

<b>Report to:</b> <b>Shared Revenues &amp; Benefits Service - Joint Committee</b>  <b>Meeting to be held on 26 July 2021</b>	<b>Electoral Ward Affected</b>  All
<b>Report submitted by:</b> <b>Director of Resources (Preston City Council)</b>	
<b>Report title:</b> <b>SHARED SERVICE (UNAUDITED) ANNUAL STATEMENT OF ACCOUNTS 2020/21</b>	

## 1. Summary

- 1.1 The Host Authority's Section 151 Officer is responsible for the preparation of the Revenues and Benefits Shared Services Statement of Accounts which provide a true and fair view of the financial position of the Shared Service at the accounting date and its income and expenditure for the year ended 31 March 2021.
- 1.2 The host authority has prepared the Revenues and Benefits Shared Service Unaudited Statement of Accounts 2020/21 in accordance with applicable laws and regulations and in line with the Code of Practice on Local Authority Accounting in the United Kingdom (the Code) 2020/21.

## 2. Decision Required

- 2.1 To approve the Revenues and Benefits Shared Service Unaudited Statement of Accounts for 2020/21 as set out in Appendix A to this report.

## 3. Revenues and Benefits Shared Service Statement of Accounts Information

- 3.1 The Revenues and Benefits Shared Service Unaudited Statement of Accounts 2020/21 have been prepared by Preston City Council as the host authority.
- 3.2 The Revenues and Benefits Shared Service Unaudited Statement of Accounts 2020/21 present all of the income received and expenditure incurred by the Shared Service between 1<sup>st</sup> April 2020 and 31<sup>st</sup> March 2021. The costs, as pre agreed by the Joint Committee, are split 50/50 between Preston City Council and Lancaster City Council.
- 3.3 The Comprehensive Income and Expenditure Statement within the Revenues and Benefits Shared Service Unaudited Statement of Accounts 2020/21 states that the Shared Service income and expenditure for the year net to zero.

## 4. External Audit

- 4.1 The Revenues and Benefits Shared Service Unaudited Statement of Accounts 2020/21 do not require auditing as the income / expenditure is subsumed within each

Partner Authority's main statement of accounts which are, themselves, subject to external audit.

**Background Documents:**

Background documents open to inspection in accordance with Section 100D of the Local Government Act 1972:

Paper	Date	Contact/Directorate/Ext
Shared Service Budget 2020/21	18 <sup>th</sup> December 2019	Adrian Robinson Chief Officer (Revenues & Benefits) / Head of Shared Service
Shared Service Statement of Accounts 2019/20	14 <sup>th</sup> December 2020	Jackie Wilding Preston City Council, Section 151 Officer

**Contact for further information:**

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**REVENUES & BENEFITS SHARED  
SERVICE**

**STATEMENT OF ACCOUNTS  
2020/21**

**LANCASTER CITY COUNCIL  
PRESTON CITY COUNCIL**

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# Narrative Report

## 1. Introduction

The purpose of the Revenues and Benefits Shared Service is to provide for the efficient and effective collection of Local Taxation and the administration of Housing Benefit and Council Tax Support for both Preston City Council and Lancaster City Council under a Joint Committee.

The service commenced on the 1<sup>st</sup> July 2011 and is based in both Preston and Lancaster with Preston City Council being the Host Council.

The Revenues and Benefits service plays a very important part in the delivery of front line services and the collection of local taxes. It is very much part of the front line customer service provision and yet has strong links throughout each Council to key support functions such as finance, legal services, ICT and others. External partnership working with the Department for Work and Pensions and Citizens Advice Bureau, as well as external verification and auditing, make these services regulatory in nature.

## 2. Financial Performance of the Shared Service 2020/21

### a. Revenue Budget

The outturn for the 2020/21 financial year and comparison to budget are set out below:

	Latest Budget £'000	Actual £'000	Variance £'000	
<b>Service Expenditure</b>				
Management	161	163	2	(A)
Business Rates	553	538	(15)	(F)
Council Tax	979	996	17	(A)
Operations	303	324	21	(A)
Housing Benefits	1,573	1,529	(44)	(F)
<b>Service Expenditure Total</b>	<b>3,569</b>	<b>3,550</b>	<b>(19)</b>	<b>(F)</b>
<b>Income</b>				
Preston City Council	(1,784)	(1,775)	9	(A)
Lancaster City Council	(1,785)	(1,775)	10	(A)
<b>Income Total</b>	<b>(3,569)</b>	<b>(3,550)</b>	<b>19</b>	<b>(A)</b>
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	

#### Notes:

(F) - Favourable Variance

(A) - Adverse Variance

The actual Shared Service expenditure for 2020/21 was £3,550k.

The Joint Committee approved a Shared Service expenditure budget for 2020/21 of £3,594k in December 2019. This has since been adjusted during the year for:

- Essential upgrades to IT systems due to legislation changes as a result of the pandemic, funded by a Ministry for Housing, Communities and Local Government grant (£30k).

- Further funding has been received from the Department for Work and Pensions for Local Authority Data Sharing. This has increased budgets by £17k and incurred matching costs for ICT projects.
- Savings due to vacant posts (-£200k)
- Additional 0.75% for pay award (£20k) agreed in August 2020
- Recruitment of four temporary Benefits Officer posts for two years, funded from the draw down of grant income (£108k).

The final 2020/21 expenditure budget was £3,569k.

Both Councils agreed that actual costs associated with the Shared Service, including variances between budget and outturn, would be shared equally.

All external grant income received from both Councils, transferred to the Shared Service, has been allocated as part of the financing of the Shared Service.

During 2020/21 both Councils paid an equal amount into the Shared Service of £1,775k.

The Shared Service underspent its original budget for 2020/21 of £3,594k by £44k. The latest budget of £3,569k was underspent by £19k. Both these underspends are largely due to vacant posts in the Housing Benefits team.

#### **b. Expenditure Split by Council**

	£'000
Preston City Council	3,523
Lancaster City Council	<u>27</u>
	<u><u>3,550</u></u>

Preston City Council's expenditure was significantly higher than Lancaster City Council's because, as the Host Council, it employs the Revenues and Benefits staff.

Central overheads are absorbed by the Councils that incur them and are not recharged into the Shared Service.

#### **c. Capital Expenditure**

The Shared Service does not own any assets and did not incur any capital expenditure during 2020/21.

#### **d. Retirement Benefits**

All employees employed in the provision of the Shared Service are employees of Preston City Council and as such are part of the Local Pensions Partnership (LPP), which is a defined benefit scheme. More detail is provided in the Statements of Accounting Policies and in the notes to the Core Financial Statements of Preston City Council.

#### **e. Accounting for the Partnership**

All transactions of the Shared Service are accounted for within the accounts of one of the partner Councils. The information within these Shared Service Statement of Accounts has been extracted from the partner's financial records.

The partnership is classed as a Jointly Controlled Operation between Preston City Council and Lancaster City Council.

### 3. Explanation of the Financial Statements

The Shared Service Statement of Accounts sets out the Shared Service's income and expenditure for the year, and its financial position at 31 March. The format and content of the financial statements is prescribed by the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (the Code) and comprises core and supplementary statements.

#### a. The Core Financial Statements:

- **Income and Expenditure Statement:** this statement shows the accounting cost in the year of providing services in accordance with general accounting practices rather than actual cost of services funded through taxation.
- **Movement in Reserves Statement:** this statement shows a summarised view of the movement in year on the different reserves held by the Shared Service.
- **Balance Sheet:** this sets out the Shared Service's assets and liabilities as at 31st March and how these are funded.
- **Cash Flow Statement:** summarises the inflows and outflows of cash arising from transactions with third parties.
- **Notes to the Core Financial Statements:** assist in the interpretation of the Accounts by summarising significant accounting policies and other explanatory information.

#### b. The Supplementary Financial Statements:

- **Statement of Responsibilities for the Statement of Accounts:** identifies the officers who are responsible for the proper administration of the Shared Service's financial affairs.
- **Annual Governance Statement:** gives assurance on the effectiveness of the Shared Service's Governance arrangements including its monitoring and evaluation of its code of governance and highlighting any planned changes in the coming period. This statement is included as a separate report to the Joint Committee.
- **Glossary:** an explanation of some of the key technical terms used in these Statement of Accounts.

### 4. Conclusion

In conclusion, the Shared Service has a proactive approach to financial forecasting and budget management with extensive systems and procedures in place. In 2019/20 the Shared Service has in overall terms achieved its financial targets and aspirations and has worked successfully within reduced budgets to deliver services.

### 5. Access to further information

If you would like to receive further information about the Statement of Accounts please contact Accountancy Services at Preston Town Hall, Lancaster Road, Preston, PR1 2RL.

Jackie Wilding  
Director of Resources  
(Section 151 Officer)

## Statement of Responsibilities for the Statement of Accounts

### The Partnership's Responsibilities

The Partnership 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 these Councils, that officer is the Chief Financial Officer
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets
- approve the Statement of Accounts

### The Chief Financial Officer's Responsibilities.

The Director of Resources and Chief Finance Officer are responsible for the preparation of the Partnership's Statement of Accounts in accordance with proper practices as set out in the CIPFA (Chartered Institute of Public Finance & Accountancy) 2020/21 Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

In preparing this Statement of Accounts, the Director of Resources and Chief Finance Officer have:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent
- complied with the Code of Practice on Local Authority Accounting (the Code)
- kept proper accounting records which were up to date
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

### The Chief Financial Officer's Certification

I certify that the Statement of Accounts gives a true and fair view of the financial position of the Partnership at the reporting date and of its expenditure and income for the year ended 31 March 2021.

Signed

Chair of the Joint Committee

J. Wilding  
Director of Resources  
Preston City Council  
Host Council

P. Thompson  
Chief Finance Officer  
Lancaster City Council

Date



## **Core Financial Statements**

### **Introduction to the Core Financial Statements**

The Statement of Accounts contain a number of different elements which are explained below:

### **Comprehensive Income & Expenditure Statement**

This statement shows the accounting cost in the year of providing services in accordance with generally accepted practices, rather than the amount to be funded from taxation. Councils raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost.

### **Movement in Reserves Statement**

This statement is intended to show the movement from the start of the year to the end on the different reserves held by the Shared Service. As the Shared Service does not have reserves, this statement does not apply.

### **Balance Sheet**

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

The Shared Service has nil net assets and nil reserves.

### **Cash Flow Statement**

The Cash Flow Statement shows the changes in cash and cash equivalents of the Shared Service during the reporting period. The statement shows how the Shared Service generates and uses cash and cash equivalents.

### Income and Expenditure Account

2019/20 £'000		2020/21 £'000
	<b>Service Expenditure</b>	
151	Management	163
554	Business Rates	538
984	Council Tax	996
327	Operations	324
1,654	Housing Benefits	1,529
<u>3,670</u>	<b>Net Operating Expenditure</b>	<u>3,550</u>
	<b>Service Income</b>	
1,835	Lancaster City Council	1,775
1,835	Preston City Council	1,775
<u>3,670</u>	<b>Total Sources of Finance</b>	<u>3,550</u>
<u>-</u>	<b>Surplus/Deficit for the year</b>	<u>-</u>

### Balance Sheet

As at 31st March 2020 £'000		Note	As at 31st March 2021 £'000
246	Debtors		167
(84)	Cash		(44)
<u>162</u>	<b>Total Current Assets</b>		<u>123</u>
162	Creditors	5	123
<u>162</u>	<b>Total Current Liabilities</b>		<u>123</u>
<u>-</u>	<b>Net Assets</b>		<u>-</u>

### Cash Flow Statement

2019/20 £'000		2020/21 £'000
<u>-</u>	<b>Surplus/deficit for the year</b>	<u>-</u>
(172)	(Increase)/decrease in debtors	79
88	Increase/(decrease) in creditors	(39)
<u>(84)</u>	<b>Net cash inflow/(outflow) from operating activities</b>	<u>40</u>
<u>(84)</u>	<b>Net increase/(decrease) in cash</b>	<u>40</u>

# Notes to the Core Financial Statements

## 1. Accounting Policies

### i. General Principles

The Statement of Accounts summarises the Shared Service's transactions for the 2020/21 financial year and its position at 31 March 2021. The accounts are prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 (the Code), supported by International Financial Reporting Standards (IFRS).

The accounting convention adopted in the Statement of Accounts is principally historical cost.

### ii. Accruals of Income and Expenditure

The financial statements have been prepared on an accruals basis for all transactions and balances. Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- Revenue from the provision of services is recognised when the Shared Service can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Shared Service.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Where revenue and expenditure have been recognised, but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

### iii. Employee Benefits

#### a. Short-term Employee Benefits

Short-term employee benefits are those due to be settled within 12 months of the year end. They include such benefits as wages and salaries, paid annual leave and paid sick leave and non-monetary benefits (eg cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Shared Service.

#### b. Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Shared Service to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the service lines in the Comprehensive Income and Expenditure Statement.

#### c. Retirement Benefits

Employees of the Shared Service are employed by Preston City Council and contribute at the Preston City Council rate into the Local Pensions Partnership (LPP). The scheme provides defined benefits to members, earned as employees work for the Council.

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

- The liabilities of the scheme attributable to the Shared Service are included on Preston City Council's balance sheet on an actuarial basis using the projected unit method i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc and projections of earnings for current

employees. Liabilities are discounted to their value at current prices, using a real discount rate determined by reference to market yields.

- The assets of the pension fund attributable to the Shared Service are included in Preston City Council's Balance Sheet at their fair value.

It is impossible to determine the Shared Service's share of assets and liabilities of the Local Pensions Partnership as distinct from those of Preston City Council's. Additionally, the Shared Service is not responsible for a major service and the public expenditure consequences of the Shared Service's operations are relatively insubstantial. The Shared Service is therefore exempt from accounting for a defined benefit scheme and the Notes to the Core Financial Statements have been prepared using the principle that would be applied to defined contribution schemes i.e. recognising the contributions payable for the year and not accruing any underlying pension asset/liability.

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

Events after the Balance Sheet date are those events, both favourable and adverse, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue which may have a bearing upon the financial results of the past year. Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts. There are no post balance sheet events.

#### **v. Provisions**

Provisions are made where an event has taken place that gives the Shared Service a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, for which a reliable estimate can be made of the amount of the obligation.

The Shared Service currently has no provisions.

#### **vi. Reserves**

The Councils set aside specific amounts as reserves for future policy purposes or to cover contingencies. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year.

The Shared Service has no reserves, however both Preston City Council and Lancaster City Council hold reserves for use by the Shared Service when appropriate expenditure is incurred.

#### **vii. Value Added Tax**

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

The Shared Service relies on the VAT registrations of the two partner Councils and submits its claims via these. In addition to this Preston City Council has HMRC approval to account for VAT in respect of the Shared Service under the VAT registration of Preston City Council.

#### **viii. Government Grants and Contributions**

Government grants and third party contributions and donations are recognised as due to the Shared Service when there is reasonable assurance that the Shared Service will comply with the conditions attached to the payments, and the grants or contributions will be received.

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

Government grants are held by the receiving Council (both Preston City Council and Lancaster City Council) on behalf of the Shared Service until the conditions are met.

#### **ix. Central Support Service Overheads**

Central overheads are absorbed by the Councils that incur them and are not recharged into the Shared Service.

#### **x. Financial Liabilities**

A financial liability is an obligation to transfer economic benefits controlled by the Shared Service. Creditors are the Shared Service's only financial liabilities. These are disclosed on the Balance Sheet at amortised cost.

#### **xi. Financial Assets**

A financial asset is a right to future economic benefits controlled by the Shared Service. Debtors are the only financial assets and are included in the Balance Sheet at amortised cost.

## **2. Expenditure and Funding Analysis**

The Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources. It shows how this expenditure is allocated for decision making purposes between the Shared Service's departments.

As the Shared Service contains a single segment (providing Revenues and Benefits Services), this statement does not apply.

## **3. Income and Expenses for Constituent Councils**

The costs of Shared Services are split equally between Preston and Lancaster City Councils.

Support service charges from the two Councils are absorbed in each Council's own accounts and are not recharged into the Shared Service.

The IAS 19 pension adjustments are absorbed in Preston City Council's accounts.

## **4. Cash and Cash Equivalents**

The Shared Service does not have its own bank accounts or borrowing facilities. As the Host Council, Preston City Council receives all receipts and makes the majority of payments on behalf of the Shared Service.

The cash position is a notional one and reflects the timing of invoice receipts/payments rather than cash assets.

## **5. Creditors**

At the year end £123,394 was accrued for transactions that relate to 2020/21.

## 6. Officer Remuneration

One Senior Officer received remuneration, excluding employer's pension contribution, of between £50,000 and £150,000 per year.

Post Title	Salary (including Fees & Allowances) £'000	Pension Contributions £'000	Total Remuneration including Pension Contributions 2020/21 £'000
Chief Officer (Revenues & Benefits) & Head of Shared Service	85	13	98

## 7. Related Party Transactions

The Shared Service has the following related parties:

Preston and Lancaster City Councils	- Partner Authorities
Central Government	- Provider of Grant Funding
Fylde Borough Council	- Revenue Advice

## 8. Ultimate Controlling Partner

Neither of the partners has ultimate control of the Shared Service.

## 9. External Audit Fees

There are no external audit fees as the Shared Service Statement of Accounts does not require external auditing. The income and expenditure are subsumed within each Partner Authority's main Statement of Accounts which are subject to external audit.

## 10. Leases

The Shared Service has not entered into any leasing arrangements.

## 11. Date Accounts Authorised for Issue

The Statement of Accounts includes any necessary disclosures in respect of events after the Balance Sheet date up to 15<sup>th</sup> July 2021.

## Glossary

### Accounting Policies

The rules and practices adopted that determine how transactions and other events are reflected in financial statements.

### Accruals

The concept is that income is recorded when it is earned rather than when it is received and expenses are recorded when goods or services are received rather than when the payment is made.

**Budget**

A statement of the Shared Service's spending plans for revenue over a specified period of time.

**Creditors**

Amounts owed by the Shared Service for work done, services rendered or goods received for which payment has not been made by the Balance Sheet date.

**Debtors**

Amounts owed to the Shared Service for work carried out, services rendered or goods provided by the Shared Service for which income has not been received by the Balance Sheet date.

**Housing Benefits**

This is financial help to persons on low income to meet, in whole or part, their rent. Benefit is paid by Local Councils but Central Government refunds part of the cost of the benefits and of the running costs of the services to Local Councils.

**International Financial Reporting Standards (IFRS)**

Defined Accounting Standards that must be applied by all reporting organisations to their financial statements, in order to provide a true and fair view of the organisation's financial position, and enable a direct comparison with financial statements of other organisations.

**Materiality**

The concept that any omission from or inaccuracy in the Statement of Accounts should not be so large as to affect the understanding of those statements by the reader.