied in these areas to finance the special expenses.

3 National Non-Domestic Rate

The Council collects Non-Domestic Rates (NDR) for its area based on local rateable values provided by the Valuation Office Agency (VOA) multiplied by a uniform business rate set nationally by Central Government:

2012/13		2013/14
£70.722m	Rateable Value on 31 March	£70.718m
	Non-Domestic Rate per £	
45.0p	Small Businesses	46.2p
45.8p	Standard	47.1p

Following the introduction of the business rates retention scheme authorities retain a share of the income as follows:

- 50% - Central Government
- 40% - Tendring District Council
- 9% - Essex County Council
- 1% - Essex Fire Authority

The business rates shares payable were estimated in the January before the financial year commenced and any resulting difference forms part of the year end surplus or deficit. In this case, the surplus of £0.471m at 31 March 2014 will form part of the estimate of NDR balances when this is assessed in January 2015, each authority will then take this into account, together with the estimated shares of business rates for that year, when setting their 2015/16 budget.

4 Precepts

The Council (the collecting authority) and Essex County Council, Essex Fire Authority and Essex Police and Crime Commissioner (the major precepting authorities) precept upon the Collection Fund. Each precept is assessed from the Tax Base for tax setting purposes to produce each authority's budget requirement. The amounts paid under each of these precepts do not vary during the year. However, the tax yield is affected by changes in the valuation list (which defines each dwelling's banding), discounts (which reflect occupation of dwellings) and collection performance. The resulting balances are taken into account during each following year in assessing the Council Tax that both collecting and major precepting authorities must levy for the subsequent year.

5 Council Tax Balance

Each January, the Council must assess the likely yield from the current year's Council Tax, together with the excess or shortfall from the previous year's assessment. All major precepting authorities benefit from an assessed surplus (or contribute to a deficit) in the year following that in which an assessment is made. This must be taken into account when setting the Council Tax level.

Therefore the surplus of £3.554 million at 31 March 2014 together with balances paid over to precepting authorities in 2014/15, will form part of the assessment made in January 2015.

6 Bad Debt and Other Provisions

Provision for Bad and Doubtful Debt

2012/13			2013/14		
Council Tax £000	NDR £000	Total £000	Council Tax £000	NDR £000	Total £000
405	55	460	492	(274)	218
(325)	(228)	(553)	(230)	(37)	(267)
<u>80</u>	<u>(173)</u>	<u>(93)</u>	<u>262</u>	<u>(311)</u>	<u>(49)</u>
1,223	603	1,826	1,303	430	1,733
80	(173)	(93)	262	(311)	(49)
<u>1,303</u>	<u>430</u>	<u>1,733</u>	<u>1,565</u>	<u>119</u>	<u>1,684</u>

Movements in Year:

Contributions to provisions in year

Less: Amounts written off in the year

Net change in provisions

Balances on provisions:

Balance Brought Forward

Net change in provisions

Balance Carried Forward

Provisions for Appeals (NDR only)

	2012/13 £000	2013/14 £000
Balance Brought Forward	-	-
Contributions to provisions in year	-	1,578
Balance Carried Forward	-	<u>1,578</u>

In the 2012/13 Statement of Accounts the write off and provision for bad debts (£0.055 million) for NDR was netted off of income and disclosed separately in a note. The 2012/13 comparatives have been amended so this is not now netted off.

TENDRING DISTRICT COUNCIL

MEMBERS' ALLOWANCES AND EXPENSES

The Council has adopted a Scheme of Members' Allowances and in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003, the details required are published below, to show expenditure during 2013/14.

	Basic Allowance	Special Responsibility Allowance	Childcare Allowance	* Travelling and Subsistence	Total
	£	£	£	£	£
D Aldis	5,003.70	-	-	58.50	5,062.20
C Amos	5,003.70	-	-	-	5,003.70
J Broderick	5,003.70	-	-	93.30	5,097.00
N Brown	5,003.70	-	-	307.80	5,311.50
R J Bucke	5,003.70	-	-	107.55	5,111.25
G Caines	5,003.70	-	-	-	5,003.70
C Callender	5,003.70	-	-	-	5,003.70
R Callender	5,003.70	-	-	-	5,003.70
G Calver	5,003.70	-	-	-	5,003.70
S Candy	5,003.70	10,045.24	-	-	15,048.94
D Casey	5,003.70	-	-	234.90	5,238.60
S Challinor	5,003.70	1,981.70	-	-	6,985.40
J Chapman	5,003.70	-	-	-	5,003.70
A Colbourne	5,003.70	1,981.70	-	-	6,985.40
M Cossens	5,003.70	-	-	-	5,003.70
P G De-Vaux Balbirmie	5,003.70	-	-	111.60	5,115.30
G Downing (part year to 5/7/13)	1,729.71	-	-	-	1,729.71
T Fawcett	5,003.70	6,122.80	-	-	11,126.50
A Goggin	5,003.70	5,558.46	-	254.25	10,816.41
C Griffiths	5,003.70	4,355.50	-	-	9,359.20
C Guglielmi	5,003.70	10,581.50	-	614.70	16,199.90
V Guglielmi	5,003.70	327.50	-	487.80	5,819.00
P Halliday (resigned 13/12/13)	3,979.73	14,245.38	-	1,632.15	19,857.26
J Hawkins	4,630.22	-	-	-	4,630.22
R Heaney	5,003.70	6,122.80	-	-	11,126.50
I Henderson	5,003.70	3,052.00	-	79.20	8,134.90
J Henderson	5,003.70	-	114.85	93.15	5,211.70
P Honeywood	5,003.70	11,805.41	-	370.40	17,179.51
S Honeywood	5,003.70	(245.24)	-	-	4,758.46
T Howard	5,003.70	-	-	-	5,003.70
I R Johnson	5,003.70	-	-	214.20	5,217.90
K T King	5,003.70	-	-	-	5,003.70
D Mayzes	5,003.70	-	-	233.55	5,237.25
S Mayzes	5,003.70	5,022.20	-	38.70	10,064.60
D McLeod	5,003.70	-	-	-	5,003.70
L McWilliams	5,003.70	5,558.46	-	-	10,562.16

	Basic Allowance	Special Responsibility Allowance	Childcare Allowance	* Travelling and Subsistence	Total
	£	£	£	£	£
M Miles	5,003.70	3,603.00	-	-	8,606.70
A Mitchell (part year to 30/11/13)	3,750.69	2,700.75	-	-	6,451.44
G Mitchell	5,003.70	1,654.19	-	-	6,657.89
F Nicholls	5,003.70	-	-	202.95	5,206.65
D Oxley	5,003.70	-	-	-	5,003.70
P J Oxley	5,003.70	2,715.20	-	-	7,718.90
M Page	5,003.70	5,462.86	-	3.70	10,470.26
M Patten	5,003.70	-	-	-	5,003.70
M Platt	5,003.70	2,417.53	-	-	7,421.23
J A Powell	5,003.70	-	-	-	5,003.70
A Pugh	5,003.70	-	-	-	5,003.70
S Richardson (elected 6/2/14)	328.17	-	-	-	328.17
P Sambridge	5,003.70	-	-	32.85	5,036.55
G Scott	5,003.70	-	-	-	5,003.70
H Shearing	5,003.70	1,836.80	-	111.15	6,951.65
K Simons	5,003.70	-	-	-	5,003.70
D Skeels	5,003.70	1,654.20	-	-	6,657.90
M Skeels (elected 6/2/14)	328.17	-	-	-	328.17
G Steady	5,003.70	3,603.00	-	-	8,606.70
N Stock	5,003.70	-	-	244.80	5,248.50
M J Talbot	5,003.70	3,153.50	-	434.25	8,591.45
I Tracey	5,003.70	-	-	-	5,003.70
N W Turner	5,003.70	10,581.50	-	1,667.90	17,253.10
G Watling	5,003.70	-	-	-	5,003.70
J White	5,003.70	-	-	224.10	5,227.80
C Winfield	5,003.70	-	-	-	5,003.70
A Wood (elected 26/9/13)	2,157.96	-	-	-	2,157.96
Grand Total of payments for year	297,111.85	125,897.94	114.85	7,853.45	430,978.09

The following, which reflect part year allowances for Chairman and Vice Chairman of the Council were payable for the year:

Chairman – D Mayzes (2012)	£1,011.66
Vice Chairman – S Honeywood (2012)	£356.66
Chairman – N Stock (2013)	£5,109.20
Vice Chairman – V Guglielmi (2013)	£1,800.80

The Scheme of Allowances payable to Members of the Council does not include an attendance allowance.

*There were no payments made for subsistence.

Payment to non-elected persons and substitutes where they have attended a Council Committee.

		Total Mileage
		£
J	Addison	96.75
R	Clubb	46.88
D	Edmunds	108.75
Grand Total of payments for year		252.38

OTHER INFORMATION

All the Council's financial resources are expended on services that will enable the Council to discharge its responsibilities outlined in: Tendring District Council's Corporate and Community Strategies. The Statement of Accounts is one of a series of documents that the Council publishes in order to provide financial information about its activities.

Other publications include the Financial Strategy and the Revenue Estimates and Capital Programme which provide information on the Council's financial position and planned expenditure and income each year.

These publications can be found on the Council's Web Site at www.tendringdc.gov.uk.

These documents are available for inspection in the Corporate Services Department at the Town Hall, Station Road, Clacton on Sea, Essex.

Members of the public may attend meetings of the Council, its Cabinet and Committees. Copies of the Council's minutes are available on the Council's website (details above). Dates and times of all Council/Cabinet/Committee meetings can be obtained from all Council Offices.

If any further information is required, please contact Richard Barrett (rbarrett@tendringdc.gov.uk), Finance and Procurement Manager, Corporate Services, Town Hall, Station Road, Clacton on Sea, Essex, CO15 1SE – Telephone Clacton (01255) 686521.

GLOSSARY OF TERMS USED IN THE STATEMENT OF ACCOUNTS

Accounting Period

The period of time covered by the accounts; which is usually a period of twelve months commencing on 1 April and ending on the 31 March for Local Authority accounts.

Accumulated Absences Account

This represents an accrual required by International Financial Reporting Standards (IFRS). It recognises the net value of time either owed by an employee to the Council or owed by the Council to an employee. This generally arises from a timing difference between when an employee takes annual leave and the Council's financial year.

Accruals

Amounts included in the accounts to cover income or expenditure (revenue and capital) which relate directly to the accounting period being reported but for which payment has not been made/received by the end of the accounting period, e.g., equipment ordered and received before the end of the accounting period for which an invoice will not be received and paid until after the end of the accounting period.

Asset

Something owned by the Council that is considered to have an economic value. A further breakdown can be given such as non-current assets (e.g. property) or current assets (e.g. cash).

Bad or Doubtful Debts

It is good practice to create a provision for bad or doubtful debts representing the estimated amount of debt existing at the 31 March which is deemed to be irrecoverable.

Balance Sheet

A statement of assets, liabilities and other balances of the Council at the end of the accounting period.

Beacon Properties

These are properties grouped together by applying criteria such as size/type/location and used as a basis for the valuation of the Council's housing stock.

Billing Authority

The Authority responsible for administering the Collection Fund, including raising bills and collecting council tax and non-domestic rates (NDR).

Budget

The Council's aims and policies in financial terms. Also referred to as 'Estimates'.

Business Rates

See Non-Domestic Rates.

Capital Expenditure

This relates to expenditure on the Council's own assets in terms of extending asset life/enhancing an asset or the acquisition of new assets. This also includes grants made by the Council for similar purposes.

Capital Financing

The methods by which cash is raised to pay for capital expenditure. There are various options available including prudential borrowing, capital receipts, grants, direct revenue financing and the use of earmarked reserves.

Capital Programme

The capital schemes the Council intends to carry out over a specified time period.

Capital Receipt

Proceeds arising from the sale of capital assets or from the repayment to the Council of capital grants and loans. Capital receipts may be used to finance additional capital spending or to repay debt; they cannot be used to fund revenue services.

Capital Receipt Pooling

A proportion of the receipts received from housing disposals (i.e. Dwellings, land and other Housing assets – Net of statutory deductions and allowances) is payable to the Government (pooled) which then redistributes the pooled money as appropriate.

Cash Flow Statement

A summary of the inflows and outflows of cash arising from revenue and capital activities during the year.

Collection Fund

A fund administered by Billing Authorities which receives payments of Council Tax and Non-Domestic Rates (NDR). Amounts are then paid from this fund (precepts) to precepting authorities (Essex Police and Crime Commissioner, Essex Fire Authority and Essex County Council) with an amount retained by the Council. The total collected from NDR is also paid from this fund to Central Government, Essex Fire Authority and Essex County Council with an amount of 40% retained by the Council.

Community Assets

Assets that the Council intends to hold in perpetuity that have no determinable useful life, or that may have restrictions on their disposal, e.g. open spaces not used in the direct provision of services.

Council Tax

A charge on residential properties within the Council's area to finance a proportion of the Council's and Precepting Authorities annual expenditure.

Creditors

Amounts owed by the Council for work done or for goods and services received within the accounting period but for which payment was not made by the end of the accounting period.

Current Assets

Assets that are either cash or can be readily converted into cash, e.g. inventories and debtors.

Current Liabilities

Amounts which will become due for payment immediately or in the short term, e.g. usually in the next twelve months following the accounting period being reported.

Debtors

Amounts due to the Council for goods or services provided within the accounting period but not received by the end of the accounting period.

Deferred Capital Receipts

Amounts due to the Council from the sale of assets which are not receivable immediately when the sale is completed.

Defined Benefit Scheme

A pension scheme in which the rules specify the benefits to be paid to members and the scheme is financed accordingly.

Depreciation

The notional loss in value of an asset due to age, wear and tear, deterioration and obsolescence.

Earmarked Reserve

A sum set aside to meet commitments in future years.

General Fund

The main account of the Council which records the net cost of providing services each year.

Government Grants

Payments by central government departments towards the cost of the Council's services. They can be general grants such as the Revenue Support Grant or may be for a specific purpose, e.g., Coast Protection.

Heritage Assets

Assets with historical, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture.

Housing Revenue Account (HRA)

Similar in purpose to the General Fund but this account records all of the transactions relating to the Council's housing activities, e.g. management, repairs and improvements to the Council's housing stock and rents due from tenants.

Impairment

A reduction in the value of a non-current asset resulting from either: obsolescence, physical damage or an accepted method of asset valuation (most commonly market valuation).

Intangible Assets

These assets are similar to non-current assets in that they can be expected to be of use or benefit to the Council in delivering its services for more than one accounting period. These however do not have physical substance; the main example is IT Software.

Inventories

Items of materials and stores purchased by the Council to use on a continuing basis in delivering its services. The value of the items not used by the Council by the end of the accounting period being reported, are included as current assets in the balance sheet.

Leasing

A method of acquiring/utilising an asset in the provision of the Council's services. Principally there are two types of lease:

- ❖ Operating leases where an annual payment is made to an external supplier for the use of an asset which is then returned at the end of the lease.
- ❖ Finance Lease where an annual payment is made as above although the payment comprises of a principal element and an interest element and a substantial part of the risks and rewards of ownership pass to the lessee. Also for this class of lease the value of the asset appears on the Council's balance sheet.

Major Repairs Reserve (MRR)

A capital reserve held for investment in the replacement of structures and components of the Council's Housing stock. This reserve is funded from the HRA via a depreciation charge along with further voluntary contributions where necessary to meet the cost of future capital expenditure. Interest earned on the MRR balance is credited directly to the HRA.

Minimum Revenue Provision (MRP)

Local authorities must make prudent provision for the repayment of its debt. MRP is the minimum amount which must be charged to the revenue account each year in order to provide for the repayment of loans and other amounts borrowed by the Council. Authorities are free to make additional voluntary provisions from the General Fund, HRA or from capital resources.

Non-Current Assets

Assets which can be expected to be of use or benefit to the Council in delivering its services for more than one accounting period.

Non-Domestic Rates (NDR)

A charge on commercial or non-domestic properties within the Council's area. The amount collected by the Council is paid over to Central Government, Essex Fire Authority and Essex County Council with a 40% share kept by the Council. NDR is also referred to as 'Business Rates'.

Precept

The amount levied by a Precepting Authority on a Billing Authority to meet its annual expenditure requirements.

Precepting Authority

Public Sector bodies including county and parish/town councils, police and fire authorities, which cannot levy a council tax directly on the public but have the power to precept Billing Authorities.

Provisions

Amounts set aside to meet future costs, resulting from a past event, of uncertain timing which are likely or certain and for which a reliable estimate can be made.

Prudential Code

The Prudential Code sets out the system of capital financing and capital controls for Local Authorities. Prudential limits apply to all borrowing, qualifying credit arrangements and other long-term liabilities – whether supported by government or entirely self-financed. The Code seeks to ensure that local authorities' capital investment plans are affordable, prudent and sustainable; that treasury management decisions are taken in accordance with good professional practice; and that local strategic planning, asset management planning and proper option appraisal are supported.

Public Works Loan Board (PWLB)

A government body that lends money to public bodies for capital purposes with rates of interest being determined by HM Treasury.

Reserves

Amounts set aside to meet future costs that have been identified at the end of the accounting period being reported.

Revenue Support Grant (RSG)

Central government provides financial support towards the general expenditure of Local Authorities. The entitlement of each Local Authority is determined by a prescribed methodology.

Revenue Account

An account which records the Council's day to day expenditure and income on items such as salaries, repairs and maintenance, and other running costs. The different revenue accounts are brought together in the Comprehensive Income and Expenditure Statement, which also demonstrates how the annual costs of the Council have been financed.

Revenue Expenditure Funded from Capital under Statute

Expenditure which may be capitalised but where the Council does not control the economic benefits that may arise, eg, capital grants made to external organisations.

Support Services Costs

The cost of services within the Authority that principally provide professional and administrative assistance to other services within the Council.