



# Statement of Accounts 2017-18



ASHFORD  
BOROUGH COUNCIL

ASHFORD





# Table of Contents

Approval of the Statement of Accounts.....	1
Narrative Report .....	2
Introduction.....	2
The Statement of Accounts .....	2
Overview of 2017/18 Financial Results and Activity .....	2
Statement of Responsibilities for the Statement of Accounts .....	9
Core Financial Statements .....	10
Comprehensive Income and Expenditure Statement .....	10
Movement in Reserves Statement.....	11
Balance Sheet .....	13
Cash Flow Statement .....	14
Notes to the Core Financial Statements .....	15
1. Accounting Policies .....	15
2. Accounting Standards that have been issued but not adopted.....	30
3. Critical Judgements in Applying Accounting Policies.....	30
4. Assumptions Made about the Future and Other Major Sources of Estimation Uncertainty.....	32
5. Expenditure and Funding Analysis .....	34
6. Note to the Expenditure and Funding Analysis and telling the story restatement .....	36
7. Expenditure and Income Analysed by Nature .....	39
8. Members' Allowances.....	40
9. Officers' Remuneration.....	40
10. Termination Benefits.....	42
11. External Audit Costs .....	42
12. Grant Income.....	43
13. General Fund Reserves .....	43
14. Property, Plant and Equipment .....	45
15. Revaluation Gains and Impairments.....	48
16. Investment Properties (Group Accounts).....	48
17. Heritage Assets .....	49
18. Capital Expenditure and Capital Financing.....	49

19.	Capital Commitments .....	50
20.	Financial Instruments .....	50
21.	Nature and Extent of Risks Arising from Financial Instruments .....	52
22.	Debtors.....	55
23.	Creditors.....	56
24.	Unusable Reserves .....	57
25.	Leases.....	59
26.	Provisions.....	62
27.	PFI and Similar Contracts.....	62
28.	Defined Benefit Pension Schemes .....	63
29.	Related Parties.....	68
30.	Interest in Companies.....	68
31.	Contingent Liabilities .....	69
32.	Events after the Balance Sheet Date.....	70
33.	Cash Flow Statement – Adjustment to Net Deficit on the Provision of Services for Non Cash Movement .....	70
34.	Cash Flow Statement - Adjustment to Net Deficit on the Provision of Services for Investing & Financing Activities .....	70
35.	Cash Flow Statement - Operating Activities .....	71
36.	Cash Flow Statement - Investing Activities.....	71
37.	Cash Flow Statement - Financing Activities .....	71
38.	Cash Flow Statement - Makeup of Cash and Cash Equivalents .....	71
	Supplementary Single Entity Statements.....	72
	Housing Revenue Account .....	72
	Movement on the HRA Statement .....	73
	Notes to the Housing Revenue Account.....	73
1.	Number and type of Housing Stock, Balance Sheet Opening and Closing Values.....	73
2.	Vacant Possession Value of Dwellings.....	73
3.	Major Repairs Reserve.....	74
4.	Summary of Capital Expenditure and Financing .....	74
5.	Capital Receipts from Disposal of Assets.....	74
6.	Depreciation .....	75
7.	Valuations.....	75
8.	Pensions.....	75

9. Rent Arrears .....	76
Collection Fund.....	77
Notes to the Collection Fund .....	78
1. NNDR Rateable Value.....	78
2. Band D Council Tax.....	78
3. Council Tax Base .....	79
4. Precepts .....	80
Independent Auditor's report to the Members of Ashford Borough Council .....	81
Glossary .....	85



# Approval of the Statement of Accounts

The Audit Committee at its meeting on the 10 July 2018 approved the Statement of Accounts for the year ended 31 March 2018 in accordance with the Accounts and Audit Regulations 2015.

Signed:

Handwritten signature of Councillor Barrett, consisting of the letter 'B' followed by a stylized, scribbled name.

10/7/18.

Councillor Barrett  
Deputy Chairman Audit Committee  
10 July 2018

# Narrative Report

## Introduction

Local Authority accounts are subject to a number of regulatory requirements and accounting standards. This results in a complex format, which requires the reader to have a reasonable knowledge of accounting terms and presentation. Where the use of technical terms is unavoidable, an explanation is provided in the Glossary (page 85)

## The Statement of Accounts

The content and format of the Statement of Accounts is prescribed in the Accounting Code of Practice, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), which has approval from the Financial Reporting Advisory Board. The Statement of Accounts includes the Core Financial Statements and Supplementary Financial Statements along with other statutory sections.

For this year (2017/18), there have been very few changes to the Code with only some changes affecting this Council.

The Core Financial Statements (page 10 to 14) comprise:

- Movement in Reserves Statement
- Comprehensive Income and Expenditure Statement
- Balance Sheet
- Cash Flow Statement

These statements include a group position, which incorporates the Council's subsidiary, A Better Choice for Property Ltd.

The statement of accounts has been restated from previous years to reflect the new directorate structure explained more fully below.

# Overview of 2017/18 Financial Results and Activity

Following the conclusion of the East Kent merger discussions in 2017, a revised senior management structure was implemented. The structure, as reported to Cabinet in April 2017, further enhances cross-functional working, improves resilience, increases capacity at senior levels and improves the drive for the authority to take a more commercial approach in the delivery of public services.

## The Corporate Plan and Medium Term Financial Plan

The Council approved the Corporate Plan in 2015/16, covering the years 2015-2020.

The Corporate Plan includes four key themes and future projects look to compliment these themes:

- a. Enterprising Ashford
- b. Living Ashford
- c. Active and Creative Ashford
- d. Attractive Ashford

The plan also looked at how the Council can invest in opportunities to become less reliant on Government funding, including the creation of subsidiary companies and further commercial development opportunities, which aim to provide rental income streams to the Council to support services.

During 2017/18, the Council approved the new 5 year business plan for its subsidiary property company. This will see the company continuing on its successful foundations and expanding to provide 400-500 units over this timeframe. This will provide a significant return for the Council, contributing towards the self-sufficiency agenda.

Work has also continued on other income generating projects including the redevelopment of Elwick Road, which is on target for completion in December

2018. In conjunction with the Corporate Plan the Council has reviewed its medium term financial plan (for the full paper see the cabinet agenda for November 2017)

The Council set its budget for 2018/19 at the February Cabinet meeting to deliver upon the themes identified in the Corporate plan. The budget requirement increased council tax by £3.50 to £157.50 for a band D property. This modest increase (below that permitted 2% or £5) means the Council still has the lowest council tax in Kent, while still providing excellent services.

The budget included also included an updated Treasury Management Strategy which will cover how cash flows are managed in the coming year, reviewed fees and charges, and financial procedures.

The Capital programme was included in the report and included industrial units at Carlton Road which will provide an additional revenue stream for the Council in the long term.

The budget report included an updated Medium Term Financial Plan that was updated to reflect the outcome of the Local Government 4 year settlement offer and government plans to reform business rates and New Homes Bonus. The report recognises a future emerging budget gap and highlights how this will be managed through managing demand on services through digital transformation, and investment strategies.

The digital transformation agenda is a massive priority for the Council and impacts on all services. Digital transformation will look to manage increasing service demands by streamlining and improving process rather than employing additional resources, which places a strain on the Council's budget.

The project will also review back office functions and automate processes where possible to ensure they are running efficiently and effectively providing value

for money. The efficiency's generated will not only save on additional recruitment costs through demand management, but also generate capacity for Officers to divert more time towards the other corporate priorities. The full budget report can be accessed on the Councils website.

In 2018/19 the Council will take part in the 100% rates retention pilot. This will allow Ashford, KCC and Kent Fire to retain all the business rates generated in the borough. The pilot status provides funding for increasing the sustainability of Local authorities and provides a growth fund for the East Kent economic area.

The Comprehensive Income and Expenditure Statement, and associated notes on page 10, includes:

- the general fund outturn as detailed below
- the Housing Revenue Account income and expenditure
- other notional accounting entries for capital charges, pensions and asset sales.

A reconciliation between the statutory and management accounts is included in note 5, the Expenditure and Funding Analysis.

## **Performance and Governance**

### *Risk Management*

The Councils Strategic Risk Management framework was adopted in 2015, and since then the monitoring and assessment of strategic risk has been an evolving process.

During 2017/18 A new risk management framework was developed by the Audit Partnership in tandem with the Management Team. This was presented to and endorsed by the Audit Committee in March 2018. This will be embedded across the organisation during 2018/19

### *Performance Management*

The Council regularly reports it wider performance to the Cabinet on a

quarterly basis and these reports are available on the internet.

### *Annual Governance Statement*

As part of the governance processes the Council adopts an annual governance statement and reports to the audit committed on progress made in remedying exceptions. These reports are available to view on the website.

### **General Fund (i.e. excluding the Housing Revenue Account)**

A summary of the Council's General Fund position for 2017/18 is shown on Page 4. This excludes the Housing Revenue Account (HRA), which is covered separately at page 5.

This differs from the statutory presentation of the Comprehensive Income and Expenditure Statement (page 10), and aims to present the information in a more meaningful manner for readers of the accounts.

During 2017/18 the Council had a number variances between its budgeted and actual expenditure/income; however, the Council managed these variances through the budget monitoring processes and ended up £29,000 over the original budget estimate.

Budget monitoring reports are presented to quarterly meetings of the Council's Cabinet (September, November and February); with a full year Financial Outrun report being presented in June. The 2017/18 full year report was presented to Cabinet on the 14 June 2018 and along with budget monitoring reports are available on the Council's website.

Some of the significant movements for 2017/18 are detailed below:-

The Council's Treasury Management activity generated additional income of £556,000 resulting from changes in investment and borrowing strategies during the year. £200,000 of this saving has been transferred to a new economic risk reserve to help protect the

organisation from external market conditions.

The Council's in house grounds maintenance team, Aspire, made savings of £327,000 in year; this resulted from lower than anticipated service costs following the first full year of operation and machinery being more robust than anticipated, leading to lower maintenance costs. Even with these savings Aspire has had positive press in increasing the presentation of the borough and delivering on one of the Council priorities 'Attractive Ashford'.

The garden waste collection service also continued to attract new residents in 2017/18 and generated additional income of £60,000.

Parking had an increase in salaries of £96,000 for additional Enforcement Officers, which contributed to an increase in income of £160,000.

Due to the increase in homeless families, the Housing Department had additional costs of £300,000. A new homelessness strategy will look to reduce the number of people requiring temporary accommodation and reduce costs in future years.

£250,000 was set aside in year for the repair and maintenance of the Council's assets to ensure that they remain in good order going forward and mitigate against unexpected/significant repair costs.

Overall, and despite the slight overspend, much of the unexpected income was diverted to reserves, this in addition to grant funding which is set aside for future projects, earmarked reserves increased by £1.9m in 2017/18.

The Council reserves remain at a healthy level and enable the Council to explore new investment opportunities going forward which aim to support local growth, provide income generation and increase the prosperity of the borough.

This approach will also help mitigate cuts from central government and ensure services in Ashford continue to provide

excellent value for money and deliver on the aspirations highlighted in the

Corporate Plan.

**General Fund Final Outturn 2017/18**

Service	Original Budget 2017/18	Revised Budget 2017/18	Final Outturn 2017/18		Variance
	£'000	A £'000	B £'000	B-A £'000	
Chief Executive	838	935	1,084		149
Director of Finance & Economy	3,070	3,191	4,076		885
Director of Law & Governance	1,968	1,836	1,776		(60)
Director of Place & Space	9,599	9,503	9,225		(278)
<b>Net Service Expenditure</b>	<b>15,475</b>	<b>15,465</b>	<b>16,161</b>		<b>696</b>
Capital Charges and net interest	(2,033)	(2,033)	(2,589)		(556)
Revenue Contribution to Capital	0	0	359		359
Levies and Grants	250	250	250		0
Contribution to Reserves	1,319	1,319	1,984		665
<b>Net Expenditure</b>	<b>15,011</b>	<b>15,001</b>	<b>16,165</b>		<b>1,164</b>
Funded by:					
Government grant	(4,510)	(4,510)	(5,205)		(695)
Business Rates	(3,422)	(3,422)	(3,415)		7
Council Tax	(7,079)	(7,079)	(7,526)		(447)
<b>Total Financing</b>	<b>(15,011)</b>	<b>(15,011)</b>	<b>(16,146)</b>		<b>(1,135)</b>
<b>Outturn reported</b>	<b>(0)</b>	<b>(10)</b>	<b>19</b>		<b>29</b>

## Housing Revenue Account (HRA)

The outturn on the HRA is showing a deficit of £3.2m compared to a budget deficit of £4.9m, a reduction of £1.7m. This underspend is largely attributable to slippage on the planned maintenance programme due to delays in procuring works and programme management. It is anticipated that these works will be completed in 2018/19.

The accumulated HRA reserve balance at 31 March 2018 was £3.5m. In

addition, the Major Repairs Reserve stands at £3.6m, which is available to fund the Decent Homes Programme, giving a total balance for HRA Reserves of £7.1m (compared with £8.2m as at 31 March 2017). This year's underspend will be allocated to fund the slipped items in the program.

Council dwellings are revalued at the end of each financial year, this year the movement during the year resulted in a net valuation increase of £7.8m (£25.9m in 2016/17).

## Housing Revenue Account Outturn 2017/18

Service	Revised Budget	Final Outturn	Variance
	2017/18	2017/18	
	A	B	B-A
	£'000	£'000	£'000
<b>Income</b>	<b>(25,511)</b>	<b>(24,703)</b>	808
Supervision and Management	5,158	5,627	469
Repairs and Maintenance	3,328	3,462	134
Other	21,924	18,820	<b>(3,104)</b>
<b>Net Expenditure</b>	<b>4,899</b>	<b>3,206</b>	<b>(1,693)</b>
Capital Works - Decent Homes	4,424	3,100	<b>(1,324)</b>
<i>Capital works financed by:</i>			
Major Repairs Allowance (from Self-Financing Determination)	<b>(4,424)</b>	<b>(3,100)</b>	1,324
	<b>4,899</b>	<b>3,206</b>	<b>(1,693)</b>

## Capital Expenditure

Capital expenditure is investment in the acquisition, construction, enhancement or replacement of tangible assets such as land, buildings or major items of equipment and intangible assets (such as computer software) which will be used to benefit services over a number of years.

Major projects during 2017/18 included:

- Elwick Place - During the year work has progressed on site in line with the build schedule, and there have been no significant variations to the build specification that would impact the expected completion date of December 2018. Expenditure incurred in 2017/18 is £19.3m
- Land and buildings purchased for economic and regeneration purposes have included Mecca Bingo Hall at £1.9m in the town centre.
- A further £1.9m has been spent on completing Farrow Court Phase 2
- Danemore sheltered housing accommodation redevelopment has incurred costs of £3.4m
- Spend on existing housing stock amounted to £3.1m to ensure Decent Homes Standards are maintained.

In the financial year 2017/18, the outturn for the capital programme was:

## Summary of Capital Spending and Financing

	£'000	£'000
<i>Capital investment</i>		
General Fund capital expenditure	25,200	
HRA capital expenditure	13,600	
Total expenditure		38,800
<i>Sources of finance</i>		
Prudential borrowing		21,560
<i>Capital receipts</i>		
- 1-4-1 capital receipts	819	
- General capital receipts	3,434	4,253
<i>Grants and contributions</i>		
- External grants and contributions		3,115
Contribution to/(from) Major Repairs Reserve		3,100
<i>Direct revenue contributions</i>		
- Repairs and Renewals Reserve	203	
- General Fund financing	359	
- HRA Revenue contributions	4,480	
- Developer contributions	1,730	6,772
Total financing		38,800

## **Treasury Management**

### *Borrowing*

At 31 March 2018, the Council had long-term and short-term borrowing of £150.7m. £114.7m of the borrowing relates to the housing subsidy buy-out with government. The remaining £36m relates to General Fund borrowing which has been taken to fund capital projects where borrowing was previously agreed. This is the first year-end in a while where short term borrowing had been necessary following previous years where reserve balances have been used. This change in approach has been made to take advantage of the low interest rate environment, which helped deliver additional income on 2017/18 as highlighted earlier in this report.

### *Investments*

At 31 March 2018, the Council had investments and cash deposits with a fair value of £38.9m (£24.4m at 31 March 2017) detailed in note 21. In 2017/18 the Council continued to maintain a diversified investment portfolio in terms of counterparties and duration of investments, with more long-term investments continuing to be held. This has been, in accordance with the objectives of the Treasury Management Strategy, adopted by the Council.

## **Pensions**

As part of the Conditions of Employment, the Council must offer staff retirement benefits under statutory requirements. At

31 March 2018, 92% of staff were part of the pension scheme, contributing between 5.5% and 12.5% of salary. The remainder of staff opted out of the scheme. Payments into the pension scheme, investment assets and future liabilities are held and managed by the Kent County Council Pension Fund for all contributing member authorities. For further information see note 28.

## **Stanhope Private Finance Initiative (PFI)**

The PFI agreement for the regeneration of the Stanhope Estate has been ongoing since 2007 the details are in Note 27.

## **Council owned Companies**

The CIPFA Code of Practice requires Local Authorities to consider all their interests and to prepare a full set of group financial statements where they have material interests in subsidiaries, associates or joint ventures.

The Council has two wholly owned subsidiaries, A Better Choice for Property Ltd, and A Better Choice for Building Consultancy Ltd. The interest in the Property Company is considered material and therefore group accounts have been prepared in accordance with IFRS 10.

In November 2017 it was decided that it was not viable for A Better Choice for Building Consultancy Ltd to pursue Approved Inspector status, and that it was not providing value for money to the Council in its existing form. The decision was therefore taken to make the company dormant for the foreseeable future. This decision has no significant impact on the Council's income streams.

# Statement of Responsibilities for the Statement of Accounts

## The Authority's Responsibilities

Under law the Authority is required to:

- Make arrangements for the proper administration of its financial affairs and to ensure that one of its Officers has the responsibility for the administration of those affairs. In this authority, the Chief Finance Officer
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets
- Approve the Statement of Accounts.

## The Responsibilities of the Chief Finance Officer (CFO)

The Chief Finance Officer is responsible, in law, 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 of Practice'). There is a responsibility of the CFO to observe the CIPFA statement on the role of the CFO in public service organisations.

In preparing this Statement of Accounts, the CFO has:

- Selected suitable accounting policies and then applied them consistently;
- Made judgements and estimates that were reasonable and prudent;
- Complied with the Codes of Practice.

## The CFO has also:

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

---

**I certify that the Statement of Accounts between pages 10 and 80 present a true and fair view of the financial position of Ashford Borough Council at 31 March 2018 and its income and expenditure for the year ended on that date.**



**Ben Lockwood**  
Chief Finance Officer  
17 July 2018

# Core Financial Statements

## Comprehensive Income and Expenditure Statement

Gross Expenditure £'000	ABC 2016/17 Restated	Net Expenditure £'000	Group 2016/17		Gross Expenditure £'000	ABC 2017/18	Net Expenditure £'000	Group 2017/18
	Gross Income £'000		Net Expenditure £'000			Gross Income £'000		Net Expenditure £'000
883	(85)	798	798	Chief Executive	1,176	(4)	1,172	1,172
49,029	(46,103)	2,927	2,806	Director of Finance & Economy	48,788	(45,007)	3,781	3,781
4,709	(3,190)	1,519	1,519	Director of Law & Governance	5,458	(3,477)	1,981	1,981
11,870	(3,287)	8,583	8,583	Director of Place & Space	13,094	(3,682)	9,412	9,286
17,262	(29,243)	(11,981)	(11,981)	Local Authority Housing	28,071	(27,946)	125	125
2,614	0	2,614	2,614	Non distributed costs	2,254	0	2,254	2,254
86,368	(81,908)	4,459	4,338	<b>Cost of Services</b>	98,841	(80,116)	18,725	18,599
				Other operating expenditure				
	1,639		1,639	Parish Council Precepts & Levies		1,684		1,684
	490		490	Payments to the Government Housing Capital Receipts Pool		486		486
	(3,817)	(1,688)	(3,817)	Disposal of non-current assets		(1,655)	515	(1,655)
				Financing and investment income and expenditure				
	4,991		5,114	Interest payable		4,942		5,110
	2,305		2,305	Net interest on the net defined benefit liability (asset)		2,144		2,144
	(952)		(952)	Interest receivable		(1,123)		(1,123)
	0	6,344	(249)	Income, Expenditure and Changes in fair value of Investment Property		0	5,963	(123)
				Taxation and non-specific grant income				
	0		50	Income Tax relating to companies		0		21
	(8,249)		(8,249)	Council Tax income		(8,930)		(8,930)
	(3,028)		(3,028)	Non-domestic rates income and expenditure		(4,199)		(4,199)
	(5,840)		(5,840)	Non-ringfenced government grants (Note 12)		(5,205)		(5,205)
	(1,353)	(18,470)	(1,353)	Capital grants received in year		(6,753)	(25,087)	(6,753)
		(9,355)	(9,552)	<b>(Surplus) or Deficit on Provision of Services</b>			116	56
	(36,898)		(36,898)	(Surplus) or deficit on revaluation of Property, Plant and Equipment (see note 14)		(14,781)		(14,781)
	(620)		(620)	(Surplus) or deficit on revaluation of Available-for-Sale financial Assets		72		72
	13,415		13,415	Remeasurements of the net defined benefit liability (See note 28)		(7,308)		(7,308)
		(24,103)	(24,103)	<b>Other Comprehensive Income and Expenditure</b>			(22,017)	(22,017)
		(33,458)	(33,655)	<b>Total Comprehensive Income and Expenditure</b>			(21,901)	(21,961)

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation, or rents, to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in both the Expenditure and Funding Analysis and the Movement in Reserves Statement. Please see note 6 for the restatement. The restatement of the CI&ES was due to restructuring of Council and reporting is now carried out at a Directorate level

## Movement in Reserves Statement

2017/18	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Grants Unapplied Account	Total Usable Reserves (excluding company)	Unusable Reserves (Note 24) (excluding company)	Total Usable Reserves (group)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Balance at 31st March 2017	(19,393)	(6,753)	(11,150)	(1,439)	(433)	(39,168)	(144,960)	(39,421)
<i>Movements in Reserves during 2017/18</i>								
Total Comprehensive Income & Expenditure	(2,158)	2,274	0	0	0	116	(22,017)	56
<b>Adjustments between accounting and funding basis under regulations</b>								
Sources of Finance	674	2,010	4,252	3,101	431	10,468	(10,468)	10,468
Sums set-a-side for capital purposes	2,458	8,296				10,754	(10,754)	10,754
Revenue expenditure charged to capital under statute	(972)	0				(972)	972	(972)
Removal of items not chargeable to Fund Balances	0							0
- Capital adjustment account	(3,323)	(11,782)	0	(5,296)		(20,401)	20,401	(20,401)
- Capital grants unapplied account	4,069	0			(4,069)	0		0
- Capital receipts reserve (for HRA, see note 5)	(391)	2,865	(2,474)			0		0
- Deferred capital receipts reserve	0		(699)			(699)	699	(699)
- Pensions reserve	(2,833)	(458)				(3,291)	3,291	(3,291)
- Collection fund adjustment account	404					404	(404)	404
- Accumulated absences account	0	0				0	0	0
Net increase or decrease before transfers to Earmarked Reserves	(2,072)	3,205	1,079	(2,195)	(3,638)	(3,621)	(18,280)	(3,681)
Balance at 31st March 2018	(21,465)	(3,548)	(10,071)	(3,634)	(4,071)	(42,789)	(163,240)	(43,102)

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

2016/17	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Grants Unapplied Account	Total Usable Reserves (excluding company)	Unusable Reserves (Note 21) (excluding company)	Total Usable Reserves (group)
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Balance at 31st March 2016	(18,055)	(7,868)	(6,056)	(449)	(1,628)	(34,056)	(116,614)	(34,116)
<i>Movements in Reserves during 2016/17</i>								
Surplus or deficit on the provision of services	(934)	(8,421)				(9,355)		(9,552)
Other Comprehensive Income & Expenditure							(24,103)	
Total Comprehensive Income & Expenditure	(934)	(8,421)	0	0	0	(9,355)	(24,103)	(9,552)
Adjustments between accounting and funding basis under regulations	0							
Sources of Finance	1,241	110	411	4,185	1,198	7,145	(7,145)	7,145
Sums set-a-side for capital purposes	2,450	8,114				10,564	(10,564)	10,564
Revenue expenditure charged to capital under statute	(944)	0				(944)	944	(944)
Removal of items not chargeable to Fund Balances	0							0
- Capital adjustment account	(3,762)	(3,116)	0	(5,175)		(12,053)	12,053	(11,856)
- Capital grants unapplied account	3	0			(3)	0		0
- Capital receipts reserve (for HRA, see note 5)	691	4,756	(5,447)			0		0
- Deferred capital receipts reserve	1,357		(58)			1,299	(1,299)	1,299
- Pensions reserve	(1,629)	(328)				(1,957)	1,957	(1,957)
- Collection fund adjustment account	189					189	(189)	189
- Accumulated absences account	0	0				0	0	0
Net increase or decrease before transfers to Earmarked Reserves	(1,338)	1,115	(5,094)	(990)	1,195	(5,112)	(28,346)	(5,112)
Increase or decrease during 2016/17	(1,338)	1,115	(5,094)	(990)	1,195	(5,112)	(28,346)	(5,112)
Balance at 31st March 2017	(19,393)	(6,753)	(11,150)	(1,439)	(433)	(39,168)	(144,960)	(39,228)

## Balance Sheet

ABC		Group			ABC		Group	
31 March 2017					31 March 2018			
£'000	£'000		Notes	£'000	£'000	£'000	£'000	
377,243	377,243	Property, Plant & Equipment	14	409,310		409,310		
2,446	2,446	Heritage Assets	17	2,588		2,588		
0	4,043	Investment Property	16	0		6,205		
14,865	14,522	Long Term Investments	20	21,877		21,703		
9,509	5,904	Long Term Debtors	20	11,247		5,337		
<b>404,063</b>	<b>404,158</b>	<b>Long Term Assets</b>				<b>445,022</b>		<b>445,142</b>
2,541	2,541	Short Term Investments	20	26		26		
7,508	7,523	Short Term Debtors	22	10,035		10,051		
7,300	7,311	Cash and Cash Equivalents	38	17,687		18,011		
<b>17,349</b>	<b>17,375</b>	<b>Current Assets</b>				<b>27,748</b>		<b>28,087</b>
(3,039)	(3,039)	Short Term Borrowing		(37,078)		(37,078)		
(14,579)	(14,700)	Short Term Creditors	23	(15,532)		(15,679)		
(816)	(816)	PFI Current Liabilities	27	(874)		(874)		
<b>(18,434)</b>	<b>(18,555)</b>	<b>Current Liabilities</b>				<b>(53,484)</b>		<b>(53,631)</b>
(1,357)	(1,357)	Long-term Provisions	26	(1,655)		(1,655)		
(114,664)	(114,664)	Long Term Borrowing	20	(113,664)		(113,664)		
(81,087)	(81,087)	Pension Liability	28	(77,070)		(77,070)		
(21,623)	(21,623)	PFI Liability	27	(20,749)		(20,749)		
(119)	(119)	Finance Lease Liability	25	(119)		(119)		
<b>(218,850)</b>	<b>(218,850)</b>	<b>Long Term Liabilities</b>				<b>(213,257)</b>		<b>(213,257)</b>
<b>184,128</b>	<b>184,128</b>	<b>Net Assets</b>				<b>206,029</b>		<b>206,342</b>
		<b>Financing (see MiRS)</b>						
(39,168)	(39,168)	Usable Reserves		(42,789)		(43,102)		
(144,960)	(144,960)	Unusable Reserves	24	(163,240)		(163,240)		
<b>(184,128)</b>	<b>(184,128)</b>					<b>(206,029)</b>		<b>(206,342)</b>

The Balance Sheet summaries the authority's financial position as at 31 March. The 'top half' contains the Council's assets and liabilities held or accrued from other parties. As local authorities do not have equity, the 'bottom half' is comprised of reserves that shows the position of an authorities net worth, they fall into two categories:

- usable reserves, which include the revenue and resources available to meet future expenditure, such as the General Fund Balance and the Capital Receipts Reserve
- unusable reserves, which include unrealised gains and loss or adjustment accounts, such as the Revaluation Reserve or the Pension Reserve

## Cash Flow Statement

ABC Restated 2016/17 £'000	Group 2016/17 £'000		Notes	ABC 2017/18 £'000	Group 2017/18 £'000
(9,355)	(9,552)	Net (surplus) or deficit on the Provision of services		116	56
(9,080)	(8,896)	Adjustment to the Net surplus or deficit on the provision of services for non-cash movements	33	(18,946)	(18,917)
5,982	5,982	Adjustment for items in the net surplus or deficit on the provision of services that are investing or financing activities	34	7,069	7,069
(12,453)	(12,466)	Net cash flows from operating activities		(11,761)	(11,792)
6,767	7,334	Investing activities	36	33,597	35,633
2,664	2,135	Financing activities	37	(32,223)	(34,541)
(3,022)	(2,997)	Net movements in year excluding non-cash items		(10,387)	(10,700)
4,278	4,314	Cash and cash equivalents at the beginning of the reporting period		7,300	7,311
3,022	2,997	Net increase or (decrease) in cash and cash equivalents		10,387	10,700
7,300	7,311	Cash and cash equivalents at the end of the reporting period	38	17,687	18,011

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

- those that have occurred as a result of the authority's operations
- those arising from the authority's investing activities (including cash flows related to noncurrent assets), and
- those attributable to financing decisions.

# Notes to the Core Financial Statements

## 1. Accounting Policies

### General Principles

The Statement of Accounts summarises the Authorities transactions for the 2017/18 financial year and its position at the year ending 31 March 2018. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015, which require being prepared in accordance with proper accounting practices. These practices primarily comprise the 'Code of Practice on Local Authority Accounting in the United Kingdom 2017/18' (the Code), 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.

### 1. Accounting Concepts and Conventions

The Going Concern basis has been selected for the preparation of these accounts based on the assumption that the Council will operate for the foreseeable future.

Qualitative characteristics are the attributes that make the information provided within this Statement of Accounts, useful to users. The International Accounting Standards Board (IASB) Framework sets out the two fundamental, qualitative characteristics and four enhancing, qualitative characteristics of financial statements, which have been adopted by the Code:

- Fundamental
  - relevance
  - faithful representation
- Enhancing
  - comparability
  - verifiability
  - timeliness
  - understandability

The Code also includes consideration of materiality as a qualitative characteristic and the Framework considers it as part of the fundamental characteristic of relevance.

### 2. Accruals of Income and Expenditure

With the exception of the Cash Flow Statement, including its notes, and the Collection Fund, the Statement of Accounts is presented on an accruals basis.

The accruals basis of accounting requires the non-cash effect of transactions to be reflected in the Statement of Accounts for the year in which those effects are experienced, and not in the year in which the cash is actually received or paid. In particular: fees, charges and rents due from customers are accounted for as income at the date the Council provides the relevant goods or services; interest

payable on borrowings and receivable on investments is accounted for on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.

Where income 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 it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected. There is a de minimis limit for manual accruals (not automatic accruals) of £5,000 to aid faster closing, transactions below this limit are not accrued for as they are deemed not material to the understanding of these accounts.

### 3. **Estimation Techniques**

Estimation techniques are the methods adopted by the Council to arrive at estimated monetary amounts, corresponding to the measurement bases selected for assets, liabilities, gains, losses and changes in reserves. Details of where these are used are contained in the relevant Note to the Accounts. Where a change in an estimation technique is material, an explanation of the change is provided and its effect on the results for the current period.

### 4. **Costs of Internal Support Services**

All costs of management and administration are fully allocated to services. The basis of allocation used for the main costs of management and administration are outlined below:

<b>Cost</b>	<b>Basis of Allocation</b>
Accounting and other services	Budgeted time spent by staff, as predicted by budget managers
Legal services	Actual time spent by staff, as recorded on time recording systems
Administrative Buildings	Area occupied
IT support of corporate financial systems	Actual direct costs (hardware costs etc.) plus cost of estimated staff resources
Network / PC support	Per capita
Executive Support, Call Centre, Customer Contact Centre and Printing	Actual use, as recorded by monitoring systems
Internal Audit	Per audit plan
Payroll and Personnel Costs	Per capita
Debtors and Creditors	Per transaction

## 5. **Council Tax and National Non-Domestic Rates**

Revenue relating to council tax and business rates is measured at the full amount receivable (net of any impairment losses) as they are non-contractual, non-exchange transactions. Revenue is recognised when it is probable that the economic benefits of the transaction will flow to the Council and the amount of revenue can be measured reliably.

The council tax and business rates income included in the Comprehensive Income and Expenditure Statement is the accrued income for the year, which consists of:

- The Council's council tax precept and business rate share from the Collection Fund i.e. the amount billed for the year; and
- The Council's share of the actual council tax and business rates surplus or deficit on the fund at the preceding year-end that has not been distributed or recovered in the current year.

The latter is not required by regulation to be credited to the General Fund and so is taken to the Collection Fund Adjustment Account and included as a reconciling item in the Movement in Reserves on the General Fund balance.

The Council, as billing authority, recognises the creditor in its balance sheet for cash collected from taxpayers and businesses on behalf of major preceptors but not yet paid to them, or a debtor for cash paid to major preceptors.

## 6. **Charges to Revenue**

Service and Support Service Accounts are debited with amounts to record the cost of holding non-current assets used in the provision of services.

These amounts include the annual provision for depreciation, certain revaluation gains/losses and impairment losses and the amortisation of intangible assets. The amounts are subsequently reversed in the Movement in Reserves Statement to the Capital Adjustment Account so that they do not impact on the amounts required from local taxation.

Capital charges made to the Housing Revenue Account are the amounts as determined by statutory provision.

External interest payable is debited in the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement and amounts set aside from revenue for the repayment of external loans, are charged to the General Fund Balance in the Movement in Reserves Statement.

## 7. **Revenue Expenditure Funded from Capital Under Statute**

Legislation allows some expenditure to be classified as capital for funding purposes when it does not result in the expenditure being carried on the Balance Sheet as Property Plant and Equipment. The purpose of this is to enable it to be funded from capital resources rather than being charged to the General Fund and have a direct impact upon Council Tax. These items are generally grants and expenditure on property not owned by the Council.

Such expenditure is charged to Cost of Services in the Comprehensive Income and Expenditure Statement but subsequently reversed in the Movement in Reserves Statement to the Capital Adjustment Account.

## 8. **Government Grants and Contributions**

Grants received are credited to the Comprehensive Income and Expenditure Statement when the income is recognised and once conditions have been met. Revenue Grants specific to a particular service will be shown against the service expenditure line. General Revenue Grants, in the form of Revenue Support Grant, , and Capital Grants are credited and disclosed separately in the Taxation and Non-specific Grant Income line in the Comprehensive Income and Expenditure Statement.

Capital Grants and Capital Contributions will subsequently be transferred through the Movement in Reserves Statement to the Capital Adjustment Account or the Grants Unapplied Account, if expenditure has not been incurred.

If conditions have not been met, grants will be held as a creditor (Grants received in advance) on the Balance Sheet until conditions are met or grants are repaid.

## 9. **VAT**

VAT is accounted for separately and is not included in the Comprehensive Income and Expenditure Statement, whether of a capital or revenue nature. Input VAT, which is not recoverable from HM Revenue and Customs, will be charged to Service Revenue Accounts, or added to capital expenditure as appropriate. The Council's partial exemption status is reviewed on an annual basis.

## 10. **Heritage Assets**

Heritage assets are carried at valuation (e.g. insurance valuation) rather than fair value, reflecting the fact that exchanges of heritage assets are uncommon. Valuations are determined by the insurance valuation or where not available, the historical cost. Although there are no prescribed minimum periods for review, the assets will be reviewed in line with the insurance policy and material changes will be incorporated into the accounts. A de-minimis level has been set at £10,000 for heritage assets based on the method of valuation above.

## 11. **Assets Held for Sale (Current Assets)**

These assets have been declared surplus to the Council's operational requirements, are being actively marketed for disposal and have an estimated sale date within twelve months of the Balance Sheet date. They are reported on the Balance Sheet, at the lower of the carrying amount or the fair value (market value) of the asset, less the costs to sell the asset. Assets held for sale are not subject to depreciation. Potential 'Right-to-buy' sales are not accounted for until the date of sale, as they are not actively marketed in any conventional way.

## 12. **Intangible Assets**

Expenditure on assets that do not have physical substance but are identifiable and controlled by the Council (e.g. software licences) is capitalised when it will benefit the Council for more than one financial year.

An intangible asset is initially measured at cost but will be revalued where the fair value of the asset differs significantly from its carrying value. The depreciable amount is amortised over its useful economic life to the relevant service line in the

Comprehensive Income and Expenditure Statement, but subsequently reversed through the Movement in Reserves Statement to the Capital Adjustment Account.

### 13. **Investment Assets**

These assets are held solely to earn rentals and/or capital appreciation. The property cannot be used for any other purpose to be classed as an investment asset.

They are held initially at cost and subsequently at fair value, being the price that would be received to sell such an asset.

Properties are not depreciated but are revalued annually according to market conditions at the year-end.

### 14. **Property, plant and equipment**

#### 14.1. **Recognition**

All expenditure on the acquisition, creation, or enhancement of these assets is capitalised on an accruals basis. These assets are depreciated on a straight-line basis.

#### 14.2. **Recognition Definition**

Property, plant and equipment are tangible assets (i.e. assets with physical substance) that are held for use in the production or supply of goods and services, for rental to others, or for administrative purposes, and expected to be used during more than one period.

The category is split into seven sub categories.

- Council Dwellings;
- Other Land and Buildings;
- Vehicles, Plant, Furniture and Equipment;
- Infrastructure Assets;
- Community Assets;
- Surplus Assets;
- Assets Under Construction.

The Accounting policy for each type of asset is detailed below:

#### 14.3. **Council dwellings**

These assets are held on the Balance Sheet at fair value but discounted to allow for the Existing Use Value for Social Housing (EUV-SH).

An annual valuation is carried out by a qualified surveyor in accordance with the latest guidance issued by the Royal Institute of Chartered Surveyors (RICS) as at 31 March. Material changes will be reflected in the accounts if they arise after the valuation.

#### 14.4. **Other Land and Buildings**

These assets are held on the Balance Sheet initially at cost, however are revalued and updated with a desktop revaluation annually. All property and land will be fully valued at least once within the 5-year cycle.

IFRS requires the consideration of componentisation for material items of property, plant and equipment, where they are of a material financial nature or have

significantly differing life expectancies. The Council has set a minimum asset value of £1,000,000 and a component size of at least 10% of the value.

**14.5. Vehicles, Plant, Furniture and Equipment**

These assets are recognised in the Balance Sheet at cost and are subject to straight-line depreciation over the expected life of the asset.

**14.6. Infrastructure Assets**

These assets are recognised in the Balance Sheet at cost and are subject to straight-line depreciation over the expected life of the asset.

**14.7. Community Assets**

These are defined as assets that the local authority 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 allotments. These assets are held on the Balance Sheet at historic cost and are not subject to revaluation or depreciation.

**14.8. Assets under Construction**

This covers assets currently not yet ready for operational purposes. The Council does not depreciate nor revalue assets under construction. These assets are held at cost on the Balance Sheet.

**14.9. Surplus Assets**

These assets are not being used to deliver services and are held at fair value which is the price that would be receivable if sold.

**14.10. Valuations**

Increases in valuations are matched by credits to the Revaluation Reserve to recognise revaluation gains. However, where the increased valuation follows a previous reduction in the carrying value below its historic cost, gains would be credited to the service expenditure in the Comprehensive Income and Expenditure Statement to reverse the loss previously charged to a service.

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.

On revaluation, accumulated depreciation is written out.

**14.11. Depreciation**

Depreciation on assets with a finite useful life, in line with International Accounting Standard (IAS) 16, is calculated on a straight-line basis according to the following policy:

- All assets with a finite useful life are depreciated on a straight-line basis over the asset life. The life of buildings is reviewed as part of the asset revaluation. The life of vehicles, plant and equipment is generally taken to be five years, unless evidence exists to support a longer or shorter life.
- Newly acquired assets and enhancements are depreciated in year one, assets in the course of construction are not depreciated until they are ready for use, starting in the following year.
- In accordance with recognised accounting practice, land owned by this Council is not depreciated.

Following removal of the transitional arrangements from 1 April 2017, Council Dwellings and other HRA land and property are depreciated in line with proper accounting practices.

#### **14.12. Impairment of Non-current Assets**

A review for impairment of non-current assets, whether carried at historical cost or valuation, is carried out at year-end to ascertain whether events or changes in circumstances, indicate that the carrying amount of the asset may not be recoverable. Examples of events and changes in circumstances that indicate impairment may have been incurred include:

- a significant decline in the asset's fair value during the period;
- evidence of obsolescence or physical damage to the asset;
- a significant adverse change in the statutory or other regulatory environment in which the authority operates;
- a commitment by the authority to undertake a significant reorganisation.

In the event that an impairment is identified, the value will either be written off to the Revaluation Reserve where sufficient reserve levels for that asset exist, or written off to Service Expenditure through the Comprehensive Income and Expenditure Statement where the carrying value falls below the historic value of the asset. Any impairment at the Balance Sheet date is shown in the notes to the core financial statements, along with the name, designation and qualifications of the officer making the impairment.

If the impairment is identified on an investment property, the value is written out to the Financing and Investment Income line in the Comprehensive Income and Expenditure Statement.

#### **14.13. Gains or Losses on Disposal of Property Plant and Equipment**

When an asset is disposed of or de-commissioned, the carrying value of the asset and any receipts from the sale, together with the costs of disposal, are shown on the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement which, therefore, bears a net gain or loss on disposal. Where the receipt is in excess of £10,000, it is appropriated to the Capital Receipts Reserve, via the Movement in Reserves Statement, where it can be used for any approved capital purpose, e.g. for new capital investment. The carrying value of the disposed asset is appropriated to the Capital Adjustment Account from the Movement on Reserves Statement. Costs of disposal are accounted for within the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

## 15. **Leases**

A lease is an agreement whereby the lessor conveys to the lessee, in return for a payment or series of payments, the right to use an asset for an agreed period.

A finance lease is a lease that transfers substantially all the risks and rewards incidental to ownership of an asset. Title may or may not eventually be transferred. An operating lease is a lease other than a finance lease. A definition of a lease includes hire purchase arrangements.

### 15.1. **Finance Leases**

As lessee, the Council shall recognise finance leases as assets and liabilities at amounts equal to the fair value of the property or, if lower, the present value of the minimum lease payments.

Minimum lease payments are apportioned between the finance charge (interest) and the reduction of the outstanding liability. The finance charge is calculated to produce a constant periodic rate of interest on the remaining balance of the liability.

The Council recognises an asset under a finance lease in the Balance Sheet at an amount equal to the net investment of the lease.

Assets recognised under a finance lease are depreciated; the depreciation policy for leased assets is consistent with the policy for other property, plant and equipment. Where it is not certain that ownership of the asset will transfer at the end of the lease, the asset is depreciated over the shorter of the lease term and its useful economic life. After initial recognition, assets recognised under a finance lease are subject to accounting policies in the same way as any other asset.

As lessor, the Council derecognises the asset and show this as a long term debtor. Lease rentals receivable are apportioned between a charge for the acquisition of capital (applied to write down the lease debtor) and finance income – which is credited to the Financing and Investment Income line in the Comprehensive Income and Expenditure Statement. The Code required this income to be treated as a capital receipt and therefore, it is reversed out via the Movement in Reserves Statement to the Capital Receipts Reserve. For finance leases that existed at 31<sup>st</sup> March 2010, regulations allow these capital receipts to remain credited to the Comprehensive Income and Expenditure Statement.

### 15.2. **Operating Leases**

Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term unless another systematic basis is more representative of the benefits received by the Council.

## 16. **Current Assets and Liabilities**

### 16.1. **Short term Debtors and Creditors**

With exception set out above (policy no 2), the Revenue and Capital accounts of the Council are maintained on an accruals basis in accordance with the Code and other relevant IASs. That is, sums due to or from the Council during the year are included, whether or not the cash has actually been received or paid in the year.

## 16.2. **Impairment Allowance for Bad and Doubtful Debts**

The figure shown in the Statement of Accounts for Debtors is adjusted for bad debts. This amount is to provide for debts that are unlikely to be collected in future years. The percentage used to reduce the Debtors figure is based on historical evidence of collection and management judgements.

## 17. **Contingent Assets and Contingent Liabilities**

Contingent assets are not recognised in the Statement of Accounts. They are disclosed by way of notes if the inflow of a receipt or economic benefit is probable. Such disclosures indicate the nature of the contingent asset and an estimate of its financial effect.

Contingent liabilities are not recognised in the accounting statements. They are disclosed by way of notes if there is a possible obligation which may require a payment or a transfer of economic benefits. For each class of contingent liability, the nature of the liability is disclosed together with a brief description, an estimate of its financial effect, an indication of the uncertainties relating to the amount or timing of any outflow and the possibility of any reimbursement.

## 18. **Short term and long term Provisions**

The Council sets aside provisions for specific liabilities or losses which are likely or certain to be incurred, but the amounts or the dates on which they will arise are uncertain. The value of the provision must be the best estimate of the likely liability or loss. When utilised, the payment is charged to Provisions and not to Service Expenditure.

## 19. **Reserves**

The Council holds Usable and Unusable Reserves. Usable Reserves give the Council discretion to meet expenditure without having a direct impact on Council Tax. In contrast, Unusable Reserves do not give the Council such discretion and are kept to manage the accounting processes for non-current assets, financial instruments and employee benefits.

Usable Reserves are created when the Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. These reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. No expenditure is charged directly to a reserve but is charged to the service revenue account within the Comprehensive Income and Expenditure Statement; this is then offset by a reserve appropriation within the Movement in Reserves Statement. The exception is amounts required for the repayment of external loans and for financing capital expenditure from revenue sources. Where this applies, amounts are appropriated from the General Fund Balance in the Movement in Reserves Statement.

The General Fund Balance acts as a working contingency to meet unforeseen and unforeseeable costs including those relating to emergencies. Earmarked reserves, such as the repairs and renewals reserve, are for specific purposes. The Capital Receipts Reserve can only be used for certain statutory purposes such as financing capital expenditure.

The Major Repairs Reserve is required by statutory provision to be set up in relation to the Housing Revenue Account.

## 20. **Employee Benefits**

Three categories of employee benefits exist, under IAS 19 and IPSAS 25 Employee Benefits, as detailed below.

### 20.1. **Benefits payable during employment**

- Short-term employee benefits arise during a financial year or are those due to be settled within 12 months of the year-end. They include 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 employees render service to the Council.
- Benefits earned by current employees but payable twelve months or more after the end of the reporting period such as, long-service leave or jubilee payments and long-term disability benefits.

Where considered of a material nature these are accrued.

### 20.2. **Termination benefits including Exit Packages**

This covers costs that are payable as a result of either an employer's decision to terminate an employee's employment before the normal retirement date; or an employee's decision to accept voluntary redundancy in exchange for those benefits. These are often lump-sum payments, but also include enhancement of retirement benefits and salary until the end of a specified notice period, if the employee renders no further service that provides economic benefits to the entity.

In the event of notice of termination being served on an employee, the costs of redundancy are accrued to the year that the notice is served, but other costs will be charged to the year they are incurred. These costs 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 where the Council is committed to the termination of employment.

### 20.3. **Post-employment benefits**

As part of the terms and conditions of employment of its employees, the Council offers retirement benefits. Although these benefits will not actually be payable until employees retire, the Code requires the Council to account for this benefit at the time that employees earn their future entitlement. The amount charged to the Comprehensive Income and Expenditure Statement for employee's pensions is in accordance with IAS19 Retirement Benefits, subject to the interpretations set out in the Code. This is accounted for in the following ways:

- Pension liabilities, attributable to the Council, are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates and projected earnings for current employees etc.
- Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of return.
- The assets of the pension fund attributable to the Council are included on 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 net pensions liability is analysed into five components:
  - Current service cost – the increase in liabilities as result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the service where employees worked.
  - Past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the net cost of services in the Comprehensive Income and Expenditure Statement as part of the Non Distributable Costs.
  - Net interest on the net defined benefit liability (asset) – the change during the period in the net liability (asset) that arises from the passage of time. This is debited/ (credited) to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement.
  - Gains/losses on settlements and curtailments – the result of actions to relieve the Council of liabilities or actions that reduce the expected future service or actuarial benefits of employees - debited to the net cost of services in the Comprehensive Income and Expenditure Statement as part of the Non Distributable Costs.
  - Actuarial Gains and Losses – changes in the net pension liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the assumptions have been updated - debited to the Comprehensive Income and Expenditure Statement.

Under IAS 19, the Council recognises as an asset or liability, the surplus/deficit in pension costs calculated in accordance with the standard. This surplus/deficit is the excess/shortfall of the value of assets when compared to the present value of the pension liabilities. Where the contributions paid into the Pension Fund do not match the change in the Council's recognised liability for the year, the recognised cost of pensions will not match the amount required to be raised in taxation. Any such mismatch is to be dealt with by an equivalent appropriation to or from the Pension Reserve together with any actuarial gains/losses. The difference between the recognised net pension liability and the amounts attributed to this Council in Kent County Pension Fund are shown in the Balance Sheet as Pensions Liability and this is offset by the Pensions Reserve (an adverse balance).

The Local Government Pension Scheme, applicable to this Council, is administered locally by Kent 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's liabilities with investment assets over the average future working life of its employees.

Contributions to the pension scheme are determined by the Fund's actuary on a triennial basis. The latest formal valuation of the Kent County Pension Fund was at 31 March 2016 and changes to contribution rates as a result of that valuation took effect on 1 April 2017.

## 21. **Financial Instruments**

The Code has significant disclosure requirements relating to Financial Instruments (e.g. loans and investments). They relate to the identification of the various types of Financial Instruments, gains and losses arising from transactions during the

year, comparative valuation statements, and the assessment of risks associated with holding Financial Instruments.

Detailed disclosure of the Council's holding of Financial Instruments is included in Note 20 on page 50.

#### **21.1. Financial Liabilities**

Financial liabilities are initially measured at fair value and carried at their amortised cost. Annual charges to the Financing and Investment Income 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 reconciliation of amounts charged to the Financing and Investment Income line in the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed in the Movement in Reserves Statement by a transfer to or from Unusable Reserves (Financial Instruments Adjustment Account).

#### **21.2. Financial Assets**

Financial assets are classified into two types:

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

#### **21.3. Loans and Receivables**

Loans and receivables are initially measured at fair value and carried at their amortised cost. Annual credits to the Financing and Investment Income 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, and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

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

Any gains and losses that arise on the de-recognition of the asset are credited/debited to the Financing and Investment Income line of the Comprehensive Income and Expenditure Statement.

#### **21.4. Available-for-sale Assets**

Available-for-sale assets are initially measured and carried at fair value. Where the asset has fixed or determinable payments, annual credits to the Financing and Investment Income 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 and are given a 'fair value level' based on the accuracy of the valuation (Level 1 being the most reliable estimate):

- Level 1 – fair value is only derived from quoted prices in active markets for identical assets or liabilities
- Level 2 – fair value is calculated from inputs other than those quoted prices that are observable for the asset or liability
- Level 3 – fair value is determined using unobservable inputs, e.g. non-market data such as cash flow forecasts or estimated credit worthiness

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 line, in the Comprehensive Income and Expenditure Statement. Subsequently, this entry is reversed in the Movement in Reserves Statement and debited/credited to the Available-for-Sale Reserve. The exception is where impairment losses have been incurred – these are debited to the Financing and Investment Income line in the Comprehensive Income and Expenditure Statement, along with any net gain/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 and payments due under the contract will not be made, the asset is written down and a charge made to the Financing and Investment Income line in the Comprehensive Income and Expenditure Statement.

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

#### **21.5. Financial Instrument Risk**

The Code requires Authorities to estimate the "Fair Value" of their Financial Instruments and compare them with the carrying amounts which appear on the Balance Sheet. The Fair Value estimate will include the future discounted cash flows associated with the Councils' Financial Instruments as at 31 March and should reflect prevailing interest rates as at that date.

The Code identifies the following three types of risk associated with Financial Instruments:

- (a) Credit risk
- (b) Liquidity risk
- (c) Market risk

The Code requires Authorities to produce a sensitivity analysis, detailing the impact of a 1% interest rate change. A full assessment of these risks, including the sensitivity analysis, is included in Note 21 on page 52.

These disclosure requirements are equally applicable to outstanding debtors, see Note 22 on page 55 for an analysis of debtors. In addition to this, a provision for bad debts is also included in the Statement.

## 22. **Cash and Cash Equivalents**

Cash and cash equivalents include short-term, highly liquid investments that are readily convertible to known amounts of cash, which are subject to an insignificant risk of change in value and are shown on the Balance Sheet at their nominal value; these include investments that can be accessed immediately without incurring a penalty, such as call accounts. Cash and cash equivalents are shown net of any bank overdraft that forms part of the Council's cash management.

## 23. **Private Finance Initiative (PFI)**

PFI contracts are agreements to receive services, where the responsibility for making available Property Plant and Equipment needed to provide the services, passes to the PFI contractor. As the Council is deemed to control the services that are provided under its PFI schemes and as the ownership of the Property Plant and Equipment will pass to the Council at the end of the contract at no charge, the Council carries the Property Plant and Equipment used under the contract on the Balance Sheet.

The original recognition of these Property Plant and Equipment was balanced by the recognition of a liability, for the amounts due to the scheme operator to pay for the assets, net of any capital contributions made.

The stock is recognised at market value less the EUV-SH factor and additions are measured at cost, as per the contractor model. Lifecycle costs are accounted for when they occur.

Property Plant and Equipment recognised on the Balance Sheet are revalued and depreciated in the same way as Property, Plant and Equipment owned by the Council.

The amounts payable to the PFI operators will be analysed into the following elements:

- Fair value of the services received during the year;
- Finance charge – an interest charge on the balance sheet liability;
- Payment towards the liability.

## 24. **Group Accounts**

Group Accounts will be prepared in accordance with IFRS 10 (consolidated financial statements) and IFRS 12 (disclosure of interest in other entities), where it is considered that the Council has a material interest in subsidiaries.

Where applicable the following principles will be followed:

### *Basis of Consolidation*

Group Accounts will be prepared on the basis of a full consolidation of the financial transactions and balances of the Council and a relevant subsidiary. Any gains and losses arising from a subsidiary will be fully reflected in the Comprehensive Income and Expenditure Statement, Balance Sheet, Movement in Reserves Statement and Cashflow Statement within the Group column.

### *Accounting Policies*

Group Accounts will be prepared using consistent accounting policies where possible; where there are conflicting policies with IFRS requirements, then the requirements of the Code of practice for Local Authority accounting will be adopted for consolidation purposes.

Where Intra-group charges occur they will be removed during consolidation of the accounts.

Whether to group account is determined by Qualitative and Quantitative materiality, therefore when considering whether to group, not only the values are relevant, the interest to all stakeholders is also taken into account.

## **25. Exceptional Items and Prior Year Adjustments**

Exceptional items are included in the cost of the service to which they relate, or on the face of the Comprehensive Income and Expenditure Account, if that degree of prominence is necessary in order to give a fair presentation of the accounts. An adequate description of each exceptional item is given within the notes to the accounts.

Prior year adjustments arise as a result of a change in accounting policies or to correct a material error. When either of the circumstances applies, the Council will show the extent of the adjustment in a table, reconciling the adjusted opening and closing balances and/or comparative amounts shown for a prior period.

## **26. Events after the Balance Sheet Date**

Where an event occurs after the Balance Sheet date, favourable or unfavourable, which provides evidence of conditions that existed at the Balance Sheet date, the amounts in the Statement of Accounts and any affected disclosures should be adjusted.

Where an event occurs after the Balance Sheet date and is indicative of conditions that arose after the Balance Sheet date, the amounts recognised in the Statement of Accounts should not be adjusted but a disclosure made, including:

- the nature of the event;
- an estimate of the financial effect.

Events after the Balance Sheet date should be reflected up to the date when the Statement of Accounts is authorised for issue, as per the approved policies by the council.

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

'The Code' requires disclosure of the impact (where material), of an accounting change required by these 'new' standards. This requirement applies to those standards that come into effect for financial years commencing on or before 1 January of the financial year in question (i.e. on or before 1 January 2018 for 2017/18) but cannot be quantified and are not believed to have a material impact on the Statement of Accounts.

The following apply to these Financial Statements:

- IFRS 9 Financial Instruments: The Council will adopt IFRS 9 Financial Instruments with effect from 1<sup>st</sup> April 2018. The main changes include the reclassification of financial assets and the earlier recognition of the impairment of financial assets. To this end, on 1<sup>st</sup> April 2018 the Council irrevocably elected to present changes in the fair value of its equity investments in other comprehensive income as permitted by the IFRS:
- IFRS 15 Revenue from Contracts with customers including amendments to IFRS 15 Clarifications to IFRS 15 Revenue from Contracts with Customers
- Amendments to IAS12 Income Taxes: Recognition of Deferred Tax Assets for Unrealised Losses
- Amendments to IAS 7 Statement of Cash Flows: Disclosure Initiative

## **3. Critical Judgements in Applying Accounting Policies**

In applying the accounting policies set out in Note 1, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- The Council has set budgets and its medium term financial plans on the basis of central funding already announced by the Government. If these were to change in the near future, it may well arise that an adjustment in local services will be required, to enable the Council to continue as a 'going concern'.
- From April 2013, changes in the accounting for business rates mean that the Council is at risk if income is lower than the threshold set by government. In particular, this will be affected by the level of successful appeals by ratepayers against their rateable value, last determined by the Valuation Office Agency with effect from 2017. The Council's budget takes into account the possible effect of these changes but, if these exceed estimates made, the Council will need to make future provision.
- The Council places reliance on external property valuers, actuaries and other professionals, for valuations and/or consideration of impairment of its property assets and pension valuations. Should these be found to be inaccurate, the Council faces the risk of its accounts being qualified. To mitigate this, the Council seeks advice from reputable professionals only.
- The valuers have made a number of assumptions when valuing the Council's properties, based on current market conditions. If the valuations

were made under different assumptions, there could be significant changes in the accounts.

- The Council is acting as a guarantor for the Pension Liabilities of Ashford Leisure Trust to permit its entry into the Kent County Council Pension Fund. In the event that the Trust fails to meet its obligations to the Fund, the Council will be called upon to cover these liabilities. As at the 31 March 2018 these liabilities, calculated under FRS 102 amounted to £1.6m, however, the trust remains a going concern and recourse to such a guarantee is considered remote; and is not one and the same as the actual liability if the guarantee was to be called on. An indicative cessation report of the estimated liability is obtained at each triennial valuation. The next triennial valuation is to be undertaken March 2019.
- The Council has an interest in two subsidiary companies, when determining whether the Council should consolidate, factors in relation to qualitative and quantitative elements are used. Following an assessment, the Council consolidated A Better Choice for Property based on materiality for both factors. A Better Choice for Building Consultancy ceased to trade on 6 November 2017. Trading activity up to this date was not material and it therefore has not been consolidated.

#### 4. Assumptions Made about the Future and Other Major Sources of Estimation Uncertainty

The items in the Authority's Balance Sheet at 31 March 2018, 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	<p>Estimation of the net liability to pay pensions depends on a number of complex judgements, relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets.</p> <p>A firm of actuaries is engaged to provide the Authority with expert advice about the assumptions to be applied.</p>	<p>A 0.1% change in the discount rate (the iBoxx Corporate Bond Index) would result in a change in the liability of £3.1m.</p> <p>A 1 year change in the mortality assumption would result in a £6.9m change in the pension liability.</p>
NNDR appeals liability	<p>From April 2013, the Council has been responsible for refunding successful appeals against past NNDR liabilities. Business Rates were revalued as at April 2017, therefore estimates of the possible effects on this council have been taken into account in these accounts and future funding assumptions.</p> <p>In regards to the provision for appeals, estimates have been calculated using the following methods, for each valuation list: (1) for the 2010 valuation list an estimate of successful appeals has been calculated using the Council's historic experience of appeals with an average success rate of 28%, resulting in an average 11% movement in rateable value (2) there is not yet sufficient evidence to calculate the 2017 valuation list, therefore</p>	<p>If the level of successful appeals exceeds the assumptions already made, the cost will be met from future budgets.</p>

Item	Uncertainties	Effect if Actual Results Differ from assumptions
	all Kent authorities have used 4.7% of Gross Rates Payable, in line with government assumptions.	
Recovery of Benefit over-payments	These accounts assume that the Council will continue to be able to recover overpaid benefit from Benefit Claimants.	Should the changes being considered by the Government restrict the ability of local authorities to pursue such debts, write-offs of uncollected debt will have to be met from future budgets.
Impairment Allowance for Bad Debts	The Council has impairment allowances for bad debts totalling £2,272,000 approximately 25% of the value outstanding debt, compared to £2,726,000 approximately 25% in 2016/17.	Any decline in rates of collection for debt would result in a need to increase the allowance.

## 5. Expenditure and Funding Analysis

The Expenditure and Funding Analysis has the objective to demonstrate to council tax and rent payers, how the funding available to the authority (i.e. government grants, rents, council tax and business rates) for the year has been used in providing services. This is in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices. The Expenditure and Funding Analysis also shows how this expenditure is allocated for decision making purposes between the Council's services. Income and expenditure accounted for under generally accepted accounting practices, is presented more fully in the Comprehensive Income and Expenditure Statement.

The tables below include outturns for adjustments for the whole authority, including HRA and General Fund:

2017/18 Expenditure and Funding Analysis	As reported for resource Management £'000	Adjustment to arrive at the net amount chargeable to GF and HRA balances £'000	Net Expenditure Chargeable to the GF and HRA Balances £'000	Adjustments between Funding and Accounting Basis £'000	Net Expenditure in the CIES £'000
Chief Executive	1,084	39	1,123	49	1,172
Director of Finance & Economy	4,076	(2,170)	1,906	1,875	3,781
Director of Law & Governance	1,776	(210)	1,566	415	1,981
Director of Place & Space	9,225	(2,665)	6,560	2,853	9,413
Local Authority Housing (HRA)	0	(15,788)	(15,788)	15,913	125
Non distributed costs	0	2,164	2,164	90	2,254
<b>Net Cost of Service</b>	<b>16,161</b>	<b>(18,630)</b>	<b>(2,469)</b>	<b>21,195</b>	<b>18,726</b>
Other Income & Expenditure	4	3,599	3,602	(22,212)	(18,610)
<b>(Surplus) or deficit</b>	<b>16,165</b>	<b>(15,032)</b>	<b>1,133</b>	<b>(1,017)</b>	<b>116</b>
Opening GF and HR Balance 31 March 2017			(26,146)		
Closing GF and HRA Balance 31 March 2018			(25,013)		

## Expenditure and Funding Analysis continued

<b>Restated</b> 2016/17 Expenditure and Funding Analysis	As reported for resource Management	Adjustment to arrive at the net amount chargeable to GF and HRA balances	Net Expenditure Chargeable to the GF and HRA Balances	Adjustments between Funding and Accounting Basis	Net Expenditure in the CIES
	£'000	£'000	£'000	£'000	£'000
Chief Executive	875	(60)	816	(18)	798
Director of Finance & Economy	3,605	(2,394)	1,211	1,715	2,926
Director of Law & Governance	2,146	(588)	1,559	(40)	1,519
Director of Place & Space	9,306	(2,416)	6,890	1,695	8,584
Local Authority Housing (HRA)	1,115	(18,739)	(17,624)	5,643	(11,981)
Non distributed costs	0	2,455	2,455	159	2,614
<b>Net Cost of Service</b>	<b>17,047</b>	<b>(21,742)</b>	<b>(4,694)</b>	<b>9,154</b>	<b>4,459</b>
Other Income & Expenditure	(338)	4,808	4,470	(18,284)	(13,814)
<b>(Surplus) or deficit</b>	<b>16,709</b>	<b>(16,934)</b>	<b>(224)</b>	<b>(9,130)</b>	<b>(9,355)</b>
Opening GF and HR Balance 31 March 2016			(25,923)		
Closing GF and HRA Balance 31 March 2017			(26,148)		

Restatement due to restructuring of Council and reporting by Directorate level.

## 6. Note to the Expenditure and Funding Analysis and telling the story restatement

2017/18	Depreciation/ impairment reported at Directorate level £'000	Other adjustments in relation to management reporting £'000	Total to arrive at the amount charged to the GF and HRA £'000	Adjustments for capital purposes £'000	Net change for the Pension Adjustment £'000	Other differences £'000	Total Adjustment between funding and accounting basis £'000
Chief Executive	(7)	46	39	0	49	0	49
Director of Finance & Economy	(275)	(1,896)	(2,170)	1,550	325	0	1,875
Director of Law & Governance	(13)	(197)	(210)	165	250	0	415
Director of Place & Space	(1,389)	(1,276)	(2,665)	2,581	272	0	2,853
Local Authority Housing (HRA)	(5,332)	(10,456)	(15,788)	15,753	160	0	15,913
Non distributed costs	0	2,164	2,164	0	90	0	90
<b>Net Cost of Service</b>	<b>(7,015)</b>	<b>(11,615)</b>	<b>(18,630)</b>	<b>20,049</b>	<b>1,146</b>	<b>0</b>	<b>21,195</b>
Other Income & Expenditure	0	3,599	3,599	(23,952)	2,144	(404)	(22,212)
<b>Total</b>	<b>(7,015)</b>	<b>(8,016)</b>	<b>(15,032)</b>	<b>(3,903)</b>	<b>3,290</b>	<b>(404)</b>	<b>(1,017)</b>

## Note to the Expenditure and Funding Analysis continued

<b>Restated 2016/17</b>	Depreciation/ impairment reported at Head level £'000	Other adjustments in relation to management reporting £'000	Total to arrive at the amount charged to the GF and HRA £'000	Adjustments for capital purposes £'000	Net change for the Pension Adjustment £'000	Other differences £'000	Total Adjustment between funding and accounting basis £'000
Chief Executive	0	(60)	(60)	0	(18)	0	(18)
Director of Finance & Economy	(625)	(1,769)	(2,394)	1,838	(123)	0	1,715
Director of Law & Governance	(81)	(507)	(588)	110	(150)	0	(40)
Director of Place & Space	(978)	(1,438)	(2,416)	1,853	(158)	0	1,695
Local Authority Housing (HRA)	(4,636)	(14,103)	(18,739)	5,701	(58)	0	5,643
Non distributed costs	0	2,455	2,455	0	159	0	159
<b>Net Cost of Service</b>	<b>(6,321)</b>	<b>(15,421)</b>	<b>(21,742)</b>	<b>9,502</b>	<b>(348)</b>	<b>0</b>	<b>9,154</b>
Other Income & Expenditure	0	4,808	4,808	(20,400)	2,305	(189)	(18,284)
<b>Total</b>	<b>(6,321)</b>	<b>(10,613)</b>	<b>(16,934)</b>	<b>(10,898)</b>	<b>1,957</b>	<b>(189)</b>	<b>(9,130)</b>

## Telling the story - Prior year adjustment of statement

This year the presentation of the Comprehensive Income and Expenditure Statement has changed, during 2017/18 Ashford Borough Council implemented a restructure of the organisation. This restructure introduced directorates, moving away from the service reporting.

### Restatement of the 2016/17 CIES cost of services.

	Head of Corporate & Strategy	Head of Cultural Services	Head of Financial Services	Head of Housing Services	Head of Environmental & Customer Services	Head of Corporate Property & Projects	Local authority housing (HRA)	Head of Health, Parking & Community Safety	Head of HR, Communication & Technology	Head of Legal & Democratic Development	Head of Planning & Development	Non distributed costs
<b>Cost of Services</b>	1,518	3,179	1,154	1,354	4,224	(869)	(11,981)	661	359	1,240	1,393	2,225
Chief Executive	220	0	0	0	0	0	0	0	311	0	267	0
Director of Finance & Economy	1,298	0	1,123	1,354	0	(869)	0	0	61	0	0	(43)
Director of Law & Governance	0	0	0	0	(23)	0	0	315	(13)	1,240	0	0
Director of Place & Space	0	3,179	30	0	4,247	0	0	0	0	0	1,127	0
Local authority housing (HRA)	0	0	0	0	0	0	(11,981)	0	0	0	0	0
Non distributed costs	0	0	0	0	0	0	0	346	0	0	0	2,268
<b>Cost of Services</b>	1,518	3,179	1,154	1,354	4,224	(869)	(11,981)	661	359	1,240	1,393	2,225

## 7. Expenditure and Income Analysed by Nature

2016/17		2017/18		
Totals per CI&ES		Totals per Resources Allocations	Adjustments per Accounting Code	Totals per CI&ES
£'000		£'000	£'000	£'000
(43,431)	Fees, charges and other service income	(14,097)	(27,946)	(42,043)
(38,478)	Grants	(38,073)	0	(38,073)
<b>(81,909)</b>	<b>Total Income</b>	<b>(52,170)</b>	<b>(27,946)</b>	<b>(80,116)</b>
17,042	Employees	16,720	3,379	20,099
9,152	Premises	4,908	4,282	9,190
51,442	Supplies and Services	48,471	3,577	52,048
773	Transport	601	117	718
(11,158)	Recharged from other accounts	(13,231)	1,363	(11,868)
15,325	Recharged to other accounts	10,105	912	11,017
3,787	Capital Charges	1,788	15,844	17,632
5	Transfers To/From Reserves	5	0	5
<b>86,368</b>	<b>Total Expenditure</b>	<b>69,367</b>	<b>29,474</b>	<b>98,841</b>
4,459	<b>Cost of Services</b>	17,197	1,528	18,725
1,639	Parish Council Precepts & Levies	250	1,434	1,684
490	Payments to housing capital receipts pool	0	486	486
(3,817)	Gain or loss on disposal of non-current assets	0	(1,655)	(1,655)
4,991	Interest payable and similar charges	(1,370)	6,312	4,942
2,305	Pension interest cost and expected return on pensions assets	0	2,144	2,144
(952)	Interest receivable and similar income	(1,123)	0	(1,123)
(8,249)	Council Tax income	(7,496)	(1,434)	(8,930)
(3,028)	Non-domestic rates	(4,199)	0	(4,199)
(5,840)	Non-ringfenced government grants	(5,205)	0	(5,205)
(1,353)	Capital grants and contributions	0	(6,753)	(6,753)
<b>(9,354)</b>	<b>(Surplus) or Deficit on Provision of Services</b>	<b>(1,946)</b>	2,062	116
0	Transfer to/from reserves	1,608	(1,608)	0
(24,104)	<b>Other Comprehensive Income and Expenditure</b>	0	(22,017)	(22,017)
	Totals of Resources Allocations and Code adjustments	(338)	(21,563)	
<b>(33,458)</b>	<b>Total Comprehensive Income and Expenditure</b>			<b>(21,901)</b>

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

## 8. Members' Allowances

The Authority paid the following amounts to Members of the Council during the year:

2016/17 £'000		2017/18 £'000
325	Allowances	342
11	Expenses	12
<u>336</u>		<u>354</u>

## 9. Officers' Remuneration

This note provides the details of Senior Officers' remuneration and the numbers of employees whose remuneration falls into the categories shown. 'Remuneration' for this purpose, means taxable pay, and includes the tax value of other benefits e.g. leased cars, and termination payments. Figures within this note will exclude any payments covered by confidentiality agreements.

### Senior Employee Remuneration 2017/18

2017/18		Pay & expenses *	Compensation for Loss of Office	Benefits in kind	Total	Pension contributions	Total remuneration
		£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive		112			112	15	127
Corporate Director (Finance & Economy)	+	80			80	11	91
Corporate Director (Law & Governance)	+	90		6	96	13	109
Corporate Director (Place & Space)		97		6	103	14	117
Deputy Chief Executive		58		4	62	0	62
Head of Corporate Property & Projects		70			70	10	80
Head of Health, Parking & Community Safety		70			70	10	80
Head of Finance (Interim)		62			62	8	70
Head of Housing		68			68	9	77
Head of Planning & Development	**	26			26	3	29
Head of Corporate Policy, Economic Development & Communications	**	26			26	4	30
Head of Legal & Democracy	**	25			25	3	28
Head of Environmental & Land Management		65			65	9	74
Head of HR & Customer Services		66			66	9	75
Head of Cultural Services		63		6	69	9	78
		<u>978</u>	<u>0</u>	<u>22</u>	<u>1,000</u>	<u>127</u>	<u>1,127</u>

\*Where an officer is entitled to a lease car, they may instead take a 'cash alternative'. Where this is the case the cash alternative is shown under 'Salary', but where a lease car is taken, the taxable benefit is shown under 'Benefits in Kind'. The taxable benefit is not the same value as the subsidy paid by the Council to the employee.

\*\* Part year appointment, not previously employed within the Council.

+ Officers that also fulfil statutory roles.

## Senior Employee Remuneration 2016/17 comparators

2016/17	Pay & expenses *	Compensation for Loss of Office	Benefits in kind	Total	Pension contributions	Total remuneration
	£'000	£'000	£'000	£'000	£'000	£'000
Chief Executive	106			106	13	119
Deputy Chief Executive	58		4	62	0	62
Corporate Director (Law & Governance) +	87		4	91	11	102
Corporate Director (Development)	94		4	98	13	111
Head of Corporate Property & Projects	67		4	71	9	80
Head of Health, Parking & Community Safety	69		2	71	9	80
Head of Financial Services +	70			70	9	79
Head of Housing Services	63			63	8	71
Head of Environmental & Customer Services **	45			45	6	51
Head of Environmental & Land Management ***	5			5	1	6
Head of HR Communications & Technology	62			62	8	70
Head of Cultural Services	59		4	63	8	71
	<u>785</u>	<u>0</u>	<u>22</u>	<u>807</u>	<u>95</u>	<u>902</u>

+ Officers that also fulfil statutory roles.

### Other Employee Remuneration by Band

2016/17	Remuneration bands	2017/18
<i>nos</i>		<i>nos</i>
19	£50,000 - £54,999	15
5	£55,000 - £59,999	3
2 *	£60,000 - £64,999	7
2	£65,000 - £69,999	1
	£70,000 - £74,999	
1 *	£95,000 - £99,999	
<u>29</u>		<u>26</u>

If figures are marked with an \* this indicates bands which include officers who have received redundancy payments within their remuneration for the year.

The bandings only include the remuneration of senior employees and relevant officers that have not been disclosed individually above.

## 10. Termination Benefits

The Authority terminated the contracts of six employees in 2017/18 incurring liabilities of £74,520 (£140,339 in 2016/17).

2016/17			2017/18	
Voluntary <i>nos</i>	Compulsory <i>nos</i>	Exit package cost band (including special payments)	Voluntary <i>nos</i>	Compulsory <i>nos</i>
1	5	£0 - £19,999	3	3
2		£20,000 - £39,999		
		£40,000 - £59,999		
<u>3</u>	<u>5</u>	Total number included in bandings and in CIES	<u>3</u>	<u>3</u>

## 11. External Audit Costs

In 2017/18, Ashford Borough Council paid the following fees relating to external audit and inspection:

2016/17 <i>£'000</i>		2017/18 <i>£'000</i>
60	Fees payable with regard to external Audit services carried out by the appointed Auditor for the year	60
11	Fees payable for the certification of grant claims and returns	10
<u>71</u>		<u>70</u>

## 12. Grant Income

The Authority credited the following material government grants and contributions to the Provision of Services in the Comprehensive Income and Expenditure Statement.

2016/17			2017/18	
£'000	£'000		£'000	£'000
		<i>Credited to Cost of Services</i>		
414		CLG: Homeless Initiatives including Refugee Project	618	
130		CLG: Major Sites Planning Grant	49	
92		DWP: Discretionary Housing Payments	135	
583		DWP: Benefit Administration Subsidy	658	
36,087		DWP: Benefits Subsidy	35,016	
29		Home Office: Community Safety	30	
160	37,495	Other government grants	395	36,901
284		KCC: Recycling Credits	272	
41	325	Preceptor Funding For CT Support Scheme	47	319
	37,820	Total credited to Cost of Services		37,220
		<i>Credited to Taxation and Non-specific Grant Income</i>		
		Non-ringfenced government grants:		
1,381		- Rate Support Grant	711	
670		- S31 Grant NNDR	1,093	
3,789		- New Homes Bonus	3,401	
1,353		- Capital grants and contributions	6,753	
	7,193			11,958
	45,013			49,178

## 13. General Fund Reserves

This note sets out the split of General Fund reserve balances to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and HRA expenditure in year.

	Balance at 31st	2017/18		Balance at 31st
	March 2017	Transfers In	Transfers Out	March 2018
	£'000	£'000	£'000	£'000
General fund general reserves	(2,602)	31	19	(2,552)
<u>Earmarked general fund reserves</u>				
Fund future expenditure	(5,196)	(4,407)	2,408	(7,195)
Provide for the maintenance of an asset	(4,398)	(139)	334	(4,203)
Required by statute reserves	(278)	(3)	85	(196)
Developer contributions	(6,919)	(2,829)	2,429	(7,319)
	(16,791)	(7,378)	5,256	(18,913)

	Balance at 31st March 2016	2016/17		Balance at 31st March 2017
	£'000	Transfers In £'000	Transfers Out £'000	£'000
General fund general reserves	(1,891)	(751)	40	(2,602)
<u>Earmarked general fund reserves</u>				
Fund future expenditure	(7,209)	(4,064)	6,077	(5,196)
Provide for the maintenance of an asset	(1,542)	(3,431)	575	(4,398)
Required by statute reserves	(298)	(6)	26	(278)
Developer contributions	(7,115)	(1,600)	1,796	(6,919)
	<u>(16,164)</u>	<u>(9,101)</u>	<u>8,474</u>	<u>(16,791)</u>

### The Purpose of the Earmarked Reserves

The Council has established a number of earmarked reserves for specific purposes. These reserves broadly fall into four classifications:

**Fund future expenditure** – These have been established specifically to manage fluctuations in expenditure in the future or provide for specific risks that may need to be funded. Examples of these reserves are:

- Elections reserve
- Economic risk reserve
- Members' IT reserve
- Planning appeals
- Hopewell twinning reserve
- Section 106 monitoring fee

**Provide for the maintenance of an asset** – A general reserve has been established to provide for the maintenance of the Council's assets, in addition to this a number of leases require the Council to put aside money to cover future maintenance liabilities.

**Required by statute reserves** – A number of the Council's revenue generating activities are governed by statutory provisions that require the Council to breakeven over a number of years. Any surplus generated by these activities is allocated to these reserves to offset future deficits, for example land charges and building control surplus.

**Developer contributions** – As part of the Planning process developers can be required to pay sums to the Council for the provision and maintenance of community facilities and open space. Often the payment of these amounts occurs over a number of years and is linked to the progress of the development. These monies are held in reserves until needed.

## 14 Property, Plant and Equipment

Property, Plant & Equipment 2017/18	Council dwellings	Other land & buildings	Vehicles, plant, furniture & equipment	Infra- structure assets	Community assets	Surplus assets	Assets under construction	Total property, plant & equipment	PFI assets included in Property, plant & equipment
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<i>Cost or Valuation</i>									
1 April 2017	259,247	104,263	2,208	2,435	1,716	3,404	9,903	383,176	16,339
Additions	9,882	2,174	204	0	0	443	25,124	37,827	10
Revaluation recognised in the Revaluation Reserve	11,723	(7,748)	0	0	0	(39)	0	3,936	995
Revaluation recognised in the Provision of Services	(9,168)	(2,642)	0	0	0	(147)	0	(11,957)	0
Derecognition - disposals	(1,338)	0	0	0	0	0	0	(1,338)	0
Assets reclassified (to)/from Held for Sale	0	0	0	0	0	0	0	0	0
Transfer between classes of Assets	7,417	130	331	0	0	0	(7,878)	0	0
31 March 2018	277,763	96,177	2,743	2,435	1,716	3,661	27,149	411,644	17,344
<i>Accumulated Depreciation and Impairment</i>									
1 April 2017	1	(5,163)	(538)	(4)	(229)	0	0	(5,933)	0
Depreciation charge	(5,296)	(1,573)	(247)	(4)	0	0	0	(7,120)	(327)
Depreciation written out - Revaluation Reserve	5,281	1,675	0	0	0	0	0	6,956	327
Impairment recognised in the Revaluation Reserve	0	3,749	0	0	0	0	0	3,749	0
Impairment recognised in the Provision of Services									
Derecognition - disposals	15	0	0	0	0	0	0	15	0
31 March 2018	1	(1,312)	(785)	(8)	(229)	0	0	(2,333)	0
<i>Net book value</i>									
31 March 2018	277,764	94,865	1,958	2,427	1,487	3,661	27,149	409,311	17,344
31 March 2017	259,248	99,100	1,670	2,431	1,487	3,404	9,903	377,243	16,339

## Property, Plant and Equipment continued

Property, Plant & Equipment 2016/17	Council dwellings	Other land & buildings	Vehicles, plant, furniture & equipment	Infra- structure assets	Community assets	Surplus assets	Assets under construction	Total property, plant & equipment	PFI assets included in Property, plant & equipment
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
<i>Cost or Valuation</i>									
1 April 2016	325,160	105,655	1,387	2,199	1,716	2,512	2,068	440,697	22,506
Additions	4,184	440	821	158	0	0	10,495	16,098	12
Revaluation recognised in the Revaluation Reserve	(66,642)	(1,057)	0	0	0	(231)	0	(67,930)	(6,038)
Revaluation recognised in the Provision of Services	(1,060)	(1,063)	0	0	0	(132)	0	(2,255)	0
Derecognition - disposals	(3,145)	(1,039)	0	0	0	0	0	(4,184)	(141)
Assets reclassified (to)/from Held for Sale	750	0	0	0	0	0	0	750	0
Transfer between classes of Assets	0	1,327	0	78	0	1,255	(2,660)	0	0
31 March 2017	259,247	104,263	2,208	2,435	1,716	3,404	9,903	383,176	16,339
<i>Accumulated Depreciation and Impairment</i>									
1 April 2016	(93,299)	(11,221)	(379)	0	(229)	0	0	(105,128)	(7,964)
Depreciation charge	(4,602)	(1,525)	(159)	(4)	0	0	0	(6,290)	(290)
Depreciation written out - Revaluation Reserve	4,599	1,428	0	0	0	3	0	6,030	289
Impairment recognised in the Revaluation Reserve	92,624	5,112	0	0	0	1,031	0	98,767	7,916
Derecognition - disposals	679	9	0	0	0	0	0	688	49
Other movements in Depreciation and Impairment	0	1,034	0	0	0	(1,034)	0	0	0
31 March 2017	1	(5,163)	(538)	(4)	(229)	0	0	(5,933)	0
<i>Net book value</i>									
31 March 2017	259,248	99,100	1,670	2,431	1,487	3,404	9,903	377,243	16,339
31 March 2016	231,861	94,434	1,008	2,199	1,487	2,512	2,068	335,569	14,542

## Surplus Assets

During the year, land that the Council purchased at Blinds Groom Lane has been classified as Surplus, as at this time it is non-operational; this treatment is set out in the Code of Practice on Local Authority Accounting.

The surplus assets have been valued using IFRS13 fair value level 2 as there are significant observable inputs using land prices in the local authority area.

2016/17		2017/18
£'000		£'000
1,950	Land at Elwick Road	1,950
817	Commercial Quarter & associated land	778
607	Land at Coneybeare, Torrington Road	607
0	Land at Blinds Groom Lane	295
30	Various other land sites	30
<u>3,404</u>		<u>3,660</u>

Movement of Surplus Assets	1st April	Additions & disposals	Transfer between classes of assets	Revaluation gains/ losses	31st March
	£'000	£'000	£'000	£'000	£'000
2017/18	3,404	443	0	(186)	3,660
2016/17	2,513	0	1,255	(364)	3,404
2015/16	969	384	(368)	1,528	2,513
2014/15	968	0	0	1	969

## Asset Valuation

A valuation exercise and impairment review was completed by external qualified (RICS) valuers, Wilks Head and Eve LLP, in accordance with the relevant guidance.

### Depreciation

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

- Council Dwellings – the useful life of 50 years (previously used the Major Repairs Allowance as a proxy for depreciation between 25-60 years)
- Other Land and Buildings – the useful life estimated by a qualified valuer between 15-60 years
- Vehicles, Plant, Furniture & Equipment – subject to professional view on life between 5-15 years.
- Infrastructure – the useful life estimated between 15-60 years

## 15. Revaluation Gains and Impairments

There have been valuation movements of the HRA Dwellings. Please see the HRA supplementary statement, note 7 on page 75.

General Fund land and buildings were revalued as at 31<sup>st</sup> March 2018 there have been downward revaluations of £2,307,216 recognised through the Revaluation Reserve and downward revaluation movements of £1,388,057 written out through the Consolidated Income and Expenditure Statement.

Assets were valued, using information available at 28 February 2018 based on expected valuations as at 31 March 2018. The valuers have reported that there are no further material changes required.

## 16. Investment Properties (Group Accounts)

Investment properties are wholly owned with the A Better Choice for Property Ltd. Property valuations were made by an independent valuer Sibley Pares (Taylor Riley) Limited, external qualified (RICS) valuers and are reflected in the group statement and the tables below.

The accuracy of the fair value measurement is classified by 'fair value levels' which are shown under financial instruments at note 20, the valuation of the property portfolio are assessed at level 2.

The cashflow statement has the movements to reflect these purchases.

Group Position 2016/17 £'000		Group Position 2017/18 £'000
4,043	Property Portfolio - Dwellings (A Better Choice for Property)	6,205
<u>4,043</u>		<u>6,205</u>

Movements in Investment Property (A Better Choice for Property)	1st April	Additions & disposals	Revaluation gains/ losses	31st March
	£'000	£'000	£'000	£'000
2017/18	4,043	2,039	123	6,205
2016/17	3,227	567	249	4,043
2015/16	1,096	2,019	112	3,227
2014/15	0	1,113	(17)	1,096

## 17. Heritage Assets

Following the adoption of FRS30 Heritage assets have been identified and disclosed in these accounts, the following assets are disclosed in the Balance Sheet:

2016/17		2017/18
£'000		£'000
1,001	Windmills at Woodchurch & Willesborough	1,130
423	Doctor Wilkes Hall	435
750	Hubert Fountain (Victoria Park)	750
273	Mayor's regalia, including mace and badges	273
<u>2,447</u>		<u>2,588</u>

During 2017/18 insurance valuations on the above assets were sought and this resulted in Doctor Wilkes Hall increased in value by £12,000 and the Windmills at Woodchurch and Willesborough increasing by £129,000.

## 18. Capital Expenditure and Capital Financing

This year the Capital Financing Requirement has increased, this is mainly due to the investment in Elwick Place.

2016/17		2017/18
£'000		£'000
157,942	<i>Opening Capital Financing Requirement</i>	157,276
	<i>Restatement -deferred capital receipt</i>	
	<i>Capital investment:</i>	
16,098	Property, Plant and Equipment	37,827
944	Revenue Expenditure funded from Capital under Statute	972
<u>17,042</u>		<u>38,799</u>
	<i>Sources of Finance:</i>	
(411)	Capital Receipts	(4,252)
(1,351)	Government grants and contributions (received in year)	(2,684)
(1,198)	Government grants and contributions (brought forward)	(431)
(4,184)	Major Repairs Reserve	(3,100)
<u>(7,144)</u>		<u>(10,467)</u>
	Sums set aside from revenue	
(7,825)	- Direct revenue contributions	(6,772)
(2,739)	- Minimum revenue provision (MRP)	(3,982)
<u>(10,564)</u>		<u>(10,754)</u>
<u>157,276</u>	<i>Closing Capital Financing Requirement</i>	<u>174,854</u>
	<i>Explanation of movements in year</i>	
2,074	Increase in underlying need to borrowing (unsupported by government financial assistance)	21,560
(2,739)	Provision for the repayment of debt	(3,982)
<u>(665)</u>		<u>17,578</u>

## 19. Capital Commitments

At 31 March 2018, the Council has an approved capital programme for future years budgeted to cost £93m. The major capital commitments are:

31-Mar-17		31-Mar-18
£'000		£'000
0	Elwick Place	17,907
1,280	Repton Park	0
110	Brisley Farm	0
	<i>Housing Revenue Account - Major Projects</i>	
290	Danemore Sheltered Housing Redevelopment	4,121
1,800	Farrow Court Sheltered Housing Redevelopment	122
7,170	New Build Programme	4,689

## 20. Financial Instruments

Long-term	Current		Long-term	Current
31 March 2017			31 March 2018	
£'000	£'000		£'000	£'000
	7,300	<i>Cash and Cash Equivalents</i>		17,687
		<i>Investments</i>		
3,000	2,541	Loans and receivables	3,000	26
11,865		Available-for-sale financial assets	18,877	
14,865	2,541	<i>Total Investments</i>	21,877	26
		<i>Debtors</i>		
	1,422	Trade Debtors		2,694
9,509		Financial assets carried at contract amounts	11,247	
9,509	1,422	<i>Total included in Debtors</i>	11,247	2,694
		<i>Borrowings</i>		
(114,664)	(3,039)	Financial liabilities at amortised cost	(113,664)	(37,078)
(114,664)	(3,039)	<i>Total included in Borrowings</i>	(113,664)	(37,078)
		<i>Other Long-term Liabilities</i>		
(21,623)	(816)	PFI and finance lease liabilities	(20,749)	(874)
(21,623)	(816)	<i>Total Other Long-term Liabilities</i>	(20,749)	(874)
		<i>Creditors</i>		
	(7,359)	Financial liabilities at amortised cost		(8,526)
(119)		Financial liabilities carried at contract amounts	(119)	
(119)	(7,359)	<i>Total Creditors</i>	(119)	(8,526)

Financial assets carried at contract amounts include loans to the Council's property company, A Better Choice For Property Ltd amounting to £5,934,876 as at 31 March 2018 (£3,606,476 as at 31 March 2017). These loans are secured against charges on the properties acquired by the Property Company.

2016/17		2017/18
£'000		£'000
4,991	Interest payable	4,943
(951)	Interest Income	(1,124)
(620)	Surplus arising from the revaluation of financial assets	72
<u>3,420</u>	Net gains/loss for the year	<u>3,891</u>

## Fair Values of Assets and Liabilities

Not all of the Financial Instruments are carried in the Balance Sheet at fair value. In particular, long-term loans, receivables and financial liabilities are carried at amortised cost.

Balance Sheet and fair values are shown in the tables below, split by their level in the fair value hierarchy:

- Level 1 – fair value is only derived from quoted prices in active markets for identical assets or liabilities
- Level 2 – fair value is calculated from inputs other than those quoted prices that are observable for the asset or liability
- Level 3 – fair value is determined using unobservable inputs, e.g. non-market data such as cash flow forecasts or estimated credit worthiness

Balance Sheet	Fair Value		Fair Value Level	Balance Sheet	Fair Value
31 March 2017	31 March 2017			31 March 2018	31 March 2018
£'000	£'000			£'000	£'000
		Financial Liabilities held at Amortised Cost:			
(114,664)	(137,320)	Long Term loans from PWLB	2	(113,664)	(134,094)
(22,439)	(30,707)	PFI Liabilities	3	(21,623)	(27,619)
(119)	(390)	Lease Payables	3	(119)	(339)
<u>(137,222)</u>	<u>(168,417)</u>	<b>TOTAL</b>		<u>(135,406)</u>	<u>(162,052)</u>
(7,028)		Liabilities for which fair value is not disclosed *		(45,604)	
<u>(144,250)</u>		<b>TOTAL FINANCIAL LIABILITIES</b>		<u>(181,010)</u>	
		*Recorded on balance sheet as:			
(3,989)		Short-term creditors		(8,526)	
(3,039)		Short-term borrowing		(37,078)	
<u>(7,028)</u>				<u>(45,604)</u>	

Balance Sheet	Fair Value		Fair Value Level	Balance Sheet	Fair Value
31 March 2017				31 March 2018	
£'000	£'000			£'000	£'000
		Financial assets held at fair value:			
6,801	6,801	Money market funds	1	17,070	17,070
4,475	4,475	Equity funds	1	7,181	7,181
7,048	7,048	Property fund	1	11,208	11,208
343	343	Shares in A Better Choice for Property Ltd.	3	488	488
		<i>Financial assets held at amortised cost:</i>			
3,000	3,000	Long-term loans to local authorities	2	3,000	3,000
<u>21,667</u>	<u>21,667</u>	<b>TOTAL</b>		<u>38,948</u>	<u>38,948</u>
13,972		Assets for which fair value is not disclosed *		14,587	
<u>35,639</u>		<b>TOTAL FINANCIAL ASSETS</b>		<u>53,534</u>	
		* Recorded on balance sheet as:			
1,699		Short-term debtors		2,694	
2,541		Short-term investments		26	
9,509		Long-term debtors		11,247	
223		Cash and Cash Equivalents		619	
<u>13,972</u>				<u>14,587</u>	

\* The fair value of trade and other receivables (e.g. debtors) is taken to be the invoiced or billed amount.

Fair values have been determined with reference to Arlingclose or Bloomberg where applicable.

The fair value of shares in the Council's wholly owned subsidiary 'A Better Choice for Property Ltd. are equal to the total equity of the company, as the Council is the sole shareholder.

Long term debtors are carried at amortised cost.

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

## 21. Nature and Extent of Risks Arising from Financial Instruments

Risk management in this area is carried out by a central treasury team (supported by specialist external advisors) under policies approved by the Council in the Annual Treasury Management Strategy. The Council provides written principles for risk management, has adopted the CIPFA Treasury Management Code of Practice, and has set Treasury Management indicators to control key Financial Instrument risks in accordance with CIPFA's Prudential Code.

The Council's investment portfolio as at 31 March 2018 was as follows:

## Credit Risk

<i>Counter party</i>	<i>Maturity date</i>	<i>Amount</i> <i>£'000</i>	<i>Credit rating</i>
<i>Deposit with other local authorities/government</i>			
Blaenau Gwent	27 Oct 2019	3,000	Na
<i>Deposits/investments with other financial institutions</i>			
Goldman Sachs	Instant	52	AAA
Payden & Rygel		2,990	AAA
Invesco Money Market Fund	Instant	5,000	AAA
BNP Paribas Money Market Fund	Instant	5,000	AAA
Black Rock Money Market Fund	Instant	4,029	AAA
City Financial Multi Asset Diversified Fund	Instant	932	NA
UBS Multi Asset Income Fund	2 Days Notice	972	NA
M&G Global Dividend Fund	2 Days Notice	1,354	NA
Schroder Income Maximiser Fund	2 Days Notice	1,034	NA
CCLA Diversified Income Fund	2 Days Notice	2,889	NA
CCLA Local Authority Property Fund	Variable	11,208	NA
A Better Choice for Property Ltd.	Variable	488	NA

Credit rating are assigned to each investment using the lowest rating from the 3 main ratings agencies, Standard and Poor's, Moody's and Fitch Group, or where formal ratings are not provided ratings are applied, where possible, based on the characteristics of the investment, such as money market funds. AAA, AA, A and BBB are considered investment grade products with AAA being the highest level, any investments below BBB would be considered non-investment grade and would not be entered into directly, with the exception of National Westminster Bank who the Council banks with.

The Code requires the Council to estimate the potential maximum exposure to credit risk, based on experience of defaults and collection rates over recent years. However, as the Council has not experienced any defaults on investments, the Council is unable to quantify its exposure with any degree of accuracy.

Credit risk arises from investments, some of the Council's customers commercial rent and trade debtors, excluding Council Tax and Business Rate debts.

The Council has not experienced any losses from default by counterparties in the past in relation to investments. The Council's investments are such that it does not expect any losses by any of its counterparties in relation to investments.

The table below compares the percentage of the Council's investment portfolio that was invested at each credit level at the beginning and at the end of the year.

31 March 2017		31 March 2018
%		%
28	AAA	44
23	AA or Local Authority's	8
0	A or A+	0
1	BBB	0
47	Unrated pooled Funds	47
1	Unrated Company	1

The overdue amount of debt held within the Council's systems can be analysed by age as follows:

31 March 2017		31 March 2018
£'000		£'000
451	Less than 30 days	658
34	31 days to 90 days	27
116	91 days to 364 days	56
353	More than 1 year	441
<u>954</u>		<u>1,181</u>
(498)	Impairment allowance	(573)

### Liquidity Risk

As the Council has ready access to borrowings from the Public Works Loan Board (PWLB), there is no significant risk that it will be unable to raise funds to meet its commitments. Instead, the risk is that the Council may have to re-invest a significant proportion of its investments at a time of unfavourable interest rates.

The future of the PWLB has been subject to consultation and it is recommended that it be abolished with its powers transferred to the Treasury to strengthen its governance arrangements. These proposals are still to be laid before parliament although any change is not anticipated to have any impact over the operational aspects of accessing money, and therefore will not have an impact on the Council's liquidity risk.

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

## Market Risk interest rates/prices/exchange rates

The council is exposed to interest rate risk on some of its borrowing and if interest rates had been 1% higher or lower during the year, this would have resulted in an increase or decrease in variable investment income of £163,000 and an increase or decrease in variable loan payments of £107,000. The Council's long-term borrowing is predominantly fixed rate and therefore a material movement is not anticipated.

## 22. Debtors

These amounts were due to the Council:

31 March 2017			31 March 2018	
£'000	£'000		£'000	£'000
	2,339	Central government bodies		4,464
	160	Other Local Authorities		(4)
		Other entities and individuals:		
1,252		- Housing Tenants	1,192	
(620)	632	Less: Impairment Allowance	(797)	395
1,360		- Local Taxpayers/ratepayers	987	
(349)	1,011	Less: Impairment Allowance	(308)	679
5,122		- Other	6,100	
(1,756)	3,366	Less: Impairment Allowance	(1,599)	4,501
	<u>7,508</u>	Balance at 31st March		<u>10,035</u>

Movement in Debtors is mainly due to:

2016/17			2017/18	
£'000			£'000	
756	Benefit Subsidy owed by government		563	
228	Other amounts owed by government		1,562	
198	Amounts owed by housing tenants		(60)	
(256)	Amounts owed by local taxpayers/ratepayers		(373)	
112	Movement in payments in advance		(84)	
(225)	Amounts owed by Sundry Debtors		898	
354	Change in Impairment Allowance		21	
<u>1,167</u>	Movement in the year		<u>2,527</u>	

Debtors have increased this year this is partly due to additional Government (housing benefits) debtors raised near the end of the financial year and outstanding repayments from HMRC for VAT.

The bad debt provision has decreased overall, this is due to aged debt write-offs and newer debt being more certain of recovery, i.e. no provision against government debt.

## 23. Creditors

These amounts were due to be paid by the Council at 31 March 2018

31 March 2017		31 March 2018
<i>£'000</i>		<i>£'000</i>
(533)	Central government bodies	(1,312)
(3,691)	Other Local Authorities	(2,215)
	Other entities and individuals:	
(891)	- Housing Tenants	(970)
(192)	- Local Taxpayers	(193)
(646)	- Business Rate Payers	(1,723)
(2,639)	- Developer contributions	(2,312)
(5,987)	- Sundry Creditors	(6,807)
<u>(14,579)</u>		<u>(15,532)</u>

Movement in Creditors is mainly due to:

2016/17		2017/18
<i>£'000</i>		<i>£'000</i>
(518)	NNDR liability	898
1,107	Other amounts owed to government	(1,677)
(457)	Amounts owed to Other Local Authorities	1,476
(280)	Amounts owed by housing tenants	(79)
(10)	Amounts owed by local taxpayers	(1)
(165)	Amounts owed by Business Rate payers	(1,077)
(1,806)	Change in Developer contributions	327
608	Amounts owed to Sundry Creditors	(820)
<u>(1,521)</u>	Movement in the year	<u>(953)</u>

Creditors have increased this year this is due to a number of movements including:

- Creditors for general supplies and services increase.
- Business rates levy higher than previous years due to increased retained income.

## 24. Unusable Reserves

This category of reserves are held for statutory and accounting purposes, i.e. they are not available for the Council to finance expenditure. They are held for the following purpose:

- *Revaluation Reserve (see note (a))* - Store of gains on revaluation of Property Plant and Equipment not yet realised through sales.
- *Available-for -Sale Financial Instruments Reserve* - Store of gains on revaluation of investments not yet realised through sales.
- *Capital Adjustment Account - (see note (b))* Store of capital resources set aside to meet past expenditure.
- *Financial Instruments Adjustment Account* - Balancing account to allow for differences in statutory requirements and proper accounting practices for borrowings and investments.
- *Deferred Capital Receipts* - Recognises that amounts included in long term Debtors will produce capital receipts in the future.
- *Pensions Reserve* - Balancing account to allow inclusion of Pensions Liability in the Balance Sheet.
- *Collection Fund Adjustment Account* - Holds the balance owing to/from the Council at Balance Sheet date.
- *Accumulated Absences Reserve* - The Accumulated Absences Account absorbs the differences between leave accrued but not taken.

Unusable Reserves  2017/18	Revaluation balances		Adjustment accounts					Total Unusable Reserves £'000
	Revaluation Reserve *	Available for Sale Financial Instruments	Capital Adjustment Account *	Deferred Capital Receipts	Pensions Reserve	Collection Fund Adj Acc	Accum -ulated Absences	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Balance at 31st March 2017	(69,916)	(1,784)	(152,479)	(2,870)	81,087	816	186	(144,960)
<i>Movements in Reserves during the year</i>								
Other comprehensive income & expenditure	(14,781)	72			(7,308)			(22,017)
Total comprehensive income & expenditure	(14,781)	72	0	0	(7,308)	0	0	(22,017)
Adj between accounting and funding basis			151	699	3,291	(404)	0	3,737
Net movement before transfers to other reserves	(14,781)	72	151	699	(4,017)	(404)	0	(18,280)
Transfers to/from other Unusable reserves	514		(514)	0				0
Increase or decrease during the year	(14,267)	72	(363)	699	(4,017)	(404)	0	(18,280)
Balance at 31st March 2018	(84,183)	(1,712)	(152,842)	(2,171)	77,070	412	186	(163,240)

\* Analysed in tables (a) and (b)

Unusable Reserves  2016/17	Revaluation balances		Adjustment accounts					Total Unusable Reserves £'000
	Revaluation Reserve *	Available for Sale Financial Instruments	Capital Adjustment Account *	Deferred Capital Receipts	Pensions Reserve	Collection Fund Adj Acc	Accum -ulated Absences	
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Balance at 31st March 2016	(38,078)	(1,164)	(142,741)	(1,537)	65,715	1,005	186	(116,614)
<i>Movements in Reserves during the year</i>								
Other comprehensive income & expenditure	(36,899)	(620)			13,415			(24,104)
Total comprehensive income & expenditure	(36,899)	(620)	0	0	13,415	0	0	(24,104)
Adj between accounting and funding basis			(4,677)	(1,333)	1,957	(189)	1	(4,241)
Net movement before transfers to other reserves	(36,899)	(620)	(4,677)	(1,333)	15,372	(189)	1	(28,345)
Transfers to/from other Unusable reserves	5,061		(5,061)	0				0
Increase or decrease during the year	(31,838)	(620)	(9,738)	(1,333)	15,372	(189)	1	(28,345)
Balance at 31st March 2017	(69,916)	(1,784)	(152,479)	(2,870)	81,087	816	187	(144,959)

\* Analysed in tables (a) and (b)

(a) Revaluation Reserve:

2016/17 £'000		2017/18 £'000
	<i>Comprehensive Income and Expenditure Statement</i>	
(36,890)	Revaluation increases/(decreases) recognised in the Revaluation Reserve	(4,078)
(9)	Depreciation written out to the Revaluation Reserve	(10,705)
0	Impairment losses/(reversals) recognised in the Revaluation Reserve	0
(36,899)	(Surplus) or deficit on revaluation of non-current assets not posted to the (Surplus) or Deficit on the Provision of Services	(14,783)
	<i>Transfers to/from Capital Adjustment Account</i>	
334	Difference between fair value depreciation and historical cost depreciation	373
3,831	Adjustment to opening balance between the reserves	0
896	Accumulated gains on assets sold or scrapped	143
	Amount written off to the Capital Adjustment Account	516
(31,838)	Increase or decrease during year	(14,267)

(b) Capital Adjustment Account

2016/17 £'000		2017/18 £'000
(7,145)	Sources of Finance	(10,468)
(10,564)	Sums set-a-side for capital purposes	(10,754)
944	Revenue expenditure met from capital under statute	972
12,054	Removal of items not chargeable to Fund Balances	20,403
(4,711)	<i>Total accounting adjustments between funding basis under statute</i>	153
(5,061)	Adjustment with Revaluation Reserve	(516)
34	Other Adjustment	0
(9,738)	Increase or decrease during year	(363)

## 25. Leases

### Council as a Lessee - Finance Leases

The Council has leased the fourth floor on the Edinburgh Road Car Park. The following balance is included on the balance sheet.

2016/17 £'000		2017/18 £'000
119	Other land & Buildings	119

The Council is committed to making the following payments for this lease, with a remaining life of 41 years.

	Repayment of principal	Service cost	Interest cost	Total lease payment
	£'000	£'000	£'000	£'000
Within 1 year	0	0	16	16
2 - 5 years	0	0	64	64
Later than 5 years	119	4	429	552
	<u>119</u>	<u>4</u>	<u>509</u>	<u>632</u>

### Council as a Lessee - Operating Leases

The Council has contracts for lease cars, ground maintenance vehicles and photocopier/printer devices as operating leases. The Council was committed as at 31 March 2018 to make the lease payments as per the following table:

2016/17		2017/18
£'000		£'000
225	Within 1 year	173
420	2 - 5 years	257
<u>645</u>		<u>430</u>

### Council as a Lessor - Finance Leases

The Council has leased the Ashford Indoor Bowls Centre to the Ashford Indoor Bowls Centre Ltd; the lease is for the majority of the asset's life and therefore is to be treated as a finance lease. The remaining life of this lease is 37 years. The table below shows the income due on this lease:

	Principal receivable	Interest	Total lease payment
	£'000	£'000	£'000
Within 1 year	19	23	42
2 - 5 years	102	108	210
Later than 5 years	915	345	1,260
	<u>1,036</u>	<u>476</u>	<u>1,512</u>

This balance is held within the long-term debtor's line on the Balance Sheet

### Council as a Lessor - Operating Leases

The Council leases out property under operating leases for different purposes. These include sports facilities, shops, and community assets. The income from these leases, over remaining life of the contracts, calculated at current levels, is detailed in the tables below.

Park Mall Shopping Complex is purchased during 2015/16. The expected future income from the current shop leases is detailed below, the figures include Wilko:

2016/17		2017/18
£'000		£'000
570	Within 1 year	512
1,604	2 - 5 years	1,638
1,389	Later than 5 years	1,012
<u>3,563</u>		<u>3,162</u>

The Council owns International House, which is Town Centre office space. The future income receivable for these leases is detailed below:

2016/17		2017/18
£'000		£'000
1,101	Within 1 year	622
2,181	2 - 5 years	1,325
179	Later than 5 years	805
<u>3,461</u>		<u>2,752</u>

The Council owns, and rents out, a number of industrial units on short-term leases. The future income receivable for leases relating to industrial units is detailed below:

2016/17		2017/18
£'000		£'000
323	Within 1 year	346
263	2 - 5 years	229
<u>586</u>		<u>575</u>

The Council also owns various smaller leases including estate shops and other small units, details of future income is detailed in the table below:

2016/17		2017/18
£'000		£'000
282	Within 1 year	273
687	2 - 5 years	573
1,882	Later than 5 years	817
<u>2,851</u>		<u>1,663</u>

## 26. Provisions

2016/17 £'000		2017/18 £'000
(1,318)	Business Rates Appeals	(1,528)
(40)	Municipal Mutual Insurance	(127)
<u>(1,358)</u>		<u>(1,655)</u>

The reasons for movement in provisions are:

2016/17 £'000		2017/18 £'000
(1,514)	Additional provision made in year	(1,692)
1,581	Amounts used in year	1,394
0	Unused amounts reversed in year	0
<u>67</u>	Movement in the year	<u>(298)</u>

## 27. PFI and Similar Contracts

### Stanhope PFI

On the 13 April 2007 the Council entered into a design, build, finance, and operate contract with the Chrysalis Consortium (the Contractor) for the provision of the regeneration of the Stanhope Estate and housing management services for the duration of the contract. The contract is for 30 years.

The total value of the contract (assuming an annual inflationary increase of 2.5%) was £140m, which included construction costs of £28m net of a capital contribution by the authority. The contract was benchmarked and reduced to £127m in 2011/12. Details of the PFI assets held on the Balance Sheet are included in note 14.

Under the terms of the contract the Council is required to make the following payments to the Contractor:

- An annual unitary charge net of deductions for performance
- Capital contributions to infrastructure costs
- Pass through costs e.g. Disabled Facilities Grants.

These payments will be met from:

- The Council's existing revenue budget for the services, rental income and housing subsidy
- PFI Special Grant from Central Government.

The payments to the Provider will be subject to indexation RPIX, and may vary by virtue of certain provisions within the contract. These primarily relate to the following:

- Performance and availability deductions
- changes in law which affect the costs of the service
- variations to the contract which are approved by the Council

- benchmarking of non-property related costs at agreed intervals (undertaken February 2012).

### Analysis of minimum forecast Unitary Charge assuming 0% inflation

	Service cost £'000	Life Cycle Costs	Repayment of liability £'000	Interest cost £'000	Total payment £'000
Within 1 year	1,127	333	874	1,282	3,616
2 - 5 years	4,647	1,075	4,062	4,580	14,364
6 - 10 years	5,849	2,769	4,749	4,352	17,719
11 - 15 years	5,971	2,237	6,383	2,844	17,435
16 - 20 years	4,942	2,594	5,555	795	13,886
	<u>22,536</u>	<u>9,008</u>	<u>21,623</u>	<u>13,853</u>	<u>67,020</u>

The PFI contract transfers risks from the Council to the contractor, as the Council retains ownership of the assets the risk to the Council in event of a contractor default is low. The Council monitors performance of the contractor against a range of Key Performance Indicators and can deduct money from the unitary payment in the event that these measures are not achieved. A ratchet mechanism in the contract allows penalties to increase in the event of continued performance issues.

#### Extra Care Housing PFI

During 2007/08, the Council entered into a partnership arrangement with Kent County Council and nine other district councils within Kent to provide new homes for vulnerable people. The overall scheme is being funded by Public Finance Initiative credits over a 30-year period. In the event of the scheme ceasing the Council will be liable for:-

1. Contractor default, £4.275m in year 10, £4.125m in year 20
2. Force Majeure, £4.950m in year 10, £3.675m in year 20

#### Other Service Contracts

The Council has a refuse collection and street cleansing contract that was entered into on 1 April 2014 and covers three Councils, the equipment can be used in any of the three areas, and therefore as the Council does not have exclusive use of the assets there will not be an embedded finance lease for the new contract. The total value of the contract is estimated to be £97m over 10 years to be allocated between the three contracting authorities.

## 28. Defined Benefit Pension Schemes

### Transactions relating to retirement benefits

The Council recognises the cost of retirement benefits in the Cost of Services, when employees earn these, rather than when the benefits are eventually paid as pensions. However, the charge the Council is required to make against Council Tax is based on the cash payable in the year, so the difference is reversed out. The following transactions have been made in the Comprehensive Income and Expenditure Statement and Movement in Reserves Statement during the year.

2016/17 £'000	Local Government Pension Scheme	2017/18 £'000
<b>Comprehensive Income &amp; Expenditure Statement</b>		
<i>Service cost comprising:</i>		
2,969	- current service cost	4,578
138	- past service costs	56
53	Administration expenses	49
<i>Financing and Investment Income and Expenditure</i>		
2,305	- net interest expense	2,144
<u>5,465</u>	<i>Total Post-employment Benefit Charged to the Surplus or Deficit on the Provision of Services</i>	<u>6,827</u>
<i>Other Post-employment Benefit Charged to the Comprehensive Income and Expenditure Statement</i>		
Remeasurement of the net defined benefit liability comprising:		
(14,242)	- return on plan assets (excluding the amount included in net interest expense)	(734)
(2,590)	- actuarial gains and losses arising on changes in demographic assumptions	0
33,898	- actuarial gains and losses arising on changes in financial assumptions	(6,574)
(3,651)	- other	0
<u>13,415</u>	<i>Total Other Post-employment Benefit Charged to the Comprehensive Income and Expenditure Statement</i>	<u>(7,308)</u>
<u>18,880</u>	<i>Total Post-employment Benefit Charged to the Comprehensive Income and Expenditure Statement</i>	<u>(481)</u>
<b>Movement in Reserves Statement</b>		
(5,465)	- reversal of net charges made to the Surplus or Deficit for the Provision of Services for post-employment benefits in accordance with the Code	(6,827)
- actual amount charged against the General Fund Balance for pensions in the year:		
3,508	employers' contributions payable to scheme	3,536
<u>(1,957)</u>		<u>(3,291)</u>

### Pension Assets and Liabilities recognised in the Balance Sheet

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

2016/17 £'000	Local Government Pension Scheme	2017/18 £'000
(176,875)	Present value of the defined benefit obligation	(176,201)
99,059	Fair value of plan assets	102,182
<u>(77,816)</u>		<u>(74,019)</u>
(3,271)	Other movements in the liability (asset)	(3,051)
<u>(81,087)</u>	Net liability arising from defined benefit liability	<u>(77,070)</u>

The liability shows the Council's underlying long-term commitment to pay retirement benefits. Although the liability has a negative impact on the Council's

equity position, statutory arrangements for the funding of the deficit mean that the financial position of the Council remains healthy.

The deficit on the Local Government Pension Scheme will be made good by increased contributions, as assessed by the scheme actuary.

### Assets and liabilities in relation to retirement benefits

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

2016/17 £'000	Local Government Pension Scheme	2017/18 £'000
82,993	Opening fair value of scheme assets	99,059
2,963	Interest income	2,671
	Remeasurement gain/(loss)	
14,242	- return on plan assets, excluding the amount included in net interest expense	734
3,508	Contributions from employer	3,536
760	Contributions from employees into the scheme	819
(5,423)	Benefits paid - funded	(4,339)
(254)	Benefits paid - unfunded	(249)
323	Other remeasurement	0
(53)	Administration expenses	(49)
<u>99,059</u>	Closing fair value of scheme assets	<u>102,182</u>

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

2016/17 £'000	Local Government Pension Scheme	2017/18 £'000
(148,708)	Opening balance at 1st April	(180,146)
(2,969)	Current service cost	(4,578)
(5,268)	Interest cost	(4,815)
(760)	Contributions from scheme participants	(819)
	Remeasurement (gains)/loss	
2,590	- actuarial gains/losses arising from changes in demographic assumptions	0
(33,898)	- actuarial gains/losses arising from changes in financial assumptions	6,574
(138)	Past service cost	(56)
5,423	Benefits paid - funded	4,339
254	Benefits paid - unfunded	249
3,328	Experience loss/(gain) on defined benefit obligation	0
<u>(180,146)</u>	Closing balance at 31st March	<u>(179,252)</u>

The Pension Fund's assets consist of the following categories, by value of the total assets held:

2016/17 £'000				2017/18 £'000
2,531	Cash and cash equivalents	3.3%		3,386
69,910	Equity instruments:	66.7%		68,185
	Bonds			
739	- gilts	0.8%	782	
9,650	- other	9.6%	9,770	10,552
12,344	Property	12.6%		12,848
3,885	Target return portfolio	7.0%		7,211
<u>99,059</u>	Total assets			<u>102,182</u>

### Basis for estimating assets and liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels etc. The Pension Fund's liabilities were assessed by Barnett Waddingham, an independent firm of actuaries; the last full valuation of the scheme was as at 31 March 2016, the results of this were implemented from April 2017.

The significant assumptions used by the actuary have been:

2016/17		2017/18
	Assumed life expectations from age 65 are:	
	Retiring today	
23.0	- Men	23.1
25.0	- Women	25.2
	Retiring in 20 years	
25.1	- Men	25.3
27.4	- Women	27.5
	Additional assumptions	
	- Members will exchange half of their commutable pension for cash at retirement	
	- Active members will retire one year later than they are first able to do so without reduction	
3.60%	Rate of inflation - Retail price index (RPI)	3.35%
2.70%	Rate of inflation - Consumer price index (CPI)	2.35%
4.20%	Rate of increase in salaries	3.85%
2.70%	Rate of increase in pensions	2.35%
2.70%	Rate for discounting scheme liabilities	2.55%

The estimation of the defined benefit obligation is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonable changes to the assumptions made above, occurring at the end of the reporting period and assumes for each change that the assumptions analysed changes, while all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy may increase or decrease 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 did not change from those used in the previous period.

2016/17			2017/18	
Increase in assumption	Decrease in assumption		Increase in assumption	Decrease in assumption
£'000	£'000	Local Government Pension Scheme	£'000	£'000
		Longevity (increase or decrease in 1 year)		
183,338	177,013	- Present value of total obligation	186,155	172,613
4,349	4,140	- Projected service cost	4,451	4,180
		Rate for discounting scheme liabilities inflation (increase or decrease by 0.1%)		
177,013	183,338	- Present value of total obligation	176,130	182,433
4,140	4,349	- Projected service cost	4,208	4,421
		Rate of increase in salaries (increase or decrease by 0.1%)		
180,629	179,667	- Present value of total obligation	179,599	178,908
4,243	4,243	- Projected service cost	4,313	4,313
		Rate of increase in pensions (increase or decrease by 1%)		
182,852	177,488	- Present value of total obligation	182,089	176,466
4,349	4,139	- Projected service cost	4,421	4,207

The projected pension expense for the year ended 31 March 2018 are:

	Year to 31 Mar 2018
	£'000
Service Cost	4,313
Net Interest on the defined liability (asset)	1,920
Administration Expenses	50
	<hr/>
	6,283
	<hr/>
Employer contributions	3,281
	<hr/>

## 29. Related Parties

Under the Accounting Standard IAS24 'Related Party Transactions' the Council must declare any Related Party Transactions between the Council and elected Members, Senior Officers of the Council or any of their close relatives.

### United Kingdom Central Government

United Kingdom Central Government has significant influence over the general operations of the Council, it is responsible for providing the statutory framework within which the Authority operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. council tax bills, housing benefits).

### Members and Senior Officers

All Members and Senior Managers were written to, requesting details of any relationships that could result in a related party transaction, for 2017/18, 2 forms were not returned, 1 current Councillor, 1 ex-Councillor. The register of Members interests and the declaration of interests for staff were examined to see whether any declaration was necessary, no material declarations were made.

There is a standing item on each Committee agenda requiring Members to declare any interest in any item to be discussed. The Democratic Services Manager keeps a record of all declarations made at meetings and a Register of Members' Interests, which is available for public inspection.

## 30. Interest in Companies

The council has two wholly owned subsidiaries, A Better Choice for Property Limited and A Better Choice for Building Consultancy Limited.

There are no significant restrictions on the Council's ability to access or use assets and settle liabilities of the Group.

### A Better Choice for Property Limited

The property company has a Facilities Agreement with the Council that enables it to drawdown loans to the value of £42m during the first five years. As at 31 March

2018 the Company has approved drawdown facilities of £13.2m with £6m actually drawn down by way of loans which are at market rates.

The Facilities Agreement does not provide liquidity issues for the Council as drawdowns by the Company can be matched against borrowing by the Council.

In terms of security of loans, the Facilities Agreement has certain financial covenants, which must be reported on an annual basis, one covenant being the ratio of all outstanding loans under the facilities agreements to the market value of the properties not exceeding 1:1. On the 31 March 2018 this ratio was 0.96:1 and therefore in compliance with the agreement. The Council also has charges on all the properties acquired by the property company that act as security over the loans taken by the Company.

The Council as sole shareholder in the Company and as at 31<sup>st</sup> March 2018 had acquired 175,000 shares with a nominal value of £1 per share. During 2017/18 the Council approved a further 300,000 shares be released over the next three years in tranches of 100,000 shares per annum to support the growing aspiration of the Company. The Company had equity of £487,000 as at 31 March 2018.

#### *A Better Choice for Building Consultancy Limited*

The Building Consultancy Company has become dormant in November 2017, trading until this date is not material for consolidation within the group accounts.

### **31. Contingent Liabilities**

The Council has entered into two agreements with Kent County Council and South East England Development Agency (SEEDA), now transferred to Homes and Communities Agency (HCA), which includes provision for the repayment of Regional Infrastructure Funding (RIF), used to pay for works to the Drovers Roundabout and the M20 junction 9 and footbridge. Region Infrastructure Funding was paid to KCC for the schemes by SEEDA. A condition of these agreements is that, money collected from developers in respect of these works, through the planning process by Ashford Borough Council, will be paid to HCA. However, the Council's liability is limited to the total amount received in each case.

The Council has entered into an agreement with Homes and Communities Agency (HCA), which include the provision for the repayment of funding used to pay for works relating to the construction of Junction 10A. A condition of these agreements is that, money collected from developers, in respect of these works through the planning process by Ashford Borough Council, will be paid to HCA. However, the Council's liability is limited to the total amount received in each case.

The Council has agreed to underwrite the rental income and service charge for 16,000 square foot of the new Commercial Quarter building, located in Dover Place car park. Should the areas not be leased the Council will be required to cover the lost income which could amount to a maximum of £450,000 per annum, over a 10 year period. Currently 6,000 square foot has been leased and will be occupied on completion.

The Council is party to an Asset Projection Agreement with Stanhope PLC and High Speed 1 (HS1). This agreement resulted in the Council undertaking to give a commitment to HS1 to underwrite the costs of remedying any incidents that effect the High Speed line as a result of the construction activity on the Elwick site. Under the development agreements, this obligation has been passed to the developer and they have provided adequate insurance for this obligation, however the Council would be liable for a payment in the event that the developer and the insurance fail to cover these liabilities.

### 32. Events after the Balance Sheet Date

There are none.

### 33. Cash Flow Statement – Adjustment to Net Deficit on the Provision of Services for Non Cash Movement

2016/17 £'000		2017/18 £'000
	<i>Adjustment for items that are operating activities</i>	
(6,290)	Depreciation	(7,120)
(2,255)	Impairment and downward valuations	(11,957)
(12)	Amortisation	0
(8,557)	Items relating to Capital Adjustment Account	(19,077)
	Deferred sale proceeds	
354	Increase/(decrease) in impairment for bad debts	21
813	(Increase)/decrease in debtors	2,506
(1,253)	Increase/(decrease) in creditors	753
(1,957)	Movement in pension liability	(3,291)
(3,496)	Carrying amount of non-currents and Held for Sale sold or derecognised	(1,324)
67	Contributions to/from Provisions	(298)
4,950	Other non-cash items charged to the net surplus of deficit on the provision of services	1,764
(9,079)	<i>Total non-cash adjustments of operating activities</i>	(18,946)

### 34. Cash Flow Statement - Adjustment to Net Deficit on the Provision of Services for Investing & Financing Activities

2016/17 £'000		2017/18 £'000
	<i>Adjustment for items that are investing and financing activities</i>	
6,011	Proceeds from the sale of of property, plant and equipment, investment property and intangible assets	3,000
3	Capital grants and contributions applied	4,069
(32)	Other items for which cash effects are investing or financing cash flows	0
5,982	<i>Total non-cash adjustments of investing and financing activities</i>	7,069

### 35. Cash Flow Statement - Operating Activities

The cash flows for operating activities include the following items:

2016/17			2017/18	
£'000			£'000	
3,651	Interest paid		3,643	
(398)	Interest received		(372)	
(511)	Dividend received		(693)	
<u>2,742</u>			<u>2,578</u>	

### 36. Cash Flow Statement - Investing Activities

2016/17			2017/18	
ABC	Group		ABC	Group
£'000	£'000		£'000	£'000
15,828	17,848	Purchase of property, plant and equipment, investment property and intangible assets	36,122	36,689
6,000	6,000	Purchase of short-term and long-term investments	9,085	9,085
(6,011)	(6,011)	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(3,000)	(3,000)
(9,047)	(9,047)	Proceeds from short-term and long-term investments	(4,541)	(4,541)
(3)	(3)	Other receipts from investing activities	(4,069)	(4,069)
<u>6,767</u>	<u>8,787</u>	<i>Net cash flows from investing activities</i>	<u>33,597</u>	<u>34,164</u>

### 37. Cash Flow Statement - Financing Activities

2016/17			2017/18	
ABC	Group		ABC	Group
£'000	£'000		£'000	£'000
0	0	Cash receipts of short- and long-term borrowing	(36,039)	(36,039)
626	(529)	Cash payments for the reduction of the outstanding liabilities relating to finance leases and on Balance Sheet PFI contracts	816	(1,502)
2,038	0	Repayments of short- and long-term borrowing	3,000	3,000
<u>2,664</u>	<u>(529)</u>	<i>Net cash flows from financing activities</i>	<u>(32,223)</u>	<u>(34,541)</u>

### 38. Cash Flow Statement - Makeup of Cash and Cash Equivalents

31 March 2017			31 March 2018	
£'000			£'000	
66	Cash held by the Council		76	
210	Bank Current Accounts		541	
7,024	Bank Call Accounts		17,070	
<u>7,300</u>	Cash and cash equivalents at the end of the reporting period		<u>17,687</u>	

## Supplementary Single Entity Statements

### Housing Revenue Account

The Housing Revenue Account (HRA) is a record of the revenue expenditure and income relating to the Council's housing stock. Its primary purpose is to ensure that expenditure on managing tenancies and maintaining dwellings is balanced by rents charged to tenants; the HRA is a statutory account, ring-fenced from the rest of the General Fund, so that rents cannot be subsidised from council tax (or vice versa).

2016/17 £'000		2017/18 £'000	£'000
	<i>Expenditure</i>		
3,805	Repairs and maintenance	3,886	
4,895	Supervision and management	5,383	
15	Rents, rates, taxes and other charges	41	
2,186	Special services	2,121	
4,636	Depreciation	5,332	
1,066	Impairment of non-current assets	10,421	
82	Debt management costs	86	
53	Movement in the allowance for bad debts	216	
16,738	<i>Total Expenditure</i>		27,486
	<i>Income</i>		
(23,921)	Dwelling rents	(23,589)	
(25)	Non-dwelling rents	(11)	
(883)	Charges for services and facilities	(906)	
(121)	Leaseholder charges for services and facilities	0	
(1,203)	Contributions towards expenditure	(439)	
(90)	Sale of land	(1)	
(3,000)	PFI Subsidy receivable	(3,000)	
(29,243)	<i>Total Income</i>		(27,946)
(12,505)	Net Cost of HRA Services as included in the Comprehensive Income and Expenditure Statement		(460)
524	HRA services' share of Corporate and Democratic Core		585
368	HRA share of other amounts included in the whole authority Cost of Services but not allocated to specific services		327
(11,613)	Net Cost for HRA Services		452
	<i>HRA share of the operating income and expenditure included in the Comprehensive Income and Expenditure Statement:</i>		
(2,167)	Gain or (loss) on sale of HRA non-current assets		(1,541)
	Other capital receipts		
	Payment to Housing Capital Receipts Pool		
3,746	Interest payable and similar charges		3,757
1,368	Interest payable on PFI contracts and Finance Leases		1,331
(31)	Interest and investment income		(13)
386	Net interest on the net defined benefit liability (asset)		298
(110)	Capital grants and contributions receivable		(2,010)
(8,421)	(Surplus) or deficit for the year on HRA services		2,274

## Movement on the HRA Statement

2016/17 £'000		2017/18 £'000
(7,868)	Balance on the HRA at the end of the previous year	(6,753)
(8,421)	(Surplus) or deficit for the year on the HRA Income and Expenditure Statement	2,274
9,536	Adjustments between accounting basis and funding basis under statute	931
1,115	Net (increase) or decrease before transfers to or from reserves	3,205
(6,753)	Balance on the HRA at the end of the current year	(3,548)

## Notes to the Housing Revenue Account

### 1. Number and type of Housing Stock, Balance Sheet Opening and Closing Values

The breakdown of the numbers and types of HRA dwellings at 31 March 2018 is given in the table below:

31 March 2017		31 March 2018
Units	Dwellings by type	Units
3,490	Houses and bungalows	3,501
1,446	Flats, bedsits and maisonettes	1,483
4,936		4,984
(316)	Less properties managed under Stanhope PFI	(315)
4,620		4,669

the opening and closing Balance Sheet values of HRA assets are shown below:

31 March 2017		31 March 2018
£'000		£'000
261,323	Operational assets - dwellings, land and buildings	278,533
3	Non-Operational assets	3
7,893	Assets Under Construction	4,077
269,219		282,613

### 2. Vacant Possession Value of Dwellings

The vacant possession value of dwellings within the Council's HRA as at 1 April 2017 was £792,124,400 (£724,566,000 as at 1 April 2016). The difference between this and the Balance Sheet value shows the economic cost to Government of providing council housing at less than open market rents.

The valuation exercise was completed by an external valuer, Wilks Head and Eve.

### 3. Major Repairs Reserve

2016/17 £'000	Movements in year	2017/18 £'000
(449)	Balance at the end of the previous year	(1,439)
(4,633)	Amount transferred to the Reserve during the year	(5,295)
(557)	Amounts transferred to/from the reserve	0
4,184	Debits to the Reserve in respect of capital expenditure on HRA land, houses and other property	3,100
16	Reversal of depreciation (other than Council Dwellings)	0
<u>(1,439)</u>	Balance at the end of the financial year	<u>(3,634)</u>

### 4. Summary of Capital Expenditure and Financing

2016/17 £'000		2017/18 £'000
	<i>Capital investment:</i>	
4,184	Expenditure on Existing Dwellings	3,296
0	Expenditure on New Stock Purchases	1,792
6,809	Expenditure on new developments (including Assets Under Construction)	8,513
<u>10,993</u>		<u>13,601</u>
	<i>Sources of Finance:</i>	
(56)	Capital Receipts	(819)
(4,184)	Major Repairs Reserve	(3,100)
(1,264)	External Contributions - HCA Grant	(2,010)
0	Borrowing	(3,332)
(5,489)	Revenue Contribution from the Housing Revenue Account	(4,340)
<u>(10,993)</u>		<u>(13,601)</u>

### 5. Capital Receipts from Disposal of Assets

2016/17 £'000		2017/18 £'000
(4,340)	Receipts from Right-to-buy sales	(2,818)
0	Receipts from Repayment of Discounts	(15)
(264)	Receipts from the sale of Housing land	(53)
(241)	Other non right-to-buy sales	0
<u>(4,845)</u>	Total receipts	<u>(2,886)</u>
43	Costs of disposal	21
<u>(4,802)</u>		<u>(2,865)</u>

## 6. Depreciation

The Housing Revenue Account for the year includes charges for depreciation of £5,332,000 (2016/17, £4,636,000), as summarised below, the Council calculated depreciation using proper accounting practices.

2016/17		2017/18
£'000		£'000
4,620	Council dwellings	5,296
14	Council garages	0
3	PV panels and other assets	36
<u>4,636</u>		<u>5,332</u>

## 7. Valuations

Land and Buildings are held individually and the total housing stock (including land and garages) had increases and decreases in valuation.

The net adjustments of these valuations as reported saw a charge to the Housing Revenue Account of £10,421,000 and an increase to the Revaluation Reserve of £11,727,000.

## 8. Pensions

The Council recognises the cost of retirement benefits in the Net Cost of Services when they are earned by employees, rather than when benefits are eventually paid as pensions. However, the charge the Council is required to make against the Housing Revenue Account is based on the cash payable in the year, so the real cost of retirement benefits is reversed out in the Statement of Movement in the Housing Revenue Account Balance. The following transactions have been made in the Income and Expenditure Account and the Statement Movement.

2016/17		2017/18
£'000		£'000
	Comprehensive Income & Expenditure Statement	
	<i>Cost of Services:</i>	
498	- current service cost	637
23	- past service costs	8
9	- administration expenses	7
	<i>Financing and Investment Income and Expenditure</i>	
386	- net interest expense cost	298
<u>916</u>	<i>Total Post-employment Benefit Charged to the Comprehensive Income and Expenditure Statement</i>	<u>950</u>
	Movement in Reserves Statement	
(916)	- reversal of net charges made to the Surplus or Deficit for the Provision of Services for post-employment benefits in accordance with the Code	(950)
	- actual amount charged against the General Fund Balance for pensions in the year:	
588	employers' contributions payable to scheme	492

## 9. Rent Arrears

During the year 2017/18 arrears totalling £39,000 (£161,000 - 2016/17) were written off to the impairment allowance for bad debts held outside the HRA as they were considered to be uncollectable. The balance on the provision at 31 March 2018 was £797,000 (£620,000 at 31 March 2017).

31 March 2017		31 March 2018
£'000		£'000
666	Gross arrears	827
(620)	Provision for Bad Debts	(797)

The majority of this debt (£686,000) is over 26 weeks old and is assumed unrecoverable for accounting purposes, the debt will still be actively pursued.

## Collection Fund

This account reflects the statutory requirement for billing authorities to maintain a separate Collection Fund; it shows the transactions in relation to non-domestic rates, including distribution to government; and council tax, illustrating the way this has been distributed to precepting authorities and the General Fund.

2016/17			2017/18	
Business Rates	Council Tax		Business Rates	Council Tax
£'000	£'000		£'000	£'000
		<i>Income</i>		
	(68,384)	- Council Tax		(72,354)
(47,204)		- Business Rates	(49,180)	
		- Transitional Protection Payments		
<u>(47,204)</u>	<u>(68,384)</u>	<i>Total Income</i>	<u>(49,180)</u>	<u>(72,354)</u>
		<i>Expenditure</i>		
		Precepts, Demand & Shares		
4,324	49,592	- Kent County Council	4,453	52,660
	6,657	- Kent Police Authority		7,020
480	3,150	- Kent and Medway Fire Authority	495	3,277
19,216	7,957	- Ashford Borough Council (including Parish Precepts)	19,793	8,313
24,020		- Central Government	24,741	
<u>48,040</u>	<u>67,356</u>		<u>49,482</u>	<u>71,270</u>
		Charges to the Collection Fund		
0	0	- Write-Offs of uncollectable amounts		
(236)	(1,169)	- (Increase)/Decrease in Bad Debt Provisions	148	(266)
(167)		- (Increase)/Decrease in Provision for Appeals	526	
101		- Disregarded amounts	101	
181		- Costs of Collection Allowance	181	
39		- Transitional Protection Payments	53	
<u>(82)</u>	<u>(1,169)</u>		<u>1,009</u>	<u>(266)</u>
		Contributions		
(746)	422	- Towards previous year's estimated Collection Fund Surpl	(2,378)	1,996
<u>47,212</u>	<u>66,609</u>	<i>Total Expenditure</i>	<u>48,113</u>	<u>73,000</u>
8	(1,775)	Deficit/(Surplus) in Year	(1,067)	646
2,859	(1,170)	Balance at 1st April	2,867	(2,945)
<u>2,867</u>	<u>(2,945)</u>	Balance at 31st March	<u>1,800</u>	<u>(2,299)</u>
		<i>Apportionment of Balance to Preceptors/Borough Council</i>		
258	(2,168)	- Kent County Council	162	(1,699)
	(291)	- Kent Police Authority		(226)
29	(138)	- Kent and Medway Fire Authority	18	(106)
1,147	(348)	- Ashford Borough Council	720	(268)
1,433		- Central Government	900	
<u>2,867</u>	<u>(2,945)</u>		<u>1,800</u>	<u>(2,299)</u>

## Notes to the Collection Fund

### 1. NNDR Rateable Value

Under the arrangements for Uniform Business Rates, the Council collects Non-Domestic Rates for its area, which is based on local rateable values multiplied by a uniform rate. The total amount, less certain reliefs and other deductions, is paid to a central pool; the NNDR pool managed by Central Government, which in turn pays back to authorities their share of the pool, based on a standard amount per head of local population.

2016/17		2017/18
£'000		£'000
	<i>Total Non-Domestic Rateable Values at:</i>	
114,851	- 1st April	115,779
115,779	- 31st March	128,204
<u>928</u>	Increase/(decrease) in year	<u>12,425</u>

2016/17		2017/18
p		p
	Uniform rate (multiplier) set by the government:	
48.4	For rateable values below £18,000	46.6
49.7	For rateable values £18,000 and above	47.9

### 2. Band D Council Tax

The band D level of council tax is the average level of tax charged as prescribed in legislation. When calculating the tax base, the number of properties is converted into band D equivalents and this is used when authorities set their council tax. If a property is within a parished area, an additional charge will be made for the Parish Council.

2016/17		2017/18
£		£
1,133.55	Kent County Council	1,178.82
152.15	Kent Police Authority	157.15
72.00	Kent and Medway Fire Authority	73.35
150.00	Ashford Borough Council	154.00
<u>1,507.70</u>	Council Tax - basic amount	<u>1,563.32</u>
31.88	(including Parish Precepts)	32.10
<u>1,539.58</u>	Council Tax - Borough average	<u>1,595.42</u>

### 3. Council Tax Base

The number of chargeable dwellings in each valuation band (adjusted where discounts apply) converted into an equivalent number of Band D dwellings, was calculated as follows:

Band	2016/17			2017/18		
	<i>Estimated Number of properties (Net of exemptions, discounts &amp; reliefs) (a)</i>	<i>Multipliers (b)</i>	<i>Band D equivalents properties (a x b)</i>	<i>Estimated Number of properties (Net of exemptions, discounts &amp; reliefs) (c)</i>	<i>Multipliers (d)</i>	<i>Band D equivalents properties (c x d)</i>
A with disabled relief	12.20	5 /9	6.80	8.30	5 /9	4.58
A	3,881.10	6 /9	2,587.40	3,517.80	6 /9	2,345.17
B	11,316.20	7 /9	8,801.45	11,061.30	7 /9	8,603.19
C	11,647.70	8 /9	10,353.49	11,705.80	8 /9	10,405.11
D	8,158.20	9 /9	8,158.21	8,334.70	9 /9	8,334.69
E	5,847.50	11 /9	7,146.92	5,958.80	11 /9	7,282.92
F	4,851.90	13 /9	7,008.31	4,973.30	13 /9	7,183.58
G	2,877.60	15 /9	4,795.97	2,936.30	15 /9	4,893.75
H	162.50	18 /9	325.00	162.30	18 /9	324.50
Tax Base before Council Tax Support			49,183.55			49,377.50
Less Council Tax Support			(4,991.63)			(4,368.26)
Tax Base after Council Tax Support			44,191.92			45,009.24
Estimated Collection Rate			99.0%			99.25%
Council Tax Base			43,750.00			44,671.67

#### 4. Precepts

Ashford Borough Council made a significant precept or demand on the Collection Fund:

2016/17		2017/18
£'000		£'000
	Demand	
6,562	- Ashford Borough Council	6,879
1,395	- Parish Precepts	1,434
<u>7,957</u>		<u>8,313</u>

There are 39 Parish Councils that levy precepts within the Borough, the most significant of which were:

2016/17		2017/18
£'000		£'000
368	Tenterden Town Council	336
142	Kingsnorth	145
153	Great Chart with Singleton	175
85	Wye with Hinxhill	88
80	Charing	87

# Independent Auditor's report to the Members of Ashford Borough Council

## Report on the Audit of the Financial Statements

### Opinion

We have audited the financial statements of Ashford Borough Council (the 'Authority') and its subsidiary (the 'group') for the year ended 31 March 2018 which comprise the Comprehensive Income and Expenditure Statement, the Movement in Reserves Statement, the Balance Sheet, the Cash Flow Statement, the Housing Revenue Account, the Movement on the Housing Revenue Account Statement, the Collection Fund and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2017/18.

In our opinion the financial statements:

- give a true and fair view of the financial position of the group and of the Authority as at 31 March 2018 and of the group's expenditure and income and the Authority's expenditure and income for the year then ended;
- have been prepared properly in accordance with the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2017/18; and
- have been prepared in accordance with the requirements of the Local Audit and Accountability Act 2014.

### Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Who we are reporting to

This report is made solely to the members of the Authority, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 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 Authority's 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.

### Conclusions relating to going concern

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

- the Chief Finance Officer's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Chief Finance Officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or the Authority's ability to

continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### **Other information**

The Chief Finance Officer is responsible for the other information. The other information comprises the information included in the Statement of Accounts set out on pages 2 to 8, and the Annual Governance Statement, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge of the group and Authority obtained in the course of our work including that gained through work in relation to the Authority's arrangements for securing value for money through economy, efficiency and effectiveness in the use of its resources or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

### **Other information we are required to report on by exception under the Code of Audit Practice**

Under the Code of Audit Practice published by the National Audit Office on behalf of the Comptroller and Auditor General (the Code of Audit Practice) we are required to consider whether the Annual Governance Statement does not comply with the 'Delivering Good Governance in Local Government: Framework (2016)' published by CIPFA and SOLACE or is misleading or inconsistent with the information of which we are aware from our audit. We are not required to consider whether the Annual Governance Statement addresses all risks and controls or that risks are satisfactorily addressed by internal controls.

We have nothing to report in this regard.

### **Opinion on other matter required by the Code of Audit Practice**

In our opinion, based on the work undertaken in the course of the audit of the financial statements and our knowledge of the Authority gained through our work in relation to the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources, the other information published together with the financial statements in the Statement of Accounts, and the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements.

### **Matters on which we are required to report by exception**

Under the Code of Audit Practice we are required to report to you if:

- we have reported a matter in the public interest under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or

- we have made a written recommendation to the Authority under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we have exercised any other special powers of the auditor under the Local Audit and Accountability Act 2014.

We have nothing to report in respect of the above matters.

### **Responsibilities of the Authority, the Chief Finance Officer and Those Charged with Governance for the financial statements**

As explained more fully in the Statement of Responsibilities for the Statement of Accounts set out on page 9 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 Chief Finance Officer. The Chief Finance Officer is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2017/18, which give a true and fair view, and for such internal control as the Chief Finance Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Chief Finance Officer is responsible for assessing the group's and the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the group or the Authority lacks funding for its continued existence or when policy decisions have been made that affect the services provided by the group or the Authority.

The Audit Committee is Those Charged with Governance.

### **Auditor's responsibilities for the audit of the financial statements**

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

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

### **Report on other legal and regulatory requirements - Conclusion on the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources**

#### **Conclusion**

On the basis of our work, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General in November 2017, we are satisfied that *the Authority* put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

### **Responsibilities of the Authority**

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

### **Auditor's responsibilities for the review of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources**

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to 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.

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General in November 2017, as to whether in all significant respects 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 this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to be satisfied that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

### **Report on other legal and regulatory requirements - Certificate**

We certify that we have completed the audit of the financial statements of the Authority in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice.

*Ciaran T McLaughlin*

Ciaran McLaughlin  
for and on behalf of Grant Thornton UK LLP, Appointed Auditor

Grant Thornton House  
30 Finsbury Square  
London EC2A 1AG

20 July 2018

## Glossary

**Agency Services** – services which are performed for another Authority or public body, where the principal Authority responsible for the service reimburses the agent Authority doing the work for the cost of the work carried out.

**Amortised** – the deduction of capital expenses over a specific period. Similar to depreciation, it is a method of measuring the consumption of the value of long-term assets like equipment or buildings and intangible assets e.g. software.

**Appointed Auditors** – external auditors of Local Authorities appointed by the Public Sector Audit Appointments Ltd, previously the Audit Commission, in Ashford's case, Grant Thornton carries out this function.

**Budget** – a statement defining the Council's policies for a year in terms of finance.

**Budget Requirement** – the estimated revenue expenditure on General Fund services that needs to be financed from Council Tax, after deducting income from fees and charges, certain specific grants and any funding reserves.

**Capital Expenditure** – spending on the acquisition, construction, enhancement or replacement of tangible assets such as land, buildings or major items of equipment, which will be used to provide services for a number of years. Under statutory determination expenditure on assets not belonging to the council can be treated as capital expenditure.

**Capital Financing** – funds used to pay for capital expenditure.

**Capital Receipts** – the proceeds from the disposal of land or other assets. Capital receipts can be used to finance new capital expenditure within the rules set down by the Government, but they cannot be used to finance revenue expenditure. Capital Receipts can be used for debt repayment.

**CIPFA** – The Chartered Institute of Public Finance and Accountancy is the leading professional accountancy body for public services in the UK. CIPFA has responsibility for setting good practice accounting standards for Local Government.

**Collection Fund** – a statutory fund maintained by a Billing Authority, which is used to record local taxes and non-domestic rates collected by the Authority, along with payments to major precepting authorities, the national pool of non-domestic rates and its own general fund.

**Componentisation** – An accounting term that covers the practice of splitting an asset into its component parts (e.g. Walls, Roof, Lift, Boiler) to determine the appropriate value and depreciation basis for each component.

**Contingent Liability** – a potential liability at the Balance Sheet date. If the liability cannot be estimated reasonably accurately, it must be disclosed as a note to the Statement of Accounts.

**Council Tax** – the main source of local taxation to Local Authorities. Council Tax is levied on all domestic households within the Council's area.

**Council Tax Support** – assistance provided to adults on low incomes to help them pay their Council Tax bill. A resident that qualify for this are entitled to a discount on their council tax bill. At its inception, this was 90% funded by Government.

**Credit Risk** - the possibility that other parties might fail to pay amounts due to the Council

**Creditors** – money owed by the Council to others.

**Debtors** – money owed to the Council by others.

**Fair Value** - is the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

**Financial Assets** – is a right to future economic benefits controlled by the Council that is represented by cash or other instruments or a contractual right to receive cash or another financial asset.

**Force Majeure** – is a common clause in contracts which essentially frees both parties from liability or obligation when an extraordinary event or circumstance beyond the control of the parties, such as war, strike, riot, crime, act of nature e.g. flooding, earthquake, volcano, prevents one or both parties from fulfilling their obligations under the contract.

**General Fund** – the main revenue fund of the Authority. Day-to-day spending on services is met from the fund. Spending on the provision of housing, however, must be charged to a separate Housing Revenue Account.

**Gross Expenditure** – the total cost of providing the Council's services before taking into account income from Government grants and fees and charges for services.

**Housing Benefit** – the allowance to persons on low income or unable to meet, in whole or part, their rent. Benefit paid to the Authority's own tenant is known as **rent rebate** and that paid to private sector tenants as **rent allowance**.

**Housing Revenue Account HRA** – account which sets out the expenditure and income arising from the provision of housing. The HRA is funded by specific housing grants and rents payable by the Council's tenants.

**Impairment** – An accounting term that covers the loss in value of an asset either through consumption of its economic life or a change in its usefulness. For example, fire damage.

**Internal Audit** – a specialist section of the Council that examines, evaluates and reports on the adequacy of internal control systems and the proper, economic, efficient and effective use of resources.

**International Financial Reporting Standards** – The accounting standards that have been produced and adopted to govern accounting and move to a globally similar basis.

**Liquidity Risk** - the possibility that the Council might not have funds available to meet its commitments

**Market Risk** - the possibility that losses may arise due to changes in interest rates and market prices.

**MRP** – Minimum Revenue Provision. This is the calculation that Councils make for the repayment of debt.

**National Non-Domestic Rate NNDR** – a levy on businesses, based on a national rate in the pound set by the Government multiplied by the 'rateable value' of the premises they occupy. Since the localisation of Business rates was introduced, NNDR is collected by Billing Authorities and distributed to Central Government, County and Fire Authorities on the basis of a pre-set formula.

**Net Expenditure** – gross expenditure minus specific service income and grants, but before deduction of Revenue Support Grant and reallocated NNDR receipts.

**Outturn** – actual income and expenditure in a financial year.

**Partial Exemption**– a VAT term which ensures that a Local Authority does not recover VAT on Inputs that relate to the generation of exempt income more than the 5% of the total VAT recovered.

**Pension Fund** – an employees' pension fund maintained by an Authority, or group of Authorities, in order to make pension payments on retirement of participants. It is financed from contributions from the employing Authority, the employee and investment income. Ashford participates in a pension fund that covers all Kent Authorities.

**Precept** – the levy made by precepting authorities on Billing Authorities, requiring the latter to collect income from Council taxpayers on their behalf. County councils, police authorities, fire and rescue authorities are major precepting authorities and Parish Councils are local precepting authorities.

**Private Finance Initiative PFI** – a Central Government initiative which aims to increase the levels of funding available for public services by attracting private sources of finance. The PFI is supported by a number of incentives to encourage Authorities' participation.

**Provisions** – amounts set aside for specific liabilities or losses which are likely or certain to be incurred, but the amounts or the dates on which they will arise are uncertain. The value of the Provision must be the best estimate of the likely liability or loss.

**Reserves** – amounts set aside to meet general, rather than specific future expenditure. These include “other reserves” to be spent on specific services or functions and “general reserves” or 'balances' which every Authority must maintain as a matter of prudence. Sums may be put into or taken from reserves at the Council’s discretion. The Council also maintains unusable reserves that are established by the code of practice to offset non-current assets.

**Revenue Expenditure** – the day-to-day running costs of providing services.

**Revenue Expenditure Funded from Capital Under Statute** – expenditure that does not result in the creation of a Property Plant and Equipment but is classified as capital expenditure for Capital Control purposes.

**Revenue Support Grant RSG** – a grant paid by Central Government to aid Local Authority services in general, as opposed to specific grants, which may only be used for a specific purpose.

**Specific Grants** – grants from Central Government which may only be used for a specific purpose.

**Treasury Management** – management of the Council’s cash balances on a daily basis, to obtain the best return while maintaining an acceptable level of risk