

RIBBLE VALLEY BOROUGH COUNCIL

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Dear Councillor

The next meeting of the **ACCOUNTS & AUDIT COMMITTEE** is at **6.30pm on WEDNESDAY, 17 AUGUST 2016** in the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you can be there.

Yours sincerely

CHIEF EXECUTIVE

To: Committee Members (copy for information to all other members of the Council)
Directors
Grant Thornton
Press

AGENDA

Part 1 – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. Minutes of the meeting held on 29 June 2016 – copy enclosed.
3. Declarations of Pecuniary and Non-Pecuniary Interests (if any).
4. Public Participation (if any).

DECISION ITEMS

- ✓ 5. The Audit Findings - report of Grant Thornton – copy enclosed.
- ✓ 6. Letter of Representation – report of Director of Resources – copy enclosed.
- ✓ 7. Approval of Audited Statement of Accounts 2015/16 – report of Director of Resources – copy enclosed.

INFORMATION ITEMS

- ✓ 8. Internal Audit Progress Report 2016/17 – report of Director of Resources – copy enclosed.
- ✓ 9. Year End Performance Information 2015/16 – report of Director of Resources – copy enclosed.
- 10. Reports from Representatives on Outside Bodies (if any).

Part II - items of business **not** to be discussed in public

None.



The Audit Findings for Ribble Valley Borough Council

Year ended 31 March 2016

17 August 2016

Karen Murray

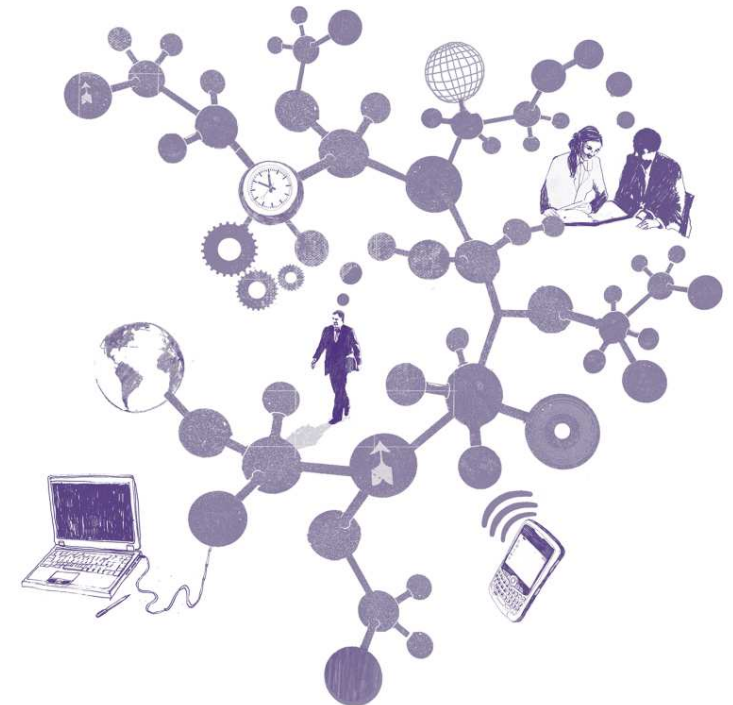
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17 August 2016

Dear Members of the Audit Committee

Audit Findings for Ribble Valley Borough Council for the year ending 31 March 2016

This Audit Findings report highlights the key findings arising from the audit for the benefit of those charged with governance (in the case of Ribble Valley Borough Council, the Accounts and Audit Committee), as required by International Standard on Auditing (UK & Ireland) 260, the Local Audit and Accountability Act 2014 and the National Audit Office Code of Audit Practice. Its contents have been discussed with officers.

As auditors we are responsible for performing the audit, in accordance with International Standards on Auditing (UK & Ireland), which is directed towards forming and expressing an opinion on the financial statements that have been prepared by management with the oversight of those charged with governance. The audit of the financial statements does not relieve management or those charged with governance of their responsibilities for the preparation of the financial statements.

The contents of this report relate only to those matters which came to our attention during the conduct of our normal audit procedures which are designed primarily for the purpose of expressing our opinion on the financial statements and giving a value for money conclusion. Our audit is not designed to test all internal controls or identify all areas of control weakness. However, where, as part of our testing, we identify any control weaknesses, we will report these to you. In consequence, our work cannot be relied upon to disclose defalcations or other irregularities, or to include all possible improvements in internal control that a more extensive special examination might identify. We do not accept any responsibility for any loss occasioned to any third party acting, or refraining from acting on the basis of the content of this report, as this report was not prepared for, nor intended for, any other purpose.

We would like to take this opportunity to record our appreciation for the kind assistance provided by the finance team and other staff during our audit.

Yours faithfully

Karen Murray

Chartered Accountants

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Section 1: Executive summary

01. Executive summary

02. Audit findings

03. Value for Money

04. Fees, non audit services and independence

05. Communication of audit matters

Purpose of this report

This report highlights the key issues affecting the results of Ribble Valley Borough Council ('the Council') and the preparation of the Council's financial statements for the year ended 31 March 2016. It is also used to report our audit findings to management and those charged with governance in accordance with the requirements of International Standard on Auditing (UK & Ireland) 260, and the Local Audit and Accountability Act 2014 ('the Act').

Under the National Audit Office (NAO) Code of Audit Practice ('the Code'), we are required to report whether, in our opinion, the Council's financial statements give a true and fair view of the financial position of the Council and its income and expenditure for the year and whether they have been properly prepared in accordance with the CIPFA Code of Practice on Local Authority Accounting.

We are also required consider other information published together with the audited financial statements, whether it is consistent with the financial statements and in line with required guidance.

We are required to carry out sufficient work to satisfy ourselves on whether the Council has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources ('the value for money (VFM) conclusion').

Auditor Guidance Note 7 (AGN07) clarifies our reporting requirements in the Code and the Act. We are required to provide a conclusion whether in all significant respects, the Council has put in place proper arrangements to secure value for money through economic, efficient and effective use of its resources for the relevant period.

The Act also details the following additional powers and duties for local government auditors, which we are required to report to you if applied:

- a public interest report if we identify any matter that comes to our attention in the course of the audit that in our opinion should be considered by the Council or brought to the public's attention (section 24 of the Act);

- written recommendations which should be considered by the Council and responded to publicly (section 24 of the Act);
- application to the court for a declaration that an item of account is contrary to law (section 28 of the Act);
- issue of an advisory notice (section 29 of the Act); and
- application for judicial review (section 31 of the Act)

We are also required to give electors the opportunity to raise questions about the accounts and consider and decide upon objections received in relation to the accounts under sections 26 and 27 of the Act.

Introduction

In the conduct of our audit we have not had to alter or change our audit approach, which we communicated to you in our Audit Plan dated 30 March 2016.

Our audit is substantially complete although we are finalising our procedures in the following areas:

- review of the final version of the financial statements
- obtaining and reviewing the management letter of representation
- updating our post balance sheet events review, to the date of signing the opinion; and
- receiving your Whole of Government Accounts pack

We received draft financial statements and accompanying working papers at the commencement of our work, in accordance with the agreed timetable that was reported to the Accounts and Audit Committee as part of the Council's closedown timetable.

Key audit and financial reporting issues

Financial statements opinion

We have identified no adjustments affecting the Council's reported financial position. The draft financial statements for the year ended 31 March 2016 recorded total comprehensive income and expenditure of £3,551k; and an increase in the general fund balance at the end of the financial year of £44k. There have been no amendments to the accounts which affect these figures. However we have agreed some amendments to improve the presentation of the financial statements, and corrected some typographical errors.

The accounts presented for audit were of good quality and were supported by detailed working papers in line with our agreed requirements.

Further details are set out in section two of this report.

We anticipate providing a unqualified audit opinion in respect of the financial statements (see Appendix B).

Other financial statement responsibilities

As well as an opinion on the financial statements, we are required to give an opinion on whether other information published together with the audited financial statements is consistent with the financial statements. This includes:

- if the Annual Governance Statement does not meet the disclosure requirements set out in the CIPFA/SOLACE guidance or is misleading or inconsistent with the information of which we are aware from our audit.

Controls

Roles and responsibilities

The Council's management is responsible for the identification, assessment, management and monitoring of risk, and for developing, operating and monitoring the system of internal control.

Our audit is not designed to test all internal controls or identify all areas of control weakness. However, where, as part of our testing, we identify any control weaknesses, we report these to the Council.

Findings

We draw your attention in particular to control issues identified in relation to:

- The Director of Resources access rights to raise journals. We reported that in 2014/15, she has made adjustments to the general ledger of £44k. Prior to our making this recommendation she had raised journals in the 2015/16 financial year of £70k relating to payments in respect of elections. We have reviewed these journals with no matters arising.

Further details are provided within section two of this report.

Value for Money

Based on our review, we are satisfied that, in all significant respects, the Council had proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Further detail of our work on Value for Money are set out in section three of this report.

Other statutory powers and duties

We have not identified any issues that have required us to apply our statutory powers and duties under the Act.

Grant certification

In addition to our responsibilities under the Code, we are required to certify the Council's Housing Benefit subsidy claim on behalf of the Department for Work and Pensions. At present our work on this claim is in progress and is not due to be finalised until 30 November 2016. We will report the outcome of this certification work following its completion through a separate report to the Accounts and Audit Committee.

The way forward

Matters arising from the financial statements audit and our review of the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources have been discussed with the Director of Resources and the Head of Financial Services

Acknowledgement

We would like to take this opportunity to record our appreciation for the assistance provided by the finance team and other staff during our audit.

Grant Thornton UK LLP
August 2016

Section 2: Audit findings

01. Executive summary

02. Audit findings

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05. Communication of audit matters

Materiality

In performing our audit, we apply the concept of materiality, following the requirements of International Standard on Auditing (UK & Ireland) (ISA) 320: Materiality in planning and performing an audit. The standard states that 'misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements'.

As we reported in our audit plan, we determined overall materiality to be £400K (being 2% of gross revenue expenditure). We have considered whether this level remained appropriate during the course of the audit and have made no changes to our overall materiality.

We also set an amount below which misstatements would be clearly trivial and would not need to be accumulated or reported to those charged with governance because we would not expect that the accumulated effect of such amounts would have a material impact on the financial statements. We have defined the amount below which misstatements would be clearly trivial to be £20k.

As we reported in our audit plan, we identified the following items where we would expect the disclosures in the accounts would be correct.

Balance/transaction/disclosure	Explanation
Disclosures of officers' remuneration, salary bandings and exit packages in notes to the statements	Due to public interest in these disclosures and the statutory requirement for them to be made.
Disclosure of auditors' remuneration in notes to the statements	Due to public interest in these disclosures and the statutory requirement for them to be made.

Audit findings against significant risks

"Significant risks often relate to significant non-routine transactions and judgmental matters. Non-routine transactions are transactions that are unusual, either due to size or nature, and that therefore occur infrequently. Judgmental matters may include the development of accounting estimates for which there is significant measurement uncertainty" (ISA (UK&I) 315).

In this section we detail our response to the significant risks of material misstatement which we identified in the Audit Plan. As we noted in our plan, there are two presumed significant risks which are applicable to all audits under auditing standards.

	Risks identified in our audit plan	Work completed	Assurance gained and issues arising
1.	<p>The revenue cycle includes fraudulent transactions</p> <p>Under ISA (UK&I) 240 there is a presumed risk that revenue may be misstated due to the improper recognition of revenue.</p> <p>This presumption can be rebutted if the auditor concludes that there is no risk of material misstatement due to fraud relating to revenue recognition.</p>	<p>Having considered the risk factors set out in ISA240 and the nature of the revenue streams at Ribble Valley Borough Council, we have determined that the risk of fraud arising from revenue recognition can be rebutted, because:</p> <ul style="list-style-type: none"> • there is little incentive to manipulate revenue recognition • opportunities to manipulate revenue recognition are very limited; and • the culture and ethical frameworks of local authorities, including Ribble Valley Borough Council, mean that all forms of fraud are seen as unacceptable. 	<p>Our audit work has not identified any issues in respect of revenue recognition.</p>
2.	<p>Management over-ride of controls</p> <p>Under ISA (UK&I) 240 it is presumed that the risk of management over-ride of controls is present in all entities.</p>	<p>We have completed the following work:</p> <ul style="list-style-type: none"> • review of entity controls • testing of journal entries • review of accounting estimates, judgements and decisions made by management • review of unusual significant transactions 	<p>Our audit work has not identified any evidence of management over-ride of controls.</p> <p>We set out later in this section our findings in respect of your Director of Resources being able to raise journals.</p> <p>We set out later in this section of the report our work and findings on key accounting estimates and judgements.</p>

Audit findings against significant risks continued

We have also identified the following significant risks of material misstatement from our understanding of the entity. We set out below the work we have completed to address these risks.

	Risks identified in our audit plan	Work completed	Assurance gained and issues arising
3.	Valuation of pension fund net liability	<p>We have completed our work as follows:</p> <ul style="list-style-type: none"> • identified the controls put in place by management to ensure that the pension fund liability is not materially misstated. • assessed whether these controls were implemented as expected and whether they are sufficient to mitigate the risk of material misstatement. • reviewed the competence, expertise and objectivity of the actuary who carried out your pension fund valuation. We will gain an understanding of the basis on which the valuation is carried out. • undertaken procedures to confirm the reasonableness of the actuarial assumptions made. • reviewed the consistency of the pension fund asset and liability and disclosures in notes to the financial statements with the actuarial report from your actuary. 	Our audit work has not identified any issues in respect of the pension fund net liability.



Audit findings against other risks

In this section we detail our response to the other risks of material misstatement which we identified in the Audit Plan. Recommendations, together with management responses are attached at appendix A.

Transaction cycle	Description of risk	Work completed	Assurance gained & issues arising
Employee remuneration	Employee remuneration accruals understated (Remuneration expenses not correct)	We have undertaken the following work in relation to this risk: <ul style="list-style-type: none"> • documented our understanding of processes and key controls over the transaction cycle • undertaken walkthrough of the key controls to assess the whether those controls were in line with our documented understanding • Review of the reconciliation of payroll expenditure recorded in the general ledger to the subsidiary systems and interfaces • Sample testing of payroll transactions • Trend analysis for monthly payroll costs. 	Our audit work has not identified any significant issues in relation to the risk identified
Operating expenses	Creditors understated or not recorded in the correct period (Operating expenses understated)	We have undertaken the following work in relation to this risk: <ul style="list-style-type: none"> • documented our understanding of processes and key controls over the transaction cycle • undertaken walkthrough of the key controls to assess the whether those controls were in line with our documented understanding • Substantive testing of a sample of creditor balances and accruals recognised in the year end balance sheet • Testing of cash payments made after the year-end to identify potential unrecorded liabilities and gain assurance over the completeness of the payables balance in the accounts 	Our audit work has not identified any significant issues in relation to the risk identified



Accounting policies, estimates and judgements

In this section we report on our consideration of accounting policies, in particular revenue recognition policies, and key estimates and judgements made and included with the Council's financial statements.

Accounting area	Summary of policy	Comments	Assessment
Revenue recognition	<ul style="list-style-type: none"> • The Council's accounting policy for income is as follows: • significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council. • Revenue from the provision of services is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council. • Interest receivable on investments and payable on borrowing 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. 	<ul style="list-style-type: none"> • The Council's accounting policy is in line with the requirements of the CIPFA code and is adequately disclosed in the accounts. • Our testing of income, grants income and debtors confirmed that the Council is recognising income in line with its accounting policy. 	
Judgements and estimates	<ul style="list-style-type: none"> • Key estimates and judgements include: <ul style="list-style-type: none"> – Useful life of PPE – Revaluations – Impairments – Accruals – Valuation of pension fund net liability – Provision for NDR appeals – Other provisions 	<p>We have:</p> <ul style="list-style-type: none"> • reviewed the estimates and judgements made in the accounts as part of our work with no matters arising. • sample tested valuations undertaken in the year to confirm they are appropriately included in the statement of accounts. • reviewed the calculation of your provision for business rate appeals and confirmed that the judgements made by management are reasonable. 	

Assessment

Accounting policies, estimates and judgements continued

Accounting area	Summary of policy	Comments	Assessment
Going concern	The Director of Resources has a reasonable expectation that the services provided by the Council will continue for the foreseeable future. Members concur with this view. For this reason, the Council continue to adopt the going concern basis in preparing the financial statements.	We have reviewed the Council's assessment and are satisfied with management's assessment that the going concern basis is appropriate for the 2015/16 financial statements.	
Other accounting policies		We have reviewed the Council's policies against the requirements of the CIPFA Code of Practice. The Council's accounting policies are appropriate and consistent with previous years.	

Assessment

Other communication requirements

We set out below details of other matters which we, as auditors, are required by auditing standards and the Code to communicate to those charged with governance.

	Issue	Commentary
1.	Matters in relation to fraud	<ul style="list-style-type: none"> We have previously discussed the risk of fraud with the Accounts and Audit Committee. We have not been made aware of any incidents in the period. No other issues have been identified during the course of our audit procedures.
2.	Matters in relation to related parties	<ul style="list-style-type: none"> From the work we carried out, we have not identified any related party transactions which have not been disclosed
3.	Matters in relation to laws and regulations	<ul style="list-style-type: none"> You have not made us aware of any significant incidences of non-compliance with relevant laws and regulations. We have not identified any incidences from our audit work.
4.	Written representations	<ul style="list-style-type: none"> A standard letter of representation has been requested from the Council
5.	Confirmation requests from third parties	<ul style="list-style-type: none"> We requested from management permission to send confirmation requests to your bank and those bodies with which you hold investments. This permission was granted and the requests were sent. We received your bank letter, and have also agreed one of your investments to external confirmation. Where the confirmations were not received, we undertook alternative procedures, including agreeing the amounts to records held by the Council, where the investment had been returned subsequent to year end we agreed the cash receipt to your bank statements.
6.	Disclosures	<ul style="list-style-type: none"> Our review found no material omissions in the financial statements

Other communication requirements continued

	Issue	Commentary
7.	Matters on which we report by exception	<p>We have not identified any issues where we would be required to report by exception in the following areas:</p> <ul style="list-style-type: none"> • If the Annual Governance Statement does not meet the disclosure requirements set out in the CIPFA/SOLACE guidance or is misleading or inconsistent with the information of which we are aware from our audit • The information in the Narrative Report is materially inconsistent with the information in the audited financial statements or our knowledge of the Council acquired in the course of performing our audit, or otherwise misleading.
8.	Specified procedures for Whole of Government Accounts	<p>We are required to carry out specified procedures (on behalf of the NAO) on the Whole of Government Accounts (WGA) consolidation pack under WGA group audit instructions. The NAO sets a threshold above which detailed procedures are required. We are not required to undertake any work as the Council does not exceed the threshold.</p>

Internal controls – review of issues raised in prior year

	Assessment	Issue and risk previously communicated	Update on actions taken to address the issue
1.	✓	<ul style="list-style-type: none"> The Director of Resources access rights to raise journals. We reported that in 2014/15, she had made adjustments to the general ledger of £44k. In the first half of 215/16 (prior to our recommendation) the Director of Resources raised journals totalling £140k. Allowing senior management to raise journals means there is a risk of manipulation of the Council's financial position. 	<ul style="list-style-type: none"> In August 2015, we recommended that management consider the risks to the Council in allowing the Director of Resources to post journals. At that time management concluded that the risk was manageable given the relatively small number and low value of journals involved. Management also felt such access rights were needed due to the size of the Council and its finance team. All of the journals she raised before this recommendation were in respect of the May 2015 elections. We have reviewed all of these journals with no matters arising. We have confirmed via discussion with Head of Financial Services that she has not raised any journals in 2016/17.

Assessment

- ✓ Action completed
- X Not yet addressed

Misclassifications and disclosure changes

The table below provides details of misclassification and disclosure changes identified during the audit which have been made in the final set of financial statements.

	Issue	Value £000	Account balance	Impact on financial statements
1.	Cash flow statement The capital payments included in the investing activities line of the cash flow statement had not been adjusted for the year end capital accruals	120	Adjust net surplus or deficit on the provision of services for non cash movement and investing activities in the cash flow statement.	Amendment between two lines of the cash flow statement.
2.	PPE – additions The cost of the new roof and windows installed at the Council's offices had been included as an addition to the Property, Plant and Equipment balance of the Council as Vehicles, Plant, Furniture and Equipment. The correct classification was other land and buildings. This has been amended in note 10.	239	PPE additions.	None – amendment to the disclosure note only.
3.	Senior officers remuneration The remuneration recorded in note 24 for the Chief Executive, Director of Community Services and the Director of Resources did not originally include an element of back pay, paid in April 2015, as the wrong report had been used to compile the note. Management have amended these values because of the sensitivity of this note.	1	Senior officers remuneration.	None – disclosure included in note only.

Section 3: Value for Money

01. Executive summary

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Background

We are required by section 21 of the Local Audit and Accountability Act 2014 ('the Act') and the NAO Code of Audit Practice ('the Code') to satisfy ourselves that the Council has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. This is known as the Value for Money (VFM) conclusion.

We are required to carry out sufficient work to satisfy ourselves that proper arrangements are in place at the Council. The Act and NAO guidance state that for local government bodies, auditors are required to give a conclusion on whether the Council has put proper arrangements in place.

In carrying out this work, we are required to follow the NAO's Auditor Guidance Note 3 (AGN 03) issued in November 2015. AGN 03 identifies one single criterion for auditors to evaluate:

In all significant respects, the audited body had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people.

AGN03 provides examples of proper arrangements against three sub-criteria but specifically states that these are not separate criteria for assessment purposes and that auditors are not required to reach a distinct judgement against each of these.

Risk assessment

We carried out an initial risk assessment in February 2016 and identified no significant risks, which we communicated to you in our Audit Plan dated March 2016.

We considered risks in respect of specific areas of proper arrangements using the guidance contained in AGN03.

We have continued our review of relevant documents up to the date of giving our report, and have not identified any further significant risks where we need to perform further work.

Significant qualitative aspects

AGN 03 requires us to disclose our views on significant qualitative aspects of the Council's arrangements for delivering economy, efficiency and effectiveness.

We have focused our work on the identifying whether there were any significant risks to our VfM that we identified in the Council's arrangements. We reported to you in our audit plan that we had identified no risks at that stage.

We ensured that we updated our review of your arrangements to ensure that there were no additional risks identified

Our work included reviewing key documents and discussing issues with your officers.

Informed decision making

We found that you have sound arrangements in place to support your decision making. Budget information is taken to the Council on an annual basis, with the 2016/17 budget updating the likely outturn for the 2015/16 year. The report gives Council members sufficient detail to make decisions about the budget for the year. The well established budget working group also reviews the budget setting for the year ahead of budget proposals being taken to the full council.

The Council's risk management process includes the reporting of red risks to the Accounts and Audit Committee.

Resource deployment

The budget for 2016/17 was set by the full Council. This included updating the three year budget forecast and includes the use of business rates growth, new homes bonus and the proposed use of balances to produce a balanced budget over the period to 2019/20. The Medium Term Financial Strategy (MTFS) clearly sets out the assumptions that have been made about future levels of income and expenditure and is clear if there are risks to them. For example the consultation around new homes bonus was included as a potential risk to future income for the Council. The MTFS identified that at the date of agreeing the 2016/17 budget no additional savings were required to support the 2015/16 outturn, or in 2016/17 to balance the budget. However it was identified that savings would be required in 2017/18 (£395k) and 2018/19 (£768k) to balance the budget in 2018/19.

The Council has a good understanding of its financial position and has historically been able to deliver savings as required.

In 2015/16, the revenue outturn reported a more favourable position than originally anticipated. The Council had originally estimated that the 2015/16 budget would be supported by the use of £150k from general fund reserves although £309k would be added to earmarked revenue reserves. However, during the year the budget was revised to add £170k to the general fund balance and £545k to earmarked reserves. The final outturn position on revenue was that the Council added £575k to the general fund balance and £590k to earmarked reserves.

The capital budget was set to include expenditure of £1191k. The outturn was £940k, with £195k of the £240k variance being slippage on schemes which will now be undertaken in 2016/17.

Working with partners

The floods in the area at Christmas were a demonstration of how the Council worked with these partners to respond to the flooding that impacted on residents and businesses in December 2015. The Council was heavily involved in providing an emergency response at the time of the flood and then in helping with the recovery over the following weeks and months. The Council has successfully secured central government funding through the Bellwin scheme to cover the unplanned costs associated with this.

The other two key areas where the Council is working with other partners in the area is in the establishment of the business rates pool and the move towards a combined authority for Lancashire.

The business rated pool has been set up with Lancashire County Council and some of the Lancashire districts and will be in place for 2016/17 onwards. The Council has agreed to take on the lead role in administering this pool on behalf of the participating authorities.

The combined authority has been identified as a key area for the Council to work with other Council's in Lancashire. A paper has been taken to the Full Council in December 2015 setting out the Council's involvement in the combined authority and the governance arrangements proposed.

Overall conclusion

Based on the work we performed to address the significant risks, we concluded that: the Council had proper arrangements in all significant respects to ensure it delivered value for money in its use of resources. The text of our report, which confirms this can be found at Appendix A.

Significant difficulties in undertaking our work

We did not identify any significant difficulties in undertaking our work on your arrangements which we wish to draw to your attention.

Significant matters discussed with management

There were no matters where no other evidence was available or matters of such significance to our conclusion or that we required written representation from management or those charged with governance.

Any other matters

There were no other matters from our work which were significant to our consideration of your arrangements to secure value for money in your use of resources.

Section 5: Fees, non-audit services and independence

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We confirm below our final fees charged for the audit and confirm there were no fees for the provision of non audit services.

Fees

	Budget £	Actual £
Council audit	40,202	40,202
Grant certification	10,560	10,560
Total audit fees (excluding VAT)	50,762	50,762

Grant certification

Our fees for grant certification cover only housing benefit subsidy certification, which falls under the remit of Public Sector Audit Appointments Limited.

Independence and ethics

We have complied with the Auditing Practices Board's Ethical Standards and therefore we confirm that we are independent and are able to express an objective opinion on the financial statements.

We confirm that we have implemented policies and procedures to meet the requirements of the Auditing Practices Board's Ethical Standards.

Ethical standards and International Standards on Auditing (ISA) 260 require us to give you full and fair disclosure of matters relating to our independence. In this context, we disclose the following to you:

- a member of the Council's Accountancy section is a former employee of Grant Thornton UK LLP. We will ensure any work completed by this member of your team is reviewed by staff who did not previously work directly with him.

Section 6: Communication of audit matters

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Communication to those charged with governance

International Standards on Auditing ISA (UK&I) 260, as well as other ISAs, prescribe matters which we are required to communicate with those charged with governance, and which we set out in the table opposite.

The Audit Plan outlined our audit strategy and plan to deliver the audit, while this Audit Findings report presents the key issues and other matters arising from the audit, together with an explanation as to how these have been resolved.

Respective responsibilities

The Audit Findings Report has been prepared in the context of the Statement of Responsibilities of Auditors and Audited Bodies issued by Public Sector Audit Appointments Limited (<http://www.psa.a.co.uk/appointing-auditors/terms-of-appointment/>)

We have been appointed as the Council's independent external auditors by the Audit Commission, the body responsible for appointing external auditors to local public bodies in England at the time of our appointment. As external auditors, we have a broad remit covering finance and governance matters.

Our annual work programme is set in accordance with the Code of Audit Practice ('the Code') issued by the NAO (<https://www.nao.org.uk/code-audit-practice/about-code/>). Our work considers the Council's key risks when reaching our conclusions under the Code.

It is the responsibility of the Council to ensure that proper arrangements are in place for the conduct of its business, and that public money is safeguarded and properly accounted for. We have considered how the Council is fulfilling these responsibilities.

Our communication plan	Audit Plan	Audit Findings
Respective responsibilities of auditor and management/those charged with governance	✓	
Overview of the planned scope and timing of the audit. Form, timing and expected general content of communications	✓	
Views about the qualitative aspects of the entity's accounting and financial reporting practices, significant matters and issues arising during the audit and written representations that have been sought		✓
Confirmation of independence and objectivity	✓	✓
A statement that we have complied with relevant ethical requirements regarding independence, relationships and other matters which might be thought to bear on independence.	✓	✓
Details of non-audit work performed by Grant Thornton UK LLP and network firms, together with fees charged		
Details of safeguards applied to threats to independence		
Material weaknesses in internal control identified during the audit		✓
Identification or suspicion of fraud involving management and/or others which results in material misstatement of the financial statements		✓
Non compliance with laws and regulations		✓
Expected modifications to auditor's report		✓
Uncorrected misstatements		✓
Significant matters arising in connection with related parties		✓
Significant matters in relation to going concern		✓

Appendix

Appendix A: Audit opinion

We anticipate we will provide the Council with an unmodified audit report

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF RIBBLE VALLEY BOROUGH COUNCIL

We have audited the financial statements of Ribble Valley Borough Council (the "Authority") for the year ended 31 March 2016 under the Local Audit and Accountability Act 2014 (the "Act"). The financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement, the Collection Fund and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16.

This report is made solely to the members of the Authority, as a body, in accordance with Part 5 of the Act and as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. Our audit work has been undertaken so that we might state to the members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Director of Resources and auditor

As explained more fully in the Statement of the Director of Resources Responsibilities, the Director of Resources is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16, which give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the Authority's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Director of Resources; and the overall presentation of the financial statements.

In addition, we read all the financial and non-financial information in the Narrative Report and the Annual Governance Statement to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements: present a true and fair view of the financial position of the Authority as at 31 March 2016 and of its expenditure and income for the year then ended; and have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 and applicable law.

Opinion on other matters

In our opinion, the other information published together with the audited financial statements in the Narrative Report and the Annual Governance Statement is consistent with the audited financial statements.

Matters on which we are required to report by exception

We are required to report to you if: in our opinion the Annual Governance Statement does not comply with the guidance included in 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007; or we issue a report in the public interest under section 24 of the Act; or we make a written recommendation to the Authority under section 24 of the Act; or we exercise any other special powers of the auditor under the Act.

We have nothing to report in these respects.

Conclusion on the Authority's arrangements to secure value for money through economic, efficient and effective use of its resources

Respective responsibilities of the Authority and auditor

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

We are required under Section 20(1)(c) of the Act to be satisfied that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Scope of the review of the Authority's arrangements to secure value for money through economic, efficient and effective use of its resources

We have undertaken our review in accordance with the Code of Audit Practice prepared by the Comptroller and Auditor General as required by the Act (the "Code"), having regard to the guidance on the specified criteria issued by the Comptroller and Auditor General in November 2015, as to whether the Authority had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined these criteria as those necessary for us to consider under the Code in satisfying ourselves whether the Authority put in place proper arrangements to secure value for money through the economic, efficient and effective use of its resources for the year ended 31 March 2016.

We planned our work in accordance with the Code. Based on our risk assessment, we undertook such work as we considered necessary to form a view on whether in all significant respects the Authority has put in place proper arrangements to secure value for money through economic, efficient and effective use of its resources.

Conclusion

On the basis of our work, having regard to the guidance on the specified criteria issued by the Comptroller and Auditor General in November 2015, we are satisfied that in all significant respects *the Authority* has put in place proper arrangements to secure value for money through economic, efficient and effective use of its resources for the year ended 31 March 2016.

Certificate

We certify that we have completed the audit of the accounts of the Authority in accordance with the requirements of the Act and the Code.

Karen Murray
for and on behalf of Grant Thornton UK LLP, Appointed Auditor

4 Hardman Square
Spinningfields
Manchester
M3 3EB

18 August 2016



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**RIBBLE VALLEY BOROUGH COUNCIL
REPORT TO ACCOUNTS AND AUDIT COMMITTEE**

Agenda Item No 6

meeting date: 17 AUGUST 2016
title: LETTER OF REPRESENTATION
submitted by: DIRECTOR OF RESOURCES
principal author: JANE PEARSON

1 PURPOSE

1.1 To approve the Letter of Representation for 2015/16 on behalf of the Council.

2 BACKGROUND

2.1 As you will be aware, each year our external auditors request a letter of representation from management confirming all material items have been disclosed within the financial statements.

2.2 The letter sets out assurances from the Council to Grant Thornton that relevant accounting standards have been complied with and gives further assurances that the Council has disclosed information where to withhold it would have undermined the accuracy and reliability of the Statement of Accounts. The letter also covers my own responsibilities and those of the Council in producing the annual accounts for the authority. Grant Thornton requires you to approve the Letter of Representation before they can issue their opinion and conclusion on our accounts for 2015/16.

3 2015/16 LETTER OF REPRESENTATION

3.1 The letter sets out assurances from the Council to Grant Thornton that relevant accounting standards have been complied with and gives further assurances that the Council has disclosed information where to withhold it would have undermined the accuracy and reliability of the Statement of Accounts.

4 RECOMMENDED THAT COMMITTEE

4.1 Approve the Letter of Representation to Grant Thornton for 2015/16.

DIRECTOR OF RESOURCES

AA18-16/JP/AC
2 August 2016

For further information please ask for Jane Pearson



RIBBLE VALLEY BOROUGH COUNCIL

Please ask for: Mrs J Pearson
Our ref: JP6-16/AC
Your ref:
Email: jane.pearson@ribblevalley.gov.uk

Council Offices
Church Walk, Clitheroe
BB7 2RA

Tel: 01200 425111

www.ribblevalley.gov.uk

17 August 2016

Dear Sirs

Ribble Valley Borough Council Financial Statements for the year ended 31 March 2016

This representation letter is provided in connection with the audit of the financial statements of Ribble Valley Borough Council for the year ended 31 March 2016 for the purpose of expressing an opinion as to whether the financial statements give a true and fair view in accordance with International Financial Reporting Standards and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 and applicable law.

We confirm that to the best of our knowledge and belief having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Statements

- i We have fulfilled our responsibilities for the preparation of the financial statements in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 ("the Code"); which give a true and fair view in accordance therewith.
- ii We have complied with the requirements of all statutory directions affecting the Council and these matters have been appropriately reflected and disclosed in the financial statements.
- iii 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. There has been no non-compliance with requirements of regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.
- iv We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
- v Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- vi We are satisfied that the material judgements used in the preparation of the financial statements are soundly based, in accordance with the Code and adequately disclosed in the financial statements. There are no other material judgements that need to be disclosed.

- vii Except as disclosed in the financial statements:
 - a there are no unrecorded liabilities, actual or contingent
 - b none of the assets of the Council has been assigned, pledged or mortgaged
 - c there are no material prior year charges or credits, nor exceptional or non-recurring items requiring separate disclosure.
- viii We confirm that we are satisfied that the actuarial assumptions underlying the valuation of pension scheme assets and liabilities for IAS19 Employee Benefits disclosures are consistent with our knowledge. We confirm that all settlements and curtailments have been identified and properly accounted for. We also confirm that all significant post-employment benefits have been identified and properly accounted for.
- ix Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of the Code.
- x All events subsequent to the date of the financial statements and for which the Code requires adjustment or disclosure have been adjusted or disclosed.
- xi Actual or possible litigation and claims have been accounted for and disclosed in accordance with the requirements of the Code.
- xii We have considered the disclosures changes schedules included in your Audit Findings Report. The financial statements have been amended for the disclosure changes and are free of material misstatements, including omissions.
- xiii We have no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.
- xiv We believe that the Council's financial statements should be prepared on a going concern basis on the grounds that current and future sources of funding or support will be more than adequate for the Council's needs. We believe that no further disclosures relating to the Council's ability to continue as a going concern need to be made in the financial statements.

Information Provided

- xv We have provided you with:
 - d 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;
 - e additional information that you have requested from us for the purpose of your audit; and
 - f unrestricted access to persons within the Council from whom you determined it necessary to obtain audit evidence.
- xvi We have communicated to you all deficiencies in internal control of which management is aware.
- xvii All transactions have been recorded in the accounting records and are reflected in the financial statements.
- xviii 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.
- xix We have disclosed to you all our knowledge of fraud or suspected fraud affecting the Council involving:
 - g management;
 - h employees who have significant roles in internal control; or
 - i others where the fraud could have a material effect on the financial statements.
- xx We have disclosed to you all our knowledge of any allegations of fraud, or suspected fraud, affecting the Council's financial statements communicated by employees, former employees,

regulators or others.

xxi We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.

xxii We have disclosed to you the identity of all the Council's related parties and all the related party relationships and transactions of which we are aware.

xxiii We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Annual Governance Statement

xxiv We are satisfied that the Annual Governance Statement (AGS) fairly reflects the Council's risk assurance and governance framework and we confirm that we are not aware of any significant risks that are not disclosed within the AGS.

Narrative Statement

xxv The disclosures within the Narrative Statement fairly reflect our understanding of the Council's financial and operating performance over the period covered by the financial statements.

Approval

The approval of this letter of representation was minuted by the Council's Accounts and Audit Committee at its meeting on 17 August 2016.

Name:

Position: Director of Resources

Date 17 August 2016

Yours sincerely

Jane Pearson
Director of Resources

Grant Thornton UK LLP
4 Hardman Square
Spinningfields
MANCHESTER
M3 3EB

RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO ACCOUNTS AND AUDIT COMMITTEE

DECISION

Agenda Item No 7

meeting date: 17 AUGUST 2016
title: APPROVAL OF AUDITED STATEMENT OF ACCOUNTS FOR 2015/16
submitted by: DIRECTOR OF RESOURCES
principal author: LAWSON ODDIE

1 PURPOSE

1.1 To seek Member approval of the Statement of Accounts for 2015/16, following completion of the audit.

1.2 Relevance to the Council's ambition and priorities

- Community Objectives – none identified
- Corporate Priorities – to continue to be a well-managed Council, providing efficient services based on customer need and meets the objective within this priority of maintaining critical financial management controls, ensuring the authority provides council tax payers with value for money
- Other Consideration – none identified

2 BACKGROUND

2.1 Approval of the Statement of Accounts is within the terms of reference of this committee

2.2 At your meeting on 29 June 2016 this committee was presented with the Statement of Accounts for 2015/16, **subject to audit**, and approved by the Director of Resources.

2.3 This preceded the period of audit of the accounts by our external auditors, which commenced this year on 27 June 2016 and is now completed.

2.4 The final approved version following any amendments must be published by the end of September.

3 AMENDMENTS TO DRAFT VERSION OF THE STATEMENT OF ACCOUNTS FOR 2015/16

3.1 We are very pleased that there have been only a few amendments required. These amendments have had no impact on the overall figures stated in the main statements of Comprehensive Income and Expenditure Statement or the Balance Sheet.

3.2 The changes required and made have been:

- Cash Flow Statement: The capital payments included in the investing activities line of the cash flow statement had not been adjusted for the year end accruals. This has now been adjusted for.
- Property, Plant and Equipment Note 10: The cost of the new roof and windows installed at the Council's offices had been included as an addition to the Property, Plant and Equipment balance of the Council as Vehicles, Plant, Furniture and Equipment. The correct classification was other land and buildings. This has now been amended.

- Officers' Emoluments Note 24: The remuneration recorded in note 24 for the Chief Executive, Director of Community Services and the Director of Resources did not originally include an element of back pay, paid in April 2015. Whilst not material, these values have now been amended because of the sensitivity of this note.

4 STATEMENT OF ACCOUNTS FOR 2015/16

- 4.1 The final statement of accounts for 2015/16 is attached to this report. Following receipt of the auditor's opinion, we will publish the accounts on our website prior to the deadline of 30 September 2016.
- 4.2 Once again, from the Council's perspective, the early audit of the accounts has progressed very smoothly and timely, and the deadline for the approval of the audited Statement of Accounts at this meeting has been met. We are very pleased to have met this deadline once again.

5 ANNUAL GOVERNANCE STATEMENT 2015/16

- 5.1 The Annual Governance Statement was approved by this committee at its last meeting in June. It is now represented at Annex 1 for approval at this meeting and covers the period up to the approval of the Statement of Accounts by committee. There are no further changes since your last approval of the statement in June.

6 RISK ASSESSMENT

- 6.1 The approval of this report may have the following implications:
- Resources – none as a direct result of this report.
 - Technical, Environmental and Legal – The Code of Practice and all Financial Reporting Standards have been adhered to in the preparation of the Statement of Accounts
 - Political – none.
 - Reputation –The early completion of the audit and approval of the final audited Statement of Accounts at this meeting with minimal amendment can only be good for the Council's reputation.
 - Equality and Diversity – none

7 CONCLUSION

- 7.1 Due to a considerable amount of time and effort by our finance team the closure of the council's accounts for 2015/16 has proceeded well.
- 7.2 The planned early closedown and audit of the Statement of Accounts has been completed as planned, which is extremely pleasing.

8 RECOMMENDED THAT THE ACCOUNTS AND AUDIT COMMITTEE

8.1 Approve the audited Statement of Accounts for 2015/16.

8.2 Approve the audited Annual Governance Statement 2015/16

HEAD OF FINANCIAL SERVICES

DIRECTOR OF RESOURCES

AA19-16/LO/AC

5 August 2016

BACKGROUND PAPERS

Closedown Working Papers – Final Accounts 2015/16

Report to Accounts and Audit Committee 29 June 2016 - Draft Statement of Accounts 2015/16

For further information please ask for Lawson Oddie, extension 4541

Annual Governance Statement

2015/2016



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Annual Governance Statement 2015/16

1. SCOPE OF RESPONSIBILITY

- 1.1 Ribble Valley Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
- 1.2 In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.
- 1.3 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* (2016). A copy of the code is on our website at www.ribblevalley.gov.uk. This statement explains how the Council has complied with the code and also meets the requirements of Accounts and Audit (England) Regulations 2015, which requires all relevant bodies to prepare an annual governance statement.

2. THE PURPOSE OF THE GOVERNANCE FRAMEWORK

- 2.1. 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 its communities. 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.
- 2.2. 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.
- 2.3. The governance framework has been in place at the Council for the year ended 31 March 2016 and up to the date of approval of the statement of accounts.

3. THE GOVERNANCE FRAMEWORK

Identifying and communicating the authority's vision of its purpose and intended outcomes for citizens and service users

- 3.1. The Council's vision, priorities and objectives are clearly set out in the approved Corporate Strategy document 2015 - 2019, which is available to view on the Council's website.
- 3.2. The Core Strategy 2008-28 sets out the long term vision for the Borough and the strategic policies that will deliver that vision, including the Development Management policies. The Core Strategy was adopted by the Council on 16 December 2014.
- 3.3. The Community Strategy 2014-2019 sets out the Council's community's aspirations, needs and priorities. The strategy outlines a series of priorities and objectives, including tackling rural isolation, affordable housing, tourism, the environment and public transport.

Reviewing the authority's vision and its implications for the authority's governance arrangements

- 3.4. The Corporate Strategy 2015-19 was approved by Policy and Finance Committee in January 2016. The Corporate Strategy will be annually reviewed and reported to Policy and Finance Committee to ensure it continues to reflect changes to the Council's priorities that occur over time.

Translating the vision into objectives for the authority and its partnerships

- 3.5. The Council has established a performance management and strategic planning framework for detailed planning, implementation and monitoring of the Corporate Strategy.
- 3.6. Mechanisms in place for the monitoring of performance include:
- Performance indicators are reported to Corporate Management Team (CMT) on a quarterly basis and reported annually to the relevant committee;
 - Improvement and Statutory Reviews (for example by the Benefits Inspectorate);
- 3.7. The Council uses a bespoke performance management software system to measure progress towards the achievement of individual performance targets and their combined effect on the accomplishment of corporate objectives.
- 3.8. Reports produced by the system demonstrate progress towards the achievement of performance indicators in terms of trends and percentage variances against target.
- 3.9. The Medium Term Financial Strategy outlines how we intend to use and raise the resources needed to deliver our services and priorities over the medium term.
- 3.10. The Council's Risk Register sets out the risks that we have to manage to help us achieve our objectives.

Measuring the quality of services for users, for ensuring they are delivered in accordance with the authority's objectives and for ensuring that they represent the best use of resources and value for money

- 3.11. The Corporate Strategy Action Plan sets out underlying actions that have been established in order to support, and measure progress towards, the achievement of the Council's objectives detailed in the strategy.
- 3.12. A medium term financial strategy is set based upon regularly refreshed priorities.
- 3.13. It is ensured that the financial management of the Council is sound, by regular and timely reporting to budget holders, Management Team, Leaders and the Council as a whole. This includes both revenue and capital monitoring.

Defining and documenting the roles and responsibilities of the executive, non-executive, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication in respect of the authority and partnership arrangements

- 3.14. The functions of statutory officers are detailed in the constitution and the roles of the Committees are documented within the constitution.
- 3.15. The officer delegation scheme details specific chief officer responsibilities.

Developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff

- 3.16. All policies are subject to internal review to ensure these are adequately maintained. The council keeps all staff aware of changes in policy and new legislation as necessary, by a variety of means, and where appropriate arranges training for all or key members of staff.
- 3.17. The standards of ethical behaviour expected from Members and Staff are defined in codes of conduct that are distributed as part of the induction process. These incorporate procedures for the disclosure of pecuniary interests and offers of gifts and hospitality.
- 3.18. Included in the Constitution are the terms of reference for Committees and a protocol for Member/ Officer Relations.
- 3.19. The procedures for the public to follow in order to register a complaint regarding the deliverance of the Council's services or a breach of the member's code of conduct are detailed on the Council's website.

Reviewing the effectiveness of the authority's decision-making framework, including delegation arrangements, decision making in partnerships and robustness of data quality

- 3.20. The Constitution sets out how the Council operates, how decisions are made and the procedures followed to ensure that these are efficient, transparent and accountable to local people. The Council's Constitution and procedural notes/ manuals are reviewed periodically to ensure continued compliance with changing laws and regulations, and internal policies and procedures.
- 3.21. In compliance with the Freedom of Information Act 2000 procedures for requesting access to information are in place. The details are noted on the Council's website.

Reviewing the effectiveness of the framework for identifying and managing risks and demonstrating clear accountability

- 3.22. The Council has embedded a robust structure and system for identifying, evaluating and monitoring all significant business risks at both strategic and operational levels.
- 3.23. The Leadership Team receive monthly risk management updates and areas of high risk are reported promptly to Accounts and Audit Committee for scrutiny.
- 3.24. The Council has a risk management policy in place which is published on the Internet.

Ensuring effective counter-fraud and anti-corruption arrangements are developed and maintained

- 3.25. The Council has an Anti-Fraud and Corruption Policy on the Council's intranet. The Council's anti-money laundering policy recognises its obligation to establish formalised internal procedures to prevent its services in the use of money laundering. The policy was reviewed by Policy & Finance Committee at their meeting in June 2012.
- 3.26. The Council participate in the National Fraud Initiative.

Ensuring effective management of change and transformation

- 3.27. The Medium Term Financial Strategy is a 3 year strategy; however this is reviewed annually to reflect any changes.

3.28. Training is offered to both Staff and Councillors to be able to deal with change effectively.

Ensuring the authority's financial management arrangements conform with the governance requirements of the CIPFA Statement on The Role of the Chief Financial Officer in Local Government (2016)

3.29. The Council's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government. This is reviewed on an annual basis.

3.30. The Council has designated the Director of Resources as chief finance officer under Section 151 of the Local Government Act 1972.

3.31. The management structure of the Council ensures that the Chief Financial Officer reports directly to the Chief Executive and is a member of the leadership team with direct responsibility for the Council's financial activities. The leadership team meets on a weekly basis to discuss matters of strategic and operational importance to the Council.

Ensuring the authority's assurance arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Head of Internal Audit (2010)

3.32. The Council's internal audit arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Head of Internal Audit in public service organisations. This is reviewed on annual basis.

3.33. The Council has delegated responsibility for maintaining an adequate internal audit function to the Head of Financial Services.

Ensuring effective arrangements are in place for the discharge of the monitoring officer function

3.34. The Council has designated the Head of Legal & Democratic Services as Monitoring Officer, who plays a key role in ensuring compliance. After consulting with the Chief Executive, the Monitoring Officer will report to the full Council if she considers that any proposal, decision or omission would give risk to unlawfulness or maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

Ensuring effective arrangements are in place for the discharge of the head of paid service function

3.35. The Chief Executive is designated as the Head of Paid Service and fulfils the responsibilities of the role.

3.36. The roles and functions of the head of paid service, monitoring officer and chief financial officer are set out in the Constitution. The arrangements in place for the discharge of functions by specific officers under delegation are set out in the Officer Delegation Scheme.

Undertaking the core functions of an audit committee, as identified in CIPFA's Audit Committee – Practical Guidance for Local Authorities

3.37. The Council maintains a sound Internal Audit function that operates to the standards set out in the 'CIPFA Public Sector Internal Audit Standards'.

3.38. The Accounts and Audit Committee operates to an agreed terms of reference which defines its core functions, roles and responsibilities. The terms of reference is contained within the Constitution.

Ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful

3.39. The Council aims to ensure compliance with established policies, procedures, laws and regulations through a variety of mechanisms, including:

- Monitoring Officer
- Section 151 Officer
- Internal Audit
- External Audit
- Performance Management System
- Risk Register
- Member and Officer training and development

3.40. A structured approach to financial and contract management is set out in Financial Regulations and Contract Procedure Rules. These provide guidance on managing our finances, ensuring compliance with legislation and value for money is considered in all purchasing activities.

3.41. Internal Audit report four times annually to the Accounts and Audit Committee and are a prime source of assurance to the Council regarding its financial management (including the adequacy of its financial systems, budgetary control and the efficient and effective use of resources). Internal Audit also provides assurance in the areas of governance, risk management and compliance.

3.42. The Council has an objective and professional relationship with its external auditors and statutory inspectors.

Whistle blowing and for receiving and investigating complaints from the public

3.43. The Council is committed to the highest possible standards of openness, integrity and accountability. In line with this commitment the Council has adopted a whistle-blowing policy to encourage employees and others with serious concerns to come forward in confidence.

3.44. There is a clear complaints procedure on the Council's website.

Identifying the development needs of members and senior officers in relation to their strategic roles, supported by appropriate training

3.45. Key policies and procedure documents are distributed to Members and Officers during the induction process. Up to date electronic copies are available to view on the Council's internal website.

3.46. Officer training needs are identified during performance appraisals. There is a thorough Member training and development plan in operation that reflects the requirements of a modern Councillor.

Establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation

3.47. The Council is committed to informing, consulting and involving local people in decision-making.

- 3.48. The Council has adopted a Constitution, which sets out how the Council operates, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. The Constitution is published on the Council's website.
- 3.49. Policy and decision-making is facilitated through a Committee System including Accounts and Audit Committee and Policy and Finance Committee. Committee meetings are open to the general public except where personal or confidential matters are being disclosed and Committee minutes and agendas are publicised on the Council's website.
- 3.50. A Citizens Panel was set up in 2004 to enable the Council and its partners to access the views of Ribble Valley people. The results are used to develop policies & strategies, inform decision-making and identify where service improvements may be required.
- 3.51. The Council is part of the Infusion Research partnership. This partnership helps with research and consultations.

Enhancing the accountability for service delivery and effectiveness of other public service providers

- 3.52. Policy and Finance Committee approved the Council's medium term financial strategy (2015 - 2018) in February 2015. This strategy helps to ensure that financial resources available to the Council are sufficient to support the delivery of priorities, and to plan sustainable services and budgets. The financial strategy includes a budget forecast that is reviewed bi-annually.
- 3.53. Budget setting, control and reporting requirements are set out in the Council's Financial Regulations, which have full regard to internal and external regulations and relevant codes of practice.
- 3.54. Capital and Revenue budgets are monitored closely and reports on budget allocations and expenditures are submitted to the leadership team each month and to relevant Committees each quarter. Budget Working Group minutes are reported to Policy and Finance Committee periodically.
- 3.55. Heads of Departments are accountable for the service delivery and performance is reported to the relevant committees.
- 3.56. Senior Officers attend regular meetings with other local authorities in the neighbouring areas to ensure good working practice.
- 3.57. Relevant officers attend regular partnership meetings, i.e. Community Safety Partnership, etc. to ensure objectives are being met efficiently and effectively.

Incorporating good governance arrangements in respect of partnerships and other joint working as identified by the Audit Commission's report on the governance of partnerships, and reflecting these in the authority's overall governance arrangements

- 3.58. The lead officer for the partnership completes an assurance certificate with an internal control checklist on annual basis. These assurance statements are forwarded to CMT.

4. REVIEW OF EFFECTIVENESS

- 4.1. Ribble Valley Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the assurance statements completed by the Heads of Service within the authority who have responsibility for the development and maintenance of the governance environment, partnership lead officers, the head of internal audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

Corporate Management Team

- 4.2. The Corporate Management Team meets each week to discuss policy issues and also considers internal control issues, including risk management, performance management, compliances, efficiency and value for money, and financial management.

Corporate Level Review

- 4.3. The Corporate Management Team consisting of the following officers during 2015/16 oversees the compilation of the Annual Governance Statement.

- Chief Executive (Head of Paid Service);
- Director of Resources (S.151 Officer);
- Director of Community Services;

- 4.4. **The group have considered a detailed corporate level review of the Council's system of governance in accordance with the guidance provided by CIPFA/ SOLACE.**

Directorate Level Review

- 4.5. The Council has also in place Directorate Assurance Statements requiring Directors to review the operation of a range of governance systems and procedures within their service areas and indicate whether there are any significant non-compliance issues. These are analysed to ascertain whether there are any common areas of concern, and if so, whether these constitute significant governance issues and as such need to be included in the Annual Governance Statement.

Monitoring Officer

- 4.6. As the Council's Monitoring Officer, The Head of Legal and Democratic Services has a duty to monitor and review the operation of the Constitution to ensure its aims and principles are given full effect. The Council reviews the Constitution each year at its Annual Meeting.

Accounts and Audit Committee

- 4.7. **The Council has appointed an Accounts and Audit Committee whose terms of reference comply with the latest CIPFA guidelines. These extend to monitoring the Council's governance and risk management framework and include reviewing the adequacy of the governance framework.**

Internal Audit

- 4.8. Internal Audit is responsible for monitoring the quality and effectiveness of the system of governance and internal control. A risk-based Internal Audit Plan is produced each financial year. The reporting process for Internal Audit requires a report of each audit to be submitted to the relevant Directorate. The report includes recommendations for improvements that are included within an Action Plan and require agreement or rejection by Heads of Service. The process includes follow-up reviews of agreed recommendations to ensure that they are acted upon.
- 4.9. The Internal Audit Annual Report contains an opinion on the overall levels of internal control (a view based on the relative significance of the systems reviewed during the year, in the context of the totality of the control environment).

External Audit

- 4.10. In accordance with the Audit Commission's Code of Audit Practice, the Council receive regular reports on elements of its internal control environment, including performance management, risk management, financial management and governance.
5. AUDIT COMMISSION: PROTECTING THE PUBLIC PURSE (2014) AND THE EUROPEAN INSTITUTE FOR COMBATTING CORRUPTION AND FRAUD (TEICCAF): PROTECTING THE PUBLIC PURSE (2015)
- 5.1. Checklists were issued for both of the 'Protecting the Public Purse' documents. These were completed during the year.
- 5.2. Authorities were encouraged to use the checklists to ensure that they have sound governance and counter-fraud arrangements in place and that they are working as intended.
- 5.3. No issues were highlighted as a result of this review.
6. CIPFA: FIGHTING FRAUD AND CORRUPTION LOCALLY 2016-19
- 6.1. The strategy sets out the approach local authorities should take and the main areas of focus over the next three years in order to transform counter fraud and corruption performance. There is a checklist to measure counter fraud and corruption culture and response.
- 6.2. No issues were highlighted as a result of this review.
7. GRANT THORNTON LOCAL GOVERNMENT GOVERNANCE REVIEW: 2015 ALL ABOARD AND REFORGING LOCAL GOVERNMENT (2016)
- 7.1. Grant Thornton carries out annual reviews to encourage organisations to improve their performance by learning from their peers, both within their own sector and beyond.
- 7.2. The reviews focussed on governance of the organisation, governance in working with others, governance of stakeholder relationships, pace of change, the financial challenge, the new governance agenda and the way forward. These areas were examined and no issues were highlighted as a result of this review.
8. GRANT THORNTON DOCUMENT: 2016 TIPPING POINT
- 8.1. The report examined the resilience of local government to the financial, economic, demographic, policy and other challenges that the sector faces. The Financial Governance checklist was completed and no issues were highlighted.

9. LOCAL GOVERNMENT TRANSPARENCY CODE 2015

9.1. This document sets out the minimum data that local authorities should be publishing, the frequency it should be published and how it should be published. It also sets out details of data that the Government recommends local authorities to publish. There were no significant issues to raise in this area.

10. SIGNIFICANT GOVERNANCE ISSUES

10.1. We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Corporate Management Team, and that the arrangements continue to be regarded as fit for purpose in accordance with the governance framework. No significant governance issues have been highlighted.

Signed:

Leader of the Council

Chief Executive

On behalf of Ribble Valley Borough Council



Statement of Accounts

[Audited]

2015/2016

Ribble Valley Borough Council

This document can be made available in alternative formats or languages. Anyone wishing to request this document in an alternative format or language should contact the Head of Financial Services

 01200 425111

 lawson.oddie@ribblevalley.gov.uk


 Ribble Valley Borough Council, Head of Financial Services, Church Walk,
Clitheroe, Lancashire, BB7 2RA

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Independent Auditors' Report to Members

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Narrative Report

1 INTRODUCTION

Code of Practice on Local Authority Accounting in the United Kingdom 2015/16 (Based on International Financial Reporting Standards)

The Code of Practice on Local Authority Accounting in the United Kingdom (the Code) specifies the principles and practices of accounting required to give a 'true and fair' view of the financial position and transactions of the council.

The Code sets out the proper accounting practices required by section 21(2) of the Local Government Act 2003. These proper practices apply to:

- Statement of Accounts prepared in accordance with the statutory framework established for England by the Accounts and Audit (England) Regulations 2015.
- The audit of those accounts undertaken in accordance with the statutory framework established by section 4 of the Local Audit and Accountability Act 2014.

The Code prescribes the accounting treatment and disclosures for all normal transactions of a local authority, and is based on the following hierarchy of standards:

- International Financial Reporting Standards (IFRSs) (including International Accounting Standards (IASs) and International Financial Reporting Interpretations Committee (IFRIC) and Standing Interpretations Committee (SIC) interpretations) as adopted by the European Union (i.e. EU-adopted IFRS).
- International Public Sector Accounting Standards (IPSASs)
- UK Generally Accepted Accounting Practice (GAAP) (Financial Reporting Standards (FRSs), Statements of Standard Accounting Practice (SSAPs) and Urgent Issues Task Force (UITF) Abstracts).

This year the main changes to the code that have impacted on this council have been:

- The introduction of this Narrative Report, replacing the previous Explanatory Foreword, giving a wider range of information about the borough, the council and its performance.
- Specific guidance on IFRS 13 Fair Value Measurement and how it applies to local authorities.
- Introduction of the concept of current value and the implications on the measurement of surplus assets at fair value.

2 RIBBLE VALLEY DEMOGRAPHICS AND ECONOMY

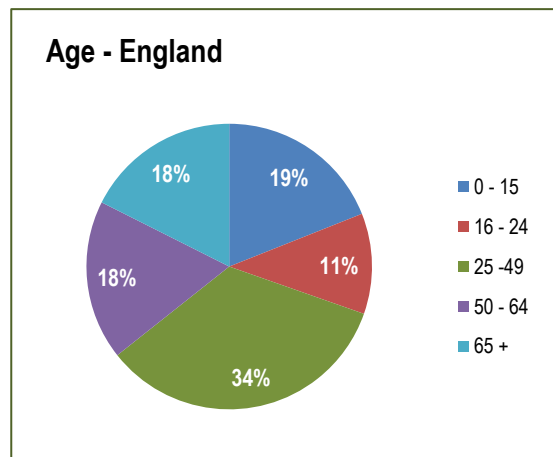
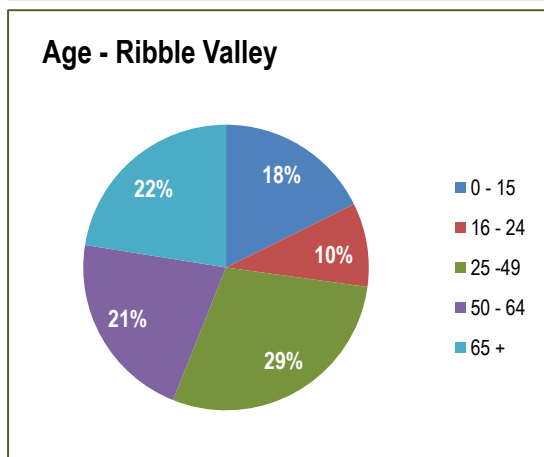
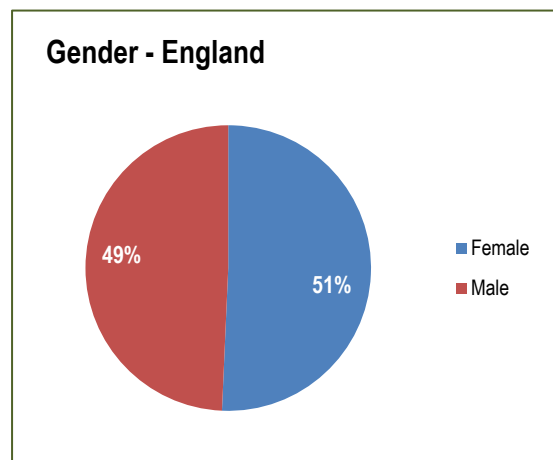
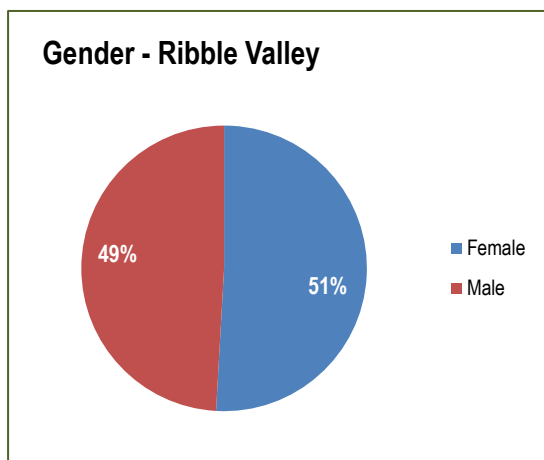
Locality

Ribble Valley is in the County of Lancashire bordering neighbouring councils in Pennine Lancashire, Craven District Council in North Yorkshire, South Ribble, Preston, Wyre and Lancaster Borough Councils. The administrative centre for the district is the historic market town of Clitheroe. The industrial and commercial centre for the west of the borough is the town of Longridge.

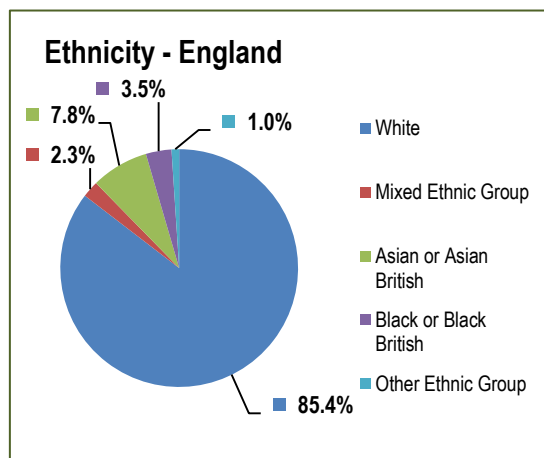
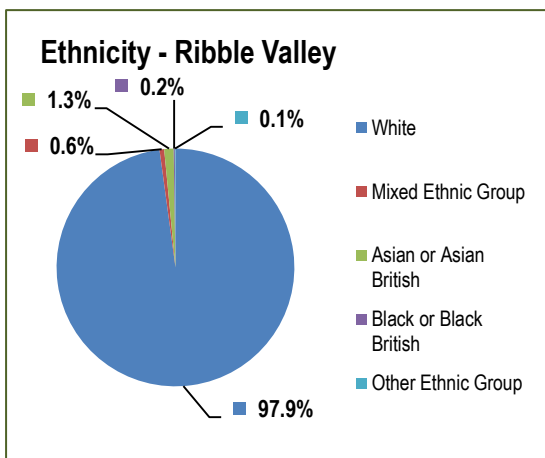
The remaining area is mainly rural, ranging from large villages to small hamlets. Some settlements are accessible along the A59 corridor; others are more remote from services and public transport. Along with ancient woodland, biological heritage sites, conservation areas and sites of special scientific interest, two thirds of Ribble Valley is part of the Forest of Bowland Area of Outstanding Natural Beauty (AONB).

Population

Shown below are key population figures as provided by the Office for National Statistics. These are based on 2014 Mid-Year Estimates for gender and age and March 2011 (Census) for Ethnicity. The total population for the borough, based on these statistics, is 58,100. The statistics for Ribble Valley are shown alongside those for England as a whole for comparison.



Narrative Report

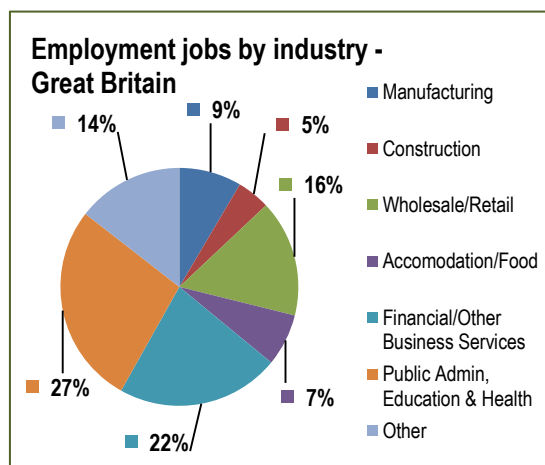
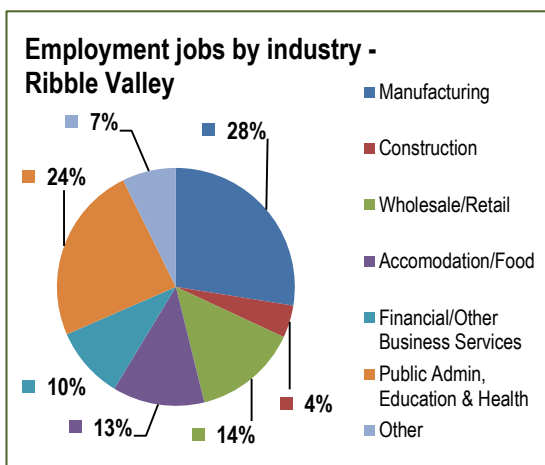


Local Economy and Business Information

Located just east of the M6 and north of the M65 motorways with links to major airports and the rail network, Ribble Valley is home to a diverse range of independent, international and rural businesses.

The borough’s key characteristics are in its low unemployment rates, high quality natural environment and successful businesses. The borough contains a number of well-established local employers with Key Business Sectors including Advanced Manufacturing and Aerospace (BAE Systems and site of the Lancashire Enterprise Zone), Creative and Digital, Chemicals and Mineral Extraction, Tourism and Agriculture.

The area also has a strong agricultural association, with high value meat and milk products, and has a large number of farm holdings in the dairy and grazing categories. A number of farming businesses have diversified to offer locally produced food and drink, retail and leisure facilities and tourist attractions. In comparison to the national average, the borough has a relatively high proportion of jobs in the private sector.

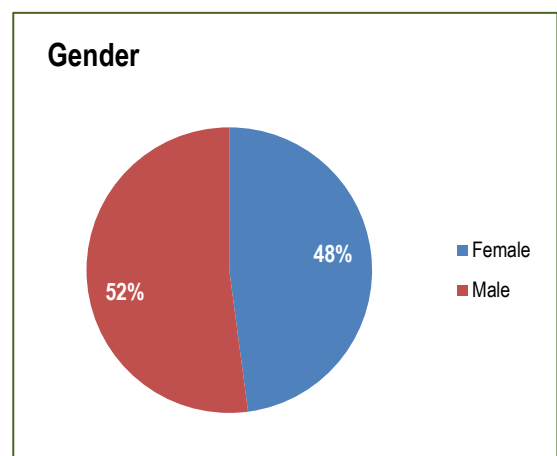
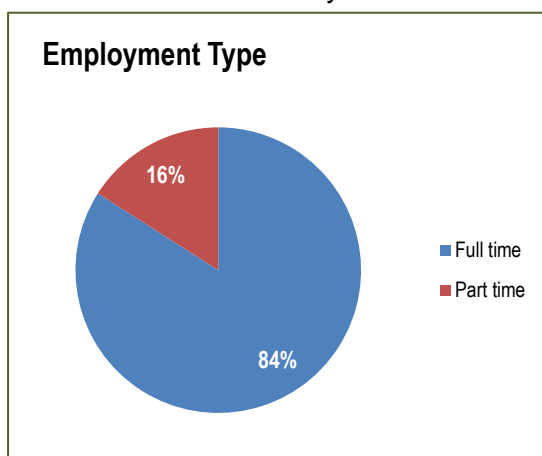


3 OUR EMPLOYEES

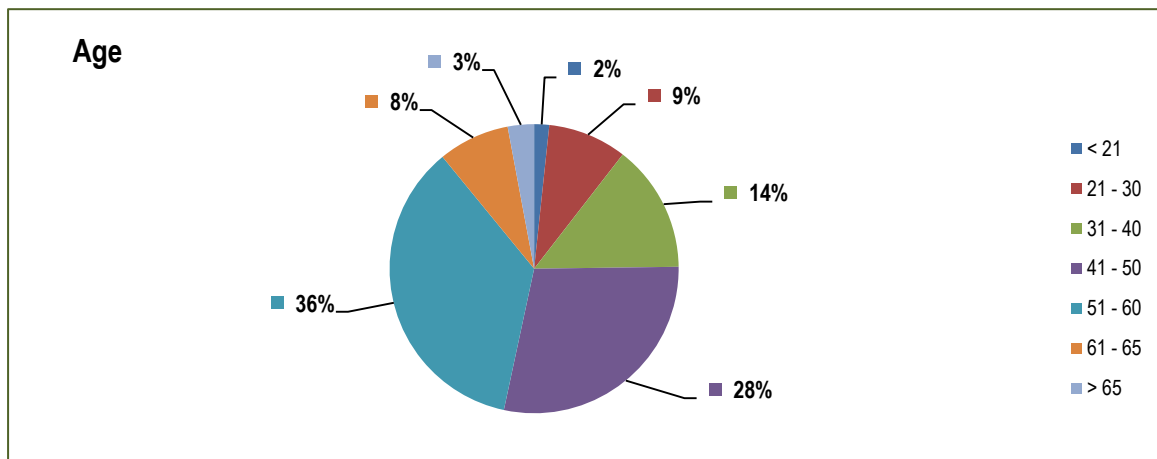
The organisational structure of the council is headed by the Corporate Management Team which consist of the Chief Executive, Director of Community Services and Director of Resources. Each member of the Corporate Management Team has responsibility for one of the council's 3 departments, as shown below.



As at the 31 March 2016 the council employed 238 members of staff. The overall establishment consisted of 232 posts, of which 9 were vacant posts at 31 March. The tables below provide some information on the profile of our employees as at the end of the 2015/16 financial year.



Narrative Report



4 ELECTED MEMBERS

Ribble Valley Councillors are elected every four years in local elections. They represent 24 wards and make decisions about local services in the borough.

There are 40 Councillors, all of which are elected by registered voters in their ward. The last full election for Ribble Valley Councillors was in May 2015, with the next due to take place in 2019.

Councillors are there to represent the views of local people. They also assist people in need or help people to access public services. Councillors work in the best interests of the borough and their local neighbourhood.

As well as representing the public, Councillors also represent political parties. Currently, our Councillors represent the following parties:

Conservative Party	35 Councillors
Liberal Democrat Party	4 Councillors
Labour Party	1 Councillor
Total	40 Councillors

As the Conservative Party has the most number of Councillors, they have control of the Council.

The Council operates on a Committee System. Since the Localism Act this option is now available to all councils. Previously it was available only to district councils with populations under 85,000, such as this council. Committee system councils make most decisions in committees, which are made up of a mix of Councillors from all political parties.

The diagram below shows the current committee structure:



5 OUR FINANCIAL PERFORMANCE - REVENUE

Whilst the Comprehensive Income and Expenditure Statement is presented in accordance with the Service Reporting Code of Practice (SeRCOP) it is also possible to analyse our spending in accordance with the Council's committee structure, as shown above, of

- Community Services Committee
- Planning and Development Committee
- Health and Housing Committee
- Policy and Finance Committee

After allowing for income from fees and charges, sales, rentals and miscellaneous grants and contributions, the Council's General Fund services are paid for by:

- government grants and contributions
- retained business rates
- council tax

Shown below is a summary of the general fund accounts comparing actual expenditure with the original and revised budgets for the year.

Narrative Report

Committee	Original Estimate	Revised Estimate	Actual	Original Estimate Compared to Actual	Revised Estimate Compared to Actual
	£'000	£'000	£'000	£'000	£'000
Community Services	3,519	3,527	3,304	-215	-223
Policy & Finance	2,173	2,135	2,046	-127	-89
Planning & Development	629	530	473	-156	-57
Health & Housing	835	795	678	-157	-117
Committee Expenditure	7,156	6,987	6,501	-655	-486
Interest Payable	11	11	11	0	0
Parish Precepts	364	364	364	0	0
Interest Received	-25	-29	-34	-9	-5
Net Operating Expenditure	7,506	7,333	6,842	-664	-491
Precept from Collection Fund (including parish precepts)	-3,417	-3,417	-3,417	0	0
Collection Fund Surplus - Council Tax	-22	-22	-22	0	0
Localisation of Council Tax Support - Parish Payment	11	11	11	0	0
New Homes Bonus	-969	-969	-969	0	0
New Homes Bonus - Returned Funding	0	-4	-4	-4	0
Council Tax Freeze Concession	-32	-32	-32	0	0
Revenue Support Grant	-1,011	-1,011	-1,011	0	0
Business Rates Baseline Funding	-1,229	-1,229	-1,229	0	0
Retained Rates Income	-249	-249	-249	0	0
Business Rates Levy	417	256	294	-123	38
S31 Grant	-617	-721	-693	-76	28
Retained Rates - Renewable Energy	0	0	-11	-11	-11
Collection Fund Deficit - Business Rates	46	46	46	0	0
Deficit/(Surplus) for year	434	-8	-444	-878	-436
Depreciation	-726	-841	-855	-129	-14
Minimum Revenue Provision	133	133	133	0	0
Net Transfer to/from earmarked reserves	309	546	591	282	45
Deficit/(Surplus) for year	150	-170	-575	-725	-405

Analysis of our income and expenditure by type

The table above includes a summary total of our net committee expenditure for the financial year (replicated below).

Committee	Original Estimate	Revised Estimate	Actual	Original Estimate Compared to Actual	Revised Estimate Compared to Actual
	£'000	£'000	£'000	£'000	£'000
Community Services	3,519	3,527	3,304	-215	-223
Policy & Finance	2,173	2,135	2,046	-127	-89
Planning & Development	629	530	473	-156	-57
Health & Housing	835	795	678	-157	-117
Committee Expenditure	7,156	6,987	6,501	-655	-486

This net expenditure can also be analysed across the various income and expenditure types as shown below. This provides more of an insight in to where the variances on our income and expenditure have been for the year.

Income or Expenditure Type	Original Estimate	Revised Estimate	Actual	Original Estimate Compared to Actual	Revised Estimate Compared to Actual
	£'000	£'000	£'000	£'000	£'000
Employee Related	6,200	6,138	6,061	-139	-77
Premises Related	1,578	1,522	1,512	-66	-10
Transport Related	1,416	1,326	1,316	-100	-10
Supplies & Services	1,864	1,950	1,883	19	-67
Third Party Payments	392	402	390	-2	-12
Transfer Payments	7,820	7,637	7,660	-160	23
Support Services	5,879	5,704	5,541	-338	-163
Depreciation and Impairment	726	841	855	129	14
Total Expenditure	25,875	25,520	25,218	-657	-302
Government Grants	-7,840	-7,681	-7,883	-43	-202
Other Grants and Contributions	-793	-861	-973	-180	-112
Customer and Client Receipts	-2,521	-2,696	-2,736	-215	-40
Recharges and Oncosts	-7,565	-7,295	-7,125	440	170
Total Income	-18,719	-18,533	-18,717	2	-184
Net Expenditure	7,156	6,987	6,501	-655	-486

Narrative Report

Amendments to our budget in the year

As can be seen above, a revision of the budget for the year is prepared part way through the year. This provides us with an opportunity to better assess the level of movement anticipated within our earmarked reserves and balances, and to allow us to better forecast for the next financial year.

During the preparation of the revised estimate a number of changes were made to the budget. These were:

Item	£'000
Net Decrease in Service Committee Costs	-169
Increase in Interest Received	-4
New Homes Bonus Returned Funding	-4
Decrease in Forecast Business Rates Levy	-161
Increased S31 Grants Receivable	-104
Increase in amount removed for Depreciation	-115
Increase in amount set aside in Earmarked Reserves	237
Net increase in amount to take from balances for the year	-320

How our revenue services are financed

As shown earlier our total actual net expenditure for committees was £6.501m. This is after allowing for numerous elements of service income such as fees and charges, sales and service specific grants and contributions.

There are a number of further additions and subtractions to this net committee expenditure:

- Removal of depreciation and addition of the minimum revenue provision (which represents the minimum amount which must be charged to an authority's revenue account each year for financing of capital expenditure that was initially funded by borrowing).
- The addition of interest paid on external borrowing less income that has been earned on external investments
- Payment of parish precepts
- Payments made to parish councils in relation to the impacts of the localisation of council tax support
- Payment received from the Government in the form of Council Tax Freeze Grant. This is to compensate the council for income foregone by having frozen the level of council tax
- A small payment of redistributed New Homes Bonus was received in year. These are funds not needed to support the main New Homes Bonus Scheme, which is then redistributed to all councils.
- Of the committee income and expenditure, an element is often required to either be set aside in an earmarked reserve for use for a specific purpose in future years, or alternatively released from an earmarked reserve as expenditure has now been incurred.

- General fund balances are reserves that are not set aside for any specific purpose but are a resource that is used to either support general net expenditure in a given year, or is where resources are set aside as a resource to help support future financial years.

Following the above movements, the council was left with net expenditure of £7.261m to be financed. This expenditure was financed from our major sources of financing:

Council Tax

This is the Council Tax precept payable to the council for its own precept and that paid to Parishes. Also included here is a share of income received from the Collection Fund which represents a Surplus on the Collection Fund account from previous years.

Council Tax Element	£'000
Ribble Valley Borough Council Precept	-3,053
Precept relating to all Parishes	-364
Collection Fund Surplus	-22
Total Net Council Tax Income	-3,439

Business Rates

This is retained business rates at a baseline level set by the government, plus growth on business rates that has been realised. The council also receives a number of grants, known as Section 31 Grants, to compensate the council for business rates income lost as a result of measures introduced by the Government. The overall net growth on business rates is then reduced through the charging of a Levy, payable to the Government. Finally, there was a deficit on the Collection fund for business rates, which the council is required to contribute to.

Business Rates Element	£'000
Total Business Rates Income Forecast for 2015/16	-14,510
Less Payable to Central Government	7,255
Less Payable to Lancashire County Council	1,306
Less Payable to Lancashire Combined Fire Authority	145
Balance Retained by Ribble Valley Borough Council	-5,804
Less Tariff Payable to Central Government	4,326
Baseline Business Rates Income of £1,229,000 plus Growth of £249,000	-1,478
Business Rates retained on Renewable Energy Schemes	-11
Section 31 Grants	-693
Less Business Rates Levy Payable to Central Government	294
Less Business Rates Collection Fund Deficit	46
Overall Net Retained Business Rates Related Income	-1,842

Narrative Report

Revenue Support Grant

This is a source of funding that has seen a steady decrease over past years and is forecast to cease in 2019/20. In 2015/16 we received £1.011m

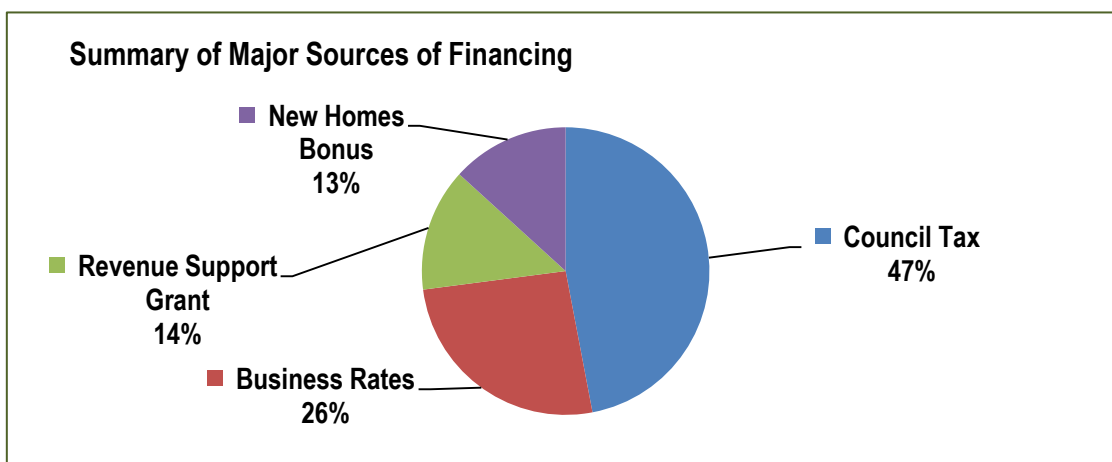
New Homes Bonus

This is currently paid each year for 6 years. It is based on the amount of extra Council Tax revenue raised for new-build homes, conversions and long-term empty homes brought back into use. There is also an extra payment for providing affordable homes. New Homes Bonus grant is currently shared 80:20 between district and county councils in two tier areas.

It is paid as an un-ringfenced grant, which means local authorities are free to decide how to spend it. The New Homes Bonus can be spent on either revenue or capital, or placed in a local authority's reserves. Below is a breakdown of the amount paid to the council in 2015/16.

There is currently a consultation on the payment of New Homes Bonus, which may impact on the existing scheme and ultimately the amount received by this council in future years.

New Homes Bonus	£'000
2011/12 Allocation - last year payable is 2016/17	-62
2012/13 Allocation - last year payable is 2017/18	-118
2013/14 Allocation - last year payable is 2018/19	-188
2014/15 Allocation - last year payable is 2019/20	-227
2015/16 Allocation - last year payable is 2020/21	-374
Total New Homes Bonus received in 2015/16	-969



Variations to the revised budget at the end of the financial year

During 2015/16 there were many variances identified when we monitored our budget. The main variations affecting our final position compared with the **revised estimate** can be summarised as:

Variation	£'000
<u>Expenditure Variations</u>	
Direct Employee Costs	-36
Energy Costs	-27
Training	-32
Local Development Scheme	-44
Subscriptions	-17
Printing and Stationery	-13
Paper Penalty - Cost Sharing	-29
Tipping Charges	19
Promotional Activities	-24
Rent Allowance Payments	-32
Payment of Grants	-65
Flooding Immediate Reactive Costs	51
Payment of Flood Grants to Individuals (£500)	119
Council Tax Flood Rebate	89
Cleaning of Public Conveniences	-17
Vehicle Fuel Costs	-29
Staff Mileage and Other Travel Costs	-13
ICT and Telecommunications	-18
Total Expenditure Variances	-118
<u>Income Variations</u>	
Rent Allowances Grant	-20
Transparency Code Grant	-8
DWP Data Sharing Grant	-6
Flooding Immediate Reactive Costs - Bellwin Scheme Funding	-51
Flood Grant reimbursement	-119
S31 Council Tax Flood Rebate Funding	-89
Property Searches New Burdens Funding	-28
Planning Fee Income	20
Building Control Fee Income	8
Trade Waste Collection Income	-31
Edisford All Weather Pitch Income	-9

Narrative Report

Variation	£'000
Sale of Equipment and Materials	-29
Car Parking Income	-15
Total Income Variances	-377
Other Variations	9
Net Variation on Committee Expenditure	-486
Increased Interest Received	-5
Variation on Net Operating Expenditure	-491
Decreased Business Rates Levy	38
Increased S31 Grants	28
Retained Rates - Renewable Energy	-11
Variation on Deficit/(Surplus) for Year	-436
Addition Depreciation (Reversal of)	-14
Extra Transfers to Earmarked Reserves	45
Increase in amount to add to balances compared to Revised Estimate	-405

General Fund Balance and Earmarked Reserves

We had originally planned to take £150,000 from general fund balances to help finance the 2015/16 spending plans. However, this was revised later in the year to adding £169,869 to general fund balances. The final position shows that the council has added £575,718 to general fund balances.

General Fund Balance	£'000
General Fund Balances: Brought forward at 1 April 2015	2,103,114
Surplus in 2015/16 added to General Fund Balances	575,718
General Fund Balances: Carried forward at 31 March 2016	2,678,832

With regard to earmarked reserves, in support of the revenue account and excluding capital transactions, we had originally planned to add £309,333. However, this was revised later in the year to adding £545,769 to earmarked reserves. The final position shows that the council has added £590,757 to earmarked reserves for revenue purposes. For capital purposes we took £526,722 from earmarked reserves to fund the capital programme. The overall net movement was £64,035 added to earmarked reserves.

Earmarked Reserves	£
Earmarked Reserves: Brought forward at 1 April 2015	5,941,467
Net added to Earmarked Reserves for revenue purposes	590,757
Net taken from Earmarked Reserves for capital purposes	-526,722
Earmarked Reserves: Carried forward at 31 March 2016	6,005,502

6 OUR FINANCIAL PERFORMANCE - CAPITAL

We keep a separate account of all our capital expenditure and income transactions, examples of such transactions would be:

- Buying or selling land or property.
- Improvements to our existing assets.
- Building new properties.
- Purchase of vehicles & plant.
- Awarding improvement grants for private sector renewal.

During the year the Council spent £941,000 on capital schemes. The main areas of expenditure included:

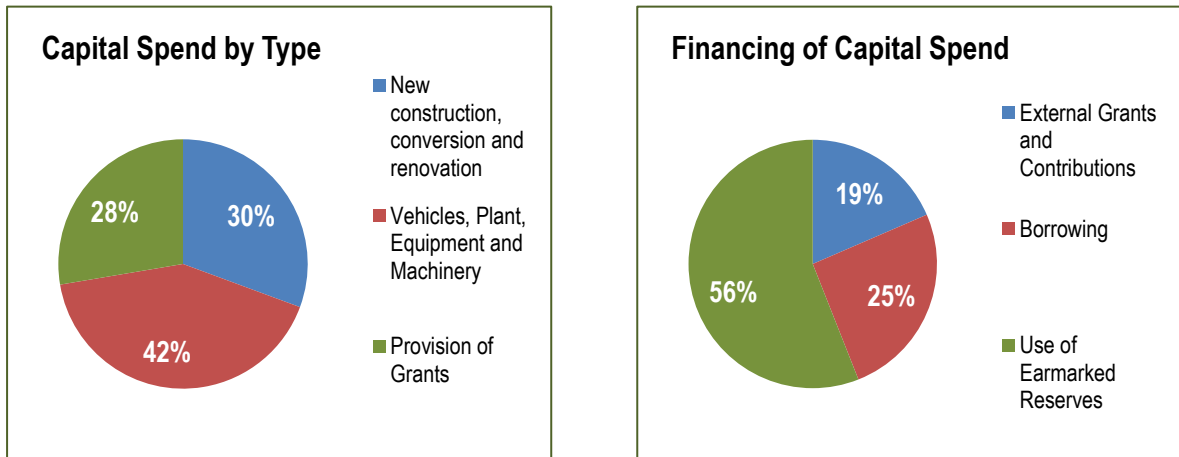
- Replacement Vehicles and Plant
- Replacement of the windows and roof at the Council Offices
- Play Area Improvements

Shown below is a summary of how we performed on the capital programme compared to the budget.

Capital Programme	Original Estimate £	Revised Estimate £	Actual £	Original Estimate Compared to Actual £	Revised Estimate Compared to Actual £
Community Services Committee	483,600	442,270	439,448	-44,152	-2,822
Policy and Finance Committee	471,400	471,400	256,237	-215,163	-215,163
Health and Housing Committee	236,000	267,330	244,911	8,911	-22,419
Total Capital Expenditure	1,191,000	1,181,000	940,596	-250,404	-240,404
Grants and Contributions	-246,000	-244,400	-174,107	71,893	70,293
Borrowing	-256,400	-257,270	-239,766	16,634	17,504
Earmarked Reserves	-688,600	-679,330	-526,723	161,877	152,607
Total Resources	-1,191,000	-1,181,000	-940,596	250,404	240,404

Narrative Report

Shown below are summaries of the type of expenditure that is represented in the £941,000 of capital expenditure shown in the table above and its financing.



As shown in the table above, comparing spend to budget, there is a variance of £240,000 between the revised capital programme and actual spend. At the end of the financial year work on some schemes was still underway. This can be carried forward into the new financial year and is known as slippage. Of the £240,000 variance £194,920 is accounted for as slippage in to the 2016/17 financial year, and is summarised below:

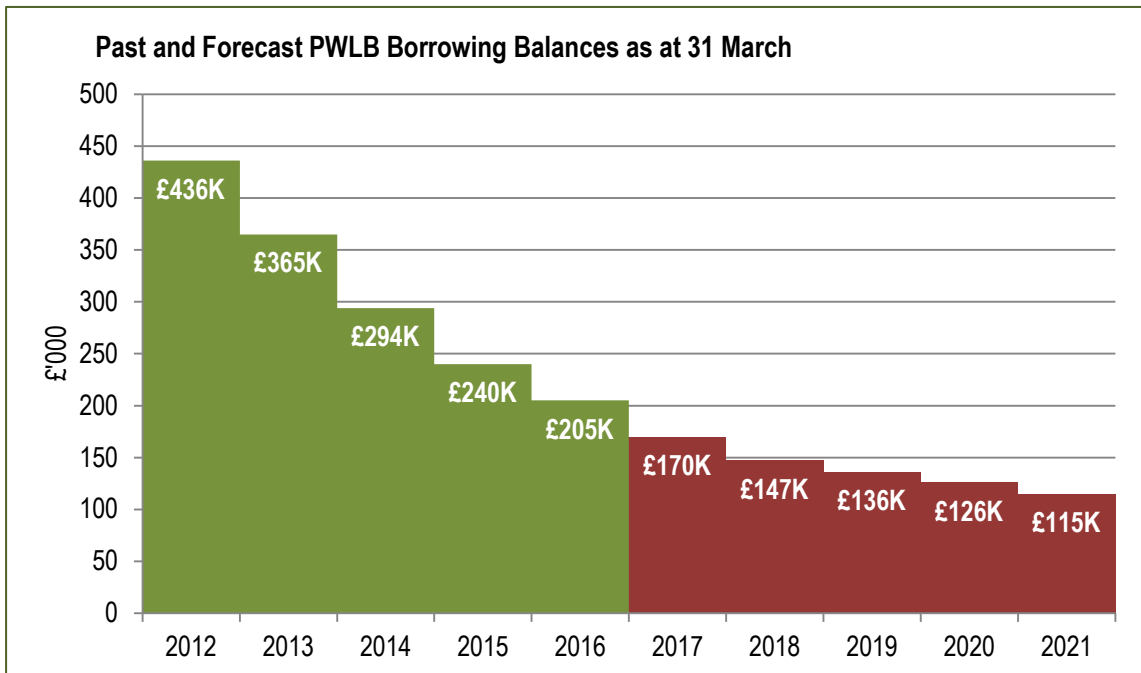
Scheme Name	Slippage in to the 2016/17 Financial Year £
Economic Development Initiatives	100,000
Replacement of the windows and roof at the Council Offices	17,500
Clitheroe Townscape Scheme	55,000
Disabled Facilities Grants	14,090
Landlord/Tenant Grants	8,330
Total Capital Slippage	194,920

Within the resources used for financing the capital programme is internal borrowing. This is a resource generally used to finance assets of a longer life such as land and buildings. This is in order to minimise the level of impact on the revenue budget through the Minimum Revenue Provision, which is calculated based on asset life.

We did not need to undertake any external borrowing in year; however, the Council always looks to make full use of advantageous lending terms that are offered by the Public Works Loan Board.

The total Public Works Loan Board loans outstanding as at 31 March 2016 was £0.205m. These are included in the Balance Sheet within Short Term Borrowing and Long Term Borrowing. A detailed analysis of the Council's long term borrowing is shown in note 12 to the core financial statements.

The table below provides a summary of our year end Public Works Loan Board external borrowing over the last five years and forecast for the future five years, based on our current Public Works Loan Board loans.



Past actuals shown in green, forecast (based on Public Works Loan Board loans held at 31 March 2016) shown in red

Further external borrowing may be required over the medium term in order to fulfil economic development objectives.

7 OUR FINANCIAL PERFORMANCE – COLLECTION FUND

As billing authority, the council maintain the collection fund for the collection of and distribution of council tax and business rates.

With regard to council tax, each precepting body declares the precept that they require from the collection fund to support their services in February each year. This forms the basis for what we, as billing authority, then charge residents as council tax. Due to the change of circumstances for residents and changes to occupied property numbers, the actual amount of council tax collected from residents can be higher or lower than the total amount required to be paid to precepting bodies. This results in either a forecast surplus or deficit, which is declared in the following January each year and is either paid to or collected from precepting bodies in the following financial year.

Narrative Report

For business rates, similar principles apply. Total forecast collectable rates are paid from the Collection Fund at fixed shares to Central Government, Ribble Valley Borough Council, Lancashire County Council and Lancashire Fire and Rescue. Due to the change of circumstances for businesses, the actual amount of business rates collected can be higher or lower than the total amount required to be paid out in fixed shares. This results in either a forecast surplus or deficit, which is declared in the following January each year and is either paid to or collected from Central Government, Ribble Valley Borough Council, Lancashire County Council and Lancashire Fire and Rescue in the following financial year.

Performance of the Collection fund for 2015/16 is summarised in the table below, compared to the forecast performance.

Collection Fund	Original Estimate	Revised Estimate	Actual	Original Estimate Compared to Actual	Revised Estimate Compared to Actual
	£'000	£'000	£'000	£'000	£'000
Council Tax - Expenditure					
Total of all Precepts	32,797	32,797	32,797	0	0
Total Collection Fund Surplus distributed	207	207	207	0	0
Council Tax Benefit	0	46	54	54	8
Bad Debts Provision	248	100	112	-136	12
Expenditure Subtotal - Council Tax	33,252	33,150	33,170	-82	20
Business Rates - Expenditure					
Deficit Brought Forward	115	222	222	107	0
Cost of Collection	90	90	90	0	0
Enterprise Zones	17	17	18	1	1
Renewable Energy Schemes	10	10	12	2	2
Transitional Protection	0	11	13	13	2
Total Distribution of Business Rates	14,510	14,510	14,510	0	0
Appeals Provision	58	806	704	646	-102
Bad Debts Provision	148	116	144	-4	28
Expenditure Subtotal - Business Rates	14,948	15,782	15,713	765	-69
Total Expenditure	48,200	48,932	48,883	683	-49
Council Tax - Income					
Surplus Brought Forward	207	320	320	113	0
Council Tax Income	33,045	33,277	33,345	300	68
Council Tax Benefit	0	11	11	11	0
Flood Relief - Chargeable to Revenue	0	0	90		
DCLG Grant	0	0	2	2	2
Income Subtotal - Council Tax	33,252	33,608	33,768	426	70
Business Rates - Income					
Net Rates Payable (before appeals)	14,833	14,616	14,678	-155	62
Total Collection Fund Deficit recovered	115	115	115	0	0
Income Subtotal - Business Rates	14,948	14,731	14,793	-155	62
Total Income	48,200	48,339	48,561	271	132
Council Tax (Surplus)/Deficit carried forward	0	-458	-598	-598	-140
Business Rates (Surplus)/Deficit carried forward	0	1,051	920	920	-131
Total Net (Surplus)/Deficit carried forward	0	593	322	322	-271

8 OUR NON-FINANCIAL PERFORMANCE

The Council's Performance on Corporate Priorities

Within this section is provided a summary of our progress over the last financial year against the objectives that support the council's Corporate Priorities.

Priority 1: To ensure a well-managed council providing efficient services based on identified customer needs.

- **To maintain critical financial management and controls, and ensure the authority provides council tax payers with value for money, within the current financial constraints:** Ribble Valley Borough Council's element of Council Tax for 2015/16 was frozen for the sixth consecutive year. This was in spite of a 14% reduction in government grants. The council had the lowest Band D Council Tax in Lancashire and one of the lowest in the Country. In the 2016 Perception Survey 71% of respondents said that they agreed that Ribble Valley Borough Council provides value for money.
- **To treat everyone equally and ensure that access to services is available to all, including our most vulnerable citizens:** Ribble Valley Borough Council joined with the Alzheimer's Society and several businesses, community groups and public sector organisations to establish the area as a centre of excellence in dementia awareness. The campaign was nominated for the Government's Accessible Britain Challenge Awards 2015 and although not winning, the council has received a certificate and letter of commendation from the awards.
- **To engage with our communities to ensure we deliver services to meet customer needs and expectations:** In the 2016 Perception Survey 74% of respondents said that they were happy with the way in which the council ran services.

Priority 2: To sustain a strong and prosperous Ribble Valley.

- **To promote stronger, more confident and more active communities throughout the borough:** The Council provides technical support and assistance as well as making necessary decisions at key stages for town and parish councils who are developing a Neighbourhood Development Plan. Neighbourhood planning is a key part of the Localism Act and allows communities to become directly involved in planning policy. There are currently three parish councils at the Area Designation Stage (stage 1).
- **To encourage economic development throughout the borough with a specific focus on tourism, the delivery of sufficient land for business development, and supporting high growth business opportunities:** The Council is actively seeking to acquire land within the borough for employment to encourage economic development and help maintain a strong local economy. We successfully hosted the Tour of Britain Stage Two start which contributed an estimated £1.1m to the Ribble Valley visitor economy. Good progress has also been made with the Market Site Redevelopment and the award of a contract that will see an £8m redevelopment of the site including hotel, retail, restaurant, car parking and new market.

Narrative Report

- **To seek to improve the transport network, especially to our rural areas:** Despite cuts by Lancashire County Council to some rural bus services, Ribble Valley Borough Council continues to provide grant funding to The Little Green Bus which offers a community transport service for the elderly and vulnerable people.
- **To work with our partners to ensure that the infrastructure in the Ribble Valley is improved, in order to be fit for purpose:** A capital scheme to support the uplift of Clitheroe Townscape was approved by the council. This was to be a multi-agency scheme involving Lancashire County Council and other potential partners, however due to withdrawal of funding from Lancashire County Council the scheme has had to be put on hold and a review will be carried out as to the works that could be carried out within our own funding. There is ongoing work through the planning process to ensure that the road infrastructure supports new developments, such as the requirements for a new roundabout on the A59 near the Standen development.

Priority 3: To help make people's lives safer and healthier.

- **To improve the health of people living and working in our area:** A new 3G pitch has been installed at the all-weather facility on Edisford Road. The pitch has been part funded by Ribble Valley Borough Council and Sport England's Inspired Programme, which is part of the London Olympics Legacy.
- **To improve the opportunity for young people to participate in recreational and sporting activity:** The Council annually awards grants to young residents of the borough for equipment and tuition for youngsters who excel in sport, dance, drama and music.
- **To ensure that Ribble Valley remains a safe place to live:** According to the Halifax Rural Areas Quality of Life Survey, Ribble Valley is the safest place to live in Lancashire and one of the safest places in the UK with around 28 crimes recorded annually per 1,000 residents. CAN and CANSAFE (joint initiative between Lancashire Constabulary, Lancashire Trading Standards Service, HARV, Hyndburn and Ribble Valley CAPSS and other partner agencies agreed locally) operates regularly on Friday evenings in the Ribble Valley. Targeted patrols look at regular hotspots where youths gather to consume alcohol under age, take illegal drugs and place themselves in risk situations.
- **To take a leading role in working with partners on the evolving public health agenda:** The Council received an Affordable Warmth Grant awarded by Lancashire County Council through which the council offered financial support to residents of the borough to help insulate homes, replace boilers and provide emergency top ups for gas and electricity. The council works in partnership with Lancashire County Council and East Lancashire Clinical Commissioning Group through the provision of healthy lifestyles initiatives and cardiac rehabilitation. There are a number of schemes which fall under the umbrella of healthy lifestyles including exercise referral, weight management and healthy walks.

- **To combat rural isolation:** The council provides financial support to various luncheon clubs throughout the borough through the provision of grants. There has also been work to actively encourage the development of new luncheon clubs. Grant assistance was also provided to the Village Halls Association which promotes schemes to tackle rural isolation such as the Good Neighbours Scheme which funds activities in village halls and community centres to help rural residents overcome isolation.

Priority 4: To protect and enhance the existing environmental quality of our area.

- **To conserve our countryside, the natural beauty of the area and enhance our built environment:** Primrose Lodge has been registered with 'The Environment Bank' which is an environmental credit scheme allowing developers to purchase conservation credits from The Environment Bank, which are used to fund the creation and management of conservation sites. The resulting monies will be used to restore the lodge. The lodge is already a Lancashire biological heritage site and the council is consulting with Lancashire Wildlife Trust on how the site might be transformed into a nature reserve.
- **To increase the recycling of waste material:** The council undertook the 'Make Metals Matter' recycling campaign in conjunction with Lancashire County Council and the metal packaging manufacturing industry to encourage residents to recycle their share of cans, aerosols, foil trays, and wrapping foil.
- **To provide a high quality environment, keeping land clear of litter and refuse, and reducing the incidents of dog fouling:** The council introduced its new 'Pick Up or Pay Up' campaign against dog fouling within the borough. This involved the introduction of dog control orders where owners who do not clean up after their dogs receive fines or fixed penalty notices.

Priority 5: To match the supply of homes in our area with the identified housing needs.

- **To meet the housing needs of all sections of the Community:** The council offers disabled facilities grants to enable disabled people within the borough to have better freedom of movement around the house and remain in their own home. Additionally, through the planning process we ensure the provision of older people accommodation on all sites over 30 units.
- **To provide additional affordable homes throughout the Ribble Valley:** The council offers Landlord/Tenant Grants in which the Council match funds a landlord's investment in a property in return for an affordable rental property. The grant ensures that the council has nomination rights to the property and that rents are set in line with the Local Housing Allowance.

Narrative Report

Resident Satisfaction Surveys

The Lancashire authorities that make up the Infusion research and consultation partnership carry out a biennial survey based on the questions asked in the previous national Place Survey. The survey focused on the local area, well-being, service satisfaction, perceptions of the Council and value for money. A summary is provided below, broken down in to the key areas.

Your Local Area

- Health services, the level of crime and access to nature are seen to be the three most important things that make the local area a good place to live
- 94% of residents are satisfied with their local area as a place to live

Local Public Services

- Around 9 in 10 residents are satisfied with refuse and recycling services provided by the Council
- Dissatisfaction with dog fouling is down from 49% in 2013 to 37%
- 71% feel the Council provides value for money, down from 76% in 2013, but still higher than the County Council (41%)
- Around 3 in 4 residents are satisfied with the Council overall

Recycling Services

- More than 9 out of 10 residents regularly recycle glass, cans, plastic, paper/cardboard and green waste

Information and Customer Service

- People feel less informed about the Council than they did two years ago
- But elements of customer service are on the up – waiting times, politeness of staff and how easy information is to understand
- Residents still prefer printed publications for information and prefer to contact the Council by telephone or in person

Local Community

- Perceptions of safety and anti-social behaviour in the local area are similar to 2013
- But the perception that the police and public services are dealing with these issues successfully is down from 54% in 2013 to 43%

When comparing the 2013 survey results to the 2015 results

- In 9.09% of the comparable questions satisfaction has been seen to improve
- In 72.73% of the comparable questions satisfaction has stayed roughly the same
- In 18.18% of the comparable questions satisfaction has been seen to decline

When comparing this council's results with similar surveys conducted in other Lancashire authorities, satisfaction with services was higher across the board in all but the following area - Satisfaction with parks and open spaces.

Change and Improvement

Whilst we always continually strive for improvement and efficiencies in our services, occasionally there are fundamental changes to the manner in which our services are provided. Within the 2015/16 financial year there was a restructuring undertaken of planning services to enable us to better provide the services required of us and enabling our staff to meet the demands made upon them.

There is further capital investment within this service area planned in 2016/17 to help build on the functionality of our existing ICT infrastructure, which will help us to further meet our customer's expectations.

Under the Lancashire Waste Partnership the council has a cost sharing agreement with Lancashire County Council. This partnership was set up to encourage more household recycling and less waste being delivered to landfill sites. Lancashire County Council have given notice that due to financial constraints they will no longer contribute towards the cost of recycling in Ribble Valley with effect from 31 March 2018. Under the current agreement we receive £326,600 (net).

The withdrawal of funding will inevitably mean that we will have to review our approach to household recycling in order to bridge this future funding gap.

Smarter working with our existing ICT infrastructure across all services is seen as a priority to ensure that we maximise the return from our investment and drive efficiencies in providing our services. We will be working hard to enable better connectivity of our systems to our website to help our customers access our services at times that are convenient to them.

9 PENSIONS

The statement of accounts reflects the full adoption of International Accounting Standard 19 (IAS19). This requires that:

- Pension costs charged to services are based on the cost of providing retirement benefits to employees in the period that the benefits are earned by the employee rather than the actual cash contributions to the Lancashire County Pension Fund. This cost, referred to as the current service cost, is calculated by the fund's actuary, Mercer Ltd.

Narrative Report

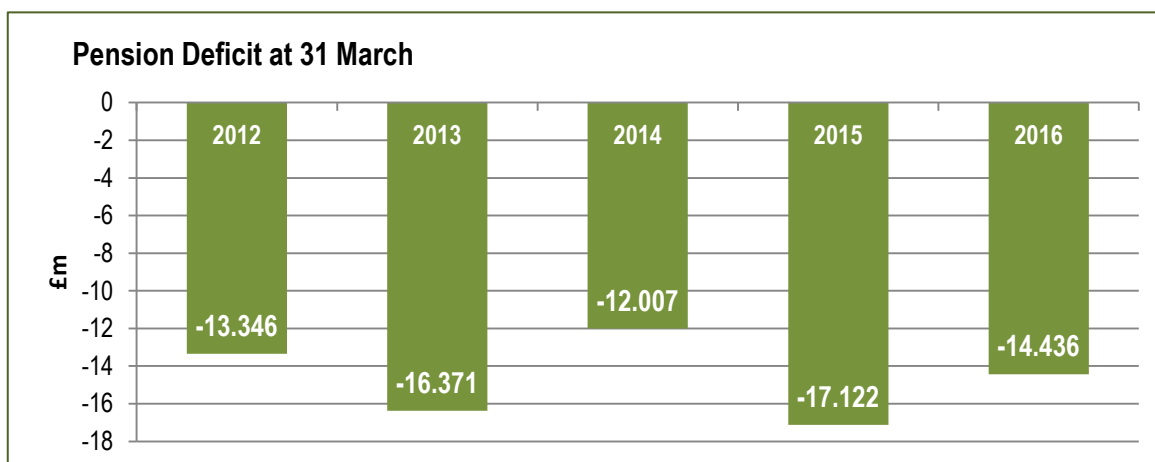
The net pension asset/liability in respect of the surplus/deficit on the pension fund, as calculated by the fund's actuary, is included in the council's balance sheet. In Ribble Valley Borough Council's case the net liability as at 31 March 2016 decreased to £14.436m (31 March 2015 £17.123m).

The main reason for the decrease in net liability is mainly due to a gain on remeasurements due to financial assumptions, which impacts on the change in the benefit obligation (liabilities) between the start and end of the year.

Financial Assumptions examine a number of areas in respect of the benefit obligation:

- **Duration:** taking in to account the duration of the liabilities of the council. This is done by subdividing council's in to one of seven profile groups, based on the age profile of their employees. This then presents a typical duration for liabilities. The profile group that this council falls in to is 'Very Mature', with an estimated duration of liabilities of 18 years (at later of 31 March 2013 and admission date)
- **Discount Rate:** In accordance with the accounting standard, the rate used to discount post-employment benefit obligations should be based on the yields of AA-rated corporate bonds of currency and term appropriate to the currency and term of the Scheme's liabilities.
- **Price Inflation:** The expected rate of inflation over the long term is an important building block for the salary growth and pensions increase assumptions. The determination of a suitable rate of inflation is complicated in the UK because the Bank of England uses a measure of inflation for its inflation targets, the 'consumer price index' (CPI), which differs from the measure used for index-linked bonds, the 'index of retail price' (RPI)

The Pension deficit has fluctuated quite widely over the past few years and as mentioned above, the main fluctuations year to year have been around financial assumptions. The last full revaluation was undertaken in 2013.



10 CURRENT ECONOMIC CLIMATE AND OUTLOOK

The financial climate for local government in the medium term is currently one of great uncertainty with numerous consultations past, present and future. Whilst four year settlements have been presented to councils following the last spending review, there is uncertainty around eligibility among authorities, with the requirement for 'efficiency statements' to be in place.

Key funding streams are either known to be disappearing or are out to consultation with proposed measures for reduction, namely Revenue Support Grant and New Homes Bonus.

There are proposals for the 100% retention of Business Rates going forward, also out to consultation, but to be accompanied with mooted additional responsibilities.

The council's medium term financial strategy for the period 2016/2019 uses the four year settlements provided by the government following the Spending Review and allows for a number of assumptions and known local pressures, such as the cessation of Cost Sharing payments from Lancashire County Council in 2018. The table below provides a summary of the medium term financial outlook for the council.

	2016/17 Forecast £	2017/18 Forecast £	2018/19 Forecast £
Net Expenditure	6,460,867	6,651,992	7,011,766
Interest Receipts	-28,730	-50,000	-75,000
Use of Superannuation Reserve	-36,512	-36,512	-36,512
Rural Services Grant	-26,647	-46,632	-66,618
Use of Business Rates Growth	-262,926	-262,926	-262,926
Use of New Homes Bonus	-786,961	-786,961	-786,961
(Use of)/Contribution to Balances	-200,000	-200,000	-200,000
Savings Required	0	-395,251	-768,142
Budget Requirement	5,119,091	4,873,710	4,815,607
Government Funding	-1,862,605	-1,568,216	-1,410,332
Collection Fund (Deficit)/Surplus	-47,809	0	0
Precept	3,208,677	3,305,494	3,405,275
Taxbase	22,024	22,244	22,467
Band D Council Tax	£145.69	£148.60	£151.57
Projected Council Tax increase	£5 (3.6%)	2%	2%

Narrative Report

A balanced budget has been set for the 2016/17 financial year; however based on forecast future funding the council will need to make substantial savings in future years. This will be achieved through close working between officers and members across all committees and particularly the targeted work of the Budget Working Group, which is made up of both members and officers and is chaired by the Leader of the council.

The level of net expenditure needed in future years will also be very sensitive to changing income levels from fees and charges. Certainly a number of discretionary service areas are sensitive to the levels of disposable income that residents and visitors may have to hand, most notably recreation and leisure services. Additionally, there is the inability to attract income from other services to support the provision of council services overall, as the government have indicated that they should be provided at cost only.

Future pressure on services is also foreseen due to the expected increase in housing in the borough. This could impact on an array of services; however the actual level of housing growth can't be anticipated year by year, nor the timing of any major impact on the ability to continue providing services at the level of current resources.

It is very important for the council to maintain a healthy level of balances to cover for unforeseen events and also provide a stable level of resources for future planning. This has been particularly important in more recent years with very general knowledge of likely continuing falls in local government core funding, but little knowledge of who will be affected and by how much.

11 PRINCIPAL RISKS AND UNCERTAINTIES

The Council's risk management approach is designed to form an integral part of the performance management approach of the Council.

Risks are scored based on their gross and net likelihood and impact levels, gross being the likelihood and impact level if no controls were in place and net being the risk level once controls have been considered. Risks are then allocated an overall risk score based on these levels, translating to green risks, amber risks and red risks. All red risks are closely monitored and reported in detail to Corporate Management Team and Accounts and Audit Committee.

Key risks and uncertainties for the council have been summarised below:

Future of Local Government Finance Settlement

- Four year settlement
- Revenue Support Grant disappearing

Availability of Staffing

- Ageing Workforce
- Recruitment difficulties
- Staff sickness

Business Rates Retention Scheme

- Radical changes planned
- Risk of large appeals
- Recession

New Homes Bonus – Consultation Paper

- Currently awaiting the outcome of the consultation. Result could have a significant financial impact on the council

Business Continuity

- Major fire, flooding or utilities fault

ICT

- Use of ICT infrastructure is not maximised
- Obsolescence – Changing service needs
- External threats and Data Security

Cost Sharing

- Future funding gap

Unable to Meet Service Demands

- Increasing number of households
- Changing expectations – services not evolving to meet need/demand

12 THE STATEMENTS

The Council's statement of accounts for the year ended 31 March 2016 is set out on the following pages. These have been prepared in accordance with the Chartered Institute of Public Finance and Accountancy's Code of Practice on Local Authority Accounting in the United Kingdom and are based on International Financial Reporting Standards. The statements produced for 2015/16 are detailed in the following paragraphs.

Statement of Responsibilities

The code requires that the chief financial officer should sign and date the Statement of Accounts under a statement that the accounts give a true and fair view of the financial position of the council at the accounting date and its income and expenditure for the year then ended.

Statement of Accounting Policies

Accounting Policies are the specific principles, bases, conventions, rules and practices applied by the council in preparing and presenting its financial statements. The council is required to set out its accounting policies in compliance with the Code of Practice on Local Authority Accounting in the United Kingdom and include them within the Statement of Accounts.

Narrative Report

Movement in Reserves Statement

The Movement in Reserves Statement (MiRS) is a summary of the changes that have taken place in the bottom half of the Balance Sheet over the financial year. It does this by analysing:

- the increase or decrease in the net worth of the council as a result of incurring expenses and generating income.
- the increase or decrease in the net worth of the council as a result of movements in the fair value of its assets.
- movements between reserves to increase or reduce the resources available to the council according to statutory provisions.

Comprehensive Income and Expenditure Statement

This statement consolidates all the gains and losses experienced by the council during the financial year. As councils do not have any equity in their Balance Sheets, these gains and losses will reconcile to the overall movement in net worth. The statement has two sections:

- Surplus or Deficit on the Provision of Services – the increase or decrease in the net worth of the council as a result of incurring expenses and generating income.
- Other Comprehensive Income and Expenditure – shows any changes in net worth which have not been reflected in the Surplus or Deficit on the Provision of Services. Examples include the increase or decrease in the net worth of the council as a result of movements in the fair value of its assets and actuarial gains or losses on pension assets and liabilities.

Balance Sheet

The Balance Sheet summarises the council's financial position at 31 March each year. In its top half it contains the assets and liabilities that it holds or has accrued with other parties. As councils do not have equity, the bottom half is comprised of reserves that show the nature of the council's net worth, falling into two categories

- Usable Reserves - which include the revenue and capital resources available to meet future expenditure
- Unusable Reserves – unrealised gains and losses, particularly the revaluation of property plant and equipment (e.g. the Revaluation Reserve) and adjustment accounts such as the Capital Adjustment Account.

Cash Flow Statement

The Cash Flow Statement summarises the flows of cash that have taken place into and out of the council's bank accounts over the financial year. It separates the flows into:

- those that have occurred as a result of the council's operations.
- those arising from the council's investing activities.
- those attributable to financing decisions

Collection Fund Statement

This reflects the statutory requirement for billing authorities, such as Ribble Valley Borough Council, to maintain a separate fund for the collection and distribution of amounts due in respect of council tax and Business 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 bodies.

Statement of Responsibilities

Statement of Responsibilities

The following responsibilities are placed upon the Authority and the Director of Resources in relation to the Council's financial affairs:

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 Director of Resources.
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- Approve the Statement of Accounts.

The Director of Resources' Responsibilities

The Director of Resources 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 Director of Resources 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 Director of Resources has also:

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

I hereby certify that the Statement of Accounts gives a true and fair view of the financial position of the authority at the reporting date and its income and expenditure for the year ended 31 March 2016.

Jane L Pearson
Director of Resources CPFA
8 August 2016

Approval of the Statement of Accounts

I confirm that these accounts, including the Comprehensive Income and Expenditure Statement on page 62 and the Balance Sheet on page 64, were approved by the Accounts and Audit Committee at its meeting held on 17 August 2016.

Signed by:

Cllr Ken Hind
Chairman of Accounts and Audit Committee

17 August 2016

Statement of Accounting Policies

1 GENERAL PRINCIPLES

The Statement of Accounts summarises the Council's transactions for the 2015/16 financial year and its position at the year-end of 31 March 2016. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit (England) Regulations 2015, 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 2015/16* and the *Service Reporting Code of Practice 2015/16*, 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.

2 ACCRUALS OF INCOME AND EXPENDITURE

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

- Revenue from the sale of goods is recognised when the Council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Revenue from the provision of services is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowing 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.
- When revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

Statement of Accounting Policies

3 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 3 months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

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

4 PRIOR PERIOD ADJUSTMENTS, CHANGES IN ACCOUNTING POLICIES AND ESTIMATES AND ERRORS

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

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

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

5 CHARGES TO REVENUE FOR NON-CURRENT ASSETS

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

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

The Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisation. 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 Council 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.

Statement of Accounting Policies

6 EMPLOYEE BENEFITS

Benefits Payable during Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Council. An accrual is made for the cost of holiday entitlements (or any form of leave, e.g. 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 wage and salary rates applicable in the following accounting year, 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 entitlements 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 Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy in exchange for those benefits and are charged on an accruals basis to the appropriate service, or where applicable, to the Non Distributed Costs line in the Comprehensive Income and Expenditure Statement at the earlier of when the Council can no longer withdraw the offer of those benefits or when the Council 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 Council to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post-Employment Benefits

Employees of the Council are eligible to join the Local Government Pension Scheme, administered by Lancashire County Council. The 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 Lancashire County Pension Fund attributable to Ribble Valley Borough Council are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate of 3.5% (3.2% 31 March 2015) based on the indicative rate of return on AA rated corporate bonds.
- The assets of the Lancashire County Pension Fund attributable to Ribble Valley Borough Council are included in the Balance Sheet at their fair value:
 - Quoted securities – current bid price
 - Unquoted securities – professional estimate
 - Unitised securities – current bid price
 - Property – market value
- The Change in the Net Pensions Liability is analysed into the following components:
- **Service cost comprising:**
 - Current Service Cost – the increase in liabilities as a result of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked.
 - Past Service Cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
 - Net Interest on the Net Defined Benefit Liability (Asset) – i.e. net interest expense for the Council – 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 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.

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- **Remeasurements comprising:**
 - The Return of 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:**
 - Contributions paid to the Lancashire County Pension Fund – cash paid as employer’s contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund Balance to be charged with the amount payable by the Council to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are 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 Council also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

7 EVENTS AFTER THE REPORTING PERIOD

Events after the Balance sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of event 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.

Statement of Accounting Policies

- 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.

8 FINANCIAL INSTRUMENTS

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the 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 Council 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. The reconciliation of the 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.

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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 Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the 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 Council has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

Should the Council make loans at less than market rates (soft loans), a loss would be recorded in the Comprehensive Income and Expenditure Statement (debited to the appropriate service) for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. Interest is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement at a higher effective rate of interest than the rate that would be receivable from the soft loan, with the difference serving to increase the amortised cost of the loan in the Balance Sheet. Statutory provisions require that the impact of soft loans on the General Fund Balance is the interest receivable for the financial year – the reconciliation of amounts debited and credited to the Comprehensive Income and Expenditure Statement to the net gain 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 has made no material soft loans.

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the relevant service (for receivables specific to that service) or the Financing and Investment Income and Expenditure line in the 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.

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Available-for-sale Assets

Available-for-sale assets are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Where the asset has fixed or determinable payments, annual credits to the Financing and Investment Income and Expenditure line of 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 (e.g. dividends) is credited to the Comprehensive Income and Expenditure Statement when it becomes receivable by the Council.

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

- instruments with quoted market prices – the market price
- other instruments with fixed and determinable payments – discounted cash flow analysis
- equity shares with no quoted market prices – independent appraisal of company valuations

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

- Level 1 inputs – quoted prices (unadjusted) in active markets for identical assets that the authority can access at the measurement date
- Level 2 inputs – inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly
- Level 3 inputs – unobservable inputs for the asset

Changes in fair value are balanced by an entry in the Available-for-Sale Reserve 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).

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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).

9 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 Council when there is reasonable assurance that:

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

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

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

10 HERITAGE ASSETS

Tangible and Intangible Heritage Assets (described in this summary of significant accounting policies as Heritage Assets)

Heritage Assets are

- Tangible assets with historical, artistic, scientific, technological, geophysical or environmental qualities which are held and maintained principally for their contribution to knowledge and culture.
- Intangible heritage assets with cultural, environmental or historical significance, such as recordings of significant historical events.

In considering assets that it holds, the Council has identified the following assets as Heritage Assets and looks to hold these assets in perpetuity:

- The Castle Keep at Clitheroe
- The Clitheroe Castle Museum Collection
- Civic Regalia
- The Roman Bath site at Ribchester

The Castle Keep at Clitheroe

- Built in 1186 by Robert de Lacy, the Norman Keep of Clitheroe Castle is said to be one of the smallest Keeps in England. The Council considers that obtaining a valuation for the Keep would involve a disproportionate cost in comparison to the benefits to the users of the Council's financial statements. Therefore the Council does not recognise this heritage asset on the balance sheet.
- The Council maintains and preserves the Castle Keep and last undertook substantial work over the period 2006 to 2009. The Keep is open to the general public without charge and the council retains detailed information about its history much of which can be seen with chargeable admission to the Clitheroe Castle Museum.

The Clitheroe Castle Museum Collection

- The Clitheroe Castle Museum Collection principally includes archaeological artifacts, geological collections, militaria and items of local social historical interest. Due to the diverse nature of the museum collection, and without accurate valuation information on any individual asset within the collection, the council has included the collection at insurance value as provided by the Lancashire County Museum Service.

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- The Clitheroe Castle Museum collection is maintained and managed by the Lancashire County Museum Service who act as custodians on behalf of the Council. A full list of the collection is retained by both the Council and Lancashire County Museum Service. Not all of the collection is on display at the Clitheroe Castle Museum due to the volume and nature of some of the items within the collection. However, those items on display at the Clitheroe Castle Museum can be seen with chargeable admission to the Museum. At this premises the collection is interspersed with items under the ownership of Lancashire County Museum Service.
- Any acquisitions to the collection would generally be made by donation; however the collection has remained relatively static over recent years. Any donation of note would be recognised at valuation ascertained by the museum's curator or at insurance valuation.

Civic Regalia

- The Civic Regalia includes a number of chains of office. Some of these were passed to this Council at the time of Local Government reorganisation in 1974. These heritage assets have been included on the Council's balance sheet at insurance valuation.
- The civic regalia can be viewed by appointment through contact with the main council offices or alternatively the current civic regalia can be viewed at most mayoral functions.
- The acquisition of further Civic Regalia would not be made, and a programme of ongoing maintenance is carried out to ensure that the condition of the items is maintained.

The Roman Bath site at Ribchester

- The Council owned site at Ribchester consists of the archaeological remains of a Roman bath house. Due to the unique nature of the site, the Council considers that obtaining a valuation for the bath house site would involve a disproportionate cost in comparison to the benefits to the users of the Council's financial statements. Therefore the Council does not recognise this heritage asset on the balance sheet.
- General maintenance of the site is undertaken by the Council on a routine basis; however, no preservation works have recently been undertaken. The council would look to work together with third parties in undertaking any such works.
- Access to the site is open to the general public without charge.

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Heritage Assets - General

The carrying amounts of heritage assets are reviewed where there is evidence of impairment for heritage assets, e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Council's general policies on impairment – see *Accounting Policy 16* on Property, Plant and Equipment in this summary of significant accounting policies. Disposal proceeds are disclosed separately in the notes to the financial statements and are accounted for in accordance with statutory accounting requirements relating to capital expenditure and capital receipts (again see *Accounting Policy 16* on Property, Plant and Equipment in this summary of significant accounting policies)

11 INTANGIBLE ASSETS

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

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

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the asset held by the Council can be determined by reference to an active market. In practice, no intangible asset held by the Council meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service line(s) in the 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.

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12 INVENTORIES AND LONG TERM CONTRACTS

Inventories are included in the Balance Sheet at the lower of cost and net realisable value. The cost of inventories is assigned at cost price with the exception of the General Stores which is valued at average 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.

13 INVESTMENT PROPERTY

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

Investment properties are measured initially at cost and subsequently at fair value, being the price that would be received to sell such an asset in an orderly transaction between market participants at the measurement date. As a non-financial asset, investment properties are measured at highest and best use. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the General Fund Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

14 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.

There are no finance leases within the Council where the Council acts as either Lessee or Lessor.

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Operating Leases Where the Council is Lessee

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 and equipment. Charges are made on a straight-line basis over the life of the lease even if this does not match the pattern of payments (e.g. there is a rent-free period at the commencement of the lease).

Operating Leases Where the Council is Lessor

Where the Council grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (e.g. there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income.

15 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 2015/16* (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 Council's status as a multi-functional, democratic organisation
- Non distributed costs – the cost of 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 Expenditure on Continuing Services.

16 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.

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Recognition

Expenditure in excess of £10,000 on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Council and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred.

Measurement

Assets are initially measured at cost, comprising:

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

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

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the 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 bases:

- Infrastructure, community assets and assets under construction – depreciated historical cost
- 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 that 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

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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.

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.

The carrying amount of assets that would be recognised in the Statement of Accounts under the cost model are summarised in the table below:

Property, Plant and Equipment Classification	31 March 2016	
	Revalued Amount in Balance Sheet £	Equivalent Carrying Amount Under Cost Model £
Other Land and Buildings	12,102,409	6,752,036
Vehicles, Plant, Furniture and Equipment	2,076,971	2,076,972
Infrastructure Assets	315,586	315,586
Community Assets	1,575,764	1,561,810
Surplus Assets (Not for Sale)	77,000	70,320
Total	16,147,730	10,776,724

Impairments

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.

Statement of Accounting Policies

Where an impairment loss is reversed subsequently, 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 (i.e. freehold land and certain Community Assets) and assets that are not yet available for use (i.e. assets under construction).

The Council operates a straight-line method for depreciation over the useful economic life of the asset as follows:

	Years
Buildings	50
Infrastructure	40
Large Equipment	10
Large Vehicles	8
Small Vehicles	5
Small Plant/Equipment	3

The useful economic life used for an asset in the calculation of depreciation will only differ from the above table where an updated asset life is provided at the time of any revaluation of council assets. Such updated asset lives would be used for future depreciation calculations.

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.

Statement of Accounting Policies

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

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

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the 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, generally in excess of £10,000, are categorised as capital receipts. The receipts are set aside in the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council'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.

Componentisation

Where the council holds an asset with a value of £500,000 or above, any significant element of that asset would be treated as a separate component for the purposes of asset recognition, measurement, impairment, depreciation or disposal. A 'significant element' is any element of an asset with a value of 10% or above of the overall asset value.

17 PROVISIONS, CONTINGENT LIABILITIES AND CONTINGENT ASSETS

Provisions

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

Statement of Accounting Policies

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

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

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

Contingent Liabilities

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

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

Contingent Assets

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

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

18 RESERVES

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the 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 Council - these reserves are explained in the relevant policies.

Statement of Accounting Policies

19 REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE

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

20 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.

Movement in Reserves Statement

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves.

The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. This is different from the statutory amounts required to be charged to the General Fund Balance for council tax setting purposes.

The Net Increase/Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

Movement in Reserves Statement

Movements in 2015/16	Usable Reserves				Unusable Reserves								
	General Fund Balance £	Earmarked General Fund Reserves £	Capital Grants Unapplied £	Capital Receipts Reserve £	TOTAL USABLE RESERVES £	Capital Adjustment Account £	Collection Fund Adjustment Account £	Revaluation Reserve £	Deferred Capital Receipts Reserve £	Pensions Reserve £	Accumulated Absences Account £	TOTAL UNUSABLE RESERVES £	TOTAL COUNCIL RESERVES £
Balance at 31 March 2015	2,103,114	5,941,467	13,822	458,239	8,516,642	7,446,267	-55,133	5,768,206	178	-17,122,324	-59,605	-4,022,411	4,494,231
<u>Movement in Reserves During 2015/16</u>													
Surplus or (deficit) on the provision of Services	-772,283				-772,283							0	-772,283
Other Comprehensive Income and Expenditure					0		773,857			3,550,000		4,323,857	4,323,857
Total Comprehensive Income and Expenditure	-772,283	0	0	0	-772,283	0	773,857	0	0	3,550,000	0	4,323,857	3,551,574
Adjustments between Accounting Basis and Funding Basis Under Regulations (NOTE 8)	1,412,036		13,288	286,807	1,712,131	-326,645	-250,545	-278,662	-178	-863,000	6,899	-1,712,131	0
Net Increase/Decrease before Transfers to Earmarked Reserves	639,753	0	13,288	286,807	939,848	-326,645	-250,545	495,195	-178	2,687,000	6,899	2,611,726	3,551,574
Transfers to/from Earmarked Reserves (NOTE 9)	-64,035	64,035			0							0	0
Increase/Decrease in Year	575,718	64,035	13,288	286,807	939,848	-326,645	-250,545	495,195	-178	2,687,000	6,899	2,611,726	3,551,574
Balance at 31 March 2016	2,678,832	6,005,502	27,110	745,046	9,456,490	7,119,622	-305,678	6,263,401	0	-14,435,324	-52,706	-1,410,685	8,045,805
Carried Forward (NOTES 17 and 18)													

Movement in Reserves Statement

Movements in 2014/15 Restated	Usable Reserves		Unusable Reserves							TOTAL COUNCIL RESERVES
	£	£	£	£	£	£	£	£	£	£
	2,058,402	5,092,598	28,959	7,226,117	8,216,261	492	-12,007,324	-61,491	454,630	7,680,747
<u>Movement in Reserves During 2014/15</u>										
Surplus or (deficit) on the provision of Services	-197,577	0	0	-197,577	0	0	0	0	0	-197,577
Other Comprehensive Income and Expenditure	0	0	0	0	0	0	-4,525,000	0	-2,988,939	-2,988,939
Total Comprehensive Income and Expenditure	-197,577	0	0	-197,577	0	0	-4,525,000	0	-2,988,939	-3,186,516
Adjustments between Accounting Basis and Funding Basis Under Regulations (NOTE 8)	1,091,158	0	-32,336	1,488,102	-769,994	23,866	-153,546	1,886	-1,488,102	0
Net Increase/ Decrease before Transfers to Earmarked Reserves	893,581	0	-32,336	1,290,525	-769,994	23,866	1,382,515	1,886	-4,477,041	-3,186,516
Transfers to/from Earmarked Reserves (NOTE 9)	-848,869	848,869	0	0	0	0	0	0	0	0
Increase/Decrease in Year	44,712	848,869	-32,336	1,290,525	-769,994	23,866	1,382,515	1,886	-4,477,041	-3,186,516
Balance at 31 March 2015 Carried Forward (NOTES 17 and 18)	2,103,114	5,941,467	13,822	8,516,642	7,446,267	-55,133	5,768,206	-59,605	-4,022,411	4,494,231

Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing services in accordance with generally accepted practices, rather than the amount to be funded from taxation. Councils 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.

The Comprehensive Income and Expenditure Statement consolidates all the gains and losses experienced by the Council during the financial year. As Councils do not have any equity in their Balance Sheets, these gains and losses reconcile to the overall movement in net worth.

The Comprehensive Income and Expenditure Statement has two sections:

- Surplus or Deficit on the Provision of Services – the increase or decrease in the net worth of the Council as a result of incurring expenses and generating income.
- Other Comprehensive Income and Expenditure – shows any changes in net worth which have not been reflected in the Surplus or Deficit on the Provision of Services. Examples include the increase or decrease in the net worth of the Council as a result of movements in the fair value of its assets and actuarial gains and losses on pension assets and liabilities.

Comprehensive Income and Expenditure Statement

2014/15 Restated				2015/16			
Gross Expenditure	Gross Income	Net Expenditure		Gross Expenditure	Gross Income	Net Expenditure	Note
£	£	£		£	£	£	
1,268,349	-579,276	689,073	Central Services to the Public	1,532,393	-732,276	800,117	
2,725,878	-1,320,626	1,405,252	Cultural and Related Services	2,751,726	-1,261,748	1,489,978	
3,535,298	-1,171,288	2,364,010	Environmental and Regulatory Services	3,831,574	-1,300,512	2,531,062	5
1,493,002	-882,229	610,773	Planning Services	1,652,537	-903,957	748,580	
1,422,391	-1,286,134	136,257	Highways and Transport Services	1,347,486	-1,369,692	-22,206	
7,991,355	-7,636,604	354,751	Other Housing Services	7,914,898	-7,533,905	380,993	5
15,321	-8,327	6,994	Adult Social Care	10,586	-5,491	5,095	
1,527,560	-570,766	956,794	Corporate and Democratic Core	1,552,369	-473,905	1,078,464	5
116,718	0	116,718	Non Distributed Costs	109,836	0	109,836	
20,095,872	-13,455,250	6,640,622	Cost of Services	20,703,405	-13,581,486	7,121,919	1/22/26
			Other Operating Expenditure				
			359,632 Payment of Precepts to Parishes			363,992	
			19,000 Pensions Administration Expenses			18,000	
			17,034 Payment of Localisation of Council Tax Support Grant to Parishes			11,500	
			-227,104 Gains/Losses on the Disposal of Non-Current Assets			-133,513	
			235 Payment of Housing Capital Receipts to Government Pool			133	
			Financing and Investment Income and Expenditure				
			13,199 Interest Payable on Debt			11,141	12
			-28,943 Investment Interest Income			-34,184	12
			508,000 Net interest on the net defined benefit liability (asset)			533,000	30
			-51,525 (Gain)/Loss on Trading Accounts			-45,797	1
			Taxation and Non-Specific Grant Income				
			-3,405,320 Council Tax			-3,467,871	6
			-1,031,320 Non Domestic Rates Income and Expenditure			-870,353	6/26
			-1,397,544 Revenue Support Grant (RSG)			-1,011,321	6/26
			-4,874 Capital Grants and Contributions			-26,500	26
			-52,000 Donated Assets			0	26
			-1,161,515 Other Non-Specific Grants			-1,697,863	6/26
			197,577 (Surplus) or Deficit on Provision of Services			772,283	
			-1,536,061 (Surplus) or Deficit on Revaluation of Property, Plant and Equipment Assets			-773,857	
			4,525,000 Actuarial (Gains)/Losses on Pensions Assets/Liabilities			-3,550,000	30
			2,988,939 Other Comprehensive Income and Expenditure			-4,323,857	
			3,186,516 Total Comprehensive Income and Expenditure			-3,551,574	

Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council.

Reserves are reported in two categories:

- **Usable Reserves** are those reserves that the Council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt).
- **Unusable Reserves** are those that the Council is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.

Balance Sheet

31 March 2014 Restated £	31 March 2015 Restated £		31 March 2016 £	Note
Long Term Assets				
		Property, Plant and Equipment		10
10,854,108	11,796,700	- Other Land and Buildings	12,102,409	1
2,344,172	1,874,620	- Vehicles, Plant, Furniture and Equipment	2,076,971	
328,114	322,878	- Infrastructure Assets	315,586	
1,581,523	1,578,643	- Community Assets	1,575,764	
54,066	117,000	- Surplus Assets (Not for Sale)	77,000	
15,161,983	15,689,841	Total Property, Plant and Equipment	16,147,730	
860,000	892,392	Heritage Assets	892,392	11
110,834	81,696	Intangible Assets	52,558	
330,938	318,579	Long Term Debtors	303,372	12
16,463,755	16,982,508	Total Long Term Assets	17,396,052	
Current Assets				
0	10,000	Financial Asset Held for Sale	10,000	
203,600	153,250	Assets Held for Sale	0	
89,546	67,391	Inventories	75,746	
1,509,152	1,240,345	Short Term Debtors	1,395,978	3/13/33
3,257,779	5,428,723	Cash and Cash Equivalents	6,231,486	14/33
5,060,077	6,899,709	Total Current Assets	7,713,210	
Current Liabilities				
-60,750	-42,893	Short Term Borrowing	-42,894	
-1,387,361	-1,830,832	Short Term Creditors	-1,946,976	15
-147,200	-186,880	Provisions	-468,600	16
-1,595,311	-2,060,605	Total Current Liabilities	-2,458,470	
Long Term Liabilities				
-240,450	-205,057	Long Term Borrowing	-169,663	12
-12,007,324	-17,122,324	Net Pensions Liability	-14,435,324	30
-12,247,774	-17,327,381	Total Long Term Liabilities	-14,604,987	
7,680,747	4,494,231	Net Assets	8,045,805	
Usable Reserves				
2,058,402	2,103,114	General Fund Balance	2,678,832	17
5,092,598	5,941,467	Earmarked General Fund Reserves	6,005,502	9
28,959	458,239	Usable Capital Receipts Reserve	745,046	
46,158	13,822	Capital Grants Unapplied	27,110	
7,226,117	8,516,642	Total Usable Reserves	9,456,490	
Unusable Reserves				
8,216,261	7,446,267	Capital Adjustment Account	7,119,622	18
-78,999	-55,133	Collection Fund Adjustment Account	-305,678	1
4,385,691	5,768,206	Revaluation Reserve	6,263,401	1
492	178	Deferred Capital Receipts Account	0	
-12,007,324	-17,122,324	Pension Reserve	-14,435,324	30
-61,491	-59,605	Accumulated Absences Account	-52,706	
454,630	-4,022,411	Total Unusable Reserves	-1,410,685	
7,680,747	4,494,231	Total Reserves	8,045,805	

Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the Council during the reporting period.

The Statement shows how the Council generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Council are funded by way of taxation and grant income or from the receipts of services provided by the Council.

Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Council's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Council.

2014/15 Restated £		2015/16 £	Note
197,577	Net (Surplus) or Deficit on the Provision of Services	772,283	
-2,135,100	Adjustments to Net Surplus or Deficit on the Provision of Services for Non-Cash Movements	-1,533,328	19
452,670	Adjustments for Items Included in the Net Surplus or Deficit on the Provision of Services that are Investing and Financing Activities	286,807	19
-1,484,853	Net Cash Flows from Operating Activities	-474,238	19
-382,844	Investing Activities	-180,656	20
-303,247	Financing Activities	-147,869	21
-2,170,944	Net Increase or decrease in Cash and Cash Equivalents	-802,763	
3,257,779	Cash and Cash Equivalents 1 April	5,428,723	
5,428,723	Cash and Cash Equivalents 31 March	6,231,486	14

Notes to the Core Financial Statements

Notes to the Core Financial Statements

1 PRIOR PERIOD ADJUSTMENT

Following a full review of the classification of its assets, the council has identified that those assets previously classified in the accounts as Investment Properties are better classified as Other Land and Buildings within the category of Property, Plant and Equipment. This reclassification has a number of impacts across the statement of accounts.

The statements have been produced on the new classification basis for the 2015/16 financial year and have been restated for 2014/15. As a result of the prior period adjustment we are also required to produce a further restated balance sheet for the financial year 2013/14 as shown on page 64.

Shown below is a summary of the restatements made across the various statements for 2014/15 (and 2013/14 with regard to the Balance Sheet).

Movement in Reserves Statement

	2014/15 Statements £	Adjustments Made £	2014/15 Restated £
<i>Movement in Reserves Statement - General Fund Balance</i>			
Balance 31 March 2014	2,058,402	0	2,058,402
Surplus or (Deficit) on the Provision of Services	-104,620	-92,957	-197,577
Adjustments between Accounting Basis and Funding Basis Under Regulations	998,201	92,957	1,091,158
Net Increase/Decrease before Transfers to Earmarked Reserves	893,581	0	893,581
Transfers to Earmarked Reserves	-848,869	0	-848,869
Increase/(Decrease) in Year	44,712	0	44,712
Balance at 31 March Carried Forward	2,103,114	0	2,103,114

	2014/15 Statements £	Adjustments Made £	2014/15 Restated £
<i>Movement in Reserves Statement - Capital Adjustment Account</i>			
Balance 31 March 2014	8,498,529	-282,268	8,216,261
Adjustments between Accounting Basis and Funding Basis Under Regulations	-759,275	-10,719	-769,994
Increase/(Decrease) in Year	-759,275	-10,719	-769,994
Balance at 31 March Carried Forward	7,739,254	-292,987	7,446,267

Notes to the Core Financial Statements

	2014/15 Statements £	Adjustments Made £	2014/15 Restated £
<i>Movement in Reserves Statement - Revaluation Reserve</i>			
Balance 31 March 2014	4,146,946	238,745	4,385,691
Other Comprehensive Income and Expenditure	1,399,581	136,480	1,536,061
Adjustments between Accounting Basis and Funding Basis Under Regulations	-71,308	-82,238	-153,546
Increase/(Decrease) in Year	1,328,273	54,242	1,382,515
Balance at 31 March Carried Forward	5,475,219	292,987	5,768,206

Comprehensive Income and Expenditure Statement

	2014/15 Statements £	Adjustments Made £	2014/15 Restated £
Cost of Services	6,637,658	2,964	6,640,622
<i>Financing and Investment Income and Expenditure</i>			
(Gain)/Loss on Investment Property	-100,186	100,186	0
(Gain)/Loss on Trading Activities	-41,332	-10,193	-51,525
Impact on (Surplus) or Deficit on Provision of Services		92,957	
(Surplus) or Deficit on Revaluation of Property, Plant and Equipment Assets	-1,399,581	-136,480	-1,536,061
Impact on Other Comprehensive Income and Expenditure		-136,480	
Impact on Total Comprehensive Income and Expenditure		-43,523	

Cash Flow Statement

	2014/15 Statements £	Adjustments Made £	2014/15 Restated £
Net (Surplus) or Deficit on the Provision of Services	104,620	92,957	197,577
Adjustments to Net Surplus or deficit on the Provision of Services for non-Cash Movements	-2,042,143	-92,957	-2,135,100

Notes to the Core Financial Statements

Balance Sheet 31 March 2015

	2014/15 Statements £	Adjustments Made £	2014/15 Restated £
Long Term Assets			
Property Plant and Equipment - Other Land and Buildings	11,028,600	768,100	11,796,700
Investment Properties	918,100	-918,100	0
Current Assets			
Assets Held for Sale	3,250	150,000	153,250
Impact on Net Assets		0	
Unusable Reserves			
Capital Adjustment Account	7,739,254	-292,987	7,446,267
Revaluation Reserve	5,475,219	292,987	5,768,206
Impact on Total Reserves		0	
Net Impact of Adjustments		0	

Balance Sheet 31 March 2014

	2013/14 Statements £	Adjustments Made £	2013/14 Restated £
Long Term Assets			
Property Plant and Equipment - Other Land and Buildings	10,017,859	836,249	10,854,108
Investment Properties	1,044,772	-1,044,772	0
Current Assets			
Assets Held for Sale	38,600	165,000	203,600
Impact on Net Assets		-43,523	
Unusable Reserves			
Capital Adjustment Account	8,498,529	-282,268	8,216,261
Revaluation Reserve	4,146,946	238,745	4,385,691
Impact on Total Reserves		-43,523	
Net Impact of Adjustments		0	

2 ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT YET BEEN ADOPTED

The Code of Practice on Local Authority Accounting in the United Kingdom (the Code) requires the disclosure of information relating to the expected impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. This applies to the adoption of the following new or amended standards within the 2016/17 Code:

IAS 1 'Presentation of Financial Statements' provides guidance on the form of the financial statements. The 'Telling the Story' review of the presentation of Local Authority financial statements as well as the December 2014 changes to IAS 1 under the International Accounting Standards Board (IASB) Disclosure Initiative will result in changes to the format of the accounts in 2016/17. The format of the Comprehensive Income and Expenditure Statement and the Movement in Reserves Statement will change and introduce a new Expenditure and Funding Analysis.

Other minor changes due to Annual Improvement to IFRSs cycles, IFRS11 Joint arrangements, IAS 16 Property Plant, Equipment and IAS 38 Intangible Assets and IAS 19 Employee Benefits are minor and are not expected to have a material effect on the Council's Statement of Accounts.

The Code requires implementation from 1 April 2016 and there is therefore no impact on the 2015/16 Statement of Accounts.

3 CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set at the beginning of the Statement of Accounts, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- There is a degree of uncertainty about the future levels of funding for local government services in future years. However, the Council has determined that this uncertainty is not sufficient to provide an indication that the assets of the Council might be impaired as a result of a need to close facilities and reduce levels of service provision.
- As referred to in note 1, the council has undertaken a full review of the classification of its assets, the council has identified that those assets previously classified in the accounts as Investment Properties are better classified as Other Land and Buildings within the category of Property, Plant and Equipment. This reclassification has a number of impacts across the statement of accounts, as detailed in note 1.

Notes to the Core Financial Statements

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

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

The items in the Council's Balance Sheet at 31 March 2016 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets.	<p>Mercer Limited are the actuaries for the Lancashire County Pension Fund. The Pension Fund Deficit for Ribble Valley at 31 March 2016 was £14.436m. The following sensitivity analysis is provided by Mercer Limited:</p> <ul style="list-style-type: none"> • +0.1% p.a. discount rate as at 31 March 2016: deficit would be £13.493m • +0.1% p.a. inflation as at 31 March 2016: deficit would be £15.395m • +0.1% p.a. pay growth as at 31 March 2016: deficit would be £14.656m • 1 year addition to members' life expectancy as at 31 March 2016: deficit would be £15.491m
Arrears	At 31 March 2016, the Council had a balance of sundry debtors of £600,941 (including overpaid housing benefits). A review of significant balances suggested that an impairment of doubtful debts of £168,864 (including overpaid housing benefits) was appropriate. However, the level of such an allowance may fluctuate in adequacy.	If collection rates were to deteriorate, a 10% increase in the impairment would equate to £16,886
Business Rates Appeals Provision	At the 31 March the Council made a provision on the Collection Fund of £1,171,500 in relation to the liability for any successful appeals lodged with the Valuation Office. The level of this provision which relates to this council is £468,600 as shown on the Balance Sheet. The impact from successful appeals can potentially be significant in its impact on the finances that the council retains under the localisation of business rates. The council also has an earmarked reserve to further protect itself from the volatilities around business rates and retained income.	If anticipated appeals were to be 10% higher than those allowed for in the provision, the increase would equate to £117,150 in total or a £46,860 share for this council.

5 MATERIAL ITEMS OF INCOME AND EXPENSE

VAT Sharing Arrangement

As part of the Voluntary Housing Stock Transfer an agreement was reached with Ribble Valley Homes Ltd to share their Value Added Tax that they can claim from HM Revenue and Customs. This arrangement is unique to Councils and Registered Social Landlords upon transfer. In the 2015/16 financial year the Council received £158,431 from Ribble Valley Homes Ltd under these arrangements (£184,611 in 2014/15)

Cost Sharing Agreement

In 2014/15 the Council entered into a Cost Sharing Agreement with Lancashire County Council for the disposal of recyclable household waste. In previous years the council received recycling credits. Under the terms of the Cost Sharing Agreement all recyclate is passed to Lancashire County Council with the exception of paper and cardboard, a waste stream which the Council is able to retain and sell, although the income received for paper and card is deducted from the annual cost sharing payment received.

Under the terms of the agreement any additional income received for materials in excess of tonnages collected in 2013/14 are shared on a 50/50 basis with Lancashire County Council. In 2015/16 the Council received £430,341 cost sharing income which was reduced by £70,098 due to the paper and cardboard penalty. This resulted in net cost sharing income of £360,243 (£389,223 recycling credits received in 2014/15).

Housing Benefit

The Council has a statutory duty to administer Housing Benefit claims on behalf of the Department for Work and Pensions. The Council pays out Housing Benefits to eligible claimants. In 2015/16 £7.25m was paid out (£7.37m in 2014/15), after taking into account reimbursements from claimants for any overpayments made. The Council receives subsidy grant from the Department for Work and Pensions to cover the payments made. Subsidy grant of £7.3m was received from the Department for Work and Pensions in 2015/16 (£7.41m in 2014/15).

Notes to the Core Financial Statements

6 TAXATION AND NON-SPECIFIC GRANT INCOME

Included within this grouping on the Comprehensive Income and Expenditure Statement are four major categories of income.

Council Tax

	2014/2015 £	2015/2016 £
Ribble Valley Borough Council Precept	-3,009,500	-3,053,395
Precept Relating to Parishes	-359,632	-363,992
Surplus Received in Year (Declared January Prior to Start of Year)	-228	-22,004
Movement on Collection Fund (Surplus) at Year End	-35,960	-28,480
Total Council Tax	-3,405,320	-3,467,871

Non-Domestic Rates Income and Expenditure

Business Rates Element	2014/2015 £	2015/2016 £
Ribble Valley Borough Council Share of Business Rates Income	-5,589,528	-5,803,790
Less Tariff Payable to Central Government	4,244,345	4,325,447
Business Rates Growth Levy Payable to Central Government	332,019	294,424
(Surplus)/Deficit Payment in Year (Declared January Prior to Start of Year)	-30,122	46,136
Movement on Collection Fund Deficit at Year End	12,095	279,025
Business Rates Retained on Renewable Energy Schemes	-129	-11,595
Overall Net Retained Business Rates Related Income	-1,031,320	-870,353

Revenue Support Grant

This is a source of funding that has seen a steady decrease over past years and is forecast to cease in 2019/20. In 2015/16 we received £1,011,321 (2014/15 £1,397,544).

Other Non-Specific Grants

	2014/2015 £	2015/2016 £
Council Tax Freeze Grant	-32,048	-32,380
Rural Areas Delivery Grant	-2,665	0
New Homes Bonus	-594,806	-968,616
New Homes Bonus - Returned Funding	-4,084	-4,002
Business Rates Section 31 Grants		
Small Business Rates Relief (SBRR) Scheme	-382,186	-410,394
SBRR on Existing Properties where 2nd Property is Occupied	-1,796	-5,570
'New Empty' Properties	-3,948	-1,982
'Long Term Empty' Properties	-1,962	-11,968
Retail Relief	-123,441	-215,375
Flooding Relief	0	-22,346
In Lieu of Transitional Relief	0	-7,989
Multiplier Cap	-14,579	-17,241
Total Other Non-Specific Grants	-1,161,515	-1,697,863

7 EVENTS AFTER THE BALANCE SHEET DATE

The Statement of Accounts was authorised for issue on the 20 June 2016. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2016, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

8 ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

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

The following sets out a description of the reserves that the adjustments are made against.

Notes to the Core Financial Statements

General Fund Balance

The General Fund is the statutory fund into which all the receipts of an authority are required to be paid and out of which all liabilities of the authority are to be met, except to the extent that statutory rules might provide otherwise. These rules can also specify the financial year in which liabilities and payments should impact on the General Fund Balance, which is not necessarily in accordance with proper accounting practice.

The General Fund Balance therefore summarises the resources that the Council is statutorily empowered to spend on its services or on capital investment (or the deficit of resources that the Council is required to recover) at the end of the financial year.

Capital Receipts Reserve

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

Capital Grants Unapplied

The Capital Grants Unapplied Account (Reserve) holds the grants and contributions received towards capital projects for which the Council has met the conditions that would otherwise require repayment of the monies but which have yet to be applied to meet expenditure. The balance is restricted by grant terms as to the capital expenditure against which it can be applied and/or the financial year in which this can take place.

Notes to the Core Financial Statements

Movements in 2015/16	Usable Reserves			Movement in Unusable Reserves £
	General Fund Balance £	Capital grants Unapplied £	Capital Receipts Reserve £	
Adjustments between Accounting Basis and Funding Basis Under Regulations				
Adjustments primarily involving the Capital Adjustment Account				
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement</u>				
Charges for depreciation and impairment of non-current assets	826,228			-826,228
Revaluation losses on Property Plant and Equipment (Charged to surplus or Deficit on Provision of Services)	170,238			-170,238
Amortisation of Intangible Assets	29,138			-29,138
Capital Grants and Contributions Applied	-173,308			173,308
Income in Relation to Donated Assets	0			0
Revenue Expenditure Funded from Capital Under Statute	260,098			-260,098
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	153,250			-153,250
<u>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Account</u>				
Statutory Provision for the Financing of Capital investment	-132,815			132,815
Capital expenditure charged against General Fund Balances	-526,722			526,722
Adjustments primarily involving the Capital Grants Unapplied Account				
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	-14,088	14,088		
Application of grants to capital financing transferred to the Capital Adjustment Account		-800		800

Notes to the Core Financial Statements

Movements in 2015/16	Usable Reserves			Movement in Unusable Reserves £
	General Fund Balance £	Capital grants Unapplied £	Capital Receipts Reserve £	
Adjustments between Accounting Basis and Funding Basis Under Regulations				
Adjustments primarily involving the Capital Receipts Reserve				
Transfer of Cash Sale Proceeds Credited as Part of the Gain/Loss on Disposal to the Comprehensive Income and Expenditure Statement	-286,763		286,763	
Use of the Capital Receipts Reserve to finance new capital expenditure			0	0
Contribution from the Capital Receipts Reserve towards administrative cost of Non-Current asset disposals	0			
Contribution from the Capital receipts Reserve to finance the payments to the Government Capital receipts pool	134		-134	
Transfer from deferred capital receipts reserve upon receipt of cash			178	-178
Adjustments primarily involving the Pensions Reserve				
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	1,796,000			-1,796,000
Employer's pensions contributions and direct payments to pensioners payable in the year	-933,000			933,000
Adjustments primarily involving the Collection Fund Adjustment Account				
Amount by which council tax and business rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax and business rates income collected for the year in accordance with statutory requirements	250,545			-250,545
Adjustments 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 statutory requirements	-6,899			6,899
Total Adjustments	1,412,036	13,288	286,807	-1,712,131

Notes to the Core Financial Statements

Movements in 2014/15 Restated	Usable Reserves			Movement in Unusable Reserves £
	General Fund Balance £	Capital grants Unapplied £	Capital Receipts Reserve £	
Adjustments between Accounting Basis and Funding Basis Under Regulations				
Adjustments primarily involving the Capital Adjustment Account				
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement</u>				
Charges for depreciation and impairment of non-current assets	740,038			-740,038
Revaluation losses on Property Plant and Equipment (Charged to surplus or Deficit on Provision of Services)	215,590			-215,590
Amortisation of Intangible Assets	29,138			-29,138
Capital Grants and Contributions Applied	-122,536			122,536
Income in Relation to Donated Assets	-52,000			52,000
Revenue Expenditure Funded from Capital Under Statute	277,857			-277,857
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	225,487			-225,487
<u>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Account</u>				
Statutory Provision for the Financing of Capital investment	-135,859			135,859
Capital expenditure charged against General Fund Balances	-230,785			230,785
Adjustments primarily involving the Capital Grants Unapplied Account				
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	32,336	-32,336		
Application of grants to capital financing transferred to the Capital Adjustment Account			0	0

Notes to the Core Financial Statements

Movements in 2014/15 Restated	Usable Reserves			Movement in Unusable Reserves £
	General Fund Balance £	Capital grants Unapplied £	Capital Receipts Reserve £	
Adjustments between Accounting Basis and Funding Basis Under Regulations				
Adjustments primarily involving the Capital Receipts Reserve				
Transfer of Cash Sale Proceeds Credited as Part of the Gain/Loss on Disposal to the Comprehensive Income and Expenditure Statement	-452,591		452,591	
Use of the Capital Receipts Reserve to finance new capital expenditure			-23,390	23,390
Contribution from the Capital Receipts Reserve towards administrative cost of Non-Current asset disposals	0			
Contribution from the Capital receipts Reserve to finance the payments to the Government Capital receipts pool	235		-235	
Transfer from deferred capital receipts reserve upon receipt of cash			314	-314
Adjustments primarily involving the Pensions Reserve				
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	1,521,000			-1,521,000
Employer's pensions contributions and direct payments to pensioners payable in the year	-931,000			931,000
Adjustments primarily involving the Collection Fund Adjustment Account				
Amount by which council tax and business rates income credited to the Comprehensive Income and Expenditure Statement is different from council tax and business rates income collected for the year in accordance with statutory requirements	-23,866			23,866
Adjustments 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 statutory requirements	-1,886			1,886
Total Adjustments	1,091,158	-32,336	429,280	-1,488,102

Notes to the Core Financial Statements

9 TRANSFERS TO/FROM EARMARKED RESERVES

This note sets out the amounts set aside from the General Fund balance in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2015/16.

General Fund	Balance at 31 March 2014 £	Transfers In 2014/15 £	Transfers Out 2014/15 £	Balance at 31 March 2015 £	Transfers In 2015/16 £	Transfers Out 2015/16 £	Balance at 31 March 2016 £
<u>Reserves for Shorter Term Service Commitments</u>							
<u>Local Recreation Grants Fund</u> <i>Used to fund recreation grants</i>	20,546		-7,860	12,686	16,240		28,926
<u>Audit Reserve Fund</u> <i>Used for computer audit</i>	12,335			12,335			12,335
<u>Christmas Lights/RV in Bloom</u> <i>Available to fund contributions towards Christmas Lights and Ribble Valley in Bloom</i>	1,186			1,186		-350	836
<u>Community Enhancement</u> <i>Used to fund grants to local organisations</i>	11,419			11,419		-11,419	0
<u>Conservation Reserve</u> <i>To fund conservation schemes completed after the financial year end</i>	6,210			6,210		-6,210	0
<u>Market Town Enhancement</u> <i>To fund grants under Market Towns Enhancement Scheme</i>	8,372			8,372		-8,372	0
<u>Refuse Collection</u> <i>To fund refuse collection costs of bin replacements and other cost pressures</i>	93,323	58,266	-4,386	147,203	19,100	-115,984	50,319
<u>Clean Air Reserve</u> <i>To fund clean air survey work</i>	3,161		-480	2,681		-2,681	0
<u>Promotional Activities Reserve</u> <i>To fund planned publicity and promotional activities</i>	12,110	9,260	-12,110	9,260		-9,260	0
<u>Core Strategy Reserve</u> <i>To fund the production of the Core Strategy</i>	83,100		-60,647	22,453		-1,920	20,533
<u>Human Resource Development</u> <i>To provide for staff training commitments</i>	27,500			27,500		-27,500	0
<u>Clitheroe Food Festival</u> <i>Resources set aside to help support the costs associated with the Clitheroe Food Festival</i>		6,204		6,204	13,653		19,857

Notes to the Core Financial Statements

General Fund	Balance at 31 March 2014 £	Transfers In 2014/15 £	Transfers Out 2014/15 £	Balance at 31 March 2015 £	Transfers In 2015/16 £	Transfers Out 2015/16 £	Balance at 31 March 2016 £
<u>Tour of Britain Reserve</u> <i>To fund the potential cost of hosting a stage of the Tour of Britain Cycle Race</i>		90,000	-174	89,826		-89,826	0
Total Reserves for Shorter Term Service Commitments	279,262	163,730	-85,657	357,335	48,993	-273,522	132,806
<u>Reserves to Smooth the Revenue Impact of Longer Term Cyclical Costs</u>							
<u>Elections Fund</u> <i>Used to fund borough elections held once every four years</i>	56,306	22,383		78,689	21,880	-81,493	19,076
<u>Revaluation of Assets Reserve</u> <i>To contribute towards the revaluation of the Council's assets every five years.</i>	8,000	2,000	-8,800	1,200	2,000		3,200
Total Reserves to Smooth the Revenue Impact of Longer Term Cyclical Costs	64,306	24,383	-8,800	79,889	23,880	-81,493	22,276
<u>Reserves for Trading or Business Units</u>							
<u>Building Control Fund</u> <i>Available to equalise net expenditure over a three year period</i>	-103,459	453		-103,006		-2,001	-105,007
Total Reserves for Trading or Business Units	-103,459	453	0	-103,006	0	-2,001	-105,007
<u>Reserves for Sums Set Aside for Major Schemes such as Capital Projects</u>							
<u>Capital</u> <i>Used to fund the capital programme</i>	653,919	215,825	-177,121	692,623	598,921	-526,722	764,822
<u>Clitheroe Cemetery Reserve</u> <i>To finance any future liabilities from the cemetery extension</i>	3,640			3,640		-3,640	0
<u>Civic Suite Reserve</u> <i>Resources set aside to fund future capital spend on the council chamber.</i>		11,420		11,420		-11,420	0
<u>ICT Repairs and Renewals</u> <i>To fund future software and hardware upgrades</i>	69,903	100,000		169,903		-7,614	162,289

Notes to the Core Financial Statements

General Fund	Balance at 31 March 2014 £	Transfers In 2014/15 £	Transfers Out 2014/15 £	Balance at 31 March 2015 £	Transfers In 2015/16 £	Transfers Out 2015/16 £	Balance at 31 March 2016 £
<u>Vehicle & Plant Repairs and Renewals Reserve</u>							
<i>Resources set aside to fund a repairs and renewals fund for the replacement of Vehicles and Plant</i>		300,000		300,000	46,000		346,000
Total Reserves for Sums Set Aside for Major Schemes such as Capital Projects	727,462	627,245	-177,121	1,177,586	644,921	-549,396	1,273,111
<u>Reserves for Longer Term Strategic or Corporate Items</u>							
<u>Concessionary Travel</u>							
<i>To fund the transfer of the administration of the scheme to upper tier local authorities</i>	40,026		-40,026	0			0
<u>VAT Shelter Reserve</u>							
<i>Funds received from the post LSVT VAT Shelter arrangements, partly used to contribute towards the future financing of the capital programme</i>	1,511,441	184,612	-86,000	1,610,053	158,431	-392,204	1,376,280
<u>Fleming VAT Claim</u>							
<i>VAT recovered from 'Fleming' claim challenge to HMRC</i>	239,926	13,027	-18,050	234,903		-39,106	195,797
<u>Insurance</u>							
<i>Available to meet any costs following demise of Municipal Mutual Insurance Company</i>	16,748			16,748		-2,167	14,581
<u>Repairs and Maintenance</u>							
<i>To fund emergency repairs and maintenance items, including legionella and asbestos abatement</i>	29,299	5,000		34,299	8,570	-5,000	37,869
<u>Post LSVT</u>							
<i>To fund any costs post LSVT which may arise, such as pension fund liabilities</i>	365,125		-36,512	328,613		-36,513	292,100
<u>Restructuring Reserve</u>							
<i>To fund costs resulting from restructuring reviews</i>	227,541			227,541			227,541
<u>Equipment Reserve</u>							
<i>To fund essential and urgent equipment requirements</i>	84,096	34,635	-25,171	93,560	41,053	-11,863	122,750

Notes to the Core Financial Statements

General Fund	Balance at 31 March 2014 £	Transfers In 2014/15 £	Transfers Out 2014/15 £	Balance at 31 March 2015 £	Transfers In 2015/16 £	Transfers Out 2015/16 £	Balance at 31 March 2016 £
<u>Invest to Save Fund</u> <i>To fund future invest to save projects</i>	250,000			250,000			250,000
<u>Planning Reserve</u> <i>To fund any future potential planning issues</i>	178,020	55,110	-17,188	215,942		-59,204	156,738
<u>Housing Benefit Reserve</u> <i>To help meet the challenges facing the service in the coming years</i>	100,000			100,000			100,000
<u>Business Rates Volatility Reserve</u> <i>To provide some protection against business rates volatilities</i>	212,704	102,047		314,751	350,043		664,794
<u>New Homes Bonus Reserve</u> <i>To help finance future economic development capital schemes</i>	339,418	261,026	-95,029	505,415	292,551	-35,662	762,304
Total Reserves for Longer Term Strategic or Corporate Items	3,594,344	655,457	-317,976	3,931,825	850,648	-581,719	4,200,754
<u>Reserves for External Funding where Expenditure has yet to be Incurred</u>							
<u>Performance Reward Grant</u> <i>Performance Reward Grant received and to be used to finance Partnership posts</i>	302,874		-88,192	214,682		-139,565	75,117
<u>Forest of Bowland Reserve</u> <i>To fund access improvement schemes within the Ribble Valley section of the Forest of Bowland</i>	29,646			29,646		-29,646	0
<u>Land Charges Reserve</u> <i>To fund any potential restitution claims for personal search fees</i>	11,000		-6,526	4,474	72,406	-28,321	48,559
<u>Pendle Hill User Reserve</u> <i>To fund improvement schemes on Pendle Hill</i>	16,703	191	-3,247	13,647	30,337	-11,465	32,519
<u>Crime Reduction Partnership Reserve</u> <i>To fund cost of crime reduction initiatives</i>	29,950	11,770	-22,615	19,105	5,070		24,175

Notes to the Core Financial Statements

General Fund	Balance at 31 March 2014 £	Transfers In 2014/15 £	Transfers Out 2014/15 £	Balance at 31 March 2015 £	Transfers In 2015/16 £	Transfers Out 2015/16 £	Balance at 31 March 2016 £
<u>Wellbeing and Health Equality</u>							
<i>To fund expenditure on Wellbeing and Health</i>	47,428			47,428		-47,428	0
<u>Exercise Referral Reserve</u>							
<i>To fund potential residual staffing costs</i>	6,433	13,750		20,183	790	-4,572	16,401
<u>Housing Related Grants Reserve</u>							
<i>Residual grant received, to be committed to future grant schemes</i>	26,202	20,876	-20,598	26,480	54,460	-22,930	58,010
<u>Community Right to Bid/Challenge</u>							
<i>To fund any future costs under the Community Right to Bid and Community Right to Challenge Regulations</i>	29,822	16,402		46,224			46,224
<u>Grant Funded Sports Development</u>							
<i>To finance future Sports Development grant funded expenditure</i>	1,500	2,000		3,500	2,010		5,510
<u>Whalley Moor Reserve</u>							
<i>Grant received towards work at Whalley Moor Woodland</i>	4,970			4,970		-450	4,520
<u>Inspire III Reserve</u>							
<i>Grant received from DEFRA which will be used to fund future Inspire III work</i>	7,131		-7,131	0			0
<u>Individual Electoral Registration Reserve</u>							
<i>Grant received for the implementation of Individual Electoral Registration which will be used to fund this work</i>	17,024	37,276	-31,012	23,288	19,880	-25,266	17,902
<u>Neighbourhood Planning Reserve</u>							
<i>DCLG Neighbourhood Planning Grant received to fund future related expenditure</i>	0	10,000		10,000	5,000		15,000

Notes to the Core Financial Statements

General Fund	Balance at 31 March 2014 £	Transfers In 2014/15 £	Transfers Out 2014/15 £	Balance at 31 March 2015 £	Transfers In 2015/16 £	Transfers Out 2015/16 £	Balance at 31 March 2016 £
Repossession Prevention Fund Reserve							
<i>Ring-fenced DCLG funded reserve to help prevent repossessions and homelessness.</i>	0	34,211		34,211		-5,720	28,491
Parish Grant Reserve							
<i>PRG resources set aside to fund the Parish Grant Scheme</i>	0			0	109,134		109,134
Total Reserves for External Funding where Expenditure has yet to be Incurred	530,683	146,476	-179,321	497,838	299,087	-315,363	481,562
Total of all Earmarked Reserves	5,092,598	1,617,744	-768,875	5,941,467	1,867,529	-1,803,494	6,005,502

Notes to the Core Financial Statements

10 PROPERTY, PLANT AND EQUIPMENT

Movements in 2015/16	Other Land and Buildings £'000	Vehicles, Plant, Furniture and Equipment £'000	Infra-Structure Assets £'000	Community Assets £'000	Surplus Assets (Not Held for Sale) £'000	Total Property, Plant and Equipment £'000
<u>Cost or Valuation</u>						
At 1 April 2015	11,797	4,090	357	1,593	117	17,954
Additions/Acquisitions	239	439	2			680
Derecognition - Disposal		-182				-182
Revaluation increases/(decreases) recognised in the Revaluation Reserve	448				-12	436
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	-142				-28	-170
Assets reclassified and transfers						0
At 31 March 2016	12,342	4,347	359	1,593	77	18,718
<u>Accumulated Depreciation and Impairments</u>						
At 1 April 2015		-2,216	-34	-14		-2,264
Derecognition - Disposal		182				182
Depreciation Charge	-334	-476	-9	-3	-4	-826
Depreciation written out to the Revaluation Reserve	334				4	338
Depreciation Written Out to the Surplus/Deficit on the Provision of Services						0
Impairment (Losses) /Reversals recognised in the Revaluation Reserve						0
Impairment (Losses) /Reversals recognised in the Surplus/Deficit on the Provision of Services						0
Reclassifications and Transfers						0
At 31 March 2016	0	-2,510	-43	-17	0	-2,570
Net Book Value						
at 31 March 2015	11,797	1,874	323	1,579	117	15,690
at 31 March 2016	12,342	1,837	316	1,576	77	16,148

Notes to the Core Financial Statements

Movements in 2014/15 Restated	Other Land and Buildings £'000	Vehicles, Plant, Furniture and Equipment £'000	Infra-Structure Assets £'000	Community Assets £'000	Surplus Assets (Not Held for Sale) £'000	Total Property, Plant and Equipment £'000
<u>Cost or Valuation</u>						
At 1 April 2014	11,838	4,166	353	1,593	60	18,010
Additions/Acquisitions	33	66	4		52	155
Derecognition - Disposal		-142				-142
Revaluation increases/(decreases) recognised in the Revaluation Reserve	296				5	301
Revaluation increases/(decreases) recognised in the Surplus/Deficit on the Provision of Services	-195					-195
Assets reclassified and transfers	-175					-175
At 31 March 2015	11,797	4,090	357	1,593	117	17,954
<u>Accumulated Depreciation and Impairments</u>						
At 1 April 2014	-984	-1,822	-25	-11	-6	-2,848
Derecognition - Disposal		120				120
Depreciation Charge	-213	-514	-9	-3	-1	-740
Depreciation written out to the Revaluation Reserve	930				7	937
Depreciation Written Out to the Surplus/Deficit on the Provision of Services	13					13
Impairment (Losses) /Reversals recognised in the Revaluation Reserve	236					236
Impairment (Losses) /Reversals recognised in the Surplus/Deficit on the Provision of Services	16					16
Reclassifications and Transfers	2					2
At 31 March 2015	0	-2,216	-34	-14	0	-2,264
Net Book Value						
at 31 March 2014	10,854	2,344	328	1,582	54	15,162
at 31 March 2015	11,797	1,874	323	1,579	117	15,690

Notes to the Core Financial Statements

Depreciation

The Council charges its service accounts depreciation for all fixed assets (except freehold land) used in the provision of services. The council operates a straight-line method for depreciation. Provision for depreciation is made by allocating the cost (or revalued amount) less estimated residual value of the assets. The useful economic life used for assets is as follows:

	Years
Buildings	50
Infrastructure	40
Large Equipment	10
Large Vehicles	8
Small Vehicles	5
Small Plant/Equipment	3

The useful economic life used for an asset in the calculation of depreciation will only differ from the above table where an updated asset life is provided at the time of any revaluation of council assets. Such updated asset lives would be used for future depreciation calculations.

Assets are not depreciated in the year of acquisition but they are depreciated in the year of disposal. If an asset has major components with different estimated useful lives, these components are depreciated separately.

Revaluation gains are also depreciated with the difference between the current value depreciation and the historical cost depreciation being transferred from the Revaluation Reserve to the Capital Adjustment Account.

Capital Commitments

At 31 March 2016 and 31 March 2015, the Council had no major capital commitments.

Effects of Changes in Estimates

In 2015/16 the Council made no material changes to its accounting estimates for Property, Plant and Equipment. The main change was the recategorisation of assets previously reported as Investment Assets, which is referenced throughout the statements.

Revaluations

The freehold and leasehold properties, which comprise the Council's property portfolio, were revalued on 1 March 2015 by the district valuer, Mr A T Snape BA (Hons) MRICS of the District Valuer Services (DVS), which is the commercial arm of the Valuation Office Agency, Preston. The valuations were made in accordance with the RICS Valuation Standards 6th Edition as published by the Royal Institute of Chartered Surveyors.

Notes to the Core Financial Statements

For each asset under Property, Plant and Equipment an Existing Use Value (EUV) was provided, unless they fell under one of the following categories.

In the case of specialised properties, that is, those properties which are rarely, if ever, sold in the market, except by way of a sale of the business or entity of which it is part, due to uniqueness arising from its specialised nature and design, its configuration, size, location or otherwise, the valuation approach used was Depreciated Replacement Cost (DRC). The DRC approach requires an estimate of the current cost of reproduction or replacement of an asset less deductions for physical deterioration and all relevant forms of obsolescence and optimisation. Such DRC valuations were made having regard to the prospect and viability of the continuance of the occupancy and use.

Assets being Held for Sale were valued at Fair Value, being the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Componentisation

Where the council holds an asset with a value of £500,000 or above, any significant element of that asset would be treated as a separate component for the purposes of asset recognition, measurement, impairment, depreciation or disposal. A 'significant element' is any element of an asset with a value of 10% or above of the overall asset value.

In 2015/16 work was undertaken on reroofing and also replacing the windows of the council offices in Church Walk, Clitheroe. Such works triggered our componentisation scheme. The asset has also been revalued at March 2016 by the district valuer, with no overall change to the asset value or asset life from that given at 31 March 2015.

11 HERITAGE ASSETS

Reconciliation of the Carrying Value of Heritage Assets Held by the Council	Clitheroe Castle Museum Collection £'000	Civic Regalia £'000	Total Heritage Assets £'000
<i><u>Cost or Valuation</u></i>			
At 1 April 2014	803	57	860
Revaluations	24	8	32
At 31 March 2015	827	65	892
<i><u>Cost or Valuation</u></i>			
At 1 April 2015	827	65	892
At 31 March 2016	827	65	892

The Clitheroe Castle Museum Collection

The Clitheroe Castle Museum Collection principally includes archaeological artifacts, geological collections, militaria and items of local social historical interest. The collection is managed by Lancashire Museum Services on behalf of the Council and is insured by them. The collection is reported in the Balance Sheet at insurance valuation. This value has been reviewed by Lancashire Museum Services prior to the latest insurance renewal.

Civic Regalia

The Council's civic regalia is reported in the balance sheet at insurance valuation.

Additions and Disposals of Heritage Assets

There have been no additions to or disposals of the council's Heritage Assets in the 2015/16 or 2014/15 financial years.

Notes to the Core Financial Statements

12 FINANCIAL INSTRUMENTS

Categories of Financial Instruments

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

	<u>Long-Term</u>		<u>Current</u>	
	31 March 2015 £	31 March 2016 £	31 March 2015 £	31 March 2016 £
<u>Investments</u>				
Financial Asset Held for Sale	0	0	10,000	10,000
Loans and receivables	0	0	5,428,723	6,231,526
Total Investments	0	0	5,438,723	6,241,526
<u>Debtors</u>				
Loans and receivables	318,579	303,372		
Financial assets carried at contract amount	0	0	1,030,753	1,115,251
Total Debtors	318,579	303,372	1,030,753	1,115,251
<u>Borrowings</u>				
Financial liabilities at amortised cost	-205,057	-169,664	-35,393	-35,393
Total Borrowings	-205,057	-169,664	-35,393	-35,393
<u>Creditors</u>				
Financial liabilities carried at contract amount	0	0	-704,054	-613,783
Total Creditors	0	0	-704,054	-613,783

The Financial Instruments categorised above represent:

- Amounts shown under Financial Asset Held for Sale represent the subscribed for shares in the UK Municipal Bonds Agency plc (Local Capital Finance Company).
- Amounts shown under Investments as 'loans and receivables' consist of cash held by the council, bank accounts and short term investments.
- Amounts shown under debtors as 'loans and receivables' consist of car loans and a loan to Roefield Leisure Centre.
- Amounts shown under debtors as 'financial assets carried at contract amount' represents net operational (sundry) debtors.
- Amounts shown under borrowings as 'financial liabilities at amortised cost' are loans with the Public Works Loan Board.
- Amounts shown under creditors as 'financial liabilities at contract amount' are the Council's operational creditors.

Notes to the Core Financial Statements

Income, Expenses, Gains and Losses

	2014/2015		2015/2016	
	Financial Liabilities measured at amortised cost	Financial Assets: Loans and receivables	Financial Liabilities measured at amortised cost	Financial Assets: Loans and receivables
	£	£	£	£
Interest expenses	13,199	7,426	11,141	13,847
Interest Income	0	-36,369	0	-48,031
Total	13,199	-28,943	11,141	-34,184

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.

- For loans from the Public Works Loan Board the fair value has been calculated by reference to the premature repayment set of rates in force on 31 March 2015 and 31 March 2016 respectively
- No early repayment or impairment is recognised
- Where an instrument will mature in the next 12 months, carrying amount is assumed to be 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 2015		31 March 2016	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£	£	£	£
Financial Liabilities	240,450	295,031	205,057	256,060

The fair value is greater than the carrying amount because the Council's portfolio of loans are at fixed interest rates and the premature repayment set of rates in force at 31 March were generally higher than the rates at which the money was borrowed.

	31 March 2015		31 March 2016	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£	£	£	£
Long-term debtors	318,579	318,579	303,372	303,372

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

Notes to the Core Financial Statements

13 DEBTORS

	31 March 2015	31 March 2016
	£	£
Central government bodies	128,217	218,327
Other local authorities	215,083	170,600
NHS Bodies	21,387	5,347
Public corporations and trading funds	7,286	5,059
Other entities and individuals		
- House Purchase and Improvement Loans	178	0
- Sundry Debtors	710,623	787,441
- Business Rates	197,050	265,394
- Council Tax	98,629	182,810
- Prepayments	170,568	126,664
- Impairment	-308,676	-365,664
Total	1,240,345	1,395,978

14 CASH AND CASH EQUIVALENTS

	31 March 2015	31 March 2016
	£	£
Cash held by the Council	8,734	5,565
Bank current accounts	199,989	195,921
Short Term Investments	5,220,000	6,030,000
Subtotal	5,428,723	6,231,486

15 CREDITORS

	31 March 2015	31 March 2016
	£	£
Central government bodies	-750,002	-529,771
Other local authorities	-376,256	-638,280
NHS Bodies	-143	0
Public corporations and trading funds	-26,182	-32,595
Other entities and individuals		
Sundry Creditors	-393,081	-396,251
Business Rates	-32,013	-38,211
Council Tax	-52,340	-48,988
Commuted Sums	-121,822	-178,816
Refundable Deposits	-9,605	-12,583
Receipts in Advance	-69,388	-71,481
Total	-1,830,832	-1,946,976

16 PROVISIONS

The only provision, which is shown in the table below, relates to amounts set aside to meet potential future liabilities from appeals due to the introduction of the business rates retention scheme.

Business Rates Appeals Provision	2014/15 £	2015/16 £
Balance at 1 April	147,200	186,880
Additional provisions made in the year	39,680	281,720
Balance at 31 March	186,880	468,600

17 USABLE RESERVES

Movements in the Council's usable reserves are detailed in this note, the Movement in Reserves Statement and Note 8.

In summary the Usable Reserves are shown below. Detailed analysis of the council's earmarked reserves is available in Note 9.

31 March 2015 £	31 March 2016 £
2,103,114 General Fund Balance	2,678,832
5,941,467 Earmarked General Fund Reserves	6,005,502
458,239 Usable Capital Receipts Reserve	745,046
13,822 Capital Grants Unapplied	27,110
8,516,642 Total Usable Reserves	9,456,490

General Fund Balance

The general fund balance is a usable reserve of the council which is not earmarked or set aside for any specific purpose.

It is very important to maintain healthy levels of general fund balances to cover for unforeseen events and also provide a stable level of resources for future planning.

2014/2015 £	2015/2016 £
2,058,402 Opening General Fund balance	2,103,114
44,712 Net amount added to (taken from) General Fund balance	575,718
2,103,114 Closing General Fund balance	2,678,832

Notes to the Core Financial Statements

Earmarked General Fund Reserves

Unlike the general fund balance, the council's Earmarked General fund Reserves have been set aside for a specific purpose. The Council has a variety of earmarked reserves and the specific details of each one can be seen at Note 9.

The table below provides a high level summary of the movement in the Council's Earmarked General Fund Reserves

2014/2015 £	2015/2016 £
5,092,598 Opening Earmarked General Fund Reserves	5,941,467
1,617,744 Amounts added to Earmarked General Fund Reserves	1,867,529
-768,875 Amounts taken from Earmarked General Fund Reserves	-1,803,494
5,941,467 Closing Earmarked General Fund Reserves	6,005,502

Capital Grants Unapplied

Where a capital grant or contribution has been recognised as income in the Comprehensive Income and Expenditure Statement, but the expenditure to be financed from that grant or contribution has not been incurred at the Balance Sheet date, the grant or contribution is transferred to the Capital Grants Unapplied Account reflecting its status as a capital resource available to finance expenditure.

2014/2015 £	2015/2016 £
46,158 Opening Capital Grants Unapplied	13,822
1,875 Amounts added to Capital Grants Unapplied	14,088
-34,211 Amounts released from Capital Grants Unapplied and Recategorised as an Earmarked Reserve for Revenue Grant Purposes	0
0 Amounts taken from Capital Grants Unapplied	-800
13,822 Closing Capital Grants Unapplied	27,110

Usable Capital Receipts Reserve

Capital Receipts arise from the sale of assets owned by the Council. Any receipts from General Fund asset sales are credited to the Usable Capital Receipts Reserve to finance future capital expenditure.

2014/2015 £	2015/2016 £
28,959 Opening Usable Capital Receipts Reserve	458,239
452,670 Amounts added to the Usable Capital Receipts Reserve	286,807
-23,390 Amounts taken from the Usable Capital Receipts Reserve	0
458,239 Closing Usable Capital Receipts Reserve	745,046

18 UNUSABLE RESERVES

31 March 2015 Restated £		31 March 2016 £
7,446,267	Capital Adjustment Account	7,119,622
-55,133	Collection Fund Adjustment Account	-305,678
5,768,206	Revaluation Reserve	6,263,401
178	Deferred Capital Receipts Account	0
-17,122,324	Pension Reserve	-14,435,324
-59,605	Accumulated Absences Account	-52,706
-4,022,411	Total Unusable Reserves	-1,410,685

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 additions to those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or subsequent costs as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert current and fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Council as finance for the costs of acquisition, construction and subsequent costs.

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

Note 8 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

Notes to the Core Financial Statements

2014/2015 Restated £		2015/2016 £	£
8,216,261	Balance at 1 April		7,446,267
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive income and Expenditure statement		
-740,038	- Charges for depreciation and impairment of non-current assets	-826,228	
-215,590	- Revaluation losses on Property, Plant and Equipment	-170,238	
-29,138	- Amortisation of intangible assets	-29,138	
-277,857	- Revenue expenditure funded from capital under statute	-260,098	
-225,487	- 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	-153,250	
-1,488,110			-1,438,952
153,546	Adjusting amounts written out of the Revaluation Reserve		278,662
6,881,697	Net written out amount of the cost of non-current assets consumed in the year		6,285,977
	Capital financing applied in the year		
23,390	- Use of the Capital Receipts Reserve to finance new capital expenditure	0	
122,536	- Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	173,308	
0	- Application of grants to capital financing from the Capital Grants Unapplied Account	800	
135,859	- Statutory provision for the financing of capital investment charged against the General Fund	132,815	
230,785	- Capital expenditure charged against the General Fund balance	526,722	
512,570			833,645
52,000	Donated Assets		0
	Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement		0
7,446,267	Balance at 31 March		7,119,622

Collection Fund Adjustment Account

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

2014/2015 £		2015/2016 £
-78,999	Balance at 1 April	-55,133
35,960	Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	28,480
-12,094	Amount by which business rates income credited to the Comprehensive Income and Expenditure Statement is different from business rates income calculated for the year in accordance with statutory requirements	-279,025
-55,133	Balance at 31 March	-305,678

Revaluation Reserve

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

- Revalued downwards or impaired and the gains are lost
- Used in the provision of services and the gains are consumed through depreciation, or
- Disposed of and the gains are realised.

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

2014/2015 Restated £		2015/2016 £
4,385,691	Balance at 1 April	5,768,206
2,016,172	Upward revaluation of assets	896,506
-480,111	Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	-122,649
1,536,061	Surplus or Deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	773,857
-76,356	Difference between fair value depreciation and historical cost depreciation	-143,470
-77,190	Accumulated gains on assets sold or scrapped	-135,192
-153,546	Amount written off to the Capital Adjustment Account	-278,662
5,768,206	Balance at 31 March	6,263,401

Notes to the Core Financial Statements

Deferred Capital Receipts Account

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

2014/2015 £	2015/2016 £
492 Balance at 1 April	178
-314 Transfer to the Capital Receipts Reserve upon receipt of cash	-178
178 Balance at 31 March	0

Pension Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Council accounts for post-employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs.

However, statutory arrangements require benefits earned to be financed as the Council makes employer's contributions to the pension fund or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2014/2015 £	2015/2016 £
-12,007,324 Balance at 1 April	-17,122,324
-4,525,000 Remeasurements of the net defined benefit liability/(asset)	3,550,000
-1,521,000 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	-1,796,000
931,000 Employer's pensions contributions and direct payments to pensioners payable in the year	933,000
-17,122,324 Balance at 31 March	-14,435,324

Notes to the Core Financial Statements

Accumulated Absences Account

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

2014/2015 £		2015/2016 £
-61,491	Balance at 1 April	-59,605
61,491	Settlement or cancellation of accrual made at the end of the preceding year	59,605
-59,605	Amounts accrued at the year end of the current year	-52,706
1,886	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	6,899
-59,605	Balance at 31 March	-52,706

19 CASH FLOW STATEMENT – OPERATING ACTIVITIES

The cash flows for operating activities include the following items:

2014/2015 £		2015/2016 £
-28,943	Interest received	-34,184
13,199	Interest paid	11,141
-15,744	Net Interest	-23,043

The surplus or deficit on the provision of services has been adjusted for the following items that are investing and financing activities:

2014/2015 £		2015/2016 £
452,670	Proceeds from the sale of property, plant and equipment and intangible assets	286,807
452,670		286,807

Notes to the Core Financial Statements

The surplus or deficit on the provision of service has been adjusted for the following non-cash movements:

2014/2015 Restated £	2015/2016 £
-740,038 Depreciation	-826,228
-215,590 Impairment and downward valuations	-170,238
-29,138 Amortisation	-29,138
-145,833 Increase/decrease in creditors	140,426
-224,193 Increase/decrease in debtors	8,355
-22,155 Increase/decrease in inventories	180,547
-39,680 Increase/decrease in provisions	-281,720
-590,000 Movement in pension liability	-863,000
-225,487 Carrying amount of non-current assets and non-current assets held for sale, sold or de-recognised	-153,250
122,536 Capital Grants and Contributions Applied	173,307
-277,857 Revenue Expenditure Funded from Capital Under Statute	-260,098
230,785 Capital Expenditure Charged against General Fund Balances	526,722
-32,336 Capital Grants and Contributions Unapplied Credited to the Comprehensive Income and Expenditure Statement	14,088
1,886 Accumulated Absences Account	6,899
52,000 Donated Assets	0
-2,135,100	-1,533,328

20 CASH FLOW STATEMENT – INVESTING ACTIVITIES

2014/2015 £	2015/2016 £
380,811 Purchase of property, plant and equipment, investment property and intangible assets	820,268
10,000 Purchase of short-term and long-term investments	0
-452,670 Proceeds from the sale of property, plant and equipment, investment property and intangible assets	-286,807
-320,985 Other receipts from investing activities	-714,117
-382,844 Net cash flows from investing activities	-180,656

21 CASH FLOW STATEMENT – FINANCING ACTIVITIES

2014/2015 £	2015/2016 £
53,250 Repayments of short- and long-term borrowing	35,393
-356,497 Other payments for financing activities	-183,262
-303,247 Net cash flows from financing activities	-147,869

Notes to the Core Financial Statements

22 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 Council on the basis of budget reports analysed across Committees. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- Other than depreciation, no charges are made in committee reports in relation to capital expenditure, capital grants and contributions, or revenue expenditure funded from capital under statute (whereas revaluation and impairment losses in excess of the balance on the Revaluation Reserve, amortisations, revenue expenditure funded from capital under statute and Capital grants and contributions are all shown on services in the Comprehensive Income and Expenditure Statement).
- The cost of retirement benefits is based on cash flows (payment of employer's pension contributions) rather than current service cost of benefits accrued in the year.
- Accumulated Absences costs are not included in the reports to Committees.

Committee Income and Expenditure 2015/2016	Community Services Committee £	Health and Housing Committee £	Planning and Development Committee £	Policy and Finance Committee £	Total £
Fees, charges and other service income	-4,735,261	-347,505	-829,654	-4,921,019	-10,833,439
Government Grants	0	-7,572,062	0	-311,307	-7,883,369
Total Income	-4,735,261	-7,919,567	-829,654	-5,232,326	-18,716,808
Employee related expenditure	2,949,824	5,452	4,020	3,101,377	6,060,673
Other service expenses	3,126,614	7,560,982	241,141	1,832,701	12,761,438
Support Services recharges	1,257,619	1,008,527	1,050,301	2,224,462	5,540,909
Depreciation	704,792	22,858	7,544	120,172	855,366
Total Expenditure	8,038,849	8,597,819	1,303,006	7,278,712	25,218,386
Net Expenditure	3,303,588	678,252	473,352	2,046,386	6,501,578

Notes to the Core Financial Statements

Committee Income and Expenditure 2014/2015 Restated	Community Services Committee £	Health and Housing Committee £	Planning and Development Committee £	Policy and Finance Committee £	Total £
Fees, charges and other service income	-5,071,727	-275,328	-815,720	-4,857,476	-11,020,251
Government Grants	0	-7,752,140	0	-104,128	-7,856,268
Total Income	-5,071,727	-8,027,468	-815,720	-4,961,604	-18,876,519
Employee related expenditure	3,129,096	2,620	3,704	2,963,807	6,099,227
Other service expenses	3,092,984	7,662,819	207,742	1,405,684	12,369,229
Support Services recharges	1,390,329	1,012,881	1,100,435	2,289,315	5,792,960
Depreciation	645,994	17,166	7,544	98,472	769,176
Total Expenditure	8,258,403	8,695,486	1,319,425	6,757,278	25,030,592
Net Expenditure	3,186,676	668,018	503,705	1,795,674	6,154,073

Reconciliation of 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 Committee income and expenditure relate to the amounts included in the Comprehensive Income and Expenditure Statement.

	2014/2015 Restated £	2015/2016 £
Net Expenditure in the Committee Analysis	6,154,073	6,501,578
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis	435,024	574,544
Cost of Services and Gain/Loss on Trading Accounts in the Comprehensive Income and Expenditure Statement	6,589,097	7,076,122

Notes to the Core Financial Statements

Reconciliation to Subjective Analysis

This reconciliation shows how the figures in the analysis of 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.

2015/2016	Committee Analysis	Amounts not Reported to Management for Decision Making	Cost of Services including Trading Accounts	Corporate Amounts	Total
	£	£	£	£	£
Fees, charges and other service income	-10,833,439	0	-10,833,439	0	-10,833,439
Interest and investment income	0	0	0	-34,184	-34,184
Income from council tax	0	0	0	-3,467,871	-3,467,871
Retained income from business rates	0	0	0	-870,353	-870,353
Capital Grants, Contributions and Donations	0	0	0	-26,500	-26,500
Government grants and contributions	-7,883,369	0	-7,883,369	-2,709,184	-10,592,553
Total Income	-18,716,808	0	-18,716,808	-7,108,092	-25,824,900
Employee related expenditure	6,060,673	305,102	6,365,775	533,000	6,898,775
Other service expenses	12,761,438	0	12,761,438	0	12,761,438
Support Service recharges	5,540,909	0	5,540,909	0	5,540,909
Depreciation, amortisation and impairment	855,366	269,442	1,124,808	0	1,124,808
Interest payments	0	0	0	11,141	11,141
Precepts and levies	0	0	0	363,992	363,992
Payment of Localisation of Council Tax Support Grant to Parishes	0	0	0	11,500	11,500
Pensions Administration Costs	0	0	0	18,000	18,000
Payments to Housing Capital Receipts Pool	0	0	0	133	133
Gain or loss on disposal of Non-Current assets	0	0	0	-133,513	-133,513
Total Expenditure	25,218,386	574,544	25,792,930	804,253	26,597,183
Surplus or Deficit on the Provision of Services	6,501,578	574,544	7,076,122	-6,303,839	772,283

Notes to the Core Financial Statements

2014/2015 Restated	Committee Analysis	Amounts not Reported to Management for Decision Making	Cost of Services including Trading Accounts	Corporate Amounts	Total
	£	£	£	£	£
Fees, charges and other service income	-11,020,251	0	-11,020,251	0	-11,020,251
Interest and investment income	0	0	0	-28,943	-28,943
Income from council tax	0	0	0	-3,405,320	-3,405,320
Retained income from business rates	0	0	0	-1,031,320	-1,031,320
Capital Grants, Contributions and Donations	0	0	0	-56,874	-56,874
Government grants and contributions	-7,856,268	0	-7,856,268	-2,559,059	-10,415,327
Total Income	-18,876,519	0	-18,876,519	-7,081,516	-25,958,035
Employee related expenditure	6,099,227	61,114	6,160,341	508,000	6,668,341
Other service expenses	12,369,229	0	12,369,229	0	12,369,229
Support Service recharges	5,792,960	0	5,792,960	0	5,792,960
Depreciation, amortisation and impairment	769,176	373,910	1,143,086	0	1,143,086
Interest payments	0	0	0	13,199	13,199
Precepts and levies	0	0	0	359,632	359,632
Payment of Localisation of Council Tax Support Grant to Parishes	0	0	0	17,034	17,034
Pensions Administration Costs	0	0	0	19,000	19,000
Payments to Housing Capital Receipts Pool	0	0	0	235	235
Gain or loss on disposal of Non-Current assets	0	0	0	-227,104	-227,104
Total Expenditure	25,030,592	435,024	25,465,616	689,996	26,155,612
Surplus or Deficit on the Provision of Services	6,154,073	435,024	6,589,097	-6,391,520	197,577

Notes to the Core Financial Statements

23 MEMBERS' ALLOWANCES

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

	2014/2015 £	2015/2016 £
Basic Allowance	118,080	132,694
Special Responsibility Allowances	87,084	73,362
Expenses	4,486	5,096
	209,650	211,152

24 OFFICERS' EMOLUMENTS

Shown in the tables below are details of those officers where the **salary** element within officer remuneration is greater than £50,000.

Remuneration Disclosure (excluding Pension Contributions)

Post Holder Information	Salary	Benefits in Kind	Total Remuneration excluding Pension Contributions	Salary	Benefits in Kind	Total Remuneration excluding Pension Contributions
	2014/2015 £	2014/2015 £	2014/2015 £	2015/2016 £	2015/2016 £	2015/2016 £
Chief Executive ¹	99,826	8,909	108,735	111,927	9,663	121,590
Director of Community Services	77,292	8,096	85,388	79,621	8,770	88,391
Director of Resources	77,292	7,876	85,168	79,621	8,403	88,024
Head of Financial Services	51,000	6,148	57,148	51,601	6,072	57,673
Head of Planning Services	51,000	2,637	53,637	51,601	4,889	56,490
Head of Legal and Democratic Services ²	40,800	2,741	43,541	41,281	3,060	44,341
	397,210	36,407	433,617	415,652	40,857	456,509

¹ The values for the Chief Executive include Acting Returning Officer Fees, which fluctuate from year to year depending on the elections called. (2015/16 £11,671 - Parliamentary and Borough Wide District/Parish Elections and 2014/15 £2,500 - European Elections)

² The Head of Legal and Democratic Services works part-time and the role equates to 0.8 full time equivalent. The full time equivalent salary for this post was £51,601 in 2015/16 (£51,000 in 2014/15) and therefore this officer is required to be disclosed in this note.

Notes to the Core Financial Statements

In both financial years there were no employees with a salary of more than £150,000.

Where an employee is a member of the Local Government Pension Scheme a contribution is made by the council to the pension scheme in addition to the employee's own contribution. The employee's contributions for all staff are made on a sliding scale dependant upon salary level as shown in the table below.

The table below shows the contribution rates that applied in the 2014/15 and 2015/16 financial years. Since 1 April 2014, following changes to the pension scheme, there are now a larger number of contribution bands than in previous years. The band that an employee falls within is now determined by reference to the actual pensionable pay received, not the full time equivalent rate of pay.

Salary Banding 2014/2015	Salary Banding 2015/2016	Employee Contribution Rate
£0 - £13,500	£0 - £13,600	5.50%
> £13,500 - £21,000	> £13,600 - £21,200	5.80%
> £21,000 - £34,000	> £21,200 - £34,400	6.50%
> £34,000 - £43,000	> £34,400 - £43,500	6.80%
> £43,000 - £60,000	> £43,500 - £60,700	8.50%
> £60,000 - £85,000	> £60,700 - £86,000	9.90%
> £85,000 - £100,000	> £86,000 - £101,200	10.50%
> £100,000 - £150,000	> £101,200 - £151,800	11.40%
> £150,000	> £151,800	12.50%

In 2015/16 and 2014/15, the contribution to the pension scheme which the council made was based upon the employee's salary, with a single rate of 14%. A further lump sum payment was also made by the council to the pension fund in year.

Elements of Contribution Rate	2014/2015	2015/2016
Percentage Contribution Rate	14.0%	14.0%
Lump Sum Payment from the Council	£195,900	£203,904

The table below sets out the remuneration disclosures for Senior Officers whose **salary** is less than £150,000 but equal to or more than £50,000 per year, together with the council's pension contributions. The pension contributions shown exclude those which were made by the employee and are based on the Percentage Contribution Rate shown above.

Notes to the Core Financial Statements

Remuneration Disclosure (including Pension Contributions)

Post Holder Information	Total Remuneration excluding Pension Contributions 2014/2015 £	Pension Contributions 2014/2015 £	Total Remuneration including Pension Contributions 2014/2015 £	Total Remuneration excluding Pension Contributions 2015/2016 £	Pension Contributions 2015/2016 £	Total Remuneration including Pension Contributions 2015/2016 £
Chief Executive ¹	108,735	13,976	122,711	121,590	15,670	137,260
Director of Community Services	85,388	10,821	96,209	88,391	11,147	99,538
Director of Resources	85,168	10,821	95,989	88,024	11,147	99,171
Head of Financial Services	57,148	7,140	64,288	57,673	7,224	64,897
Head of Planning Services	53,637	7,140	60,777	56,490	7,224	63,714
Head of Legal and Democratic Services ²	43,541	5,712	49,253	44,341	5,779	50,120
	433,617	55,610	489,227	456,509	58,191	514,700

¹ The values for the Chief Executive include Acting Returning Officer Fees, which fluctuate from year to year depending on the elections called. (2015/16 £11,671 - Parliamentary and Borough Wide District/Parish Elections and 2014/15 £2,500 - European Elections)

² The Head of Legal and Democratic Services works part-time and the role equates to 0.8 full time equivalent. The full time equivalent salary for this post was £51,601 in 2015/16 (£51,000 in 2014/15) and therefore this officer is required to be disclosed in this note.

Notes to the Core Financial Statements

The Council's employees receiving more than £50,000 **remuneration** for the year (excluding employer's pension contributions) were paid the following amounts. This table includes those officers listed in the previous tables, which showed officers where their **salary element** was more than £50,000:

	2014/2015	2015/2016
£50,000 - £54,999	**2	**1
£55,000 - £59,999	1	2
£60,000 - £64,999		
£65,000 - £69,999		
£70,000 - £74,999		
£75,000 - £79,999		
£80,000 - £84,999		
£85,000 - £89,999	2	2
£90,000 - £94,999		
£95,000 - £99,999		
£100,000 - £104,999		
£105,000 - £109,999	*1	
£110,000 - £114,999		
£115,000 - £119,999		
£120,000 - £124,999		*1

* The values for the Chief Executive include Acting Returning Officer Fees, which fluctuate from year to year depending on the elections called. (2015/16 £11,671 - Parliamentary and Borough Wide District/Parish Elections and 2014/15 £2,500 - European Elections)

** The Head of Legal and Democratic Services works part-time and the role equates to 0.8 full time equivalent. The full time equivalent salary for this post was £51,601 in 2015/16 (£51,000 in 2014/15) and therefore this officer is required to be disclosed in this note.

There were no redundancy payments made in 2015/16. There was a payment of £3,401 made in 2014/15, which related to the end of a fixed-term contract for an employee.

25 EXTERNAL AUDIT COSTS

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

	2014/2015 £	2015/2016 £
Fees Payable to Grant Thornton UK LLP with regard to external audit services carried out by the appointed auditor for the year	53,602	40,202
Fees payable to Grant Thornton UK LLP for the certification of grant claims and returns for the year.	14,080	8,920
Rebate on Fees Payable to the Audit Commission with regard to external audit services carried out by the appointed auditor for the previous year	-5,417	0
Total	62,265	49,122

26 GRANT INCOME

The Council credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2015/16 and 2014/15:

	2014/2015 £	2015/2016 £
<i>Credited to Taxation and Non Specific Grant Income</i>		
Revenue Support Grant	-1,397,544	-1,011,321
New Homes Bonus	-594,806	-968,616
New Homes Bonus Adjustment Grant	-4,084	-4,002
Business Rates S31 Grant	-527,912	-692,865
Council Tax Freeze Grant	-32,048	-32,380
Rural Areas Delivery Grant	-2,665	0
Donated Assets	-52,000	0
Capital Grants	-4,874	-26,500
Total Credited to Taxation and Non Specific Grant Income	-2,615,933	-2,735,684
<i>Credited to Services</i>		
<i>Grants Received for Capital Purposes</i>		
Disabled Facilities Grant	-119,536	-160,895
Total Grants Received for Capital Purposes	-119,536	-160,895

Notes to the Core Financial Statements

	2014/2015 £	2015/2016 £
<u>Grants Received for Revenue Purposes</u>		
NNDR Administration	-87,901	-90,494
Lancashire Children's Trust	-15,000	-2,000
Lancashire Highways Partnership	-15,024	-15,324
East Lancashire CCG (Best Foot Forward and Cardiac Rehabilitation)	-26,387	-23,887
Lancashire County Council	-68,977	-68,977
DWP - Rent Allowance and Rent Rebate Subsidy	-7,422,201	-7,298,594
DWP and DCLG Council Tax and Housing Benefit Administration Grant	-187,884	-165,338
DCLG - Right to Bid and Right to Challenge Grants	-16,402	0
DCLG - New Burdens Grant - Localising Support for Council Tax	-56,553	-11,229
DCLG - New Burdens Grant - NNDR Admin Costs Grant	-10,612	0
Ribble Valley Community Safety Partnership	-6,500	-8,500
Affordable Warmth Public Health Grant (LCC)	-21,900	-16,833
DWP LA Data Sharing IT Costs Funding	-11,050	-7,416
DWP Housing Benefits New Burden Grant	-3,453	-3,827
Individual Electoral Registration Grant	-37,276	-19,880
Active East Programme (LCC)	-10,000	0
DCLG Neighbourhood Planning	-5,000	-5,000
DCLG Transparency Code	-5,615	-8,103
DCLG - Single Homelessness Initiative Funding	-3,118	-25,000
Food Standards Agency - Funding for UKFSS Installation	-2,000	0
DWP - Discretionary Housing Payments Funding	-32,583	-27,729
DWP - Migrants Access to Benefits Funding	-1,174	-202
DWP - RTI Bulk Data Matching Funding	-1,074	-2,909
DWP - FERIS Start Up and Maintenance Costs Funding	-3,500	-5,000
Working with Families (LCC)	0	-3,431
Local Sustainable Transport Grant	0	-3,570
Home and Communities Grant	0	-20,000
Storm Desmon and Storm Eva Council Tax Relief Grant	0	-89,401
DCLG - Property Searches	0	-72,406
DCLG - Bellwin Flood Scheme	0	-50,903
DCLG - Implementing 'Right to Move' Funding	0	-3,044
LCC - Domestic Abuse Additional Support Services Grant	0	-28,375
Other Grants	-799	-2,367
Total Grants Received for Revenue Purposes	-8,051,983	-8,079,739
Total Credited to Services	-8,171,519	-8,240,634

Where the Council receives grants, contributions and donations which have conditions attached to them that will require the monies or property to be returned to the giver, such grants, contributions and donations are not recognised as income in the Comprehensive Income and Expenditure Statement. At the end of both financial years there have been no such grants, contributions or donations.

27 RELATED PARTY TRANSACTIONS

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

- Central Government (UK)
- Elected Members of the Council (including any organisation over which they or their close family may exert control or influence)
- Senior Officers of the Council (including any organisation over which they or their close family may exert control or influence)
- Other Public Bodies
- Entities controlled or significantly influenced by the Council.

Central Government (UK)

Central Government has effective control over the general operation of the Council – it is responsible for providing the statutory framework within which the Council operates, provides a large proportion of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. council tax bills, housing benefits). Grants received from government departments are set out in Note 26 on grant income.

Elected Members

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid is shown at Note 23.

Each year, Members declare interests by completing a 'Disclosable Pecuniary Interests' form (these are available for public inspection at the Council Offices, Clitheroe, and on the Council's website) and a 'Related Party Relationships' form.

In respect of the 2015/16 financial year, there were no material transactions between the Council and organisations where Members had declared a controlling interest, from the point of view of the Council.

Notes to the Core Financial Statements

With regard to 2014/15, one grant award was made to an organisation where the award was financially significant to the organisation and a Member had disclosed an interest. This was in respect of a grant for £60,000 awarded to Citizens Advice Bureau Clitheroe to cover core running costs. The Member declaring an interest in this organisation did not take part in any discussions or decisions relating to the grant award.

A number of Members represent the views of the Council on various external bodies and organisations. Consequently, they have no personal controlling interests in those organisations. Please see 'Entities Controlled or Significantly Influenced by the Council' below.

Senior Officers

Senior officers (Directors and Heads of Service) may exert influence or control over the Council's financial and operating policies. Each year, senior officers declare interests by completing a 'Register of Officer Interests' form.

In respect of the 2015/16 financial year, there were no material transactions between the Council and organisations where senior officers had declared a controlling interest, from the point of view of the Council. This was also the case in 2014/15.

Other Public Bodies

The main transactions that have taken place with other public bodies are:

- Payment of precepts to Lancashire County Council, the Police and Crime Commissioner for **Lancashire**, Lancashire Fire and Rescue Service and Precepting Parish and Town Councils – see Collection Fund page 129.
- Other standard business transactions between the Council and Lancashire County Council, such as superannuation payments to Lancashire Pension Fund - see Note 30.

The Council and other public bodies operate under the common control and law of UK Central Government, and do not exert influence or control over each other.

Entities Controlled or Significantly Influenced by the Council

The Council does not have any associated companies or joint venture partners.

A number of Members represent the views of the Council on a number of external bodies and organisations:

- Ribble Valley Homes
- Children's Trust
- Lancashire Tourism Forum
- Lancashire Waste Partnership
- Langho Football Club
- Longridge Social Enterprise Company Limited
- Ribble Valley Sport and Physical Activity Alliance

Notes to the Core Financial Statements

- Ribble Valley Sports and Recreation (Roefield Leisure Centre)
- Salesbury and Copster Green Commons Management Committee
- Carer's Link
- Calderstones NHS Partnership
- Environment Agency Liaison Committee
- Hanson Cement Liaison Committee
- Health and Wellbeing Board (Lancashire County Council)
- Lancashire County Council Adult Social Care and Health Overview and Scrutiny Committee
- North West Regional Older Peoples Champion Network
- Pendle Club, Clitheroe
- Tarmac Liaison Committee
- North West Employers' Organisation
- Forest of Bowland (Area of Outstanding Natural Beauty) Advisory Committee
- SPARSE (Rural Services Partnership)
- Armed Forces Champion
- Clitheroe Royal Grammar School Foundation Trust
- Citizen's Advice Bureau
- Hyndburn and Ribble Valley Council for Voluntary Services
- Local Government Association Consultative Committee
- Police and Crime Panel
- Ribble Valley Community Safety Partnership
- Ribble Valley Community Transport
- Whalley Educational Foundation Trust.

The Council can exert some influence on these organisations but cannot determine the outcome of decisions made by these organisations. Consequently, the Council has no controlling interest over these organisations.

28 CAPITAL EXPENDITURE AND CAPITAL FINANCING

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

Notes to the Core Financial Statements

	2014/2015 £	2015/2016 £
Opening Capital Financing Requirement	3,734,466	3,602,707
Capital Investment		
Property, Plant and Equipment	102,954	680,497
Intangible Assets	0	0
Revenue Expenditure Funded from Capital Under Statute	277,857	260,098
Sources of Finance:		
Capital Receipts	-23,390	0
Grants and Other Contributions	-122,536	-174,107
Sums set aside from revenue:		
- Revenue Contributions	-230,785	-526,722
- Minimum Revenue Provision	-135,859	-132,816
Closing Capital Financing Requirement	3,602,707	3,709,657
Explanation of Movements in Year		
Increase/(Decrease) in Underlying Need to Borrow (Unsupported by Government Financial Assistance)	-131,759	106,950
Increase/(Decrease) in Capital Financing Requirement	-131,759	106,950

29 LEASES

Operating Leases with the Council as Lessee

The council holds a number of vehicles, land and buildings on operating leases.

The future minimum lease payments due are:

	RESTATED 2014/2015 £	2015/2016 £
Not later than one year	94,790	92,399
Later than one year and not later than five years	208,677	190,243
Later than five years	545,995	607,644
	849,462	890,286

The expenditure charged to the Cost of Services in the Comprehensive Income and Expenditure Statement in relation to the above leases was £97,870 (£97,033 in 2014/15 restated).

The 2014/15 prior year figures have been restated to reflect the reclassification of the Albion Mill economic development asset on the balance sheet. The leases related to these assets are now included in this note as operating leases in 2014/15 and 2015/16.

Notes to the Core Financial Statements

Operating Leases with the Council as Lessor

The council leases out land and property under operating leases for community services such as sports and leisure, for economic development, and for commercial use.

The future minimum lease payments receivable are:

	Restated 2014/2015 £	2015/2016 £
Not later than one year	-89,192	-89,613
Later than one year and not later than five years	-235,158	-263,478
Later than five years	-659,266	-622,024
	-983,616	-975,115

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

In 2015/16 income included under the Cost of Services in the Comprehensive Income and Expenditure Statement in relation to the above leases was £82,367. (£102,469 in 2014/15 restated).

The 2014/15 prior year figures have been restated to reflect the reclassification of the Albion Mill economic development asset on the balance sheet. The leases related to these assets are now included in this note as operating leases in 2014/15 and 2015/16.

30 DEFINED BENEFIT PENSION SCHEMES**Participation in Pension Scheme**

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

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

The Lancashire County Pension Fund is a multi-employer arrangement, under which each employer is responsible for the pension cost, liabilities and funding risks relating to its own employees and former employees. Each employer's contributions to the Fund are calculated in accordance with the LGPS Regulations, which require an actuarial valuation to be carried out every three years.

Notes to the Core Financial Statements

The last actuarial valuation of the Fund was carried out at 31 March 2013, and at that date showed a funding level of 78% (assets of £5.0bn against accrued liabilities of about £6.4bn). The weighted average duration of the liabilities of the Fund as a whole was 19 years, measured on the IAS19 actuarial assumptions. The duration of the liabilities for the individual employers which participate in the scheme can be significantly different from this, reflecting the profile of its employees and former employees.

Transactions relating to Post-employment Benefits

We recognise 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 we are required to make 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:

	Local Government Pension Scheme	
	2014/2015 £'000	2015/2016 £'000
Comprehensive Income and Expenditure Statement		
Cost of Services		
- current service costs	994	1,245
Other Operating Expenditure		
- administration expenses	19	18
Financing and Investment Income and Expenditure		
- net interest expense	508	533
Total Post employment Benefit Charged to the Surplus or Deficit on the Provision of Services	1,521	1,796
Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement		
Remeasurement of the net defined benefit liability comprising		
- return on plan assets (excluding the amount included in the net interest expenses)	-2,825	-621
- actuarial gain and losses arising on changes in demographic assumptions	0	0
- actuarial gains and losses arising on changes in financial assumptions	7,350	-2,929
- experience gain	0	0
Total Post employment Benefit Charged to the Comprehensive Income and Expenditure Account	6,046	-1,754
Movement in Reserves Statement		
- reversal of net charges made to the Surplus or Deficit on the Provision of Services for post-employment benefits in accordance with the Code	-1,521	-1,796
Actual amount charged against the General Fund Balance for pensions in the year:		
- employers' contributions payable to the scheme	931	933

The cumulative amount of actuarial gains and losses recognised in the Comprehensive Income and Expenditure Statement to the 31 March 2016 is a gain of £3,550,000 (31 March 2015 loss of £4,525,000).

Notes to the Core Financial Statements

Pensions Assets and Liabilities Recognised in the Balance Sheet

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

Local Government Pension Scheme	2014/2015 £'000	2015/2016 £'000
Present value of the defined benefit obligation	55,578	54,250
Fair value of plan assets	-38,455	-39,814
Net liability arising from defined benefit obligation	17,123	14,436

Reconciliation of the Movements in the Fair Value Scheme (Plan) Assets

Local Government Pension Scheme	2014/2015 £'000	2015/2016 £'000
Opening fair value of scheme assets	34,466	38,455
Interest Income	1,509	1,223
Remeasurements gain/(loss):		
- the return on plan assets, excluding the amount included in the net interest expense	2,825	621
Administration Expenses	-19	-18
Contributions from employer	931	933
Contributions from employees into the scheme	301	295
Benefits paid	-1,558	-1,695
Closing fair value of scheme assets	38,455	39,814

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

Local Government Pension Scheme	2014/2015 £'000	2015/2016 £'000
Opening balance at 1 April	46,474	55,578
Current service cost	994	1,245
Interest Cost	2,017	1,756
Contributions from scheme participants	301	295
Remeasurement (gains) and losses:		
- Experience (gain)/loss	0	0
- Actuarial (gains)/losses arising from changes in demographic assumptions	0	0
- Actuarial (gains)/losses arising from changes in financial assumptions	7,350	-2,929
Benefits paid	-1,558	-1,695
Closing balance at 31 March	55,578	54,250

Notes to the Core Financial Statements

Local Government Pension Scheme Assets Comprised:

Local Government Pension Scheme	Quoted	31 March 2015	31 March 2016
Fair value of scheme assets	Y/N	£'000	£'000
Cash			
- Cash and Cash Equivalents	N	1,863	1,345
	N	0	24
Subtotal Cash		1,863	1,369
Equity Instruments by Industry Type			
- Consumer discretionary	Y	2,002	2,026
- Consumer staples	Y	2,249	2,301
- Energy	Y	306	171
- Financials	Y	2,278	2,415
- Healthcare	Y	1,307	1,445
- Industrials	Y	1,845	1,725
- Information technology	Y	2,174	2,450
- Materials	Y	521	493
- Telecommunication services	Y	268	330
- Utilities	Y	287	330
Subtotal Equities		13,237	13,686
Bonds			
- UK corporate	Y	370	572
- Overseas corporate	Y	163	239
- UK index linked	Y	1,207	800
Subtotal Bonds		1,740	1,611
Property			
- Offices	N	797	805
- Offices/warehouse	N	82	82
- Industrial/warehouse	N	931	940
- Shops	N	685	477
- Retail warehouse	N	682	688
- Shopping centre	N	197	198
- Multi let commercial building	N	247	636
Subtotal Property		3,621	3,826
Alternatives			
- UK private equity	N	965	649
- Overseas private equity	N	1,367	1,748
- Infrastructure	N	2,140	3,181
- Credit funds	N	9,907	10,019
- Indirect property funds	N	282	550
- Overseas pooled equity funds	N	3,333	3,175
Subtotal Alternatives		17,994	19,322
Total		38,455	39,814

Notes to the Core Financial Statements

Basis for Estimating Assets and Liabilities

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

The Local Government Pension Scheme has been estimated by Mercer Limited, an independent firm of actuaries, estimates for the fund being based on the latest full valuation of the scheme as at 31 March 2013.

The significant assumptions used by the actuary have been:

Local Government Pension Scheme	2014/2015	2015/2016
Mortality Assumptions		
Longevity at 65 for current pensioners:		
Men	22.9 years	23.0 years
Women	25.4 years	25.6 years
Longevity at 65 for future pensioners:		
Men	25.1 years	25.2 years
Women	27.8 years	27.9 years
Rate of CPI Inflation	2.0%	2.0%
Rate of increase in salaries (<i>adjustment made for short term pay restraint in line with the latest actuarial valuation</i>)	3.5%	3.5%
Rate of increase in pensions	2.0%	2.0%
Rate for discounting scheme liabilities	3.2%	3.5%

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 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, i.e. 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.

Local Government Pension Scheme	Increase in Assumption
Impact on the Defined Benefit Obligation in the Scheme	£'000
Longevity (1 year increase in life expectancy)	1,055
Rate of inflation (+0.1% per annum)	959
Rate of increase in salaries (+0.1% per annum)	220
Rate of discounting scheme liabilities (+0.1% per annum)	-943

Notes to the Core Financial Statements

Impact on the Council's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The County Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 18 years. 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 to the scheme under the Public Pensions Service Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales and the other main 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 revalued earnings schemes to pay pensions and other benefits to certain public servants.

The council anticipated to pay £941,000 expected contributions to the scheme in 2016/17.

The weighted average duration of the defined benefit obligation for scheme members is 18 years (based on latest of 31 March 2013 and admission date)

Scheme History

Local Government Pension Scheme	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016
	£'000	£'000	£'000	£'000	£'000
Present Value of Liabilities	-42,809	-49,987	-46,474	-55,578	-54,250
Fair Value of Assets	29,462	33,615	34,466	38,455	39,814
Surplus/(Deficit) in the scheme	-13,347	-16,372	-12,008	-17,123	-14,436

The liabilities show the underlying commitments that the council has in the long run to pay post-employment (retirement) benefits. The total liability of £14.436m has a substantial impact on the net worth of the Council as recorded in the Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy.

Governance and Risk Management

The liability associated with the council's pension arrangements is material to the council, as is the cash funding required. Details, including the relevant provisions for governance and risk management, are set out below.

- **Nature of the Fund:** The Fund targets a pension paid throughout life. The amount of pension depends on how long employees are active members of the scheme and their salary when they leave the scheme (a 'final salary' scheme) for service up to 31 March 2014 and on revalued average salary (a 'career average' scheme) for service after 1 April 2014 onwards.
- **Governance:** Management of the Fund is vested in Lancashire County Council as Administering Authority of the Fund. Lancashire County Council has appointed a Pensions Fund Committee (comprised of a mixture of County Councillors and representatives from other employers) to manage the Fund. The Committee is assisted by an investment panel which advises the Committee on its investment strategy and risk management provisions.
- **Funding the Liabilities:** Regulations governing the Fund require the actuarial valuations to be carried out every three years. Contributions for each employer are set having regard to their individual circumstances. The Regulations require the contributions to be set with a view to targeting the Fund's solvency, and the detailed provisions are set out in the Fund's Funding Strategy Statement. The most recent valuation was carried out as at 31 March 2013, which showed a shortfall of assets against liabilities of £1.38 billion as at that date, equivalent to a funding level of 78%. The fund's employers are paying additional contributions over a period of 19 years in order to meet the shortfall. The weighted average duration of the authority's defined obligation is 18 years, measured on the actuarial assumptions used for IAS19 purposes.
- **Risks and Investment Strategy:** The Fund's primary long-term risk is that the Fund's assets will fall short of its liabilities (i.e. promised benefits payable to members). The aim of investment risk management is to balance the minimisation of the risk of an overall reduction in the value of the Fund with maximising the opportunity for gains across the whole Fund portfolio. The Fund achieves this through asset diversification to reduce exposure to market risk (price risk, currency risk and interest rate risk) and keep credit risk to an acceptable level. In addition, the Fund manages its liquidity risk to ensure there is sufficient liquidity to meet the Fund's forecast cash flow.
- **Market Risk:** Market risk is the risk of loss from fluctuations in equity and commodity prices, interest and foreign exchange rates and credit spreads. To mitigate market risk, the Fund and its investment advisors undertake appropriate monitoring of market conditions and benchmarking analysis.
- **Other Price Risk:** Other price risk represents the risk that the value of a financial instrument will fluctuate as a result of changes in market process (other than those arising from interest rate risk or foreign exchange risk). The Fund's investment managers mitigate this price risk through diversification. The selection of securities and other financial instruments is monitored by the Fund to ensure it is within limits specified in the fund investment strategy.

Notes to the Core Financial Statements

- **Interest Rate Risk:** The Fund invests in financial assets from the primary purpose of obtaining a return on investments. These investments are subject to interest rate risks, which represent the risks that the fair value of future cash flow of a financial instrument will fluctuate because of changes in market interest rates. The Fund's interest rate risk is routinely monitored by the Investment Panel and its investment advisors.
- **Currency Risk:** Currency risk represents the risk that the fair value cash flow of a financial instrument will fluctuate because of changes in foreign exchange rates. The Fund's currency rate risk is routinely monitored by the Fund and its investment advisors in accordance with the Fund's risk management strategy.
- **Credit Risk:** Credit risk represents the risk that the counterparty to a transaction or a financial instrument will fail to discharge an obligation and cause the Fund to incur financial loss. Credit risk is minimised by ensuring that counterparties meet the Fund's credit criteria. The Fund has also set limits as to the maximum percentage of the deposits placed with any class of financial institution.
- **Liquidity risks:** Liquidity risk represents the risk that the Fund will not be able to meet its financial obligations as they fall due. The Fund therefore takes steps to ensure that there are adequate cash resources to meet its commitments, and the Fund has immediate access to its cash holdings.
- **Other risks:** Actions taken by the government, or changes to European legislation, could result in stronger local funding standards, which could materially affect the authority's cash flow. There is a risk that changes in the assumptions (e.g. life expectancy, price inflation, discount rate) could increase the defined benefit obligation and/or the liabilities for actuarial valuation purposes. Other assumptions used to value the defined benefit obligation are also uncertain, although their effect is less material. The sensitivity analysis above indicates the change in the defined benefit obligation for changes in the key assumptions.
- **Amendments, curtailments and settlements:** The provisions of the Fund were amended with effect from 1 April 2014. As explained above for service up to 31 March 2013 benefits were based on salaries when members leave the scheme, whereas for service after that date benefits are based on career average salary. Further details of the changes are available from the Fund's administering authority.
 - Curtailments shown in the accounting figures relate to the cost of providing retirement benefits for members who retire early, to the extent that provision has not already been made for the relevant defined benefit obligations.
 - Settlements shown in the accounting figures relate to the admission of new employers into the Fund, and who take on part of the authority's assets and liabilities as a result of employing members who have accrued benefits with the authority.

31 CONTINGENT LIABILITIES

Housing Stock Transfer Warranties**Collateral warranty by the Council in favour of Security Trustee (Prudential Trustee Company Ltd)**

The Council has given a number of warranties for up to 30 years from 1 April 2008 in respect of title, encumbrances, planning matters, statutory obligations, adverse orders, leases, tenancies and information and statistics supplied.

In addition the following specific warranties have been given:

- Unlimited warranty for up to 30 years from 1 April 2008 in respect of environmental pollution.
- Unlimited warranty for up to 30 years from 1 April 2008 in respect of claims relating to asbestos pollution, except that this shall not apply in respect of the first £381,000 of costs and expenses incurred in aggregate by the Trustees and Ribble Valley Homes in relation to works.

Warranties by the Council in favour of Ribble Valley Homes

The Council has given a number of warranties for up to 22 years from 1 April 2008 in respect of title, encumbrances, planning matters, statutory obligations, adverse orders, leases, tenancies and information and statistics supplied.

In addition the following specific warranties have been given:

- Warranty not exceeding £27m for up to 25 years from 1 April 2008 in respect of environmental pollution.
- Unlimited warranty for up to 15 years from 1 April 2008 in respect of claims relating to asbestos pollution, except in respect of the first £381,000 of costs and expenses in aggregate incurred in relation to the removal and treatment works.
- Unlimited warranty for an unlimited period in respect of claims relating to exposure to asbestos.
- Unlimited warranty for an unlimited period in respect of vires claims.
- Warranty for any losses arising as a result of incorrect application of the 2012 rent convergence.

Property Searches

A group of Property Search Companies sought to claim refunds of fees paid to the Council to access land charges data. The parties have reached agreement on the claims. The Council has agreed to pay the property search companies legal costs to be subject to detailed assessment by way of costs only proceedings if not agreed. The Council is in discussions with the claimants about the costs aspect of the claim. At present it is not possible to put a final value on these potential liabilities and so the Council has instead recognised a contingent liability

Notes to the Core Financial Statements

32 CONTINGENT ASSETS

VAT Sharing Arrangement

As part of the Voluntary Stock Transfer an agreement has been reached with Ribble Valley Homes Ltd to share the Value Added Tax that they can claim from HM Revenue and Customs. This arrangement is unique to Councils and Registered Social Landlords upon transfer. The agreement was planned to run for 15 years, starting in 2008/09. From 2015/16 onwards, the Council's share of total reclaimable VAT is likely to be in the region of £810,000. In practice, the actual amount received each year by the council will depend on the actual amount of qualifying capital expenditure incurred by Ribble Valley Homes Ltd.

Receipts from Former Council House Sales

We have agreed to share any proceeds of former Council House Sales if they are subsequently sold by Ribble Valley Homes Ltd. The arrangement for sharing council house sales receipts lasts for 10 years from 1 April 2008 and the amount received will depend on the number of sales each year.

33 NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

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

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

The Council's 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 within the Council's Financial Services team, under policies approved by the Council in the annual treasury management strategy.

The Council provides written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk and the investment of surplus cash. The Council has adopted CIPFA's *Treasury Management in the Public Services: Code of Practice* and has set treasury management indicators to control key financial instrument risks.

Overall Procedures for Managing Risk

Overall these procedures require the Council to manage risk in the following ways:

- by formally adopting the requirements of the Code of Practice;
- by approving annually in advance prudential indicators for the following three years limiting:
 - The Council's overall borrowing;
 - Its maximum and minimum exposures to fixed and variable rates;
 - Its maximum and minimum exposures to the maturity structure of its debt;
 - Its maximum annual exposures to investments maturing beyond a year.
- by approving a Treasury Management Strategy for the forthcoming year setting out its criteria for both investing and selecting investment counterparties in compliance with the Government Guidance;

The Prudential Indicators are required to be reported and approved at or before the Council's annual Council Tax setting meeting in early March. These items are also reported with the annual Treasury Management Strategy, which outlines the detailed approach to managing risk in relation to the Council's financial instrument exposure. Actual performance is also reported quarterly to Members.

Treasury Management activity is monitored by the Financial Services team. The Council maintains written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk, and the investment of surplus cash through Treasury Management Practices (TMPs). These TMPs are a requirement of the Code of Practice and are reviewed regularly.

This Council's treasury portfolio is not of a significant size to provide significant treasury risk.

Credit risk

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

The risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria as detailed in the Council's treasury management practices. The Council maintains strict credit criteria for investment counterparties and monitors activity against these criteria. As a result of this high credit criteria there has been no experience of defaults.

The credit criteria in respect of financial assets held by the council are detailed as below:

- Investments to Building Societies limited to top 8 based on total assets
- Institutions must have a short term Fitch IBCA rating of F2 or above

Notes to the Core Financial Statements

- Institutions are UK based

No breaches of the Council's counterparty criteria occurred during the reporting period and the Council does not expect any losses from non-performance by any of its counterparties in relation to deposits.

The Council does not generally allow credit for its sundry debtors. The sundry debtors outstanding which are past their due date for payment at 31 March 2016 can be analysed by age as shown in the table below. Note 13 to the accounts shows a total provision for the impairment of debts of £365,664 of which £13,299 relates to sundry debts (£168,864 including impairment for total Housing Benefit recovery impairment). The balance is in respect of this Council's share of the Council Tax and Business Rates impairment of debts.

The council's maximum exposure to credit risk in relation to its investments in banks and building societies at the 31 March was nil, based on past and current experience. A risk of irrecoverability applies to all of the council's deposits, but there was no evidence at the 31 March 2016 that this was likely.

The following analysis summarises the council's potential maximum exposure to credit risk on other financial assets, based on experience of default and uncollectability over the last five financial years, adjusted to reflect current market conditions. Shown in the table is a provision for 'bad and doubtful debts' which the council is confident is more than adequate to cover for future losses due to default.

	Amount at 31 March 2016	Historical experience of default	Historical experience adjusted for market conditions at 31 March 2016	Estimated maximum exposure to default and uncollectability at 31 March 2016	Estimated maximum exposure at 31 March 2015
	£ A	% B	% C	£ (A x C)	£
Deposits with banks and building societies	6,030,000	0.00%	0.00%	0	0
Customers (Sundry Debt including overpaid Housing Benefits recovered from ongoing benefit)	600,941	0.06%	28.10%	168,864	140,206

Notes to the Core Financial Statements

The council expects settlement terms from debtors of no greater than 14 days. On this basis £341,002 of the sundry debtor balance at 31 March 2015 is past its due date for payment (£489,349 at 31 March 2015); however a proportion of this is being paid on an agreed alternative payment plan. The full sundry debtor balance due but not impaired can be analysed by age as follows:

Aged Sundry Debt	As at 31 March 2015 £'000	As at 31 March 2016 £'000
Less than 30 days	125	152
30 days to 59 days	93	35
60 days to 89 days	6	1
90 days to 119 days	5	6
120 days +	325	284
	554	478

Liquidity risk

The council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the council has ready access to borrowings from the money markets, the Public Works Loans Board and in future through the UK Municipal Bonds Agency plc (Local Capital Finance Company). There is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

The Council manages its liquidity position through the risk management procedures, such as the setting and approval of prudential indicators and the approval of the treasury and investment strategy reports, as well as through cash flow management procedures required by the Code of Practice.

The approved prudential indicator limits for the maturity structure of debt and the limits placed on investments placed for greater than one year in duration are the key parameters used to address this risk. The Council approved treasury and investment strategy addresses the main risks and the Financial Services team address the operational risks within the approved parameters.

The maturity analysis of financial liabilities is as follows:

Financial Liabilities by Maturity Risk	31 March 2015 £'000	31 March 2016 £'000
Less than one year	35	35
Between 1 and 2 years	35	23
Between 2 and 5 years	44	31
Between 5 and 10 years	51	51
More than 10 years	75	65
	240	205

Notes to the Core Financial Statements

Market Risk

Interest Rate Risk

The Council has limited exposure to interest rate movements on its borrowings and investments, particularly as its long term borrowing is on fixed rates.

Borrowings are not carried at fair value on the balance sheet, 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 aim of the prudential indicators is to contain the activity of the treasury function within certain limits thereby reducing the risk or likelihood of an adverse movement in interest rates or borrowing decisions that could impact negatively on the Council's overall financial position. These new indicators, which were approved as part of the annual budget in March 2014, are as follows:

Limits in Interest Rate Exposure	2015/16 Upper	2016/17 Upper	2017/18 Upper
Maximum Principal Sums Borrowed >364 Days	£7.015m	£6.596m	£6.527m
Limits on Fixed Interest Rates	100%	100%	100%
Limits on Variable Interest Rates	20%	20%	20%

The Council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together the Council's prudential indicators and its expected treasury operations, including an expectation of interest rate movements. From this Strategy a prudential indicator is set which provides maximum and minimum limits for fixed and variable interest rate exposure. The Financial Services team monitors market and forecast interest rates within the year to adjust exposures appropriately.

If all lending interest rates had been 1% higher with all other variables held constant the financial effect would impact on the interest receivable on variable rate investments by approximately £91,525. All other interest payable and receivable are fixed.

Price risk

The Council, excluding the pension fund, does not generally invest in instruments with this type of risk.

Foreign exchange risk

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

Collection Fund

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

The Council has a statutory requirement to operate a Collection Fund as a separate account to the General Fund. The purpose of the Collection Fund therefore, is to isolate the income and expenditure relating to Council Tax and Non-Domestic Business Rates. The administrative costs associated with the collection process are charged to the General Fund.

Collection Fund surpluses declared by the billing authority in relation to Council Tax are apportioned to the relevant precepting bodies in the subsequent financial year. Deficits likewise are proportionately charged to the relevant precepting bodies in the following year. For Ribble Valley Borough Council, the Council Tax precepting bodies are Lancashire County Council, Police and Crime Commissioner (PCC) for Lancashire and Lancashire Combined Fire Authority.

In 2013/14, the local government finance regime was revised with the introduction of the retained business rates scheme. The main aim of the scheme is to give Councils a greater incentive to grow businesses in the Borough. It does, however, also increase the financial risk due to non-collection and the volatility of the NDR tax base.

The scheme allows the Council to retain a proportion of the total NDR received. The Ribble Valley Borough Council share is 40% with the remainder paid to precepting bodies. For Ribble Valley Borough Council the NDR precepting bodies are Central Government (50% share), Lancashire County Council (9% share) and Lancashire Combined Fire Authority (1% share).

Forecast surpluses declared earlier in the calendar year by the billing authority in relation to the Collection Fund are apportioned to the relevant precepting bodies in the subsequent financial year in their respective proportions. Deficits likewise are proportionately charged to the relevant precepting bodies in the following year.

The national code of practice followed by Local Authorities in England stipulates that a Collection Fund Income and Expenditure account is included in the Council's accounts. The Collection Fund balance sheet meanwhile is incorporated into the Council's consolidated balance sheet.

STATEMENT OF ACCOUNTS 2015/16

Collection Fund

2014/2015 Total £'000	2015/16 Council Tax £'000	2015/16 Business Rates £'000	2015/16 Total £'000	Notes
Income				
32,208	33,345		33,345	
6	11		11	
0	90		90	
2	2		2	
14,242		14,677	14,677	1
33			0	
37			0	
		58	58	
0		10	10	
0		46	46	
0		1	1	
46,528	33,448	14,792	48,240	
Expenditure				
				3
23,696	24,519		24,519	
3,369	3,417		3,417	
3,336	3,452		3,452	
1,362	1,408		1,408	
6,987		7,255	7,255	
1,258		1,306	1,306	
5,589		5,804	5,804	
140		145	145	
37			0	
8	155		155	
30	22		22	
1	9		9	
0	22		22	
20	54		54	
88		90	90	
0		11		
187	112	144	256	4
10		18	18	
0		13	13	
99		704	704	5
46,217	33,170	15,490	48,649	
311 (Deficit)/Surplus for the Year	278	-698	-409	
-212 (Deficit)/Surplus Brought Forward	320	-222	98	
99 (Deficit)/Surplus Carried Forward	598	-920	-311	
Allocated to				
-111	0	-460	-460	6
219	447	-83	364	
-55	62	-368	-306	
34	63	0	63	
12	26	-9	17	
99	598	-920	-322	

1 BUSINESS RATES

In 2013/14, the administration of NNDR changed following the introduction of a business rates retention scheme which aims to give Councils a greater incentive to grow businesses but also increases the financial risk due to volatility and non-collection of rates. Instead of paying NDR to the central pool, local authorities retain a proportion of the total collectable rates due. In the case of Ribble Valley Borough Council the local share is 40%. The remainder is distributed to preceptors and for Ribble Valley Borough Council the NNDR precepting bodies are Central Government (50% share), Lancashire County Council (9% share) and Lancashire Combined Fire Authority (1% share).

The business rates shares payable for 2015/16 were estimated before the start of the financial year as £7.255m to Central Government, £1.306m to Lancashire County Council, £0.145m to Lancashire Combined Fire Authority and £5.804m to Ribble Valley Borough Council. These sums have been paid in 2015/16 and charged to the collection fund in year.

When the scheme was introduced, Central Government set a baseline level for each authority identifying the expected level of retained business rates and a top up or tariff amount to ensure that all authorities receive their baseline amount. Tariffs due from authorities payable to Central Government are used to finance the top ups to those authorities who do not achieve their targeted baseline funding. In this respect Ribble Valley Borough Council pays a tariff of £4.326m from the general fund.

The total income from business rate payers collected in 2015/16 was £14.677m (£14.242m in 2014/15).

In addition to the top up and tariff calculations, a 'safety net' figure is calculated at 92.5% of baseline amount which ensures that authorities are protected to this level of Business Rates income. For Ribble Valley Borough Council the value of the safety net figure in 2015/16 was £1.137m.

The comparison of business rate income to the safety net uses the total income collected from business rate payers and adjusts for losses in collection, losses on appeal, transitional protection payments, the cost of collection and the revision to Small Business Rate Relief not allowed for when the safety net was set. The Council does not qualify for a safety net payment for 2015/16.

Likewise, where the council experiences any growth above the baseline amount, it must pay a levy on such growth to the government. Included in the calculation of the levy are the reliefs that are compensated through Section 31 grant to the council's general fund. For 2015/16, the amount of levy payable from this council's general fund for its share of business rates growth experienced in year was £294,424 (£332,019 in 2014/15).

Collection Fund

In addition to the local management of business rates, authorities are expected to finance appeals made in respect of rateable values as defined by VOA and hence business rates outstanding as at 31 March 2016. As such, authorities are required to make a provision for these amounts. Appeals are charged and provided for in proportion of the precepting shares. The total provision at 31 March 2016 has been calculated at £1.172m (31 March 2015 £0.467m)

The total non-domestic rateable value at 31 March 2016 was £38,396,529 compared to £37,859,103 at 31 March 2015 based on the 2010 listing.

The national non-domestic multiplier (rate in the pound) for the year 2015/16 was 49.3 pence compared to 48.2 pence in the year 2014/15.

The income collectable from business ratepayers differs from the yield; based on the total rateable value due to the award of transitional adjustments, empty property relief and mandatory relief.

2 COUNCIL TAX BASE

The gross amount of council tax payable for a property is determined by reference to a band that is allocated to the property by the Listing Officer who is an official of the Inland Revenue. There are eight property bands, A to H, each of which attracts a different level of council tax based upon the charge at band D.

The Council set a band D council tax of £1,494.39 which was calculated by dividing the aggregate of the Council's expenditure to be met from the council tax and the Lancashire County Council, Police and Crime Commissioner (PCC) for Lancashire and Lancashire Combined Fire Authority precept by the council tax base. The council tax base is the number of band D equivalent properties in the Council's area and it represents the amount of income that would be raised from a council tax levy of £1.00 at band D level. The council tax base has been calculated as follows:

Band	Ratio to Band D	Total No of Properties	Total Equivalent No After Discounts	Band D Equivalents
A (entitled to disabled relief)	5/9	11	8.7	4.8
A	6/9	3,516	2,258.8	1,505.9
B	7/9	4,845	3,778.9	2,939.2
C	8/9	4,862	4,120.8	3,663.0
D	1	4,405	3,936.3	3,936.3
E	11/9	3,306	3,047.1	3,724.2
F	13/9	2,070	1,928.6	2,785.7
G	15/9	1,854	1,754.8	2,924.6
H	18/9	197	190.7	381.4
Totals		25,066	21,024.65	21,865.1
			Adjustments	1.9
			Adjustment for Collection Rate	-164.0
			Council Tax Base	21,703

3 BAND D COUNCIL TAX

The band D council tax set by the Council has been calculated as follows:

	2014/2015 £	2015/2016 £
Lancashire County Council Precept	23,695,666	24,519,615
Police and Crime Commissioner (PCC) for Lancashire Precept	3,336,140	3,452,079
Lancashire Combined Fire Authority Precept	1,361,537	1,407,657
Ribble Valley Borough Council Demand (excluding Parishes)	3,009,500	3,053,395
Total to be Met From Council Tax	31,402,843	32,432,746
Divided by Council Tax Base (Band D Equivalent Dwellings)	21,391	21,703
Band D Council Tax (Average excluding Parishes)	£1,468.04	£1,494.39

4 PROVISION FOR LOSSES

An analysis of the collection fund bad debt provision is set out below:

	Council Tax £	NNDR £	Total £
Opening Balance	350,000	330,000	680,000
Write Offs in Year	-11,754	-98,648	-110,402
Increase to Provision	111,754	143,648	255,402
Closing Balance	450,000	375,000	825,000

5 PROVISION FOR BUSINESS RATES APPEALS

An analysis of the collection fund provision for appeals is set out below:

	2014/15 £	2015/16 £
Balance at 1 April	368,000	467,200
Additional provisions made in the year	99,200	704,300
Balance at 31 March	467,200	1,171,500

Collection Fund

6 PRECEPTS AND DEMANDS ON THE COLLECTION FUND

For both billing authorities and major preceptors, the Council Tax income included in the Income and Expenditure Account for the year must be the accrued income for the year. The table below shows the precept for each major precepting body for the year and the accrued deficit at the 31 March.

2014/2015		2015/2016	
Precept	Share of 31 March (Deficit) or Surplus	Precept	Share of 31 March (Deficit) or Surplus
£'000	£'000	£'000	£'000
23,696	239	24,519	447
3,336	34	3,452	63
1,408	14	1,408	26
3,369	34	3,417	62
31,809	321	32,796	598

The business rates shares as at the 31 March are shown in the table below. As with Council Tax, the income included in the Income and Expenditure Account for the year must be the accrued income for the year.

2014/2015		2015/2016	
Business Rates Share Paid	Share of 31 March (Deficit) or Surplus	Business Rates Share Paid	Share of 31 March (Deficit) or Surplus
£'000	£'000	£'000	£'000
6,987	-111	7,255	-460
1,258	-20	1,306	-83
140	-2	145	-9
5,589	-89	5,804	-368
13,974	-222	14,510	-920

Collection Fund

The council has a statutory requirement to prepare an estimate each January of the surplus or deficit expected to arise at the end of the financial year. The total forecast surplus/deficit on the collection fund for council tax and business rates at January 2014 and January 2015 are shown in the table below.

(Deficit) or Surplus Declared January 2014			(Deficit) or Surplus Declared January 2015		
Business Rates £'000	Council Tax £'000	Total £'000	Business Rates £'000	Council Tax £'000	Total £'000
-58		-58	-526		-526
-10	155	145	-95	343	248
	22	22		48	48
-1	9	8	-11	20	9
-46	22	-24	-421	48	-373
-115	208	93	-1,053	459	-594

Glossary of Terms

Glossary of Terms

Accounting Period

The period of time covered by the accounts, normally 12 months commencing on 1st April for local authorities.

Accounting Policies

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

- I. recognising,
- II. selecting measurement bases for, and
- III. presenting assets, liabilities, gains, losses and changes to reserves.

Accounting policies do not include estimation techniques.

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

Accruals

Sums included in the final accounts to cover income or expenditure attributable to the accounting period but for which payment has not been made/received at the balance sheet date.

Accruals Basis

An accounting concept which requires that income and expenditure are accrued (i.e. recognised as they are earned or incurred, not as they are received or paid). Under this concept therefore, inclusion or exclusion of an item of income or expenditure will depend on the period to which it relates, not the period in which it was received or performed.

Actuarial Gains and Losses

For a defined benefit pension scheme, the changes in actuarial deficits or surpluses that arise because:

- I. events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses), or
- II. the actuarial assumptions have changed.

Amortisation

The loss in value of an intangible asset due to its use by the organisation.

Appointed Auditors

From 1 April 2015 the appointment of External Auditors to Local Authorities is undertaken by Public Sector Audit Appointments Limited (PSAA), an independent company limited by guarantee and incorporated by the Local Government Association in August 2014. This role was previously undertaken by The Audit Commission. Grant Thornton is the council's Appointed Auditor

Authorised Limit

This represents the legislative limit on the Council's external debt under the Local Government Act 2003.

Balances

The total level of funds the council has accumulated over the years, available to support revenue expenditure within the year (also known as reserves)

Capital Adjustment Account

The Account accumulates (on the debit side) the write-down of the historical cost of non-current assets as they are consumed by depreciation and impairments or written off on disposal. It accumulates (on the credit side) the resources that have been set aside to finance capital expenditure. The same process applies to capital expenditure that is only capital by statutory definition (revenue expenditure funded by capital under statute). The balance on the account thus represents timing differences between the amount of the historical cost of non-current assets that has been consumed and the amount that has been financed in accordance with statutory requirements.

Capital Expenditure

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

Capital Financing Costs

The annual cost of borrowing (principal repayments and interest charges), leasing charges and other costs of funding capital expenditure.

Capital Receipt

Income from the sale of capital assets such as land or buildings.

Carrying Amount

The amount at which an asset is recognised in the balance sheet after deducting accumulated depreciation and accumulated impairment losses.

Chartered Institute of Public Finance and Accountancy (CIPFA)

CIPFA is the leading professional accountancy body for public services. CIPFA publishes the Code, which defines proper accounting practice for local authorities.

Collection Fund

A separate account held by billing authorities in to which council tax and national non-domestic rates (NNDR) are paid.

Glossary of Terms

Community Assets

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

Consistency

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

Contingent Asset

A contingent asset is a possible asset arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the local authority's control.

Contingent Liability

A contingent liability is either:

- I. a possible obligation arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the council's control, or
- II. a present obligation arising from past events where it is not probable that a transfer of economic benefits will be required or the amount of the obligation cannot be measured with sufficient reliability.

Corporate and Democratic Core

The corporate and democratic core comprises all activities which local authorities engage in specifically because they are an elected, multi-purpose council. The cost of these activities are thus over and above those which would be incurred by a series of independent, single purpose, nominated bodies managing the same services. There is therefore no logical basis for apportioning these costs to services.

Council Tax Base

The number of properties in each band is multiplied by the relevant band proportion in order to calculate the number of Band D equivalent properties in the area. The calculation allows for exemptions, discounts, appeals and a provision for non-collection.

Council Tax Requirement

This is the estimated revenue expenditure on General Fund services that will be financed from the Council Tax after deducting income from fees and charges, General fund Balances, grants and any funding from reserves.

Creditors

Amounts owed by the Council at 31st March for goods received or services rendered but not yet paid for.

Current Assets

Assets which can be expected to be consumed or realised during the next accounting period.

Current Liabilities

Amounts which will become due or could be called upon during the next accounting period.

Current Service Cost (Pensions)

The increase in the present value of a defined benefit scheme's liabilities expected to arise from employee service in the current period.

Debtor

Amounts owed to the Council, which are collectable or outstanding at 31st March.

Depreciation

The measure of the cost or revalued amount of the benefits of the non-current asset that have been consumed during the period.

Consumption includes the wearing out, using up or other reduction in the useful life of a fixed asset whether arising from use, passing of time or obsolescence through either changes in technology or demand for the goods and services produced by the asset.

Exceptional Items

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

Expected Rate of Return on Pensions Assets

For a funded defined benefit scheme, the average rate of return, including both income and changes in fair value but net of scheme expenses, expected over the remaining life of the related obligation on the actual assets held by the scheme.

Fair Value

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

Finance Lease

A finance lease is one that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee. It should be presumed that such a transfer of risks and rewards occurs if at the inception of a lease the present value of the minimum lease payments including any initial payment amounts to substantially all (normally 90% or more) of the fair value of the leased asset.

Financial Instrument

A contract that gives rise to a financial asset of one entity and a financial liability of another entity.

Glossary of Terms

Financial Regulations

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

Fixed Asset

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

General Fund

This is the main revenue fund of the council and includes the net cost of all services financed by local taxpayers and Government Grants.

Going Concern

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

Government Grants

Assistance by government and inter-government agencies and similar bodies, whether local, national or international, in the form of cash or transfers of assets to an authority in return for past or future compliance with certain conditions relating to the activities of the authority.

Impairment

A reduction in the value of a fixed asset to a value below its carrying amount on the Balance Sheet.

Infrastructure Assets

Fixed assets that are inalienable, expenditure on which is recoverable only by continued use of the asset created. Examples of infrastructure assets are highways and footpaths.

Intangible Asset

This is a non-physical fixed asset. Intangible fixed assets include patents, brands, etc.

Interest Cost (Pensions)

For a defined benefit scheme, the expected increase during the period in the present value of the scheme liabilities because the benefits are one period closer to settlement.

Inventories

The amount of unused or unconsumed stocks held in expectation of future use. When use will not arise until a later period, it is appropriate to carry forward the amount to be matched to the use or consumption when it arises.

Investment Properties

Property (land or a building, or part of a building or both) held solely to earn rentals or for capital appreciation or both, rather than for:

- I. use in the production or supply of goods or services or for administrative purposes, or
- II. sale in the ordinary course of operations.

Long-term Contracts

A contract entered into for the design, manufacture or construction of a single substantial asset or the provision of a service (or a combination of assets or services which together constitute a single project), where the time taken to substantially complete the contract is such that the contract activity falls into different accounting periods.

Materiality

Information is material if omitting it or misstating it could influence the decisions that users make on the basis of financial information about a specific reporting authority

Medium Term Financial Strategy

This is a financial planning document that sets out the future years financial forecast for the council. It considers local and national policy influences and projects their impact on the general fund revenue account and capital programme. For this council it usually covers the current year and future three years.

Minimum Revenue Provision (MRP)

MRP is the minimum amount which must be charged to a council's revenue account each year to provide for the repayment of debt, as required by the Local Government and Housing act 1989

Net Book Value

The amount at which fixed assets are included in the Balance Sheet, i.e. their historical cost or current value less the cumulative amounts provided for depreciation.

Net Current Replacement Cost

The cost of replacing or recreating the particular asset in its existing condition and in its existing use, i.e. the cost of its replacement or of the nearest equivalent asset, adjusted to reflect the current condition of the existing asset.

Net Debt

The authority's borrowings less cash and liquid resources. Where cash and liquid resources exceed borrowings, reference is made to net funds rather than net debt.

Net Realisable Value

The open market value of the asset in its existing use (or market value in the case of non-operational assets), less the expenses to be incurred in realising the asset.

Glossary of Terms

Non Current Assets

Assets that can be expected to be consumed or realised over a period greater than the next accounting period.

Operating Lease

A lease under which the ownership of the asset remains with the lessor; for practical purposes it is equivalent to contract hiring.

Past Service Cost

For a defined benefit scheme, the increase in the present value of the scheme liabilities related to employee service in prior periods arising in the current period as a result of the introduction of, or improvement to, retirement benefits.

Precepts

The amount which local authorities which cannot levy a council tax directly on the public (i.e. County Council, Fire Authority, Police Authority or Parish Council) requires to be collected on its behalf.

Prepayment

The payment of a debt obligation before it is due

Provision

A liability of uncertain timing or amount

Remuneration

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

Reserves

Amounts set aside in the accounts for the purpose of meeting particular future expenditure. A distinction is drawn between reserves and provisions, which are set up to meet known liabilities.

Residual Value

The net realisable value of an asset at the end of its useful life. Residual values are based on prices prevailing at the date of the acquisition (or revaluation) of the asset and do not take account of expected future price changes.

Retirement Benefits

All forms of consideration given by an employer in exchange for services rendered by employees that are payable after the completion of employment.

Revenue Expenditure

Spending on day-to-day items including employees' pay, premises costs and supplies and services.

Revenue Expenditure Funded from Capital Under Statute

Expenditure incurred during the year that may be capitalised under statutory provision but that does not result in the creation of a non-current asset. The expenditure is charged to the Comprehensive Income and Expenditure Statement

Revenue Support Grant

The main grant paid by central government to a local authority towards the costs of its services.

Scheme Liabilities

The liabilities of a defined benefit scheme for outgoings due after the valuation date.

Tangible Fixed Assets

Tangible assets that yield benefits to the local authority and the services it provides for a period of more than one year.

Useful Life

The period over which the local authority will derive benefits from the use of a fixed asset.

Abbreviations used within the Statement of Accounts

CIPFA	Chartered Institute of Public Finance and Accountancy
FRS	Financial Reporting Standard
GAAP	Generally Accepted Accounting Principles
IFRIC	International Financial Reporting Interpretations Committee
IFRS	International Financial Reporting Standards
LAAP	Local Authority Accounting Panel
LASAAC	Local Authority Accounts Advisory Committee
NNDR	National Non-Domestic Rates
PWLB	Public Works Loan Board
RSL	Registered Social Landlord
SeRCOP	Service Reporting Code of Practice
SOLACE	Society of Local Authority Chief Executives
SORP	Statement of Recommended Practice



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RIBBLE VALLEY BOROUGH COUNCIL

REPORT TO ACCOUNTS AND AUDIT COMMITTEE

Agenda Item No 8

meeting date: 17 AUGUST 2016
 title: INTERNAL AUDIT PROGRESS REPORT 2016/17
 submitted by: DIRECTOR OF RESOURCES
 principal author: MICK AINSCOW

1 PURPOSE

- 1.1 To report to Committee internal audit work progress to date for 2016/17, and provide an update on the status of the Council's red risk.
- 1.2 Relevance to the Council's ambitions and priorities:
- Corporate priorities – the Council seeks to maintain critical financial management and controls, and provide efficient and effective services.
 - Other considerations – the Council has a statutory duty to maintain an adequate and effective system of internal audit.

2 BACKGROUND






- 2.1 Internal audit ensure that sound internal controls are inherent in all the Council's systems. All services are identified into auditable areas and then subjected to a risk assessment process looking at factors such as financial value and audit experience. A risk score is then calculated for each area.
- 2.2 An operational audit plan is then produced to prioritise resources allocation based on the risk score, with all high-risk areas being covered annually.
- 2.3 The full internal audit plan for 2016/17 is attached as Annex 1 alongside progress to date. In summary resources for the year have been allocated as follows:

Audit Area	2016/17 Planned Days
Fundamental (Main) Systems	245
Other Systems	68
Probity and Regularity	225
On-going checks	12
Risk Management, Performance Indicators	40
Non-Audit Duties (Insurance)	25
College	30
Contingencies/unplanned work	25
	670

- 2.4 The position with regards to audit work carried out as at the end of July 2016 is included within Annex 1 and shows completed audits, audits in progress and continuous activity.



3 ISSUES


- 3.1 During the year we aim to review all of the Council's main fundamental systems. The majority of this work will be carried out later in the year to ensure there are sufficient current year transactions to test to provide the necessary level of assurance.
- 3.2 In addition to our systems work we will continue to carry out a series of on-going checks to prevent/detect fraud and corruption.
- 3.3 At present we use an assurance system for all audits carried out. Each completed audit report contains a conclusion which gives a level of assurance opinion as follows:

Level 1	Full		The Council can place full reliance on the levels of control in operation
Level 2	Substantial		The Council can place substantial reliance on the levels of control in operation
Level 3	Reasonable		Generally sound systems of control. Some minor weaknesses in control which need to be addressed
Level 4	Limited		Only limited reliance can be placed on the arrangements/ controls in operation. Significant control issues need to be resolved.
Level 5	Minimal		System of control is weak, exposing the operation to the risk of significant error or unauthorised activity

4 REPORTS CARRIED OUT AND ASSURANCE OPINIONS

- 4.1 This report covers audit work and reports issued since the last report to Committee on 29 June 2016. The table below sets out the assurance opinions issued from these audits:

Date of Report	Assurance Opinion	Report Details
20.06.16	Substantial 	Car Insurances and Driving Licences – verifying that all staff using their own cars on official business were appropriately insured and held a valid driving license. Documentations provided by all staff.
27.07.16	Reasonable 	Healthy Lifestyles Income – looking at charging, income recording and banking of monies. Attendance at each session was recorded but reconciliation was difficult due to receipts not being issued and delays in banking of monies. Receipt books now in use with receipts being issued for all payments. Monies now paid in on the day of the session.

Date of Report	Assurance Opinion	Report Details
29.07.16	Full 	Procurement System – all aspects of the system were examined to ensure Contract Procedure Rules and Financial Regulations were being followed. System was operating well with no recommendations arising.

5 QUALITY MONITORING

5.1 Customer feedback questionnaires are issued following the completion of the majority of audit work carried out. These questionnaires ask for the auditees view on the work that has been undertaken. No questionnaires have been returned since the last meeting with the outstanding ones currently being pursued from the officers concerned.

6 UPDATE ON RED RISKS

6.1 The position remains the same as that reported to the last meeting of this Committee on 29 June 2016, with just one red risk in respect of waste management and the withdrawal of cost sharing in March 2018. Regular monitoring of this risk will continue.

7 CONCLUSION

7.1 Progress to date with the 2016/17 audit plan is satisfactory.

7.2 There has been no further change to the status of our red risk since the last meeting of Committee.

PRINCIPAL AUDITOR

DIRECTOR OF RESOURCES

AA20-16/MA/AC
4 August 2016

BACKGROUND PAPERS: None

For further information please ask for Mick Ainscow .

Annex 1

2016/17 Planned Days	Audit	Actual days to 31/07/16	Status as at 31/07/16
<i>Fundamental (Main) Systems</i>			
25	Main Accounting	0	Not started
25	Creditors	0	Not started
25	Sundry Debtors	0	Not started
30	Payroll and HR	12	Testing underway
40	Council Tax	2	Completion of 15/16 audit
45	Housing Benefits/CT Support	0	Not started
40	NNDR/Business Rates Pooling	2	Completion of 15/16 audit
15	Cash Receipting	12	Testing largely complete
245		28	
<i>Other Systems Work</i>			
20	VAT	12	Additional testing to that carried out in 15/16
12	Treasury Management	0	Not started
20	Procurement	22	✓
6	Stores	0	Not started
10	Asset Management	10	Testing completed
68		44	
<i>Probity and Regularity</i>			
5	Cemetery	5	Testing completed
5	Members Allowances	0	Not started
15	HR and Recruitment/Staff Expenses	13	Testing largely complete
15	Insurance	0	Not started
5	Land Charges	0	Not started
10	Fees and Charges/Cash Collection Procedures	10	Testing completed
15	Business Continuity Mgmt	0	Not started
10	Car Parking	10	At draft report stage
5	VIC/Platform Gallery	7	At draft report stage
10	Trade and Domestic Refuse Collection	0	Not started
15	Externally contracted Provision of RVBC Services	0	Not started
10	Environmental Health	6	Identifying income streams
10	Transparency/Open Data	0	Not started
5	Healthy Lifestyles	6	✓
5	Ribblesdale Pool	0	Not started
10	Museum/Café	2	Identifying income streams
10	Partnership Arrangements	0	Not started
10	Grants received	8	Testing largely complete
10	Grants paid	7	Testing largely complete

2016/17 Planned Days	Audit	Actual days to 31/07/16	Status as at 31/07/16
10	Data Protection	0	Not started
15	Section 106 Agreements/Planning Enforcement	0	Not started
10	Building Control	0	Not started
10	Planning Applications	0	Not started
225		74	
<i>Continuous Activity/Ongoing Checks</i>			
12	Income Monitoring	4	∞
25	Contingencies/unplanned work	16	Driving Licence/Car Insurance Check, Election Duties and Jury Service
15	Risk Management	3	∞
20	Corporate Governance	20	∞
5	Performance Indicators	5	∞
40		28	
25	Insurance	12	∞
30	Training	15	∞
	Available audit days to 31/3/2017	449	
670		670	

Key:

∞ Continuous Activity

✓ Completed

Not started No work undertaken in the current year on these audits

RIBBLE VALLEY BOROUGH COUNCIL REPORT TO ACCOUNTS AND AUDIT COMMITTEE

Agenda Item No. 9

meeting date: 17 AUGUST 2016
 title: 2015/2016 YEAR-END PERFORMANCE INFORMATION
 submitted by: DIRECTOR OF RESOURCES
 principal author: MICHELLE HAWORTH – PRINCIPAL POLICY AND PERFORMANCE OFFICER

1 PURPOSE

- 1.1 This is the year-end report of 2015/2016 that details performance against our local performance indicators.
- 1.2 Regular performance monitoring is essential to ensure that the Council is delivering effectively against its agreed priorities, both in terms of the national agenda and local needs.
- 1.3 Relevance to the Council's ambitions and priorities:
 - Community Objectives –
 - Corporate Priorities –
 - Other Considerations -

Monitoring our performance ensures that we are both providing excellent services for our community as well as meeting corporate priorities.

2 BACKGROUND

- 2.1 Performance Indicators are an important driver of improvement and allow authorities, their auditors, inspectors, elected members and service users to judge how well services are performing.
- 2.2 A rationale has been sought for maintaining each indicator – with it either being used to monitor service performance or to monitor the delivery of a local priority.
- 2.3 The report attached at Appendix 1 comprises the following information:
 - The outturn figures for all local performance indicators relevant to this committee for 2015/16. Some notes have been provided to explain significant variances either between the outturn and the target or between 2015/2016 data and 2014/2015 data. A significant variance is greater than 15% (or 10% for cost PIs).
 - Performance information is also provided for previous years for comparison purposes (where available) and the trend in performance is shown.
 - Targets for service performance for the year 2015/2016 are provided and a 'traffic light' system is used to show variances of actual performance against the target as follows: Red: service performance significantly below target (i.e. less than 75% of target performance), Amber: performance slightly below target (i.e. between 75% and 99% of target), Green: target met/exceeded.
 - Targets have been provided for members to scrutinise for the following three years. A target setting rationale was sought from each Head of Service.
- 2.4 These tables are provided to allow members to ascertain how well services are being delivered against our local priorities and objectives, as listed in the Corporate Strategy.
- 2.5 Analysis shows that of the 7 indicators that can be compared to target:
 - 57.14% (4) of PIs met target (green)
 - 42.86% (3) of PIs close to target (amber)
 - 0% (0) of PIs missed target (red)

- 2.6 Analysis shows that of the 7 indicators where performance trend can be compared over the years:
- 14.28% (1) of PIs improved
 - 42.86% (3) of PIs stayed the same
 - 42.86% (3) of PIs worsened
- 2.7 Whilst three PIs are flagged as having worsened above, this relates to only a very minor fall in results between the 2014/15 and 2015/16 financial year performance and is not an area for concern.

3 GENERAL COMMENTS ON PERFORMANCE AND TARGETS

- 3.1 In respect of the three amber flagged performance indicators, the Head of Financial Services has stated that these are not areas for concern as performance has been only marginally below the target that was set at the beginning of the year.

4 CONCLUSION

- 4.1 Consider the 2015/2016 performance information provided relating to this committee.







PRINCIPAL POLICY AND
PERFORMANCE OFFICER

DIRECTOR OF RESOURCES















AA22-16/MH/AC
29 July 2016

For further information please ask for Michelle Haworth, extension 4421

APPENDIX 1

PI Status		Long Term Trends	
	Alert		Improving
	Warning		No Change
	OK		Getting Worse

Accounts and Audit Performance Information 2015/2016

PI Code	Short Name	2014/15		2015/16		2016/17	2017/18	2018/19	Current Performance	Trend year on year	Target setting rationale
		Value	Target	Value	Target	Target	Target	Target			
PI FS1	% of draft audit reports issued in less than 10 days from completion of audit (sign-off meeting by auditee)	100%	100%	100%	100%	100%	100%	100%			Maintain performance.
PI FS3	Percentage of Audit Plan covered	86%	90%	92%	90%	90%	90%	90%			Maintain performance
PI FS11	Percentage of audit recommendations made to date now implemented or accepted	100%	100%	98%	100%	100%	100%	100%			
PI FS12	Audit time as a percentage of total time available	71.25%	70%	69.13%	70%	70%	70%	70%			Past performance
PI FS13	Percentage of audits completed within budgeted days	78.25%	80%	78.25%	80%	80%	80%	80%			
PI FS14	Percentage of customers providing feedback	100%	100%	100%	100%	100%	100%	100%			Past performance
PI FS15	Average satisfaction score	4.35	4	4.25	4	4	4	4			Past performance and achievability