



Committee: AUDIT COMMITTEE
Date: WEDNESDAY, 16 SEPTEMBER 2015
Venue: MORECAMBE TOWN HALL
Time: 6.00 P.M.

A G E N D A

1. **Apologies for Absence**

2. **Minutes**

Minutes of meeting held on 17 June 2015 (previously circulated).

3. **Items of Urgent Business authorised by the Chairman**

4. **Declarations of Interest**

To receive declarations by Members of interests in respect of items on this Agenda.

Members are reminded that, in accordance with the Localism Act 2011, they are required to declare any disclosable pecuniary interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.)

Whilst not a legal requirement, in accordance with Council Procedure Rule 10 and in the interests of clarity and transparency, Members should declare any disclosable pecuniary interests which they have already declared in the Register, at this point in the meeting.

In accordance with Part B, Section 2 of the Code of Conduct, Members are required to declare the existence and nature of any other interests as defined in paragraphs 8(1) or 9(2) of the Code of Conduct.

Matters for Decision

5. **Statement of Accounts 2014/15** (Pages 1 - 105)

Report of Chief Officer (Resources)

6. **Local Government Ombudsman - Annual Review 2014/15** (Pages 106 - 111)

Report of Chief Officer (Governance)

7. **Annual Review of Internal Audit's Compliance with Professional Standards** (Pages 112 - 120)

Report of Internal Audit Manager

8. **Internal Audit Monitoring Report** (Pages 121 - 128)

Report of Internal Audit Manager

ADMINISTRATIVE ARRANGEMENTS

(i) Membership

Councillors Matt Mann (Chairman), Susan Sykes (Vice-Chairman), Brendan Hughes, Malcolm Thomas, David Whitaker, Anne Whitehead and Nicholas Wilkinson

(ii) Substitute Membership

Councillors Jon Barry, Stuart Bateson, Tim Hamilton-Cox, Colin Hartley, Roger Sherlock and Peter Williamson

(iii) Queries regarding this Agenda

Please contact Jane Glenton, Democratic Services - telephone 01524 582068, or email jglenton@lancaster.gov.uk.

(iv) Changes to Membership, substitutions or apologies

Please contact Democratic Support, telephone 01524 582170, or email democraticsupport@lancaster.gov.uk.

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Published on Tuesday, 8 September 2015.

AUDIT COMMITTEE**Statement of Accounts 2014/15
16 September 2015****Report of Chief Officer (Resources)****PURPOSE OF REPORT**

This report seeks Member approval for the 2014/15 audited accounts, to allow the completion of financial reporting for last year.

This report is public.

RECOMMENDATIONS

1. That the report for 2014/15 issued by the Council's External Auditors be noted, together with the letter of representation to be signed by the s151 Officer.
2. That the audited Statement of Accounts for the financial year ended 31 March 2015 be approved and that the Accounts be signed and dated by the Chairman.

REPORT

- 1.1 In accordance with the Accounts and Audit Regulations, the draft Accounts for 2014/15 were produced by 30 June and certified by the s151 Officer on that date. They were then made available for public inspection and they have also been externally audited.
- 1.2 The outcome of the external audit is set out in the Auditor's formal report at **Appendix A**. The External Audit Manager will be in attendance at the Committee meeting to present the report and answer any questions.
- 1.3 In summary, the results of the audit are as follows:
 - There was one adjustment required with a value of £1.9M in respect of an asset held for sale, which had subsequently been revalued down to £1 at the point of sale. This has no impact on the outturn position for the General Fund.
 - Subject to supporting documentation being completed and reviewed, an unqualified audit opinion is anticipated.
 - An unqualified Value for Money (VFM) conclusion is also expected.

- 1.4 In terms of the Committee's responsibilities, by 30 September the Council must:
- consider the Accounts;
 - following that consideration, approve the Accounts; and
 - following approval, ensure that the Accounts are signed and dated by the Chairman.
- 1.5 Accordingly the adjusted, audited Accounts are attached at **Appendix B** for the Committee's consideration and approval. As background, the financial outturn has previously been reported to both Cabinet and Budget and Performance Panel.
- 1.6 In support of completing the audit, the Auditor requires a 'letter of representation', a draft form of which is included at **Appendix C**. The letter will be signed by the s151 Officer but the Committee is also requested to note it. This is on the basis that those charged with governance should be aware of the representations on which the auditor relies, in expressing his opinion on the Accounts. If there are any substantive changes to the wording of the final letter, the Committee will be advised at the meeting.
- 1.7 Once the Accounts have been approved, the letter of representation forwarded and any other outstanding matters resolved, it is expected that the Auditor will issue his opinion on the accounts and on VFM arrangements, with conclusion of the audit following in due course.
- 1.8 The audited Accounts will be published by 30 September. This simply involves a copy being made available at the Town Halls and through the Council's website.

2 Options and Options Analysis (including risk assessment)

The Accounts approval process represents an opportunity for the City Council to consider the outcome of external audit, to ensure that its financial reporting is appropriate and take any action as needed. Given the results of the audit, no alternative options are put forward, but the Committee could make supplementary recommendations regarding any matters arising.

3 Conclusion

- 3.1 The approval of the Accounts by the Committee would ensure that the statutory deadline is met.

CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) No implications directly arising.

FINANCIAL IMPLICATIONS There are no changes to the financial outturn from that previously reported to Members.
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SECTION 151 OFFICER'S COMMENTS This report forms part of the Chief Officer (Resources)' responsibilities, under her role as s151 Officer.

LEGAL IMPLICATIONS

There are no direct legal implications arising.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Accounts and Audit Regulations 2011.

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Ref:



cutting through complexity

Report to those charged with governance (ISA 260) 2014/15

Page 4

Lancaster City Council

August 2015

Appendix A

The contacts at KPMG in connection with this report are:

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Report sections

	Page
■ Introduction	2
■ Headlines	3
■ Financial statements	5
■ VFM conclusion	11

Appendices

1. Key issues and recommendations	13
2. Follow-up of prior year recommendations	14
3. Audit differences	16
4. Declaration of independence and objectivity	17
5. KPMG Audit Quality Framework	19

This report is addressed to the Authority and has been prepared for the sole use of the Authority. We take no responsibility to any member of staff acting in their individual capacities, or to third parties. The Audit Commission issued a document entitled Statement of Responsibilities of Auditors and Audited Bodies summarising where the responsibilities of auditors begin and end and what is expected from audited bodies. We draw your attention to this document which is available on Public Sector Audit Appointment's website (www.psa.co.uk).

External auditors do not act as a substitute for the audited body's own responsibility for putting in place proper arrangements to ensure that public business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

We are committed to providing you with a high quality service. If you have any concerns or are dissatisfied with any part of KPMG's work, in the first instance you should contact Timothy Cutler, the engagement lead to the Authority, who will try to resolve your complaint. If you are dissatisfied with your response please contact the national lead partner for all of KPMG's work under our contract with Public Sector Audit Appointments Limited, Trevor Rees (on 0161 246 4000, or by email to trevor.rees@kpmg.co.uk). After this, if you are still dissatisfied with how your complaint has been handled you can access PSAA's complaints procedure by emailing generalenquiries@psaa.co.uk, by telephoning 020 7072 7445 or by writing to Public Sector Audit Appointments Limited, 3rd Floor, Local Government House, Smith Square, London, SW1P 3HZ.

This document summarises:

- the key issues identified during our audit of the financial statements for the year ended 31 March 2015 for the Authority; and
- our assessment of the Authority's arrangements to secure value for money.

Scope of this report

This report summarises the key findings arising from:

- our audit work at Lancaster City Council ('the Authority') in relation to the Authority's 2014/15 financial statements; and
- the work to support our 2014/15 conclusion on the Authority's arrangements to secure economy, efficiency and effectiveness in its use of resources ('VFM conclusion').

Financial statements

Our *External Audit Plan 2014/15*, presented to you in June 2015, set out the four stages of our financial statements audit process.



This report focuses on the third stage of the process: substantive procedures. Our on site work for this took place during April 2015 (interim audit) and July 2015 (year end audit).

We are now in the final phase of the audit, the completion stage. Some aspects of this stage are also discharged through this report.

VFM conclusion

Our *External Audit Plan 2014/15* explained our risk-based approach to VFM work. We have now completed the work to support our 2014/15 VFM conclusion. This included:

- assessing the potential VFM risks and identifying the residual audit risks for our VFM conclusion; and
- considering the results of any relevant work by the Authority and other inspectorates and review agencies in relation to these risk areas.

Structure of this report

This report is structured as follows:

- Section 2 summarises the headline messages.
- Section 3 sets out our key findings from our audit work in relation to the 2014/15 financial statements of the Authority.
- Section 4 outlines our key findings from our work on the VFM conclusion.

Our recommendations are included in Appendix 1. We have also reviewed your progress in implementing prior recommendations and this is detailed in Appendix 2.

Acknowledgements

We would like to take this opportunity to thank officers and Members for their continuing help and co-operation throughout our audit work.

This table summarises the headline messages for the Authority. The remainder of this report provides further details on each area.

<p>Proposed audit opinion</p>	<p>We anticipate issuing an unqualified audit opinion on the Authority's financial statements by 30 September 2015. We also anticipate reporting that your Annual Governance Statement complies with guidance issued by CIPFA/SOLACE in June 2007.</p>
<p>Audit adjustments</p>	<p>Our audit has identified one audit adjustment with a value of £1.9 million. The impact of this adjustment is to:</p> <ul style="list-style-type: none"> ■ decrease the surplus on provision of services for the year by £1.9 million; and ■ decrease the net worth of the Authority as at 31 March 2015 by £1.9 million. <p>There is no net impact on the General Fund and HRA as a result of this amendment.</p> <p>We have summarised the audit adjustment in Appendix 3. This has been corrected in the final version of the financial statements.</p> <p>We have raised a recommendation in relation to the matter highlighted above, which is summarised in Appendix 1.</p>
<p>Key financial statements audit risks</p>	<p>We identified one key financial statements audit risk in our 2014/15 External audit plan issued in June 2015 in relation to the national non-domestic rates appeals provision.</p> <p>We have worked with officers and performed work in relation to this key risk and our detailed findings are reported in section 3 of this report.</p> <p>We are satisfied that the Authority has appropriate arrangements in place to address the risks and issues that we have identified.</p>

<p>Accounts production and audit process</p>	<p>The quality of the accounts and the supporting working papers has been maintained at a high standard in 2014/15, which assists with the delivery of an effective and efficient audit. As a result, the audit process has been completed within the planned timescales.</p> <p>The Authority has implemented the majority of the recommendations in our <i>ISA 260 Report 2013/14</i> relating to the financial statements.</p>
<p>Completion</p>	<p>At the date of this report our audit of the financial statements is substantially complete subject to completion of the following areas:</p> <ul style="list-style-type: none"> ■ Review of the Annual Governance statement ■ Whole of Government Accounts review ■ A review of any post balance sheet events up to the date of signing our audit report. <p>Before we can issue our opinion we require a signed management representation letter.</p> <p>We confirm that we have complied with requirements on objectivity and independence in relation to this year's audit of the Authority's financial statements.</p>
<p>VFM conclusion and risk areas</p>	<p>We identified one VFM risk in our External audit plan 2014/15 issued in June 2015 in relation to Savings Plans.</p> <p>We have worked with officers throughout the year to discuss this VFM risk and our detailed findings are reported in section 4 of this report.</p> <p>Following our preliminary assessment, we decided that no specific risk based work was required.</p> <p>We have concluded that the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.</p> <p>We therefore anticipate issuing an unqualified VFM conclusion by 30 September 2015.</p>

Our audit has identified one audit adjustment.

The impact of this adjustments is to:

- decrease the surplus on provision of services for the year by £1.9 million; and
- decrease the net worth of the Authority as at 31 March 2015 by £1.9 million.

There is no net impact on the General Fund and HRA as a result of this amendment.

Proposed audit opinion

Subject to all outstanding queries being resolved to our satisfaction, we anticipate issuing an unqualified audit opinion on the Authority's financial statements by 30 September 2015.

Audit differences

In accordance with ISA 260 we are required to report uncorrected audit differences to you. We also report any material misstatements which have been corrected and which we believe should be communicated to you to help you meet your governance responsibilities.

Our audit identified one significant audit difference, which is set out in Appendix 3. This will be adjusted in the final version of the financial statements.

The tables on the right illustrate the total impact of audit differences on the Authority's General Fund and Balance Sheet as at 31 March 2015.

There is no net impact on the General Fund and HRA as a result of this amendment.

Movements on the General Fund 2014/15			
£m	Pre-audit	Post-audit	Ref (App.3)
Surplus on the provision of services	5,560	3,660	1.
Other Comprehensive Income and Expenditure	9,125	9125	
Adjustments between accounting basis & funding basis under Regulations	(14,684)	(12,784)	1.
Transfers to earmarked reserves	912	912	
Increase in General Fund and HRA	913	913	

Balance Sheet as at 31 March 2015			
£m	Pre-audit	Post-audit	Ref (App.3)
Net worth	124,951	123,051	1.
General Fund	4,625	4,625	
Other usable reserves	18,401	18,401	
Unusable reserves	101,925	100,025	1.
Total reserves	124,951	124,951	

Financial Statements (continued)

Proposed opinion and audit differences

We anticipate issuing an unqualified audit opinion in relation to the Authority's financial statements by 30 September 2015.

The wording of the draft Annual Governance Statement complies with guidance issued by CIPFA/SOLACE in June 2007

In addition, we identified a small number of presentational adjustments required to ensure that the accounts are compliant with the *Code of Practice on Local Authority Accounting in the United Kingdom 2014/15* (*'the Code'*). The Authority will be addressing these in the final version of the accounts, where significant.

Annual Governance Statement

We have reviewed the draft Annual Governance Statement and confirmed that:

- it complies with *Delivering Good Governance in Local Government: A Framework* published by CIPFA/SOLACE; and
- it is not misleading or inconsistent with other information we are aware of from our audit of the financial statements.

Explanatory Foreword


We have reviewed the Authority's explanatory foreword and can confirm it is not inconsistent with the financial information contained in the audited financial statements.

We have worked with the Authority throughout the year to discuss significant risks and key areas of audit focus

This section sets out our detailed findings on those risks



In our *External Audit Plan 2014/15*, presented to you in June 2015, we identified the significant risks affecting the Authority's 2014/15 financial statements. We have now completed our testing of these areas and set out our evaluation following our substantive work.

The table below sets out our detailed findings for each of the risks that are specific to the Authority.

Significant audit risk	Issue	Findings
	<p>Following the introduction of the Business Rates Retention Scheme in April 2013, local authorities are liable for the cost of successful business rates appeals, up to the level of the annual safety net. As a result, the Authority was required to recognise a provision within the 2013/14 financial statements which estimated the potential cost of outstanding appeals up until 31 March 2014.</p> <p>A similar provision will need to be calculated and recognised within the 2014/15 financial statements to accurately reflect any changes to existing appeals and consider any new appeals up until 31 March 2015. The calculation of the provision requires management to make significant assumptions and judgements, therefore there is a high level of estimation uncertainty in relation to this balance within the financial statements. Since the year end, we understand that the Authority has reached a settlement for two of the significant appeals relating to power stations. As such, the Authority will be able to include the actual impact of this settlement within the year end accounts, although the full financial impact is still to be determined.</p>	<p>The Authority has included a provision of £27.8 million for appeals against NNDR rateable valuations in the collection fund, with the Authority's share of this in the balance sheet being £11.1 million.</p> <p>As in the prior year, the vast majority of this provision (£23.7 million) relates to two power station sites. Post year-end, the Valuation Office Agency reached an agreement with the ratepayers on the following:</p> <ul style="list-style-type: none"> - withdrawal of one of the two appeals; and - a lower rateable value for the remaining appeal. <p>This settlement was provided to the Authority and used to calculate the related provision. We have reviewed the calculation of the provision relating to the power stations and found it to be an appropriate estimate and in line with CIPFA guidance.</p> <p>The Authority has used an expert (Analyse Local) to value the remaining appeals and have included a provision for £4.2 million. We have reviewed the detailed calculations and the method statement provided by Analyse Local, and we are satisfied with the basis of the NNDR provision included within the financial statements.</p>

In our *External Audit Plan 2014/15* we reported that we would consider two risk areas that are specifically required by professional standards and report our findings to you. These risk areas were Management override of controls and the Fraud risk of revenue recognition.

The table below sets out the outcome of our audit procedures and assessment on these risk areas.

Areas of significant risk	Summary of findings
 <p>Audit areas affected</p> <ul style="list-style-type: none"> ■ All areas 	<p>Our audit methodology incorporates the risk of management override as a default significant risk. Management is typically in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We have not identified any specific additional risks of management override relating to this audit.</p> <p>In line with our methodology, we carried out appropriate controls testing and substantive procedures, including over journal entries, accounting estimates and significant transactions that are outside the normal course of business, or are otherwise unusual.</p> <p>There are no matters arising from this work that we need to bring to your attention.</p>
 <p>Audit areas affected</p> <ul style="list-style-type: none"> ■ None 	<p>Professional standards require us to make a rebuttable presumption that the fraud risk from revenue recognition is a significant risk.</p> <p>In our <i>External Audit Plan 2014/15</i> we reported that we do not consider this to be a significant risk for Local Authorities as there is unlikely to be an incentive to fraudulently recognise revenue.</p> <p>This is still the case. Since we have rebutted this presumed risk, there has been no impact on our audit work.</p>

Financial Statements (continued)

Accounts production and audit process

The Authority has prepared high quality accounts and supporting working papers.

Officers dealt efficiently with audit queries and the audit process has been completed within the planned timescales.

The Authority has implemented the majority of the recommendations in our *ISA 260 Report 2013/14*.

Accounts production and audit process

ISA 260 requires us to communicate to you our views about the significant qualitative aspects of the Authority's accounting practices and financial reporting. We also assessed the Authority's process for preparing the accounts and its support for an efficient audit.

We considered the following criteria:

Element	Commentary
Accounting practices and financial reporting	The Authority has maintained the good quality of its financial reporting process. We consider that accounting practices are appropriate.
Completeness of draft accounts	We received a complete set of draft accounts on 2 July 2015. The accounts were signed by the Chief Officer (Resources) before the 30 June deadline.
Quality of supporting working papers	Our <i>Prepared by Client List</i> set out our working paper requirements for the audit. The quality of working papers provided was high and met our requirements.
Response to audit queries	Officers resolved the majority of audit queries in a reasonable time.

Prior year recommendations

As part of our audit we have specifically followed up the Authority's progress in addressing the recommendations in last years ISA 260 report.

The Authority has implemented the majority of the recommendations in our *ISA 260 Report 2013/14*.

Appendix 2 provides further details.

We confirm that we have complied with requirements on objectivity and independence in relation to this year's audit of the Authority's financial statements.

Before we can issue our opinion we require a signed management representation letter.

Once we have finalised our opinions and conclusions we will prepare our *Annual Audit Letter* and close our audit.

Declaration of independence and objectivity

As part of the finalisation process we are required to provide you with representations concerning our independence.

In relation to the audit of the financial statements of Lancaster City Council for the year ending 31 March 2015, we confirm that there were no relationships between KPMG LLP and Lancaster City Council, its directors and senior management and its affiliates that we consider may reasonably be thought to bear on the objectivity and independence of the audit engagement lead and audit staff. We also confirm that we have complied with Ethical Standards and the Public Sector Audit Appointments Ltd requirements in relation to independence and objectivity.

We have provided a detailed declaration in Appendix 4 in accordance with ISA 260.

Management representations

You are required to provide us with representations on specific matters such as your financial standing and whether the transactions within the accounts are legal and unaffected by fraud. We have provided a template to the Financial Services Manager for presentation to the Audit Committee. We require a signed copy of your management representations before we issue our audit opinion.

Other matters

ISA 260 requires us to communicate to you by exception 'audit matters of governance interest that arise from the audit of the financial statements' which include:

- significant difficulties encountered during the audit;
- significant matters arising from the audit that were discussed, or subject to correspondence with management;
- other matters, if arising from the audit that, in the auditor's professional judgment, are significant to the oversight of the

financial reporting process; and

- matters specifically required by other auditing standards to be communicated to those charged with governance (e.g. significant deficiencies in internal control; issues relating to fraud, compliance with laws and regulations, subsequent events, non disclosure, related party, public interest reporting, questions/objections, opening balances etc).

There are no others matters which we wish to draw to your attention in addition to those highlighted in this report or our previous reports relating to the audit of the Authority's 2014/15 financial statements.

Our VFM conclusion considers how the Authority secures financial resilience and challenges how it secures economy, efficiency and effectiveness.

We have concluded that the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Background

Auditors are required to give their statutory VFM conclusion based on two criteria specified by the Audit Commission. These consider whether the Authority has proper arrangements in place for:

- securing financial resilience: looking at the Authority's financial governance, financial planning and financial control processes; and
- challenging how it secures economy, efficiency and effectiveness: looking at how the Authority is prioritising resources and improving efficiency and productivity.

We follow a risk based approach to target audit effort on the areas of greatest audit risk. We consider the arrangements put in place by the Authority to mitigate these risks and plan our work accordingly.

The key elements of the VFM audit approach are summarised in the diagram below.

Work completed

We performed a risk assessment earlier in the year and have reviewed this throughout the year.

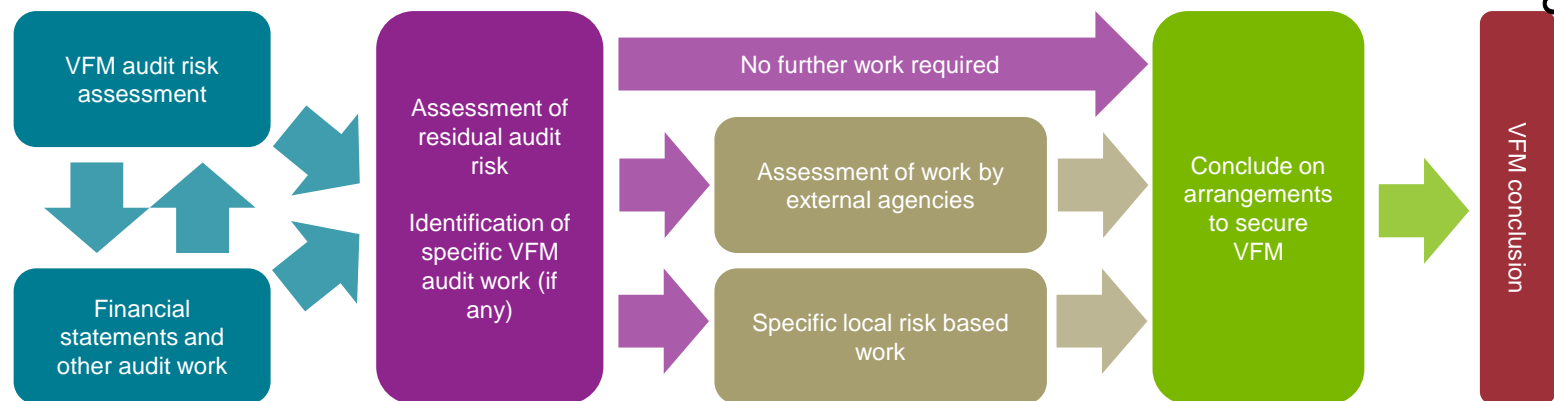
We have not identified any significant risks to our VFM conclusion and therefore have not completed any additional work.

The following page includes further details of our VFM risk assessment

Conclusion

We have concluded that the Authority has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

VFM criterion	Met
Securing financial resilience	✓
Securing economy, efficiency and effectiveness	✓



We have identified one specific VFM risk.

We are satisfied that external or internal scrutiny provides sufficient assurance that the Authority's current arrangements in relation to this risk area is adequate.

Work completed

In line with the risk-based approach set out on the previous page, and in our *External Audit Plan* we have:


- assessed the Authority's key business risks which are relevant to our VFM conclusion;
- identified the residual audit risks for our VFM conclusion, taking account of work undertaken in previous years or as part of our financial statements audit;

considered the results of relevant work by the Authority, inspectorates and review agencies in relation to these risk areas

Key findings

Below we set out the findings in respect of the area where we have identified a residual audit risk for our VFM conclusion.

We concluded that we did not need to carry out additional work for this risks as there was sufficient relevant work that had completed by the Authority, inspectorates and review agencies in relation to this risk area.

Key VFM risk	Risk description and link to VFM conclusion	Assessment
	<p>In recent years, the Authority has faced substantial budgetary pressures, and it has managed these through a combination of measures.</p> <p>More specifically, the Authority originally estimated it would need to make savings of £1m in 2015/16. It has now set a balanced budget for that year, albeit drawing £1m from balances. Furthermore, it now estimates it will need to find savings of £1.5m in 2016/17 and £2m in 2017/18. Against a backdrop of continued demand pressures, it will become more and more difficult to deliver these savings in a way that secures longer term financial and operational sustainability.</p> <p>Additionally, with the uncertainty around the political landscape, the direction of economic policy is unclear and therefore it is increasingly more challenging for authorities to accurately estimate future savings targets and financially plan for the medium term.</p> <p>This is relevant to both the financial resilience and economy, efficiency and effectiveness criteria of the VFM conclusion</p>	<p>The arrangements in place for identifying, implementing and monitoring savings and efficiency reviews were sufficient to ensure the Authority achieved its financial budget in 2014/15.</p> <p>The Authority achieved a £553,000 under-spend against its revised budget for the year ended 31 March 2015 demonstrating it is able to secure a stable financial position that enables it to continue to operate for the foreseeable future.</p> <p>We have gained assurance throughout the audit process that the Authority has implemented appropriate measures to secure economy, efficiency and effectiveness in its use of resources.</p> <p>Looking forward, whilst further efficiencies have been identified to help balance the 2015/16 budget, the Authority has relied on using £1m of balances as an interim measure.</p> <p>Furthermore, the likelihood is that the budget projections completed in March 2015 (identifying the £1.5m savings needed in 2016/17 and £2m in 2017/18) will worsen, in light of recent Government announcements.</p> <p>The Authority now needs to move swiftly to establish savings plans for the medium term to address the projected budget deficits.</p>

Appendix 1: Key issues and recommendations

We have identified one recommendation as a result of our external audit in 2014/15.

We have given each recommendation a risk rating and agreed what action management will need to take. The Authority should closely monitor progress in addressing specific risks and implementing our recommendations. We will formally follow up these recommendations next year.

Priority rating for recommendations		
<p>1 Priority one: issues that are fundamental and material to your system of internal control. We believe that these issues might mean that you do not meet a system objective or reduce (mitigate) a risk.</p>	<p>2 Priority two: issues that have an important effect on internal controls but do not need immediate action. You may still meet a system objective in full or in part or reduce (mitigate) a risk adequately but the weakness remains in the system.</p>	<p>3 Priority three: issues that would, if corrected, improve the internal control in general but are not vital to the overall system. These are generally issues of best practice that we feel would benefit you if you introduced them.</p>

No.	Risk	Issue and recommendation	Management response / responsible officer / due date
1	2	<p>Held for Sale (HFS) asset impairment</p> <p>As part of the audit of HFS assets, it was found that the Lancaster Science Park Land was held at the same value as it had been in the previous year (£1.9m). Further investigation found that this asset had been impaired down to £1 during this year (to reflect the agreed sale value and HCA grant conditions), however this was omitted from the revaluation schedule and was therefore not reflected in the CIES or the HFS note.</p> <p>Recommendation</p> <p>The CIES and HFS note should be adjusted to reflect this impairment.</p> <p>In future years, at the time of accounts preparation, the finance team should confirm that its revaluations schedule agrees completely to all revaluation certificates held by Property Services.</p> <p>The finance team should also ensure that once any strategic decisions are made, any required amendments to asset carrying values are undertaken on a timely basis, rather than waiting until the year end closedown.</p>	<p>Management accept the recommendations and have already put in place procedures to ensure in-year valuation changes are actioned immediately, and more detailed reconciliations will be undertaken as part of the closedown process.</p> <p>Responsible officer – Financial Services Manager</p> <p>Due Date – Immediately.</p>

Appendix 2: Follow up of prior year recommendations

One recommendation from the prior year remains outstanding.

We re-iterate the importance of this recommendation and recommend that this is implemented as a matter of urgency.

This appendix summarises the progress made to implement the recommendations identified in our *ISA 260 Report 2013/14* and re-iterates any recommendations still outstanding.

Number of recommendations that were:	
Included in original report	2
Implemented in year or superseded	1
Remain outstanding (re-iterated below)	1

No.	Risk	Issue and recommendation	Officer responsible and due date	Status as at August 2015
1	2	<p>Verification of Third Party Information</p> <p>Under the new arrangements for NNDR collection and distribution through the collection fund, the Authority has had to include a provision for appeals against NNDR valuations. The Authority has chosen to use an expert to assist them in calculating this estimate, Inform-CPI.</p> <p>Inform-CPI provided a report to the Authority which included their estimate of the appeals provision value, but this report did not set out any of the details of the assumptions or methodology that Inform-CPI had used to produce their estimate.</p> <p>When asked, Authority officers could not fully explain the basis for Inform-CPI's estimate. Following a number of request made by the Authority, evidence was provided to support the estimate however this took a significant amount of time and caused delays to the audit process.</p> <p>Recommendation</p> <p>Where the Authority engages a third party to provide information to be included within the financial statements it should ensure that that the methodology is fully understood and that it is possible to easily obtain evidence to support the balance, thus providing a strong audit trail.</p>	<p>Officer Responsible:</p> <p>Financial Services Manager</p>	<p>The Authority obtained the detailed calculations and methodology from the external expert to support the estimate.</p> <p>It is clear that management understood the expert's methodology and was able to support the basis of the provision.</p> <p>Status:</p> <p>Implemented</p>

Appendix 2: Follow up of prior year recommendations

One recommendation from the prior year remains outstanding.

We re-iterate the importance of this recommendation and recommend that this is implemented as a matter of urgency.

No.	Risk	Issue and recommendation	Officer responsible and due date	Status as at August 2015
2	3	<p>Bank Reconciliations</p> <p>As part of our audit of bank reconciliations, we were unable to assess whether the bank reconciliations tested had been prepared and reviewed in a timely manner. This was because the preparer and reviewer had not recorded the date of preparation and review respectively.</p> <p>Whilst the reconciliations tested had been accurately completed, to ensure alignment with best practice, reconciliations should be dated when signed as prepared and reviewed, to demonstrate that they have been completed in a timely manner.</p>	<p>Officer Responsible:</p> <p>Financial Services Manager</p>	<p>We found that all reconciliations had been signed and dated but that a number had not been prepared or reviewed in a timely manner.</p> <p>Status:</p> <p>Outstanding</p>

This appendix sets out the audit difference identified during the audit of the 2014-15 financial statements.

This has been discussed with management and it is our understanding that it will be adjusted in the final version of the financial statements.

There is no net impact on the General Fund and HRA as a result of this amendment.

We are required by ISA 260 to report all uncorrected misstatements, other than those that we believe are clearly trivial, to those charged with governance (which in your case is the Audit Committee). We are also required to report all material misstatements that have been corrected but that we believe should be communicated to you to assist you in fulfilling your governance responsibilities.

Uncorrected audit differences

We are pleased to report that there are no uncorrected audit differences.

Corrected audit differences

Our audit identified one error in the financial statements, which was marginally below our materiality level. This has been discussed with management and it is our understanding that this will be adjusted in the final version of the financial statements. The error has been described in Appendix 1 and the adjustment required has been set out in the table below:

No.	Income and Expenditure Statement	Movement in Reserves Statement	Impact			Basis of audit difference
			Assets	Liabilities	Reserves	
1	Dr Other operating expenditure £1.9m	Cr Capital Adjustment Account (CAA) £1.9m	Cr Long term assets (this asset has subsequently been re-classified as an asset held for sale) £1.9m	-	Dr Unusable Reserves – CAA £1.9m	
	Dr £1.9m	Cr £1.9m	Cr £1.9m	-	Dr £1.9m	Total impact of adjustments

A number of minor amendments focused on presentational improvements have also been made to the draft financial statements. The Finance team are committed to continuous improvement in the quality of the financial statements submitted for audit in future years.

The Code of Audit Practice requires us to exercise our professional judgement and act independently of both Public Sector Audit Appointments Ltd and the Authority.

Requirements

Auditors appointed by Public Sector Audit Appointments Ltd must comply with the *Code of Audit Practice* (the 'Code') which states that:

“Auditors and their staff should exercise their professional judgement and act independently of both the Commission and the audited body. Auditors, or any firm with which an auditor is associated, should not carry out work for an audited body that does not relate directly to the discharge of auditors’ functions, if it would impair the auditors’ independence or might give rise to a reasonable perception that their independence could be impaired.”

In considering issues of independence and objectivity we consider relevant professional, regulatory and legal requirements and guidance, including the provisions of the Code, the detailed provisions of the Statement of Independence included within the Public Sector Audit Appointments Ltd *Terms of Appointment* ('Public Sector Audit Appointments Ltd Guidance') and the requirements of APB Ethical Standard 1 *Integrity, Objectivity and Independence* ('Ethical Standards').

The Code states that, in carrying out their audit of the financial statements, auditors should comply with auditing standards currently in force, and as may be amended from time to time. Public Sector Audit Appointments Ltd guidance requires appointed auditors to follow the provisions of ISA (UK & I) 260 *Communication of Audit Matters with Those Charged with Governance* that are applicable to the audit of listed companies. This means that the appointed auditor must disclose in writing:

- Details of all relationships between the auditor and the client, its directors and senior management and its affiliates, including all services provided by the audit firm and its network to the client, its directors and senior management and its affiliates, that the auditor considers may reasonably be thought to bear on the auditor’s objectivity and independence.

- The related safeguards that are in place.
- The total amount of fees that the auditor and the auditor’s network firms have charged to the client and its affiliates for the provision of services during the reporting period, analysed into appropriate categories, for example, statutory audit services, further audit services, tax advisory services and other non-audit services. For each category, the amounts of any future services which have been contracted or where a written proposal has been submitted are separately disclosed. We do this in our *Annual Audit Letter*.

Appointed auditors are also required to confirm in writing that they have complied with Ethical Standards and that, in the auditor’s professional judgement, the auditor is independent and the auditor’s objectivity is not compromised, or otherwise declare that the auditor has concerns that the auditor’s objectivity and independence may be compromised and explaining the actions which necessarily follow from his. These matters should be discussed with the Audit Committee.

Ethical Standards require us to communicate to those charged with governance in writing at least annually all significant facts and matters including those related to the provision of non-audit services and the safeguards put in place that, in our professional judgement, may reasonably be thought to bear on our independence and the objectivity of the Engagement Lead and the audit team.

General procedures to safeguard independence and objectivity

KPMG’s reputation is built, in great part, upon the conduct of our professionals and their ability to deliver objective and independent advice and opinions. That integrity and objectivity underpins the work that KPMG performs and is important to the regulatory environments in which we operate. All partners and staff have an obligation to maintain the relevant level of required independence and to identify and evaluate circumstances and relationships that may impair that independence.

We confirm that we have complied with requirements on objectivity and independence in relation to this year's audit of the Authority's financial statements.

Acting as an auditor places specific obligations on the firm, partners and staff in order to demonstrate the firm's required independence. KPMG's policies and procedures regarding independence matters are detailed in the *Ethics and Independence Manual* ('the Manual'). The Manual sets out the overriding principles and summarises the policies and regulations which all partners and staff must adhere to in the area of professional conduct and in dealings with clients and others.

KPMG is committed to ensuring that all partners and staff are aware of these principles. To facilitate this, a hard copy of the Manual is provided to everyone annually. The Manual is divided into two parts. Part 1 sets out KPMG's ethics and independence policies which partners and staff must observe both in relation to their personal dealings and in relation to the professional services they provide. Part 2 of the Manual summarises the key risk management policies which partners and staff are required to follow when providing such services.

All partners and staff must understand the personal responsibilities they have towards complying with the policies outlined in the Manual and follow them at all times. To acknowledge understanding of and adherence to the policies set out in the Manual, all partners and staff are required to submit an annual ethics and independence confirmation. Failure to follow these policies can result in disciplinary action.

Auditor declaration

In relation to the audit of the financial statements of Lancaster City Council for the financial year ending 31 March 2015, we confirm that there were no relationships between KPMG LLP and Lancaster City Council, its directors and senior management and its affiliates that we consider may reasonably be thought to bear on the objectivity and independence of the audit engagement lead and audit staff. We also confirm that we have complied with Ethical Standards and the Public Sector Audit Appointments Ltd requirements in relation to independence and objectivity.

We continually focus on delivering a high quality audit.

This means building robust quality control procedures into the core audit process rather than bolting them on at the end, and embedding the right attitude and approaches into management and staff.

KPMG's Audit Quality Framework consists of seven key drivers combined with the commitment of each individual in KPMG.

The diagram summarises our approach and each level is expanded upon.

At KPMG we consider audit quality is not just about reaching the right opinion, but how we reach that opinion. KPMG views the outcome of a quality audit as the delivery of an appropriate and independent opinion in compliance with the auditing standards. It is about the processes, thought and integrity behind the audit report. This means, above all, being independent, compliant with our legal and professional requirements, and offering insight and impartial advice to you, our client.

KPMG's Audit Quality Framework consists of seven key drivers combined with the commitment of each individual in KPMG. We use our seven drivers of audit quality to articulate what audit quality means to KPMG.

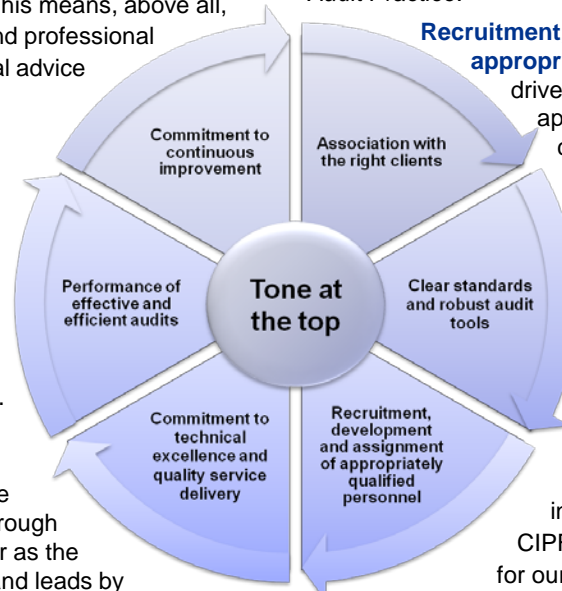
We believe it is important to be transparent about the processes that sit behind a KPMG audit report, so you can have absolute confidence in us and in the quality of our audit.

Tone at the top: We make it clear that audit quality is part of our culture and values and therefore non-negotiable. Tone at the top is the umbrella that covers all the drives of quality through a focused and consistent voice. Timothy Cutler as the Engagement Lead sets the tone on the audit and leads by example with a clearly articulated audit strategy and commits a significant proportion of his time throughout the audit directing and supporting the team.

Association with right clients: We undertake rigorous client and engagement acceptance and continuance procedures which are vital to the ability of KPMG to provide high-quality professional services to our clients.

Clear standards and robust audit tools: We expect our audit professionals to adhere to the clear standards we set and we provide a range of tools to support them in meeting these expectations. The global rollout of KPMG's eAudIT application has significantly enhanced existing audit functionality. eAudIT enables KPMG to deliver a highly

technically enabled audit. All of our staff have a searchable data base, Accounting Research Online, that includes all published accounting standards, the KPMG Audit Manual Guidance as well as other relevant sector specific publications, such as the Audit Commission's *Code of Audit Practice*.



Recruitment, development and assignment of appropriately qualified personnel: One of the key drivers of audit quality is assigning professionals appropriate to the Authority's risks. We take great care to assign the right people to the right clients based on a number of factors including their skill set, capacity and relevant experience.

We have a well developed technical infrastructure across the firm that puts us in a strong position to deal with any emerging issues. This includes:

- A national public sector technical director who has responsibility for co-ordinating our response to emerging accounting issues, influencing accounting bodies (such as CIPFA) as well as acting as a sounding board for our auditors.
- A national technical network of public sector audit professionals is established that meets on a monthly basis and is chaired by our national technical director.
- All of our staff have a searchable data base, Accounting Research Online, that includes all published accounting standards, the KPMG Audit Manual Guidance as well as other relevant sector specific publications, such as the Audit Commission's *Code of Audit Practice*.
- A dedicated Department of Professional Practice comprised of over 100 staff that provide support to our audit teams and deliver our web-based quarterly technical training.

We continually focus on delivering a high quality audit.

This means building robust quality control procedures into the core audit process rather than bolting them on at the end, and embedding the right attitude and approaches into management and staff.

Quality must build on the foundations of well trained staff and a robust methodology.

Commitment to technical excellence and quality service delivery:

Our professionals bring you up- the-minute and accurate technical solutions and together with our specialists are capable of solving complex audit issues and delivering valued insights.

Our audit team draws upon specialist resources including Forensic, Corporate Finance, Transaction Services, Advisory, Taxation, Actuarial and IT. We promote technical excellence and quality service delivery through training and accreditation, developing business understanding and sector knowledge, investment in technical support, development of specialist networks and effective consultation processes.

Performance of effective and efficient audits: We understand that how an audit is conducted is as important as the final result. Our drivers of audit quality maximise the performance of the engagement team during the conduct of every audit. We expect our people to demonstrate certain key behaviors in the performance of effective and efficient audits. The key behaviors that our auditors apply throughout the audit process to deliver effective and efficient audits are outlined below:

- timely Engagement Lead and manager involvement;
- critical assessment of audit evidence;
- exercise of professional judgment and professional scepticism;
- ongoing mentoring and on the job coaching, supervision and review;
- appropriately supported and documented conclusions;
- if relevant, appropriate involvement of the Engagement Quality Control reviewer (EQC review);
- clear reporting of significant findings;
- insightful, open and honest two-way communication with those charged with governance; and
- client confidentiality, information security and data privacy.

Commitment to continuous improvement: We employ a broad range of mechanisms to monitor our performance, respond to feedback and understand our opportunities for improvement.

Our quality review results

Public Sector Audit Appointments Ltd publishes information on the quality of work provided by us (and all other firms) for audits undertaken on behalf of them (<http://www.psa.co.uk/audit-quality/principal-audits/kpmg-audit-quality/>).

The latest Annual Regulatory Compliance and Quality Report showed that we are meeting the overall audit quality and regulatory compliance requirements.



cutting through complexity™

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**LANCASTER
CITY COUNCIL**

Promoting City, Coast & Countryside

Statement of Accounts

For the year ended 31 March 2015



Lancaster City Council – Statement of Accounts

Contents	Page No.
Explanatory Foreword.....	2
Summary of Financial Statements	6
Auditor’s Opinion.....	7
Statement of Responsibilities.....	10
Movement in Reserves Statement.....	11
Comprehensive Income and Expenditure Statement.....	12
Balance Sheet.....	13
Cash Flow Statement.....	14
Notes to the Accounts.....	15
Housing Revenue Account and Notes	57
Collection Fund and Notes.....	61
Bequests, Endowments and Trust Funds	64
Glossary.....	66

1 Introduction

This document sets out the City Council's annual accounts for the financial year ended 31 March 2015. The format follows the requirements for publication of financial information as prescribed by the Code of Practice on Local Authority Accounting (the Code), issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). The document includes a statement of the accounting policies adopted by the Authority, together with a brief explanation of the purpose of and links between the main accounting statements.

The purpose of this foreword is to provide an overall summary of the Council's financial position for 2014/15 and assist in the interpretation of the accounting statements.

2 Revenue Position

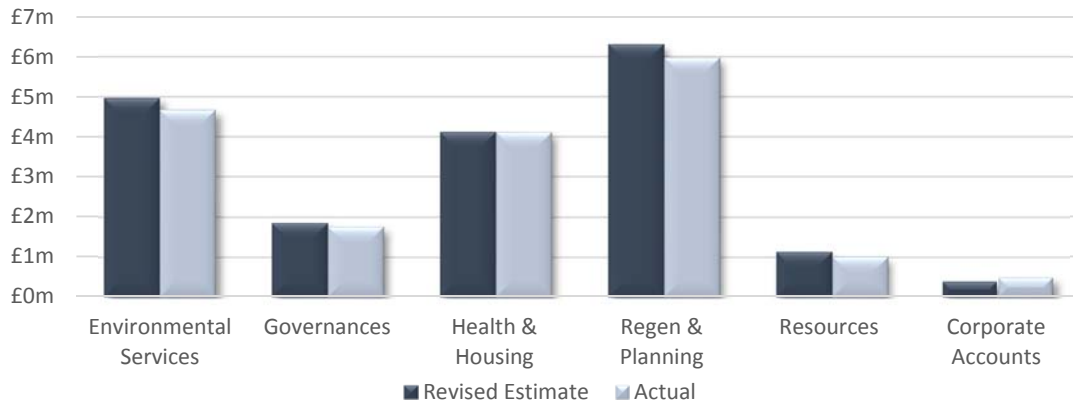
2.1 General Fund

The General Fund accounts for income and expenditure associated with the day to day running of all the services that the Council provides, with the exception of council housing (see section 2.2 over leaf). The General Fund Revenue Budget for 2014/15 (including parish precepts) was originally approved by Council on 26 February 2014 at £19.048M, representing net revenue expenditure of £20.186M less general government grants of £1.138M. It assumed that Balances would be just over £3M at 31 March 2015, though these were increased by a further £277K following the 2013/14 outturn.

Between 2013/14 and 2014/15 the General Fund budget reduced by £1.3M or 6.5%, primarily as a result of Government funding reductions.

The table below summarises the General Fund revenue income and expenditure for 2014/15. It shows the actual variances for each service area but excludes any notional charges included within the formal financial statements, as these can distort the position in terms of understanding where actual spending and income variances have occurred.

	2014/15		Variance from	
	Original Budget	Revised Budget	Actual	Revised Budget
	£000	£000	£000	£000
Expenditure:				
Environmental Services	5,240	4,964	4,667	(297)
Governance	2,111	1,855	1,751	(104)
Health & Housing	4,254	4,115	4,107	(8)
Management Team	0	0	0	0
Regeneration & Planning	5,902	6,311	5,975	(336)
Resources	1,121	1,135	1,007	(128)
Corporate Accounts	402	(148)	481	629
Net Cost of General Fund Services	19,030	18,232	17,988	(244)
Interest Payable & Similar Charges	1,106	1,087	1,087	0
General Government Grants	(1,138)	(1,138)	(1,168)	(30)
Contribution to General Fund Balance	(458)	359	912	553
NET REVENUE EXPENDITURE	18,540	18,540	18,819	279
Parish Precepts	508	508	508	0
TOTAL BUDGET	19,048	19,048	19,327	279
Funded by:				
Revenue Support Grant	(5,700)	(5,700)	(5,700)	0
National Non Domestic Rates	(5,109)	(5,109)	(5,388)	(279)
Council Tax	(8,239)	(8,239)	(8,239)	0
TOTAL FUNDING	(19,048)	(19,048)	(19,327)	(279)



At outturn for 2014/15 there has been a net underspending of £553K against the Revised Budget. Some of the main areas where underspending has occurred are shown below:

	£000
Employees Savings	(261)
Transport & Premises Savings	(155)
Other Additional Income	(336)
Capital Financing Costs	(68)
Extra Contribution to Provisions	140
Extra Treasury Management Costs (Iceland)	173
Other Minor Variances	(46)

As a result of the outturn, General Fund unallocated Balances stand at £4.625M as at 31 March 2015, which is well in excess of the minimum £1M level. It should be noted that a contribution of £1M is already budgeted to be transferred out to support the revenue budget during 2015/16. The use of Balances is an important element in addressing the Council's financial challenges and establishing a sustainable budget.

2.2 Housing Revenue Account (HRA)

The Local Government and Housing Act 1989 requires Councils to maintain a separate ring-fenced account for the provision of local authority housing, which cannot be subsidised by the General Fund. This account, known as the Housing Revenue Account (HRA), deals with all the transactions involving the management of the Council's housing stock. Full details of this are included later within these accounts.

The net underspend for 2014/15 on the HRA was £536K, which has been transferred into HRA unallocated Balances. As at 31 March 2015 the HRA unallocated Balance amounted to £1.041M, which is £691K above the £350K minimum approved level. The three main areas of underspending in the HRA in 2014/15 were as follows:

	£000
Reduced Revenue Funding towards Capital	(381)
Reduced Spend on Repairs & Maintenance	(172)
Underspending on Supervision & Management	(100)

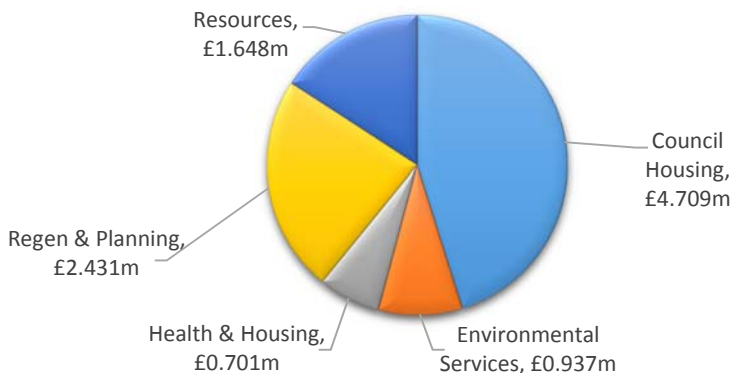
3 Capital Position

In 2014/15 the City Council spent £10.426M on capital schemes, summarised as follows:

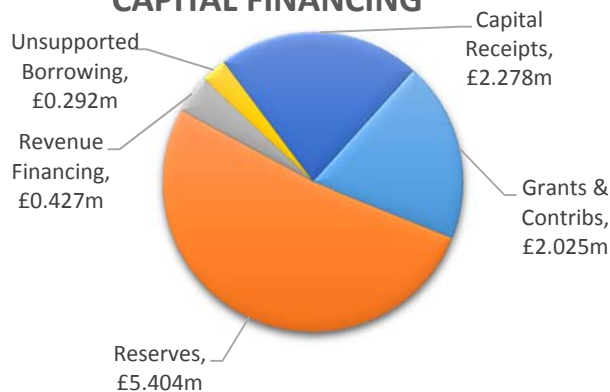
Summary of Capital Expenditure and its Financing

Capital Expenditure by Service	£000	Capital Financing	£000
Council Housing	4,709	Grants & Contributions	2,025
Environmental Services	937	Reserves	5,404
Health & Housing Services	701	Revenue Financing	427
Regeneration & Planning	2,431	Unsupported Borrowing	292
Resources	1,648	Capital Receipts	2,278
Total	10,426	Total	10,426

CAPITAL EXPENDITURE



CAPITAL FINANCING



The Council’s revised Capital Programme for 2014/15 was £13.141M, and slippage of £2.621M has been rolled forward into 2015/16, due to various changes and programming delays.

The Capital Programme was financed from a variety of sources such as capital receipts, grants, revenue, reserves and borrowing. With regard to the latter, the Council can borrow money for capital purposes provided it can meet certain criteria, linked to affordability, sustainability and prudence, as determined by the Prudential Code Framework.

In 2014/15 the net cost of financing long term debt (i.e. interest charges) was £3.128M, and the value of long term debt owed as at 31 March 2015 amounted to £66.418M, of which £127K relates to finance lease liabilities and £66.291M relates to PWLB long term borrowing. A further £1.154M is included within short term liabilities as it is due for repayment over the next 12 months. The overall level of debt should be viewed in relation to the Council’s long term assets, which had a net book value of around £240M as at 31 March 2015.

LONG TERM DEBT



4 Local Taxation

Collection Fund

The Collection Fund accounts for all the Council Tax and Business Rates income for the district with the City Council acting as billing authority. Income is collected by the City Council (Council Tax £59M and Business Rates £52M) and redistributed to the City Council’s General Fund, Central Government, Lancashire County Council, Lancashire Combined Fire Authority and the Police and Crime Commissioner for Lancashire.

Council Tax

At the end of the financial year there was a surplus of £1M in relation to council tax, which is in line with the £1M estimated surplus declared in January earlier this year. Of this 13% (£131K) is retained by the City Council and this has already been built into the approved budget for 2015/16. Essentially the surplus has arisen because of more properties becoming chargeable during the year for a variety of reasons (new builds, lower exemptions, discounts claimable by householders, etc.).

Retained Business Rates

This is the second year since the introduction of the Business Rates Retention scheme, and the year end position is somewhat more complicated than that for Council Tax.

Two major appeals, which have been outstanding since the 2005 and 2010 valuations, have now been settled and reflected in the 2014/15 accounts. This has resulted in refunds of £23.7M becoming payable in total (some to business rate payers, but most of it to Central Government). As a result of this settlement, at the end of 2014/15 there was a deficit of £5.7M on the Collection Fund in respect of Business Rates, with the Council’s share being £689K. The complexities of the Business Rates Retention Scheme mean that this will not be recouped for some time but very importantly, any adverse impact is restricted, through the operation of a ‘Safety Net’. This guarantees a minimum level of rating income for General Fund services each year.

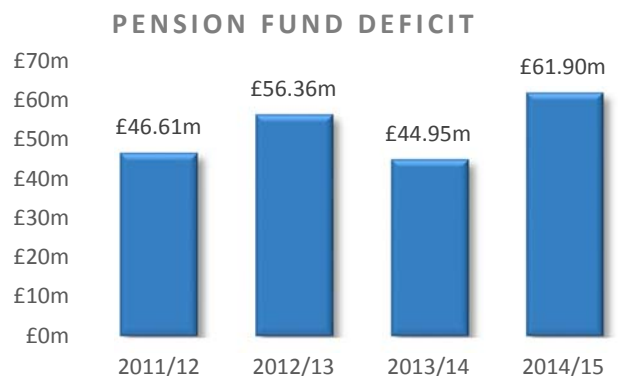
Therefore, in terms of the 2014/15 General Fund outturn, fortunately there is no bottom-line impact as the City Council is now due £3.6M back from the Government to bring net income back up to the Safety Net level as budgeted. Unfortunately, however, the settlement of the appeals does mean that the City Council has lost the opportunity to retain growth in other business rate income, previously estimated at around £1.2M for 2014/15.

Expectations going forward are still uncertain and more complicated, as there are still other rating appeals and various issues that have not yet been settled. Certainly, at this point, the Council has lost the opportunity to retain extra business rates income in 2015/16 and beyond – and this could have reached over £1.5M per year in future, potentially, although at least that opportunity has not been budgeted for. On a more positive note, there are additional revenue streams coming in from renewable energy sites that will help to reduce that loss, to some degree.

5 Pension Liabilities

In accordance with accounting practice, the Council must show the present surplus or deficit position for its share of the Pension Fund. The Local Government Pension Scheme administered by Lancashire County Council underwent a full valuation as at March 2013, the results of which were published in March 2014. This valuation saw an increase in net deficit on the Fund to £1,377M (£993M in 2010).

For Lancaster, the net position as at 31 March 2015 showed a net liability of £61.902M compared to £44.945M for the previous financial year. This represents an increase in net liabilities of £16.957M. This is largely due to a significant reduction in the discount rate used (4.4% to 3.2%), which places a higher value on the Fund’s liabilities. This has been offset to some extent by the reduction in assumed future inflation and pension increases. Nonetheless, the combined overall effect of this is a large increase in net liabilities.



Liabilities have been assessed on an actuarial basis using an estimate of the pensions that will be payable in future years, taking account of assumptions about mortality rates, salary levels etc., although clearly these may vary over time.

Also, it is emphasised that such estimated liabilities will not become due immediately or all at once, as they relate to estimated pensions payable to current scheme members on their normal retirement dates. The position represents simply a snapshot as at the end of the financial year, based on prevailing market and other economic conditions and assumptions. As such, it may fluctuate markedly from one year to the next.

6 Changes in Accounting Policies

There have been no changes to accounting policies that affect the 2014/15 Statement of Accounts.

7 Conclusion

Although the Council’s General Fund budget and associated Government funding reduced again in 2014/15, it managed these reductions well, and has again strengthened its financial standing as at 31 March 2015. Balances are therefore higher than forecast, and the Council has other substantial earmarked reserves to help respond to the ongoing financial challenges expected over the coming years, in delivering against its corporate priorities. These challenges include the extent of future Government funding reductions.

Nonetheless, given funding prospects and the loss of potential extra Business Rates income, the Council must continue to reduce costs wherever possible – substantially more efficiency and other savings are still needed for General Fund services, in order to balance future years’ budget expectations and ensure financial stability, whilst still ensuring Value for Money. The Council will need to manage and complete a significant programme of service reviews and organisational change over the medium term.

In terms of Council Housing provision the HRA remains in a strong position financially and is therefore well placed to undertake small scale expansion to its housing stock, in response to local social housing needs.

THE CORE FINANCIAL STATEMENTS

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Council, analysed into “usable reserves” and other reserves. The Surplus or (Deficit) on the Provision of Services shows the true economic cost of providing the Council’s services, more detail of which is shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the Housing Revenue Account for rent setting purposes, and the General Fund for council tax setting purposes. The Net Increase/Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund Balance and the Housing Revenue Account Balance before any discretionary transfer to or from earmarked reserves undertaken by the Council.

Comprehensive Income and Expenditure Statement

This statement shows the cost of providing services in the year in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

Balance Sheet

This is fundamental to the understanding of the Council’s year end financial position. It shows the balances and reserves at the Council’s disposal and its long term indebtedness, the net current assets employed in operations, and summarises information on fixed assets held. (It excludes Trust Funds, however).

Cash Flow Statement

This statement summarises the inflows and outflows of cash arising from transactions with third parties for revenue and capital purposes.

THE SUPPLEMENTARY FINANCIAL STATEMENTS

Housing Revenue Account Income and Expenditure Account

This is prepared on the same accounting basis as the main Comprehensive Income and Expenditure Account mentioned above. It reflects a statutory obligation to account separately for local authority housing provision. It shows the major elements of housing revenue expenditure and how these are met by rents and other income.

Collection Fund

This shows the transactions of the Council as a charging authority in relation to Non Domestic Rates and Council Tax. It illustrates the way in which these have been distributed to precepting authorities (such as Central Government, Lancashire County Council, Fire and Police Authorities) and the Council’s own General Fund.

This is the second year of the Business Rates Retention Scheme. The main aim of the scheme is to give Councils a greater incentive to grow businesses in the district. It does, however, also increase the financial risk due to non-collection, the outcome of appeals, and the volatility of the NNDR tax base.

Group Accounts

This statement consolidates any material interests the Council may have in subsidiary and associated companies within one set of accounts.

It should be noted that Lancaster has no material interest in any companies and as such, there are no Group Accounts included in the Statement. Details of the Council’s minority interests in any companies are shown in the notes to the Balance Sheet.

Bequests, Endowments and Trust Funds

These show the accounts of various Funds for which the Council is Trustee and administrator.

To be completed after Audit Committee.

To be completed after Audit Committee.

To be completed after Audit Committee.

1 The Authority's Responsibilities

The authority is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Chief Officer (Resources), as Section 151 Officer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- approve the audited Statement of Accounts.

2 The Chief Officer (Resources)' Responsibilities

The Chief Officer (Resources) as Section 151 Officer is responsible for the preparation of the authority's Statement of Accounts in accordance with proper practices set out in the CIPFA/LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* ("the Code").

In preparing this Statement of Accounts, the Chief Officer (Resources) has:

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

The Chief Officer (Resources) has also:

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

3 Chief Officer (Resources)' Certificate

I certify that the Statement of Accounts give a true and fair view of the financial position of the authority as at 31 March 2015 and the income and expenditure for the year then ended.

Nadine Muschamp, CPFA
Chief Officer (Resources)

Date: 30 June 2015

Nadine Muschamp, CPFA
Chief Officer (Resources)

Date: 16 September 2015

4 Audit Committee Chairman's Certificate

In accordance with the Accounts and Audit Regulations 2011, I certify that the Statement of Accounts was considered and approved by Audit Committee on 16 September 2015.

Cllr Matt Mann

Date: 16 September 2015

Movement in Reserves Statement

The Movement in Reserves Statement 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 Council as a result of movements in the fair value of its assets
- movements between reserves to increase or reduce the resources available to the Council according to statutory provisions.

	General Fund Balance	General Fund Earmarked Reserves	HRA Earmarked Reserves	HRA Earmarked Reserves	Major Repairs Reserve	Usable Capital Receipts	Capital Grants Unapplied	Total Usable Reserves	Total Unusable Reserves	Total Authority Reserves
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Balance at 31/3/2014	3,713	7,731	401	11,407	0	0	139	23,391	102,125	125,516
Movements in 2014/15										
Surplus/(deficit) on the provision of services	5,559	0	1	0	0	0	0	5,560	0	5,560
Other Comprehensive Income and expenditure	7,188	0	1,937	0	0	0	0	9,125	(15,250)	(6,125)
Total comprehensive income and expenditure	12,747	0	1,938	0	0	0	0	14,685	(15,250)	(565)
Adjustments between accounting & funding basis under regulations	(12,747)	0	(1,938)	0	0	0	0	(14,685)	13,150	(1,535)
Net Increase/Decrease before transfers to earmarked reserves	0	0	0	0	0	0	0	0	(2,100)	(2,100)
Transfers (to)/from earmarked reserves	912	(1,571)	640	(314)	0	0	(32)	(365)	0	(365)
Increase/(decrease) in 2014/15	912	(1,571)	640	(314)	0	0	(32)	(365)	(2,100)	(2,465)
Balance at 31/03/2015	4,625	6,160	1,041	11,093	0	0	107	23,026	100,025	123,051

Comprehensive Income and Expenditure Statement

The Comprehensive Income and Expenditure Statement (CIES) consolidates all the gains and losses experienced by the Council during the financial year. As the Council does not have any equity in the Balance Sheet, these gains and losses should reconcile to the overall movement in net worth.

The CIES has two sections:

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

2013/14				2014/15			
Gross Exp	Gross Inc	NET		Gross Exp	Gross Inc	NET	
£000	£000	£000	NOTES	£000	£000	£000	
<i>Restated</i>							
			<i>Continuing Operations:</i>				
11,270	(3,076)	8,194	Central Services to the Public	2,588	(1,433)	1,155	
11,798	(5,227)	6,571	Cultural and Related Services	11,152	(5,256)	5,896	
12,454	(6,114)	6,340	Environmental and Regulatory Services	11,318	(6,000)	5,318	
6,257	(3,001)	3,256	Planning Services	7,857	(4,762)	3,095	
3,413	(4,279)	(866)	Highways and Transport Services	3,579	(4,739)	(1,160)	
23,618	(25,182)	(1,564)	Local Authority Housing (HRA)	23,398	(24,850)	(1,452)	
45,413	(43,978)	1,435	Other Housing Services	47,333	(45,512)	1,821	
1,967	(154)	1,813	Corporate and Democratic Core	1,887	(168)	1,719	
1,197	(72)	1,125	Non Distributed Costs	1,781	(171)	1,610	
117,387	(91,083)	26,304	Cost of Services	110,893	(92,891)	18,002	
9,279	(8,521)	758	Other Operating Expenditure	8	4,470	(2,966)	1,504
14,338	(9,272)	5,066	Financing and Investment Income and Expenditure	9	12,447	(13,935)	(1,488)
11,834	(4,903)	6,931	(Surplus) / Deficit on discontinued operations	28	5	0	5
20,425	(44,160)	(23,735)	Taxation and Non Specific Grant Income	10	25,185	(46,868)	(21,683)
		15,324	(Surplus)/Deficit on Provision of Services			(3,660)	
	(1,800)		(Surplus)/Deficit on Revaluation of Property, Plant & Equipment Assets		0	(1,937)	(1,937)
	(14,107)		Actuarial (Gains)/Losses on Pension Assets/Liabilities	40	15,250	0	15,250
	0		Other Comprehensive Income and Expenditure			(7,188)	(7,188)
		(15,907)	Other Comprehensive Income and Expenditure			6,125	
		(583)	Comprehensive Income and Expenditure			2,465	

Balance Sheet

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

- Usable Reserves, which include the revenue and capital resources available to meet future expenditure (e.g. the General Fund Balance and the Capital Receipts Reserve), and
- Unusable Reserves, which include:
 - unrealised gains and losses, particularly in relation to the revaluation of property, plant and equipment (e.g. the Revaluation Reserve)
 - adjustment accounts that absorb the difference between the outcome of applying proper accounting practices and the requirements of statutory arrangements for funding expenditure (e.g. the Capital Adjustment Account and the Pension Reserve).

Note – the 2013/14 bank overdraft and short term debtors figures have been restated by £88K to take account of an increase in the Council Tax debtor for that year. This adjustment has been carried through to all the main statements and associated notes.

31 March 2014 £000 Restated		NOTES	31 March 2015 £000
197,841	Property, Plant & Equipment	11	204,273
7,926	Heritage Assets	12	7,856
19,063	Investment Property	13	25,321
114	Intangible Assets	14	87
1,957	Assets Held for Sale	19	57
6	Long Term Debtors	15	5
226,907	Long Term Assets		237,599
22,016	Short Term Investments	15	35,800
376	Inventories	16	379
7,767	Short Term Debtors	17	12,040
0	Cash & Cash Equivalents	18	763
30,159	Current Assets		48,982
(748)	Bank Overdraft	18	0
(1,229)	Short Term Borrowing	15	(1,154)
(12,722)	Short Term Creditors	20	(22,162)
(14,699)	Current Liabilities		(23,316)
(223)	Long Term Creditors	15	(223)
(4,111)	Provisions	21	(11,671)
(67,572)	Long Term Borrowing	15	(66,418)
(44,945)	Other Long Term Liabilities	23	(61,902)
(116,851)	Long Term Liabilities		(140,214)
125,516	Net Assets		123,051
23,391	Usable Reserves	22	23,026
102,125	Unusable Reserves	23	100,025
125,516	Total Reserves		123,051

Cash Flow Statement

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

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

2013/14 £000 Restated		NOTES	2014/15 £000
Money (Out) / In			Money (Out) / In
(15,324)	Net surplus or (deficit) on the provision of services	27	3,660
33,326	Adjustments to net surplus or deficit on the provision of services for non-cash movements		17,173
(11,227)	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities		(2,966)
6,775	Net cash flows from Operating Activities		17,867
988	Investing Activities	25	(20,753)
(7,428)	Financing Activities	26	4,397
335	Net increase or (decrease) in cash and cash equivalents		1,511
(1,083)	Cash and cash equivalents at the beginning of the reporting period		(748)
(748)	Cash and cash equivalents at the end of the reporting period		763

Notes to the Accounts

The notes to the accounts have three significant roles:

- presenting information about the basis of preparation of the financial statements and the specific accounting policies used
- disclosing the information required by the Code that is not presented elsewhere in the financial statements
- providing information that is not provided elsewhere in the financial statements, but is relevant to an understanding of any of them.

A list of the notes provided is as follows:

- Note 1** Accounting Policies
- Note 2** Accounting Standards that have been issued but have not yet been adopted
- Note 3** Critical Judgements in Applying Accounting Policies
- Note 4** Assumptions Made about the Future and Other Major Sources of Estimation Uncertainty
- Note 5** Events After the Balance Sheet Date
- Note 6** Adjustments between Accounting Basis and Funding Basis under Regulations
- Note 7** Transfers to/from Earmarked Reserves
- Note 8** Other Operating Expenditure
- Note 9** Financing and Investment Income and Expenditure
- Note 10** Taxation and Non-Specific Grant Income and Expenditure
- Note 11** Property, Plant and Equipment
- Note 12** Heritage Assets
- Note 13** Investment Properties
- Note 14** Intangible Assets
- Note 15** Financial Instruments
- Note 16** Inventories
- Note 17** Short Term Debtors
- Note 18** Cash and Cash Equivalents
- Note 19** Assets Held for Sale
- Note 20** Short Term Creditors
- Note 21** Provisions
- Note 22** Usable Reserves
- Note 23** Unusable Reserves
- Note 24** Operating Activities
- Note 25** Investing Activities
- Note 26** Financing Activities
- Note 27** Amounts Reported for Resource Allocation Decisions
- Note 28** Acquired and Discontinued Operations
- Note 29** Trading Operations
- Note 30** Agency Services
- Note 31** Members' Allowances
- Note 32** Officers' Remuneration
- Note 33** External Audit Costs
- Note 34** Grant Income
- Note 35** Related Parties
- Note 36** Capital Expenditure and Capital Financing
- Note 37** Leases
- Note 38** Impairment Losses
- Note 39** Termination Benefits
- Note 40** Defined Benefit Pension Schemes
- Note 41** Contingent Liabilities
- Note 42** Contingent Assets
- Note 43** Nature and Extent of Risks Arising from Financial Instruments

1 ACCOUNTING POLICIES

1.1 General

The Statement of Accounts summarises the Council's transactions for the 2014/15 financial year and its position at 31 March 2015. The accounts of the Council have been prepared in accordance with the *Code of Practice on Local Authority Accounting in the United Kingdom* (the Code) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), taking account of the supplementary guidance notes issued by CIPFA on the application of the Code to local authorities, supported by International Financial Reporting Standards.

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

The purpose of this section is to explain the basis of the figures included in the accounts, as the view that they present can only be properly appreciated if these policies are explained fully and understood. Where estimation techniques are used they implement the measurement aspects of accounting policies. An accounting policy will specify the basis on which an item is to be measured; where there is uncertainty over the monetary amount corresponding to that basis, the amount will be arrived at by using an estimation technique.

1.2 Accruals of Income and Expenditure

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

- Revenue from the sale of goods is recognised when the Council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Revenue from the provision of services is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. 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.

1.3 Acquisitions and Discontinued Operations

Acquired operations

Additional policy detail is required where an authority has acquired operations (or transferred operations under machinery of government arrangements) during the financial year.

Discontinued operations

Additional policy detail is required where an authority has discontinued operations (or transferred operations under machinery of government arrangements) during the financial year.

1.4 Cash and Cash Equivalents

Cash and cash equivalents are made up purely of the Council's current bank account balance. Investment balances held in short notice deposit accounts are classed as investing activities and therefore not included in cash and cash equivalents.

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

1.5 Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

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

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

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

1.6 Charges to Revenue for Non-Current Assets

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

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

The Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement in accordance with statutory guidance. Depreciation, revaluation and impairment losses and amortisations are therefore replaced by the contribution in the General Fund Balance (Minimum Revenue Provision), by way of an adjusting transaction with the Capital Adjustment Account in the movement in Reserves Statement for the difference between the two.

1.7 Employee Benefits

Benefits Payable during Employment

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

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy. They are charged on an accruals basis to the Non Distributed Costs line in the Comprehensive Income and Expenditure Statement when the Council is demonstrably committed to the termination of the employment of an officer or group of officers or making an offer to encourage voluntary redundancy.

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

The Local Government Pension Scheme

Generally, employees of the Council are members of the Local Government Pension Scheme, which is administered on our behalf by Lancashire County Council. It is accounted for as a defined benefits scheme:

- The liabilities of the Lancashire Pension Fund 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, etc. and projections of projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate of 3.2%.
- The assets of Lancashire pension fund attributable to the Council are included in the Balance Sheet at their fair value:
 - **quoted securities** – current price bid
 - **unquoted securities** – professional estimate
 - **unitised securities** – current bid price
 - **property** – market value
- The change in the net pensions liability is analysed into seven components:
 - **current service cost** – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
 - **past service cost** – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs
 - **interest cost** - the expected increase in the present value of liabilities during the year as they move one year closer to being paid – debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
 - **expected return on assets** – the annual investment return on the fund assets attributable to the Council, based on an average of the expected long-term return – credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.
 - **gains or losses on settlements and curtailments** – the result of actions to relieve the Council of liabilities or events that reduce the expected future service or accrual of benefits of employees – debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
 - **actuarial gains and losses** – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debited to the Pensions Reserve.
 - **contributions paid to the Lancashire County Pension Fund** – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund balance to be charged with the amount payable by the Council to the Pension Fund or directly to the pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove notional debits and credits for retirement benefits and replace them with debits for the cash paid to the Pension Fund and pensioners on any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits that are earned by employees.

Discretionary Benefits

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

1.8 Events After the Balance Sheet Date

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

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

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

1.9 Financial Instruments

Financial Liabilities

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

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

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

Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund Balance to be spread over future years. The Council has a policy of spreading the gain or loss over the term that was remaining on the loan against which the premium was payable or discount receivable when it was repaid. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

Financial Assets

Financial assets are classified into two types:

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

Loans and Receivables

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

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

Comprehensive Income and Expenditure Statement. The impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate.

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

Available-for-Sale Assets

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

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

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

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

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

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

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

1.10 Foreign Currency Translation

Where the Council has entered into a transaction denominated in a foreign currency, the transaction is converted into sterling at the exchange rate applicable on the date the transaction was effective. Where amounts in foreign currency are outstanding at the year-end, they are reconverted at the spot exchange rate at 31 March. Resulting gains or losses are recognised in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

1.11 Government Grants and Contributions

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

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

Amounts recognised as due to the Council are not credited to the Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution have been satisfied. Conditions are

stipulations that specify that the future economic benefits or service potential embodied in the asset acquired using the grant or contribution are required to be consumed by the recipient as specified, or the future economic benefits or service potential must be returned to the transferor.

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

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

1.12 Business Improvement Districts

A Business Improvement District (BID) scheme applies to Lancaster City Centre. The Scheme is funded by a BID levy paid by non-domestic ratepayers. The Authority collects the levy in respect of the BID and pays this across to North & Western Lancashire Chamber of Commerce as managing body for the Scheme.

1.13 Heritage Assets

Where reliable information is available, heritage assets have been recognised in the balance sheet at valuation. Operational heritage assets have been classified within the relevant class of property, plant and equipment and valued in line with the measurement bases for the relevant class. Heritage assets will be subject to the general provisions of capital accounting for additions, disposals, revaluations and capital charges where relevant, in line with the Code.

1.14 Intangible Assets

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

Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the Council's goods or services (which is the case in practice).

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

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

1.15 Inventories and Long term Contracts

Inventories are included in the Balance Sheet at the lower of cost and net realisable value. The cost of inventories is shown in the accounts at the latest replacement cost net of provision for obsolescence / reduction in value, as an estimation of the net realisable value.

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

1.16 Investment Property

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

Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arms length. Properties are not depreciated but are revalued annually according to market conditions at year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

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

1.17 Leases

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

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

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

The Council as Lessee

Finance Leases

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

Lease payments are apportioned between:

- a charge for the acquisition of the interest in the property, plant or equipment – applied to write down for lease liability, and
- a finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

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

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

Operating Leases

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

The Council as Lessor

Finance Leases

Where the Council grants a finance lease over a property or item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. A gain, representing the Council's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carry value of the asset at the time of disposal), matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

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

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

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

Operating Leases

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

1.18 Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of CIPFA *Service Reporting Code of Practice 2014/15* (SeRCOP). The total absorption costing principle is used – the full costs of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- **Corporate and Democratic Core** – costs relating to the Council's status as a multi-functional, democratic organisation
- **Non Distributed Costs** – the cost of discretionary benefits awarded to employers retiring early and impairment losses chargeable on Assets Held for Sale.

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

1.19 Property, Plant and Equipment

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

Recognition

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

Measurement

Assets are initially measured at cost, comprising:

- the purchase price
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management
- the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located.

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

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

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

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

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

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

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

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

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

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

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

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

Impairment

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

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

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

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

Depreciation

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

Depreciation is calculated on the following basis:

- **dwelling and other buildings** – straight-line allocation over the useful life of the property as estimated by the valuer;
- **vehicles, plant, furniture and equipment** – straight-line allocation over 10 to 15 years depending on the type of asset;
- **infrastructure** – straight-line allocation over 10 to 40 years depending on the type of asset.

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

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

Disposals and Non-current Assets Held for Sale

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

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

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

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

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals (75% for dwellings, 50% for land and other assets, net of statutory deductions and allowances) is payable to the Government. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

1.20 Provisions, Contingent Liabilities and Contingent Assets.

Provisions

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

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

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

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

Contingent Liabilities

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

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

Contingent Assets

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

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

1.21 Reserves

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

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

1.22 Revenue Expenditure Funded from Capital under Statute

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

1.23 Value Added Tax (VAT)

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

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

The codes require authorities to disclose information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted by the Code.

There are three new standards that have been issued but will not be adopted by the Code until 01 April 2015. These are as follows:

- International Financial Reporting Standard (IFRS) 13 *Fair Value Measurement* – This requires local authorities to measure their assets and liabilities and provide disclosures where a section of the Code requires or permits fair value measurement.
- *Annual Improvements to IFRSs 2011-2013 Cycle*
 - IFRS 1: Meaning of effective IFRSs;
 - IFRS 3: Scope exceptions for joint ventures;
 - IFRS 13: Scope of paragraph 52 (portfolio exception); and
 - IAS 40: Clarifying the interrelationship of IFRS 3 Business Combinations and IAS 40 Investment Property when classifying property as investment property or owner-occupied property.
- International Financial Reporting Interpretations Committee (IFRIC) 21 *Levies* – This provides guidance on when to recognise a liability for a levy imposed by the government, both for levies that are accounted for in accordance with IAS 37 *Provisions, Contingent Liabilities and Contingent Assets* and those where the timing and amount of the levy is certain.

It is not expected that these new standards will have any material impact on the financial statements.

3 CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

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

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

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

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

Business Rates

Since the introduction of the Business Rates Retention Scheme from 01 April 2013, Local Authorities are liable for successful appeals against business rates charged to businesses in 2013/14 and earlier financial years in proportion to their share. Therefore, a provision has been recognised, based on the best estimate of the amount that businesses have been overcharged up to 31 March 2015. The main element (85%) of this estimate relates to two appeals which were settled in May 2015, therefore in accordance with proper accounting practice the actual settlement values have been used to calculate the estimate. The remaining 15% of the estimate has been calculated using data provided by an external software provider who utilises the Valuation Office Agency (VOA) ratings list of appeals and its own extensive property list and historic rating information.

Pensions

The estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discounts used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.

5 EVENTS AFTER THE REPORTING PERIOD

The Statement of Accounts was authorised for issue by the Chief Officer (Resources) on 30 June 2015. Events taking place after this date are not reflected in the financial statements or notes.

Where events have taken place before 30 June 2015 and they provided information about conditions existing at 31 March 2015, the figures in the financial statements and notes have been adjusted as appropriate in all material respects to reflect the impact of this information.

One post balance sheet event to note is that the Chancellor announced in his 2015 summer budget that rents in social housing are to be reduced by 1% a year from April 2016 for the next four years. The Council will need to consider the impact that the rent reductions may have on the Housing Revenue Account and revise the HRA Business Plan accordingly.

No other events have arisen after 31 March 2015 that require separate disclosure to aid understanding of the Council's financial position.

6 ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATION

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

NOTE 6 - ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATION

	2013/14 Comparative Figures						
			Usable Reserves				
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Earmarked Reserves £000	Capital Grants Unapplied £000	Movement in Unusable Reserves £000
Adjustments primarily involving the Capital Adjustment Account:							
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:							
Charges for depreciation and impairment of non-current assets	(6,371)	(9,519)					15,890
Amortisation of intangible assets	(34)	(18)					52
Revenue expenditure funded from capital under statute	(1,564)						1,564
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(8,189)	(303)					8,492
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:							
Statutory provision for the financing of capital investment	1,563	1,041					(2,604)
Capital expenditure charged against the General Fund and HRA balance	(10,396)	55					10,341
Adjustments primarily involving the Capital Grants Unapplied Account:							0
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(84)					84	0
Application of grants to capital financing transferred to the Capital Adjustment Accounts	3,333						(3,333)
Adjustments primarily involving the Capital Receipts Reserve:							
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	8,157	426	(8,583)				0
Use of the Capital Receipts Reserve to finance new capital expenditure			8,323				(8,323)
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposals		(13)	13				0
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool		(292)	292				0
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	10	2	(12)				0
Adjustment primarily involving the Major Repairs Reserve:							
Reversal of Major Repairs Allowance credited to the HRA		(4,285)					4,285
Use of the Major Repairs Reserve to finance new capital expenditure		4,107					(4,107)
Adjustments primarily involving the Financial Instruments Adjustment Account:							
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	49						(49)
Adjustments primarily involving the Pension Reserve:							
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	14,134	12					(14,146)
Employer's pension contributions and direct payments to pensioners payable in the year	(2,392)	(340)					2,732
Adjustments primarily involving the Collection Fund Adjustment Account:							
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	(1,149)						1,149
Adjustments relating to revaluation reserve amounts recognised in other comprehensive income and expenditure	2,144	8,370					(10,514)
Adjustments relating to other comprehensive income and expenditure:							0
Appropriations to/from earmarked reserves	1,186	375			(1,561)		0
Adjustments to employee absences account	33	4					(37)
Total Adjustments	430	(378)	33	0	(1,561)	84	1,392
Total adjustment to Comprehensive Income and Expenditure	52						

NOTE 6 - ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATION

	2014/15						
	Usable Reserves						Movement in Unusable Reserves £000
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Earmarked Reserves £000	Capital Grants Unapplied £000	
Adjustments primarily involving the Capital Adjustment Account:							
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:							
Charges for depreciation and impairment of non-current assets (exc MRA)	(6,790)	(3,717)					10,507
Amortisation of intangible assets	(35)	(14)					49
Revenue expenditure funded from capital under statute	(1,644)						1,644
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(739)	(633)					1,372
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:							
Statutory provision for the financing of capital investment	1,352	1,041					(2,393)
Capital expenditure charged against the General Fund and HRA balance	1,405	520					(1,925)
Adjustments primarily involving the Capital Grants Unapplied Account:							
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(32)					32	0
Application of grants to capital financing transferred to the Capital Adjustment Accounts	2,025						(2,025)
Adjustments primarily involving the Capital Receipts Reserve:							
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	94	971	(2,965)				1,900
Use of the Capital Receipts Reserve to finance new capital expenditure			2,278				(2,278)
Contribution from the Capital Receipts Reserve towards administrative costs of non-current asset disposals		(23)	23				0
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool		(666)	666				0
Transfer from Deferred Capital Receipts Reserve upon receipt of cash		2	(2)				0
Adjustment primarily involving the Major Repairs Reserve:							
Reversal of Major Repairs Allowance credited to the HRA		(4,710)					4,710
Use of the Major Repairs Reserve to finance new capital expenditure		3,989					(3,989)
Adjustments primarily involving the Financial Instruments Adjustment Account:							
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(1)						1
Adjustments primarily involving the Pension Reserve:							
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(15,230)	25					15,205
Employer's pension contributions and direct payments to pensioners payable in the year	(1,527)	(225)					1,752
Adjustments primarily involving the Collection Fund Adjustment Account:							
Amount by which council tax and non-domestic rating income credited to the Comprehensive Income and Expenditure Statement is different from council tax and non-domestic rating income calculated for the year in accordance with statutory requirements	1,901						(1,901)
Adjustments relating to revaluation reserve amounts recognised in other comprehensive income and expenditure							
	16,891	3,709					(20,600)
Adjustments relating to other comprehensive income and expenditure:							
Appropriations to/from earmarked reserves	(1,571)	326			1,245		0
Adjustments to employee absences account	(56)	(15)					71
Total Adjustments	(3,957)	580	0	0	1,245	32	2,100
Total adjustment to Comprehensive Income and Expenditure	(3,377)						

7 TRANSFERS TO/FROM EARMARKED RESERVES

This note sets out the amounts set aside from the General Fund and HRA balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and HRA expenditure in 2014/15.

	Balance at 31 March 2013	Transfers Out	Transfers in	Balance at 31 March 2014	Transfers Out	Transfers in	Balance at 31 March 2015
	£000	£000	£000	£000	£000	£000	£000
General Fund:							
Municipal Buildings	386	0	0	386	(44)	0	342
Open Spaces Commuted Sums	204	(40)	0	164	(35)	0	129
Other Commuted Sums	1,322	(312)	223	1,233	(350)	237	1,120
Restructuring	432	(399)	570	603	0	0	603
Renewals	865	(362)	428	931	(540)	317	708
Capital Support	426	(187)	230	469	(170)	0	299
Performance Reward Grant	126	(86)	0	40	(21)	0	19
Market Reserve	619	(659)	50	10	0	50	60
Invest to Save Reserve	1,547	(33)	0	1,514	(13)	0	1,501
Business Rates Retention Reserve	0	0	1,699	1,699	(1,318)	0	381
Welfare Reforms Reserve	200	0	57	257	(17)	68	308
Other Reserves £100K and under	418	(162)	169	425	(83)	348	690
Total	6,545	(2,240)	3,426	7,731	(2,591)	1,020	6,160

HRA:							
Hsg Mgt System Replacement	401		190	591	(7)	0	584
Flats Planned Maintenance	1,096	(19)	133	1,210	(287)	0	923
Central Control Equipment	93	(93)		0	0	0	0
Fixed Lifeline Equipment	46	(23)	5	28	(24)	12	16
Sheltered Housing Reserves	798	(72)	155	881	(198)	187	870
Business Support Reserve	8,102		511	8,613	0	0	8,613
Other Reserves £100K and under	121	(40)	3	84	0	3	87
Total	10,657	(247)	997	11,407	(516)	202	11,093

8 OTHER OPERATING EXPENDITURE

	2013/14	2014/15
	£000	£000
Parish council precepts	482	508
Payments to the Government Housing Capital Receipts Pool	292	666
(Gains)/losses on the disposal of non-current assets	(16)	330
	758	1,504

9 FINANCING AND INVESTMENT INCOME AND EXPENDITURE

	2013/14	2014/15
	£000	£000
Interest payable and similar charges	3,206	3,128
Pensions interest cost and expected return on pensions	2,357	2,135
Interest receivable and similar income	(227)	(165)
Income and expenditure in relation to investment properties and changes in their fair value	(1,873)	(6,666)
Other investment income and expenditure	1,603	80
	5,066	(1,488)

10 TAXATION AND NON SPECIFIC GRANT INCOME

	2013/14	2014/15
	£000	£000
Council tax income	(7,925)	(8,160)
Non domestic rates	(4,395)	(5,388)
Non-ringfenced government grants	(8,984)	(6,868)
Capital grants and contributions	(2,431)	(1,267)
	(23,735)	(21,683)

11 PROPERTY, PLANT AND EQUIPMENT

	Council Dwellings £000	Other Land and Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Infrastructure Assets £000	Community Assets £000	Surplus Assets £000	Assets Under Construction £000	Total Property, Plant and Equipment £000
Cost/Valuation								
Balance as at 1 April 2014	153,575	75,671	14,007	41,797	8,664	321	8,410	302,445
additions	4,712	1,725	689	20	90	0	1,470	8,706
donations	0	0	0	0	0	0	0	0
revaluation increases/(decreases) recognised in the Revaluation Reserve	3,544	10,156	0	0	0	0	0	13,700
revaluation increases/(decreases) recognised on the Surplus/Deficit on the Provision of Services	(3,468)	0	0	0	0	0	0	(3,468)
derecognition - disposals	(646)	0	(117)	0	0	0	0	(763)
derecognition - other assets reclassified (to)/from Held for Sale	0	0	0	0	0	0	0	0
Balance as at 31 March 2015	157,717	87,552	14,579	41,817	8,754	321	9,880	320,620
Accumulated Depreciation and Impairment								
Balance as at 1 April 2014	(50,183)	(31,806)	(7,983)	(14,533)	(5)	(94)	0	(104,604)
depreciation charge	(2,047)	(1,280)	(1,298)	(1,387)	(5)	(18)	0	(6,035)
impairment losses/(reversals) recognised in the Revaluation Reserve	(1,186)	(2,963)	0	(2)	0	0	0	(4,151)
impairment losses/(reversals) recognised in the Surplus/Deficit on the Provision of Services	(1,668)	0	0	0	0	0	0	(1,668)
derecognition - disposals	12	0	99	0	0	0	0	111
Balance as at 31 March 2015	(55,072)	(36,049)	(9,182)	(15,922)	(10)	(112)	0	(116,347)
Net Book Value								
at 31 March 2014	103,392	43,865	6,024	27,264	8,659	227	8,410	197,841
at 31 March 2015	102,645	51,503	5,397	25,895	8,744	209	9,880	204,273

Depreciation

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

- Council Dwellings: depreciated using Major Repairs Allowance as a proxy
- Other Land and Buildings: 5 - 40 years
- Vehicles, Plant, Furniture and Equipment: 5 -15 years
- Infrastructure: 10 - 40 years

Capital Commitments

At 31 March 2015, the Authority has entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2015/16 anticipated to cost £1.869M. Similar commitments at 31 March 2014 were £1.143M. The major commitments are:

■ Sea and Flood defence	£1,002K
■ Vehicle Replacement Programme	£496K
■ Disabled facilities grants	£255K

Revaluations

The Authority carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years, with Investment property being revalued annually. All valuations were carried out internally by professionally qualified valuers. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institute of Chartered Surveyors. Carrying values of vehicles, plant, furniture and equipment are based on depreciated cost.

The significant assumptions applied in estimating the fair values are:

- Values are given as at 01 April for the given year.
- Existing Use Market values are used except where items are of a specialist nature when depreciated historic cost is used as a proxy, or for investment properties where the highest and best consideration is used.

	Council Dwellings	Other Land and Buildings	Total
	£000	£000	£000
Adjustments to fair value by year:		Increase / (Decrease)	
31 March 2015	76	10,156	10,232
31 March 2014	3,358	5,430	8,788
31 March 2013	1,133	(2)	1,131
31 March 2012	4,772	7,520	12,292
31 March 2011	36,000	1,598	37,598
Net valuation over 5 year cycle	45,339	24,702	70,041

12 HERITAGE ASSETS

Reconciliation of transactions and carrying value of Heritage Assets held by the Council.

	2013/14 £000	2014/15 £000
Opening Balance		
Civic Regalia and other donated items	609	609
Museum Collections	7,132	7,132
Public Art Works	168	168
Art Collection	17	17
	7,926	7,926
Cost of Acquisitions	0	0
Value of Assets Acquired by Donation	0	0
Disposal of Collectable Assets	0	70
Impairment of Assets Recognised in Period	0	0
Closing Balance		
Civic Regalia and other donated items	609	607
Museum Collections	7,132	7,132
Public Art Works	168	100
Art Collection	17	17
	7,926	7,856



The Code recommends a five year summary, however, it is not practical to do so at present therefore a two year summary has been provided. Further information on Heritage Assets is provided as follow:

Civic Regalia and other donated assets

There are 82 pieces of civic regalia and other donated assets, with some of the more valuable items including the mayoral chains, and the Lancaster and Morecambe maces. In addition to these are numerous items of silverware, china and glassware. The majority of these items are held at Lancaster Town Hall and can be viewed at the annual Heritage Open Day held every September in addition to any guided town hall tours that may be held throughout the year.

Museums Collections

The Council owns over 3,500 items which are either on display or stored at the Maritime, Cottage and City museums in Lancaster. The museums themselves are managed through a partnership arrangement with

Lancashire County Council. Some of the more valuable items include paintings of Sir Richard Owen dating back to the early 1800's, in addition to a Roman cavalry tombstone circa 80 AD which was discovered in an archaeological dig at Aldcliffe Road in 2005. The museum collections account for 90% of the value represented on the balance sheet.

Public Artwork

The Council has commissioned numerous pieces of public art as part of the Tern and River Lune Millennium Park projects. The most famous and valuable of these is the Eric Morecambe statue which was sculpted by Graham Ibbeson and unveiled by HM Queen in July 1999, and is one of the centre pieces of the Tern project in Morecambe.

Works of Art

The Council also owns over 50 pieces of artwork, the majority of which are held in the Ashton Memorial at Williamson Park. In addition, several pieces of artwork are on display at Lancaster Town Hall in various meeting and function rooms.

Further details of the nature and scale of the collections is available on the Council's website within the 'History of Lancaster Town Hall' and Williamson Park sections, as well as via the County Council museums service website.

The Council is not actively seeking material additions to the collections; material additions would need to be considered on a case by case basis as part of the wider capital programme. The museums partnership makes additions in accordance with its development policy although these have been below de-minimis for recognition as non-current assets in recent years.

The records in relation to both the museum catalogues and town hall collections are in development; there is not currently a full listing of all heritage assets and their current values available. As such, the insurance valuations have been used as a proxy for the value of the collections.

The Council also owns the Queen Victoria monument in Dalton Square and various items of ornate wooden furniture held in Lancaster Town Hall such as the oak Gillow table in the mayor's parlour. Valuations for these items have not been obtained as the Council does not deem it currently necessary to do so.

13 INVESTMENT PROPERTIES

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

	2013/14	2014/15
	£000	£000
Rental income from investment property	(578)	(908)
Direct operating expenses arising from investment property	364	679
Net (gain)/loss	(214)	(229)

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

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

	2013/14	2014/15
	£000	£000
Balance as at 1 April	26,846	19,063
Additions:		
- Purchases	7	0
- Construction	0	56
- subsequent expenditure	0	0
Disposals:	(7,981)	(652)
Net gains/losses from fair value adjustments	191	6,854
Balance as at 31 March	19,063	25,321

14 INTANGIBLE ASSETS

The Council accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Council. The useful life assigned to the major software suites used by the Council is 5 years.

Key software licences are held for the Salt Ayre income management system, Local Land and Property Gazetteer, Housing Rents and Repairs system, Cash Receipting system, National Non Domestic Rating system, Asset Management system, PC based software and Customer Relationship Management System.

	2013/14	2014/15
	£000	£000
Balance at start of year:		
- Gross carrying amounts	276	313
- Accumulated amortisation	(147)	(199)
Net carrying amount at start of year	129	114
Additions:		
- Purchases	37	23
Amortisation for the period	(52)	(50)
Net carrying amount at the end of year	114	87
Comprising:		
- Gross carrying amounts	313	336
- Accumulated amortisation	(199)	(249)
Balance as at 31 March	114	87

In line with the Code, Intangible assets are carried at amortised cost.

15 FINANCIAL INSTRUMENTS

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

	Long-term		Current	
	31 March 2014 £000	31 March 2015 £000	31 March 2014 £000	31 March 2015 £000
Investments				
Loans and receivables	0	0	22,016	35,800
Total investments	0	0	22,016	35,800
Debtors				
Loans and receivables	6	5	7,767	12,040
Total Debtors	6	5	7,767	12,040
Total assets	6	5	29,783	47,840
Borrowings				
Financial liabilities at amortised cost	67,333	66,291	1,041	1,041
Finance lease liabilities	239	127	188	113
Total borrowings	67,572	66,418	1,229	1,154
Creditors				
Financial liabilities at amortised cost	223	223	12,722	22,162
Total Creditors	223	223	12,722	22,162
Bank overdraft	0	0	748	(763)
Total liabilities	67,795	66,641	14,699	22,553

Income, Expenses, Gains and Losses

	2013/14					2014/15					Total £000
	Financial Liabilities measured at amortised cost £000	Financial Assets: Loans and receivables £000	Financial Assets: Available for sale £000	Assets and Liabilities at Fair Value through Profit and Loss £000	Total £000	Financial Liabilities measured at amortised cost £000	Financial Assets: Loans and receivables £000	Financial Assets: Available for sale £000	Assets and Liabilities at Fair Value through Profit and Loss £000	Total £000	
Interest payable	3,178	0	0	0	3,178	3,128	0	0	0	3,128	
Losses on derecognition	0	100	0	0	100	0	0	0	0	0	
Reductions in fair value	0	1	0	0	1	0	0	0	0	0	
Impairment losses	0	0	0	0	0	0	34	0	0	34	
Total expense in Surplus or Deficit on the Provision of Services	3,178	101	0	0	3,279	3,128	34	0	0	3,162	
Interest income	0	(281)	0	0	(281)	0	(119)	0	0	(119)	
Interest income accrued on impaired financial assets	0	0	0	0	0	0	0	0	0	0	
Increases in fair value	0	(47)	0	0	(47)	0	0	0	0	0	
Gains and derecognition	0	0	0	0	0	0	0	0	0	0	
Total income in Surplus or Deficit on the Provision of Services	0	(328)	0	0	(328)	0	(119)	0	0	(119)	
Gains on revaluation	0	0	0	0	0	0	0	0	0	0	
Losses on revaluation	0	0	0	0	0	0	0	0	0	0	
Amounts recycled to the Surplus or Deficit on the Provision of Services after impairment	0	0	0	0	0	0	0	0	0	0	
Surplus/deficit arising on revaluation of financial assets in Other Comprehensive Income and Expenditure	0	0	0	0	0	0	0	0	0	0	
Net (gain)/loss for the year	3,178	(227)	0	0	2,951	3,128	(85)	0	0	3,043	

Fair Values of Assets and Liabilities

Financial liabilities, financial assets represented by loans and receivables and long-term debtors and creditors are carried in the Balance Sheet at amortised cost. Carrying values are assumed to be equal to the fair value of short term assets and liabilities held. The value of long term creditors is reviewed at each balance sheet date based on the current values outstanding and best estimates of amounts required to settle liabilities of uncertain timing or amount. PWLB loans are the only financial instrument where the fair value is judged to be different from the carrying amount. The fair value is calculated based on premature repayment rates between 1.76% and 2.21%.

	31 March 2014		31 March 2015	
	Carrying amount	Fair value	Carrying amount	Fair value
	£000	£000	£000	£000
Financial liabilities	82,183	101,962	89,734	130,449
Long-term creditors & provisions	4,334	4,334	11,894	11,894
Total	86,517	106,296	101,628	142,343

The fair value of the liabilities is greater (a larger liability) than the carrying amount because the current repayment rates are below that of the Council's existing debt. The fair value adjustment is estimated using the early repayment premia that would be applicable at the balance sheet date.

	31 March 2014		31 March 2015	
	Carrying amount Restated	Fair value Restated	Carrying amount	Fair value
	£000	£000	£000	£000
Loans and receivables	22,016	29,783	36,563	36,563
Long-term debtors	6	6	5	5
Total	22,022	29,789	36,568	36,568

The amortised cost of assets is judged as a fair measure of their fair value, the vast majority of these being current assets.

16 INVENTORIES

	Consumable Stores		Maintenance Materials		Items for Resale		Client Services Work in Progress		Total	
	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Balance as at 1 April	36	36	247	236	106	104	0	0	389	376
Movement in Year	0	0	(11)	(5)	(2)	8	0	0	(13)	3
Balance as at 31 March	36	36	236	231	104	112	0	0	376	379

17 SHORT TERM DEBTORS

	31 March 2014 £000	31 March 2015 £000
Council Taxpayers	1,760	586
Central Government Bodies	1,109	5,954
Housing Rents	414	490
Other Local Authorities	410	208
Commercial Ratepayers	1,672	2,068
Other entities and individuals	2,402	2,734
	7,767	12,040

18 CASH AND CASH EQUIVALENTS

	31 March 2014 £000	31 March 2015 £000
Bank current account	(748)	763

Cash and cash equivalents are made up purely of the Council's bank current account balance. Investment balances are at their lowest at the year end and so any residual balances in short notice deposit accounts are assumed to be investing activities and not in support of short term cash management.

19 ASSETS HELD FOR SALE

	Current		Non Current	
	2013/14	2014/15	2013/14	2014/15
	£000	£000	£000	£000
Balance as at 1 April	0	0	57	1,957
Assets newly classified as held for sale:				
- Property, plant and equipment	0	0	2,398	0
Impairment losses	0	0	(498)	(1,900)
Balance as at 31 March	0	0	1,957	57

20 SHORT TERM CREDITORS

	31 March 2014 £000	31 March 2015 £000
Council Taxpayers	(217)	(218)
Central Government Bodies	(708)	(12,037)
Housing Rents	(172)	(150)
Other Local Authorities	(1,438)	(1,085)
Commercial Ratepayers	(3,567)	(2)
Other entities and individuals	(6,620)	(8,670)
	(12,722)	(22,162)

21 PROVISIONS

	Insurance £000	Business Rate Appeals £000	Legal £000	Total £000
Balance as at 1 April 2014	319	3,617	175	4,111
Additional provisions made	128	7,519	0	7,647
Amounts used	(87)	0	0	(87)
Balance as at 31 March 2015	360	11,136	175	11,671

The closing balance on the insurance provision is in respect of outstanding insurance claims to be settled by the Council. The Council provides an element of self-insurance whereby it pays varying levels of excess depending upon the type of insurance policy. The balance on the provision is assessed throughout the year to ensure it is sufficient to meet all anticipated claims.

The Business Rates (NNDR) appeals provides cover for the Council's share of estimated liabilities arising as result of ratepayers appealing to the Valuation Office against the rateable values for their property; where successful, they will receive a refund backdated to the date the appeal was lodged. Following the settlement of two major appeals in May 2015 the provision has been increased by £7.5M.

The legal provision provides cover for settlements and legal costs associated with known litigation cases.

22 USABLE RESERVES

Movements in the Council's usable reserves are detailed in the Movement in Reserves Statement and in the following tables. These include revenue and capital reserves available to meet future expenditure.

	31 March 2014 £000	31 March 2015 £000
General Fund Balance	3,713	4,625
HRA Balance	401	1,041
HRA Business Support Reserve	8,613	8,613
Housing Mgt System Replacement Reserve	591	591
Flats Planned Maintenance	1,210	922
Sheltered Equipment	334	366
Sheltered Planned Maintenance	311	225
Sheltered Support Grant Maintenance	236	279
Renewals Reserve	772	578
MAAP Implementation Reserve	16	224
Capital Support	469	299
Open Spaces Commuted Sums	164	129
Other Commuted Sums	1,233	1,119
Municipal Buildings Reserve	386	343
Restructuring Reserve	603	603
Welfare Reforms Reserve	257	308
Invest to Save Reserve	1,514	1,502
Highways Reserve	213	279
Capital Grants Unapplied	139	107
Other Reserves under £100K	517	492
Business Rates Retention Reserve	1,699	381
Total usable reserves	23,391	23,026

23 UNUSABLE RESERVES

	31 March 2014 £000	31 March 2015 £000
Revaluation Reserve	25,759	37,294
Financial Instruments Adjustment Account	(141)	(142)
Capital Adjustment Account	122,693	124,187
Pensions Reserve	(44,945)	(61,902)
Deferred Credits	6	5
Accumulated Absences Account	(147)	(218)
Collection Fund Adjustment Account	(1,100)	801
Total unusable reserves	102,125	100,025

Revaluation Reserve

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

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

The Reserve contains only revaluation gains accumulated since 01 April 2007, the date that the Reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

	2013/14	2014/15
	£000	£000
Balance as at 1 April	18,179	25,759
Upwards revaluation of assets	9,582	14,787
Downwards revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	(1,464)	(2,273)
Surplus or deficit on the revaluation of non-current assets not posted to the Surplus/Deficit on the Provision of Services	8,118	12,514
Difference between fair value depreciation and historical cost depreciation.	(513)	(894)
Accumulated gains on assets sold or scrapped	(25)	(85)
Amount written off to the Capital Adjustment Account	(538)	(979)
Balance as at 31 March	25,759	37,294

Capital Adjustment Account

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

The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Council. The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 01 April 2007, the date that the Revaluation Reserve was created to hold such gains.

Note 6 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

	2013/14	2014/15
	£000	£000
Balance as at 1 April	142,015	122,693
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
- Charges for depreciation and impairment of non current assets	(24,131)	(9,398)
- Revaluation losses on Property, Plant and Equipment	0	(1,721)
- Amortisation of Intangible Assets	(52)	(49)
- Revenue Expenditure funded from Capital under statute.	(1,564)	(1,644)
- Reversal of Icelandic bank impairment	0	0
- HRA self financing payment.	0	1,041
- Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(8,492)	(1,372)
Sub total	107,776	109,550
Adjusting amounts written out of the Revaluation Reserve	538	979
Net written out amount of the cost of non current assets consumed in the year.	108,314	110,529
Capital financing applied in the year:		
- Use of Capital Receipts Reserve	8,323	2,278
- Use of the Major Repairs Reserve	4,107	3,989
- Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement (including those in respect of donated assets)	3,322	3,430
- Application of grants to capital financing from the Capital Grants Unapplied Account.	11	0
- Statutory provision for the financing of capital investment charged against General Fund and HRA balances	2,605	1,352
- Capital expenditure charged against the General Fund and HRA balances	1,452	(4,273)
Sub total	128,134	117,305
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure statement	(5,441)	6,882
Balance as at 31 March	122,693	124,187

Financial Instruments Adjustment Account (FIAA)

The Financial Instruments Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for income and expenses relating to certain financial instruments and for bearing losses or benefiting from gains in line with statutory provisions. The Council uses the Account to manage premiums and discounts paid on the early redemption of loans. Premiums and discounts are debited to the Comprehensive Income and Expenditure Statement when they are incurred, but reversed out of the General Fund and HRA balance to the FIAA in the Movement in Reserves Statement. Over time, the expense and income is posted back to the General Fund Balance in accordance with statutory arrangements for spreading the burden on council tax. In the Council's case, this period is the unexpired term that was outstanding on the loans when they were redeemed. As a result, the balance on the Account at 31 March 2015 will be reversed into the General Fund over the next 38 years. The element relating the HRA will be effectively written off in 2016/17.

	2013/14	2014/15
	£000	£000
Balance as at 1 April	(190)	(141)
Premiums and discounts incurred in previous years to be charged against the General Fund and HRA in accordance with statutory requirements	49	(1)
Balance as at 31 March	(141)	(142)

Pensions Reserve

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

	2013/14	2014/15
	£000	£000
Balance as at 1 April	(56,360)	(44,945)
Actuarial gains or losses on pensions assets and liabilities	14,107	(15,250)
Reversal of items relating to the retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services	(5,698)	(4,817)
Employer's pension contribution and direct payments to pensioners payable in the year	3,006	3,110
Balance as at 31 March	(44,945)	(61,902)

Collection Fund Adjustment Account

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

	2013/14	2014/15
	£000	£000
Balance as at 1 April	49	(1,100)
Amount by which council tax and business rates income credited to Comprehensive Income and Expenditure statement is different from council tax and business rates income calculated for the year in accordance with statutory requirements	(1,149)	1,901
Balance as at 31 March	(1,100)	801

Accumulated Absences Account

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

	2013/14	2014/15
	£000	£000
Balance as at 1 April	(184)	(147)
Settlement or cancellation of accrual made at the end of the preceding year	184	147
Amounts accrued at the end of the current year	(147)	(218)
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accrual basis is different from remuneration chargeable in the year in accordance with statutory requirements	37	(71)
Balance as at 31 March	(147)	(218)

24 CASH FLOW STATEMENT – OPERATING ACTIVITIES (INTEREST)

The cash flows for operating activities include the following interest items:

	2013/14	2014/15
	£000	£000
Interest received	(280)	(86)
Interest paid	3,285	3,136

25 CASH FLOW STATEMENT – INVESTING ACTIVITIES

	2013/14	2014/15
	£000	£000
Purchase of Property, Plant and Equipment, investment property and intangible assets	(6,645)	(9,782)
Receipts from sale of Property, Plant and Equipment, investment property and intangible assets	8,583	2,968
Acquisition of short and long term borrowing	(4,061)	(13,924)
Other receipts from investing activities	3,111	(15)
Net cash flows from investing activities	988	(20,753)

26 CASH FLOW STATEMENT – FINANCING ACTIVITIES

	2013/14	2014/15
	£000	£000
Cash payments for the reduction of the outstanding liabilities relating to finance leases	(5,088)	(158)
Repayment of short-term and long-term borrowing	(1,041)	(1,117)
Payments and receipts relating to NNDR	(1,299)	5,672
Net cash flows from financing activities	(7,428)	4,397

27 AMOUNTS REPORTED FOR RESOURCE ALLOCATION DECISIONS

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

- no notional charges are made in relation to capital expenditure (whereas depreciation, revaluation and impairment losses in excess of the balance on the Revaluation Reserve and amortisations are charged to services in the Comprehensive Income and Expenditure Statement)
- the cost of retirement benefits is based on cash flows (payments of employer's pensions contributions) rather than current service cost of benefits accrued in the year
- expenditure on some support services is budgeted for centrally and not charged to services.

The following table provides different analyses of income and expenditure.

Income and Expenditure 2014/15	Corporate Accounts	Environmental Services	Governance	Health and Housing	Office of Chief Executive	Regeneration & Planning	Resources	TOTAL
	£000	£000	£000	£000	£000	£000	£000	£000
Customer Fees & Charges	(37,699)	(6,315)	(618)	(17,498)	(2)	(1,115)	(6,120)	(69,367)
Government Grants	(7,787)	0	(286)	(50)	0	(60)	(44,570)	(52,753)
Interest	(13,985)	(4)	0	(684)	0	0	(4,459)	(19,132)
Other Grants & Contributions	(132)	(1,579)	(14)	(492)	0	(972)	(809)	(3,998)
Total income	(59,603)	(7,898)	(918)	(18,724)	(2)	(2,147)	(55,958)	(145,250)
Employee expenses	2,361	7,774	1,199	4,536	559	2,319	2,538	21,286
Premises	0	6,195	15	6,040	0	652	2,153	15,055
Transport	0	1,428	25	218	4	50	25	1,750
Supplies & Services	27,023	4,153	1,192	1,705	4	1,963	7,530	43,570
Total expenditure	29,384	19,550	2,431	12,499	567	4,984	12,246	81,661
Net expenditure	(30,219)	11,652	1,513	(6,225)	565	2,837	(43,712)	(63,589)

Income and Expenditure 2013/14	Corporate Accounts £000	Environmental Services £000	Governance £000	Health and Housing £000	Office of Chief Executive £000	Regeneration & Planning £000	Resources £000	TOTAL £000
Customer Fees & Charges	(34,722)	(6,048)	(703)	(17,266)	0	(1,075)	(7,276)	(67,090)
Government Grants	(9,060)	0	(14)	(82)	0	(17)	(42,962)	(52,135)
Interest	(2,117)	(4)	0	(663)	0	(193)	(5,413)	(8,390)
Other Grants & Contributions	0	(1,607)	(306)	(413)	0	(1,047)	(651)	(4,024)
Total income	(45,899)	(7,659)	(1,023)	(18,424)	0	(2,332)	(56,302)	(131,639)
Employee expenses	383	8,783	1,631	5,515	646	2,712	2,544	22,214
Premises	0	6,091	18	6,201	0	638	2,075	15,023
Transport	0	1,579	34	231	8	48	23	1,923
Supplies & Services	22,211	3,966	1,196	1,676	3	2,014	8,260	39,326
Total expenditure	22,594	20,419	2,879	13,623	657	5,412	12,902	78,486
Net expenditure	(23,305)	12,760	1,856	(4,801)	657	3,080	(43,400)	(53,153)

Reconciliation of Service Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement

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 Statements.

	2013/14 £000	2014/15 £000
Net expenditure in Service analysis	(53,153)	(63,589)
Net expenditure of services and support services not included in the analysis	(2,405)	(4,019)
Amounts in the Comprehensive Income and Expenditure statement not reported to management in the analysis	60,176	55,717
Amounts included in the analysis not included in the Comprehensive Income and Expenditure statement	21,686	29,893
Cost of Services in the Comprehensive Income and Expenditure Statement	26,304	18,002

Reconciliation of Subjective Analysis

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

2014/15	Services included in		Net Cost of Services £000	Corporate amounts £000	Total £000
	Service Analysis	Analysis but not NCS			
	£000	£000			
Customer Fees and Charges	(69,367)	41,170	(28,197)	0	(28,197)
Government Grants	(52,753)	8,706	(44,047)	0	(44,047)
Interest	(19,132)	19,101	(31)	0	(31)
Other Grants and Contributions	(3,998)	210	(3,788)	0	(3,788)
Recharges	0	(15,887)	(15,887)	0	(15,887)
Capital Financing Income	0	(940)	(940)	0	(940)
Taxation & Non Specific Grant Inc	0	0	0	(21,683)	(21,683)
Total Income	(145,250)	52,360	(92,890)	(21,683)	(114,573)
Employee expenses	21,286	(6,443)	14,843	0	14,843
Premises	15,055	(586)	14,469	5	14,474
Transport	1,750	(64)	1,686	0	1,686
Supplies & Services	43,570	(33,131)	10,439	0	10,439
Other Operating Expenditure	0	0	0	(396)	(396)
Financing & Investment Inc & Exp	0	0	0	412	412
Transfer Payments	0	44,545	44,545	0	44,545
Support Services	0	12,798	12,798	0	12,798
Capital Charges	0	12,112	12,112	0	12,112
Total expenditure	81,661	29,231	110,892	21	110,913
Surplus or Deficit on the Provision of Services	(63,589)	81,591	18,002	(21,662)	(3,660)

2013/14 Comparative Figures	Services included in		Net Cost of Services £000	Corporate amounts £000	Total £000
	Service Analysis	Analysis but not NCS			
	£000	£000			
Customer Fees and Charges	(67,090)	39,267	(27,823)	0	(27,823)
Government Grants	(52,135)	10,074	(42,061)	0	(42,061)
Interest	(8,390)	8,357	(33)	0	(33)
Other Grants and Contributions	(4,024)	112	(3,912)	0	(3,912)
Recharges	0	(15,976)	(15,976)	0	(15,976)
Capital Financing Income	0	(1,278)	(1,278)	(4,903)	(6,181)
Taxation & Non Specific Grant Inc	0	0	0	(23,736)	(23,736)
Total Income	(131,639)	40,556	(91,083)	(28,639)	(119,722)
Employee expenses	22,214	(6,765)	15,449	0	15,449
Premises	15,023	(511)	14,512	110	14,622
Transport	1,923	(77)	1,846	0	1,846
Supplies & Services	39,326	(28,993)	10,333	0	10,333
Other Operating Expenditure	0	0	0	759	759
Financing & Investment Inc & Exp	0	0	0	5,066	5,066
Transfer Payments	0	42,968	42,968	0	42,968
Support Services	0	13,792	13,792	0	13,792
Capital Charges	0	18,487	18,487	11,724	30,211
Total expenditure	78,486	38,901	117,387	17,659	135,046
Surplus or Deficit on the Provision of Services	(53,153)	79,457	26,304	(10,980)	15,324

28 ACQUIRED AND DISCONTINUED OPERATIONS

There were no acquisitions or discontinued operations during 2014/15. The amount (£5K) reported in the Comprehensive Income and Expenditure Statement largely represents an outstanding gas bill at Lancaster Market, which ceased operation in 2013/14.

29 TRADING OPERATIONS

Trading services cover undertakings with the public or with other third parties, and include such activities as highways maintenance, trade waste collection, markets and the letting of commercial properties and

industrial units. Details of these trading areas and their respective (surpluses) or deficits for the last three years is shown in the following table.

	2010/11	2011/12	2012/13	2013/14	2014/15
Highways	£000	£000	£000	£000	£000
Turnover	(1,223)	(1,149)	(1,094)	(820)	(1,178)
Expenditure	956	1,087	998	836	1,104
(Surplus)/Deficit	(267)	(62)	(96)	16	(74)
Trade Waste					
Turnover	(1,039)	(1,032)	(1,070)	(1,104)	(1,275)
Expenditure	857	997	878	843	824
(Surplus)/Deficit	(182)	(35)	(192)	(261)	(451)
Markets					
Turnover	(1,095)	(1,081)	(889)	(407)	(394)
Expenditure	1,388	1,214	2,349	333	321
(Surplus)/Deficit	293	133	1,460	(74)	(73)
Commercial Properties / Industrial Units					
Turnover	(887)	(736)	(763)	(941)	(888)
Expenditure	539	541	686	748	729
(Surplus)/Deficit	(348)	(195)	(77)	(193)	(159)
Consolidated					
Turnover	(4,244)	(3,998)	(3,816)	(3,272)	(3,735)
Expenditure	3,740	3,839	4,911	2,760	2,978
(Surplus)/Deficit	(504)	(159)	1,095	(512)	(757)

Trading operations are incorporated into the Comprehensive Income and Expenditure Statement and form an integral part of the Council's services to the public. No costs are recharged to the Net Operating Expenditure of Continuing Operations but are included within Financing and Investment Income and Expenditure.

	2010/11	2011/12	2012/13	2013/14	2014/15
	£000	£000	£000	£000	£000
Net (surplus)/deficit on trading operations	(504)	(159)	1,095	(512)	(757)
Trading expenditure and income included within Surplus or Deficit on the Provision of Services	0	0	0	0	0
Net (surplus)/deficit	(504)	(159)	1,095	(512)	(757)

30 AGENCY SERVICES

The Council provides highways grounds maintenance for Lancashire County Council for which it is reimbursed subject to defined limits. The net deficit represents the amount by which the council contributes to the agency.

	2013/14	2014/15
	£000	£000
Expenditure on agency arrangement	210	200
Income on agency arrangement	(164)	(167)
Net deficit arising on agency arrangements	46	33

31 MEMBERS ALLOWANCES

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

	2013/14	2014/15
	£000	£000
Basic Allowances	198	196
Special Responsibility Allowances	80	83
Expenses	4	3
Total	282	282

32 OFFICERS REMUNERATION

The remuneration paid to the Council's senior employees is as follows.

	Salary, Fees and allowances	Expenses & Benefits in Kind	Redundancy Payments	Total Remuneration (excluding pension contributions)	Employer Pension contribution	Total Remuneration (including pension contributions)
	£000	£000	£000	£000	£000	£000
2014/15						
Chief Executive	107	2	0	109	14	123
Chief Officer (Environmental)	64	0	0	64	8	72
Chief Officer (Resources)	64	0	0	64	8	72
Chief Officer (Governance)	64	1	0	65	8	73
Chief Officer (Health & Housing)	64	0	0	64	8	72
Chief Officer (Regeneration & Planning)	64	1	0	65	8	73
2013/14						
Chief Executive	107	2	0	109	22	131
Chief Officer (Environmental)	63	1	0	64	13	77
Chief Officer (Resources)	63	1	0	64	13	77
Chief Officer (Governance)	63	0	0	63	13	76
Chief Officer (Health & Housing)	63	1	0	64	13	77
Chief Officer (Regeneration & Planning)	63	1	0	64	13	77

There were no other employees, who are not classed as senior officers, who received remuneration above £50,000 (excluding employer's pension contributions).

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

Exit package cost band (including special payments)	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band	
	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15
							Restated	
							£	£
£0 - £20,000	0	0	10	8	10	8	98,768	54,142
£20,001 - £40,000	0	0	8	0	8	0	228,158	0
£40,001 - £60,000	0	0	2	1	2	1	108,614	55,000
£60,001 - £80,000	0	0	0	0	0	0	0	0
£80,001 - £100,000	0	0	0	0	0	0	0	0
£100,001 - £150,000	0	0	0	0	0	0	0	0
Total	0	0	20	9	20	9	435,540	109,142

33 EXTERNAL AUDIT COSTS

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

	2013/14	2014/15
	£000	£000
Fees payable to external auditors with regard to external audit services carried out by the appointed auditor for the year	77	80
Fees payable for the certification of grant claims and returns for the year	16	16
Total	93	96

34 GRANT INCOME

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

The Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that will require the monies or property to be returned to the giver. The balances at the year-end are as follows:

	2013/14	2014/15
	£000	£000
Credited to Taxation and Non Specific Grant Income		
Revenue Support Grant	7,533	5,700
Small Business Rate Relief	621	0
New Burdens	0	113
New Homes Bonus	772	1,045
Sport England	149	0
DCLG Empty Homes Cluster Funding	1,911	0
Environment Agency Artle Beck Flood Defences	21	0
Regent Park & Langridge Place Playgrounds	0	96
Wave Reflection Wall Construction	0	149
Lancaster Square Routes (Phases 1 and 2)	0	922
Other EA Grants	67	0
Natural England	126	0
Community Right to Bid/Challenge	16	0
Council Tax Support - Transitional Funding	34	0
Council Tax Support - New Burdens	84	0
Other Grants Under £50K	81	110
Total	11,415	8,135

	2013/14	2014/15
	£000	£000
Credited to Services		
DCLG YMCA Places of Change Grant	19	0
DCLG Disabled Facilities Grant	761	669
Grant: Sefton BC Strategic Monitoring	13	13
Warmer Homes	16	0
HCA Winning Back the West End	158	174
Discretionary Housing Payments	158	173
Lancs County Council C&YP	80	22
Supporting People	171	129
Strand 2 - Exercise Referral Project: Other Grants	85	118
Parliamentary/European/Individual Elections	0	286
Amside & Silverdale AONB Grants	144	133
Benefits DWP grant	89	96
Second Homes Funding	77	0
Natural England Mcmbe Bay Improvement Area	324	242
Standard Rent Allowances: Government Grants	31,939	33,776
War Widows Benefit Grant: Government Grants	43	38
Rent Rebates - Council Housing: Government Grants	9,576	9,437
NNDR Administration: Government Grants	233	229
Other Grants Under £50K	453	423
Total	44,339	45,958

	2013/14	2014/15
	£000	£000
Capital Grants Receipts in Advance		
DFG Grant	196	202
Lancaster Square Routes	411	66
Other Grants Under £50K	237	207
Total	844	475

35 RELATED PARTIES

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

Central Government

Central Government has effective control over the general operations of the Council – it is responsible for providing the statutory framework within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. council tax bills, housing benefits). Grants received from government departments are set out in the subjective analysis Note 27 on reporting for resources allocation decisions. Grant receipts outstanding at 31 March 2015 are contained within debtors Note 17.

Members

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2014/15 is shown in Note 31. There are no other material transactions to disclose in respect of elected members.

Officers

Senior officer remuneration is disclosed in Note 32, and there are no other material transactions to disclose in respect of officers.

Entities Controlled or Significantly Influenced by the Authority

The Council nominates four of its City Councillors as trustees of the Dukes Playhouse Ltd. There is no ultimate controlling party, however. Payment of revenue grant support totalling £148K was made to the company in 2014/15 for its core activities, i.e. to promote and advance artistic and aesthetic education and the public appreciation of the arts and manage a theatre, which is at the service of the whole community. This included the provision of grant in lieu of rent free Council accommodation to the value of £12.5K. A further revenue grant of £12K was awarded during 2014/15 to assist the company in commissioning specialist architectural work to prepare a bid for capital grant funding to Arts Council England, of which £5K was paid in year. The remainder will be paid upon completion. In addition, the Council also provided revenue grant totalling £17K in its role as Accountable body for the Arts Council England funding towards the 2014/15 Light Up Lancaster Programme. The Youth Arts Centre occupies a former church, which is also owned by the Council. The company maintains the building and pays an annual rent of £8K to the Council in respect of this.

The Council nominates one of its Councillors onto the Board of Heysham Mossgate (Community Facilities) Company Ltd. There is no ultimate controlling party, however. The Council provided a one-off revenue contribution totalling £2.7K towards new surface water drainage works during 2014/15. The principal activity of the company is the development of community facilities in the Mossgate area of Heysham on a non-profit making basis.

36 CAPITAL EXPENDITURE AND CAPITAL FINANCING

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

	2013/14	2014/15
	£000	£000
Opening Capital Financing Requirement	83,276	78,449
<i>Capital investment:</i>		
Property, Plant and Equipment	18,631	8,705
Investment Properties	7	56
Intangible Assets	36	21
Revenue Expenditure Funded from Capital Under Statute	1,564	1,644
<i>Sources of financing:</i>		
Capital receipts	(8,323)	(2,278)
Government Grants and other contributions	(3,333)	(2,025)
Direct revenue contributions	(1,452)	(1,842)
Minimum Revenue Provision	(7,851)	(2,628)
Major Repairs Reserve	(4,106)	(3,989)
Closing Capital Financing Requirement	78,449	76,113
<i>Explanation of movements in year:</i>		
Increase/(decrease) in underlying need to borrow (unsupported by government financial assistance)	(4,827)	(2,336)
Increase/(decrease) in Capital Financing Requirement	(4,827)	(2,336)

37 LEASES

Finance Leases

Under IFRS the vast majority of the Council's operating leases have been reclassified as finance leases. This means that assets are recognised on the balance sheet with a matching liability to represent the substance of the lease agreement which is an asset funded by borrowings. The lease charges are then split between a finance charge and repayment of the debt. A capital charge for the asset is posted to the cost of the services.

The minimum lease payments will be payable over the following periods:

	31 March 2014	31 March 2015
	£000	£000
Finance lease liability re-assessment	(344)	(226)
Vehicles, Plant, Furniture & Equipment	767	427
Total	423	201

	31 March 2014	31 March 2015
	£000	£000
Finance lease liabilities (net present value of minimum lease payments):		
- Current	159	113
- Non-current	186	127
Finance costs payable in future years	89	22
Minimum lease payments	434	262

	Minimum lease payments		Finance cost	
	31 March 2014	31 March 2015	31 March 2014	31 March 2015
	£000	£000	£000	£000
Not later than 1 year	159	113	43	13
Later than 1 year and not later than 5 years	186	127	46	9
Later than 5 years	0	0	0	0
Minimum lease payments	345	240	89	22

Operating Leases

As noted above, all of the items from the leasing register that were previously disclosed as operating leases have been re-classified as finance leases. Expenditure on other ad hoc operating leases was not material. However, the Council does act as lessor for a number of operating leases on land and buildings in the district. The minimum future lease payments under these agreements are summarised below:

	Minimum lease payments	
	31 March 2014	31 March 2015
	£000	£000
Not later than 1 year	847	629
Later than 1 year and not later than 5 years	1,408	1,140
Later than 5 years	1,593	1,603
Minimum lease payments	3,848	3,372

38 IMPAIRMENT LOSSES

During 2014/15 the Council has recognised impairment losses of £5.819M in relation to fixed asset valuations. These relate to downward revaluations and non-enhancing capital expenditure on the Council Housing stock (£2.854M) as well as downward revaluations of other assets (£2.965M).

39 TERMINATION BENEFITS

The Council approved the early retirement / voluntary redundancy (ER/VR) of a number of employees in 2014/15, incurring liabilities of £97K (£349K in 2013/14) in respect of redundancy costs. This was paid to 8 officers from 4 different services whose applications for ER/VR were approved as part of the Council's overall review of services.

40 DEFINED BENEFIT PENSION SCHEMES

Participation in Pension Schemes

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

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

Transactions Relating to Post-employment Benefits

The Council recognises the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge required to be made against council tax is based on the cash payable in the year, so the real cost of post-employment/retirement benefits is reversed out of the General Fund and Housing Revenue Account via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year:

Comprehensive Income and Expenditure Statement	Local Government Pension Scheme	
	2013/14	2014/15
	£000	£000
<i>Cost of services:</i>		
Current service cost	3,335	2,758
Past Service cost	0	15
Administration expenses	53	54
Settlements and curtailments	6	80
<i>Financing & Investment Income & Expenditure:</i>		
Interest costs	7,396	7,025
Expected return on scheme assets	(5,092)	(5,115)
Total Post Employment Benefit Charged to Provision of Services	5,698	4,817
<i>Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement:</i>		
Actuarial gains and losses	(14,107)	15,250
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	(8,409)	20,067
Movement in Reserves Statement		
Reversal of net charges made to the Surplus or Deficit for net Provision of Services for post employment benefits in accordance with the Code	(5,698)	(4,817) *
Reversal of actuarial gains and losses recognised in other Comprehensive Income and Expenditure	14,107	(15,250) *
Net charge in relation to pension adjustments	0	0
Actual amount charged against Funds for pensions in the year - employers contributions	3,006	3,110 *
<i>* Net Movement on Pension Fund Reserve</i>	<i>11,415</i>	<i>(16,957)</i>

Pensions Assets and Liabilities Recognised in the Balance Sheet

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

	Funded Liabilities		Unfunded Liabilities	
	2013/14	2014/15	2013/14	2014/15
	£000	£000	£000	£000
Present value of the defined benefit obligation	159,046	187,524	3,601	3,814
Fair value of plan assets	(117,702)	(129,436)	0	0
Net liability arising from defined benefit obligation	41,344	58,088	3,601	3,814

Reconciliation of the Movements in the Fair Value of Scheme Assets:

	Local Government Pension Scheme	
	2013/14	2014/15
	£000	£000
Opening fair value of scheme assets	122,418	117,702
Interest income	5,092	5,115
Remeasurement gain/(loss)	(7,374)	9,574
Administration expenses	(53)	(54)
Employer contributions	3,006	3,110
Contributions by scheme participants	863	872
Benefits paid	(6,250)	(6,883)
Closing fair value of scheme assets	117,702	129,436

Reconciliation of Present Value of the Scheme Liabilities:

	Funded Liabilities		Unfunded Liabilities	
	2013/14	2014/15	2013/14	2014/15
	£000	£000	£000	£000
Opening balance at 1 April	174,936	159,046	3,842	3,601
Current service cost	3,335	2,758	0	0
Interest cost	7,241	6,873	155	152
Contributions from scheme participants	863	872	0	0
Remeasurement (gains) and losses	(21,352)	24,493	(129)	331
Past service cost	0	15	0	0
Curtailments	6	80	0	0
Benefits paid	(5,983)	(6,613)	(267)	(270)
Closing balance at 31 March	159,046	187,524	3,601	3,814

Local Government Pension Scheme assets comprised

	2013/14	2014/15
	£000	£000
Equities:	6,545	6,738
Consumer Discretionary	8,594	7,571
Energy	2,394	1,028
Financials	8,678	7,669
Health Care	5,306	4,399
Industrials	7,169	6,211
Information Technology	7,809	7,317
Materials	2,197	1,753
Miscellaneous/Unclassified Total	320	0
Telecommunication Services	1,306	901
Utilities	1,072	965
Bonds:		
UK corporate	4,609	1,246
Overseas corporate	6,230	550
UK Fixed gilts	880	0
UK index linked	2,726	4,062
Property:		
Offices	2,146	2,683
Offices/Warehouse	231	274
Industrial/Warehouse	2,272	3,135
Workshop/Garage	97	0
Shops	2,171	2,307
Retail Warehouse	1,690	2,295
Shopping Centre	563	662
Multi let Commercial Building	455	832
Alternatives:		
UK private equity	2,957	3,248
Overseas private equity	3,231	4,600
Infrastructure	6,403	7,204
Credit funds	16,706	33,347
Emerging Markets ETF	0	0
Indirect Property Funds	591	948
UK Pooled Equity Funds	35	0
Overseas Pooled Equity Funds	10,275	11,220
Cash:		
Cash and cash equivalents	2,044	6,271
Closing fair value of scheme assets	117,702	129,436

Basis for Estimating Assets and Liabilities

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

The Local Government Pension Scheme liabilities have been estimated by Mercer Human Resource Consulting Ltd, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation of the scheme as at 1 April 2013. The significant assumptions used by the actuary have been:

	2013/14	2014/15
Return on assets (%):		
Equity investments	7.0	6.5
Government Bonds	3.4	2.2
Other Bonds	4.3	2.9
Property	6.2	5.9
Cash/Liquidity	0.5	0.5
Mortality assumptions:		
Longevity at 65 for current pensioners (yrs):		
Men	22.8	22.9
Women	25.3	25.4
Longevity at 65 for future pensioners (yrs):		
Men	25.0	25.1
Women	27.7	27.8
Rate of inflation (%)	2.4	2.0
Rate of increase in salaries (%)	3.9	3.5
Rate of increase in pensions (%)	2.4	2.0
Rate of discounting for scheme liabilities (%)	4.4	3.2

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

Impact on the Defined Benefit Obligation in the Scheme

		+0.1% p.a. discount rate	+0.1% p.a. inflation	+0.1% p.a. pay growth	+1 year life expectancy
	£000	£000	£000	£000	£000
Liabilities	191,338	188,074	194,659	192,031	195,119
Assets	(129,436)	(129,436)	(129,436)	(129,436)	(129,436)
Deficit/(Surplus)	61,902	58,638	65,223	62,595	65,683
Projected Service Cost for next year	3,541	3,434	3,652	3,541	3,618
Projected Net Interest Cost for next year	1,932	1,884	2,042	1,958	2,057

Impact on the Council's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The County Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 19 years. Funding levels are monitored on an annual basis and the effective date for the next triennial valuation is 31 March 2016.

The scheme will need to take account of the national changes to the scheme under the Public Pensions Services Act 2013. Under the Act, the Local Government Pension Scheme in England and Wales and the other main existing public service schemes may not provide benefits in relation to service after 31 March 2014. The Act provides for scheme regulations to be made within a common framework, to establish new career average revalued earning schemes to pay pensions and other benefits to certain public servants. The Council anticipated paying £3.110M expected contributions to the scheme in 2014/15 (£3.006M in 2013/14).

The weighted average duration of the defined benefit obligation for scheme members is 17 years, 2014/15, (17 years 2013/14).

41 CONTINGENT LIABILITIES

The following material contingent liabilities existed as at 31 March 2015:

Luneside East Regeneration Scheme – In assembling the land for this project, the Council used compulsory purchase powers (CPO). Following a Lands Tribunal decision relating to one significant compensation case, the Council has appealed and the Court of Appeal decision was in the Council's favour, which in effect reversed the costs award and made the company involved liable for the Council's costs as well as their own. This is ongoing from previous years and whilst the company has been ordered to make an interim claim to the Council in respect of legal costs by the 01 June 2015, the company continues to challenge the previous decisions through Tribunal and the Court of Appeal, or seek to bring a contractual claim against the Council in respect of the building agreement it entered into with the Council. At this stage any further potential liability arising cannot be measured with any certainty.

The Council has also accounted for European Regional Development Funding of £2.5M in connection with this project to date, for which clawback liabilities may arise if the scheme does not achieve its planned outcomes and in particular concerning 'Business Space' created. The Council transferred Phase 1 land to its development partner (Luneside East Limited, formerly CTP Securities Limited) on 2 April 2012 and the developer is working to bring forward a beneficial scheme subject to planning and statutory consents. It is still unclear as at 31 March 2015 whether all outputs will be achieved, however, and whether any subsequent clawback will fall upon the Council.

NNDR Appeals – The Council has made provision for NNDR appeals based on its best estimate of the actual liability as at 31 March 2015. It is not possible to quantify appeals that have not yet been lodged with the Valuation Office so there is a risk to the Council that national and local appeals may have a future impact on the accounts.

42 CONTINGENT ASSETS

The following material contingent asset existed as at 31 March 2015:

Luneside East Regeneration Scheme – The Council has submitted an application for costs in connection with a Court of Appeal hearing regarding the above claim, which was found in the Council's favour; but any economic benefits are still contingent on the process by which the Council can reclaim its costs and this is still ongoing. It is expected that the final outcome will be known during 2015/16.

43 NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

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

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

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

Credit Risk

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

This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, as laid down by Standard and Poor, Moody's and Fitch. The Annual Investment Strategy also imposes a maximum sum to be invested with a financial institution located within each category.

As per the 2014/15 approved Treasury Management Policy, the credit criteria in respect of financial assets held by the Council are as detailed in the following table:

	Minimum across all three ratings			Money Limit ⁸	Time Limit ⁹
	Fitch	Moody's	Standard & Poors		
Upper Limit ¹	F1+/AA-	P-1/AA3	A-1+/AA-	£6M	Instant Access Only
				£3M	100 days
Middle Limit ²	F1/A	P-1/A2	A-1/A	£3M	Instant Access Only
Other Institutions ³	N/A	N/A	N/A	£6M	1 Year
Lancashire County ⁴	N/A	N/A	N/A	£12M	1 Year
Money Market Funds ⁵	AAA	AAA	AAA	£6M	Instant access Only
DMADF deposit ⁶	N/A	N/A	N/A	No limit	1 Year
Sovereign rating to apply to all non UK counterparties ⁷	AAA	AAA	AAA	N/A	N/A

Notes:

1 & 2: The Upper and Middle Limits apply to appropriately rated banks and building societies.

3: The Other Institutions limit applies to other local authorities and supranational institutions (i.e. ECB), and part-nationalised banks.

4: This recognises the special status of Lancashire County Council as the City Council's upper tier Council.

5: Sterling, constant net asset value funds only.

6: The DMADF facility is direct with the UK government, it is extremely low risk.

7: UK counterparties are defined as those listed under UK banks or building societies in the Capital Asset Services counterparty listing.

8: Money limits apply to principal invested and do not include accrued interest.

9: Time Limits start on the trade date for the investment.

The Council's maximum exposure to credit risk in relation to its investments of £35.8M cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare, but not impossible, for such entities to be unable to meet their commitments. A risk of non-recovery applies to all of the Council's deposits, but for the £35.8M, there was no evidence at 31 March 2015 that this was likely to materialise. Only £57K of this amount relates to Icelandic deposits.

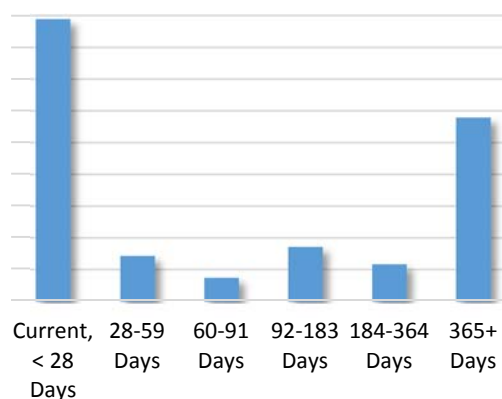
The following analysis (excluding Icelandic investments) summarises the Council's potential maximum exposure to credit risk on other financial assets, based on past experience of default and non-collectability, adjusted to reflect current market conditions.

	Balance 31/03/15	Historical experience of default	Exposure at 31/03/15	Exposure at 31/03/14
	£000	%	£000	£000
	(a)	(b)	(a * b)	
AAA rated counterparties	24,049	0.00%	0	0
AA rated counterparties	5,698	0.03%	2	4
A rated counterparties	6,000	0.08%	5	0
Trade debtors		Bad debt provision		1,102
Total	35,747		7	1,106

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

With regard to other financial instruments, such as sundry debtors, the Council does not generally allow credit for customers, such that £2.168M of the £3.945M sundry debt balance is past its due date for payment. The past due but not impaired amount can be analysed by age as follows:

	31/03/14	31/03/15	
	£000	£000	
Current, < 28 Days	1,196	1,777	£1,200,000
28-59 Days	319	285	£1,000,000
60-91 Days	130	148	£800,000
92-183 Days	354	342	£600,000
184-364 Days	333	234	£400,000
365+ Days	1,073	1,159	£200,000
Total	3,405	3,945	£0



Liquidity Risk

The Council manages its liquidity position through the risk management procedures above as well as through a cash flow management system, as required by the Code of Practice. This seeks to ensure that cash is available when it is needed.

The Council has ready access to borrowings from the Money Markets to cover any day to day cash flow need, and whilst the PWLB provides access to longer term funds, it also acts as a lender of last resort to Councils (although it will not provide funding to a Council whose actions are unlawful). The Council is also required to provide a balanced budget through the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

All deposits in year were held on either instant access or terms of less than 6 months with the Debt Management Office (DMO) and part-nationalised banks. Balances held in Icelandic banks are split between current and long term assets in line with CIPFA's projected repayment timetable, as per Note 15.

	31/03/14	31/03/15
	£000	£000
Less than 1 Year	1,041	1,041
1-2 Years	1,041	1,041
3-5 Years	3,124	3,124
6-10 Years	5,207	5,207
11-20 Years	10,414	10,414
21-30 Years	8,332	7,290
More than 30 Years	39,215	39,215
Total	68,374	67,332

Market Risk

Interest Rate Risk

The Council has a small exposure to interest rate risk on its borrowings as all borrowings are taken at fixed interest rates and mostly over long periods. No new long or short term loans were taken out during 2014/15.

The Council's investments held within instant access Call accounts are affected by movements in interest rates. The prevailing bank rate at the balance sheet date was 0.5%, meaning that returns have remained at very low levels during the year. Had the prevailing rates been higher, it would have seen a corresponding increase in income. The overall rate of return on the council's portfolio was 0.39%, an increase of 1% on interest rates during 2014/15 would have had the following marginal effect:

	Actual	+1%
	£000	£000
New or variable investments:		
Call accounts	144	366
Total	144	366

This highlights that investments are very sensitive and given that current rates on the Council's investments are below 1%, an increase of 1% would result in a significant increase in returns.

Housing Revenue Account

THE HOUSING REVENUE ACCOUNT (HRA) INCOME AND EXPENDITURE STATEMENT

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

2013/14		NOTES	2014/15	
£000			£000	£000
Expenditure				
4,468	Repairs and maintenance		4,369	
3,114	Supervision and management		2,928	
140	Rent, rates, taxes and other charges		158	
6,103	Depreciation and impairment of non-current assets	4&5	6,629	
1	Debt management costs		1	
143	Movement in the allowance for bad debts	8	140	
0	Sums Directed by the Secretary of State that are Expenditure in accordance with UK GAAP	9	0	
13,969	Total Expenditure			14,225
Income				
(13,406)	Dwelling rents		(13,498)	
(214)	Non-dwelling rents		(210)	
(1,788)	Charges for services and facilities		(1,845)	
(8)	Contributions towards expenditure		(8)	
(91)	Sums Directed by the Secretary of State that are Income in accordance with UK GAAP		(88)	
(15,507)	Total Income			(15,649)
(1,538)	Net Cost of HRA Services as included in the Comprehensive Income and Expenditure Statement			(1,424)
0	HRA services' share of Corporate and Democratic Core			0
0	HRA share of other amounts included in the whole authority Cost of Services but not allocated to specific services			0
(1,538)	Net Cost for HRA Services			(1,424)
HRA share of the operating income and expenditure included in the Comprehensive Income and Expenditure Statement				
0	Gain or Loss on sale of HRA non-current assets			0
2,079	Interest payable and similar charges			2,041
(29)	Interest and investment income			(27)
287	Pension interest cost and expected return on pension assets	7		416
0	Capital grants and contributions receivable			0
1,041	Self Financing Debt Repayment			1,041
1,840	(Surplus) or deficit for the year on HRA Services			2,047

MOVEMENT ON THE HRA STATEMENT

The overall objective for the movement on the HRA Statement and the general principles for its construction are the same as those generally for the Movement in Reserves Statement, into which it is consolidated. The statement takes the outturn on the HRA Income and Expenditure statement and reconciles it to the surplus or deficit for the year on the HRA Balance, calculated in accordance with the requirements of the Local Government and Housing Act 1989.

2013/14 £000		2014/15 £000
(776)	Balance on the HRA at the end of the previous year	(401)
1,840	(Surplus) or deficit for the year on the HRA Income and Expenditure Statement	2,047
697	Adjustments between accounting basis and funding basis under statute	1,138
2,537	Net (increase) or decrease before transfers to or from reserves	3,185
(2,162)	Transfers to or (from) reserves	(3,825)
375	(Increase) or decrease in year on the HRA	(640)
(401)	Balance on the HRA at the end of the year	(1,041)

NOTES TO THE HOUSING REVENUE ACCOUNT

1 NUMBER AND VALUES OF DWELLINGS

As at 31 March 2015 the Council held the following number of dwellings:

		2013/14	2014/15
Bedsits		96	92
1 Bedroom	Houses & Bungalows	657	657
	Flats & Maisonettes	530	534
2 Bedroom	Houses & Bungalows	499	494
	Flats & Maisonettes	678	676
3 Bedroom	Houses & Bungalows	1,230	1,216
	Flats & Maisonettes	8	8
4 or more bedroomed dwellings		88	91
TOTAL DWELLINGS		3,786	3,768



The Balance Sheet value of assets held in the Housing Revenue Account was as follows:

	Value as at 1 April 2014 £000	Value as at 31 March 2015 £000
Operational Assets:		
Council Dwellings	103,391	102,644
Other land and buildings	83	83
	103,474	102,727
Non-operational Assets		
	1,371	1,432
TOTAL	104,845	104,159



Dwellings are valued on the basis of Existing Use Value for Social Housing (EUVS-SH). This basis was first introduced on 01 April 2001, following the introduction of Resource Accounting in the HRA, with values then being rebased annually, with periodic full revaluation exercises every 5 years, the first year of which has now updated all values to 01 April 2010. This has resulted in a decrease in asset values of £479K in the year, which forms part of the net movement in asset values shown above. This is principally attributable to a difference between the accumulated values from the annual rebasing exercises, and those contained in the recent full revaluation. Non-dwelling assets were also revalued as at 01 April 2010.

The vacant possession value of dwellings held on 01 April 2014 was £305.131M. The difference between this and the EUV-SH valuation of £106.796M (i.e. the update figure after the full valuation exercise effective as of 01 April 2014 but before depreciation, disposals etc.) represents the economic cost to the Government of providing Council Housing at less than open market rents.

2 MOVEMENT ON THE MAJOR REPAIRS RESERVE

Movements on the Major Repairs Reserve for the year were as follows:

	2013/14	2014/15
	£000	£000
Opening Balance 01 April	0	0
Transfer to HRA – Depreciation	1,998	2,065
Transfer to HRA - Depreciation Adjustment	(18)	(18)
Transfer to HRA - Additional Capital Financing	2,127	1,942
Capital Expenditure - Houses	(4,107)	(3,989)
Closing Balance 31 March	0	0

3 CAPITAL EXPENDITURE

Capital expenditure of £4.709M was incurred during the year relating to works on improvements to dwellings. This was financed as follows:

	2013/14	2014/15
	£000	£000
Usable Capital Receipts	123	284
Earmarked Reserves	55	436
Majors Repairs Reserve	4,107	3,989
Grants and Contributions	0	0
Total Capital Financing	4,285	4,709

Capital receipts totalling £974K were received during the year from the following sources:

	2013/14	2014/15
	£000	£000
Sale of dwellings	426	972
Repayment of Principal on Mortgages	2	2
Total Capital Receipts	428	974

The above amounts are shown gross, before deducting administration fees. Previously under the Local Government and Housing Act 1989, 75% of council house sales were to be set aside for debt redemption, however the Local Government Act 2003 (section 11(2)(b)) now requires all or part of the receipt to be paid over to the Secretary of State. The aim is to preserve and strengthen the principle of redistributing the spending power generated by the sale of such assets.

4 DEPRECIATION

Total depreciation charges for the year were as follows:

	2013/14	2014/15
	£000	£000
Council Dwellings	1,980	2,047
Other land and buildings	2	2
Non-operational Assets	16	16
Deferred Charges on Intangible Assets	18	14
TOTAL	2,016	2,079

5 IMPAIRMENT CHARGES

An impairment charge of £4.712M in respect of Council Dwellings was made to the HRA for the financial year 2014/15 (with a further £30K in relation to non-dwelling HRA assets). This was as a result of downward market valuations to the Council Housing Dwellings stock. This impairment was offset against £192K of upward revaluations with non-dwelling assets.

6 INTANGIBLE ASSETS

A charge of £14K was made during the year, this was made up as follows: A fifth year charge of £5K for the initial purchase of the Central Control Equipment from Abritas and a further £9K charge for the fourth year for the remaining Central Control Equipment from Abritas. The assets are to be amortised to revenue over a 5 year period which is consistent with the consumption of the economic benefit controlled by the Council.

7 CONTRIBUTIONS TO/FROM PENSIONS RESERVE

In accordance with the requirements of International Accounting Standard 19, the current service cost has been included within the Net Cost of Services and the net of the interest cost and the expected return on assets included within Net Operating Expenditure. Actuarial gains and losses arising from any new valuation and from updating the latest actuarial valuation to reflect conditions at the balance sheet date are recognised in the Statement of Movements in the HRA balance.

8 RENT ARREARS

Total arrears of rent at 31 March 2015 amounted to £618K (£525K for 2013/14). An amount of £494K (£451K for 2013/14) was held as provision for bad debts; this covers rent arrears and all other debts outstanding to the Housing Revenue Account. The provision gives cover of 95% for arrears from former tenants and 25% for arrears from current tenants and leaseholders, in addition to 95% of other outstanding debts.

9 TRANSFERS TO/FROM GENERAL FUND AS DIRECTED BY SECRETARY OF STATE

There have been no transfers to or from the General Fund as directed by the Secretary of State.

10 EXCEPTIONAL ITEMS, EXTRAORDINARY ITEMS AND PRIOR YEAR ADJUSTMENTS

There is one exceptional item which relates to impairment charges which are detailed in Note 5 above. There are no other extraordinary items. There has been a prior year adjustment relating to the treatment of depreciation and impairment charges for non-dwelling assets of £174K, as this is not material it has been adjusted for in 2014/15.

11 NOTES TO THE STATEMENT OF MOVEMENT ON THE HRA BALANCE

	2013/14 £000	2014/15 £000
Adjustments between accounting basis and funding basis under statute		
Difference between interest payable and similar charges including amortisation of premiums & discounts determined in accordance with the Code & those determined in accordance with statute.	49	0
HRA share of contributions to or from the Pension Reserve.	593	702
Capital Expenditure funded by the Housing Revenue Account	55	436
	697	1,138
Transfers to or (from) reserves		
Transfer to/(from) Major Repairs Reserve	2,127	1,942
Transfer to/(from) Earmarked Reserves	750	(314)
Transfer to/(from) the Capital Adjustment Account	(5,039)	(5,453)
	(2,162)	(3,825)

Collection Fund

The Collection Fund is an “agent’s statement” that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and the Government of council tax and non-domestic rates.

2013/14 £000 Restated	NOTES	2014/15 £000
INCOME		
Council Tax		
(57,449)	Income from Council Tax	1 (59,356)
Business Rates		
(48,690)	Income from Business Ratepayers	2 (51,684)
(19,380)	Transitional Protection Payments	2 (16,783)
Contributions towards previous year's estimated Collection Fund deficit		
0	Business Rates	(12,565)
(125,519)	TOTAL INCOME	(140,388)
EXPENDITURE		
Precepts and Demands		
40,296	Lancashire County Council	42,094
7,757	Lancaster City Council (including parish precepts)	8,107
5,673	Lancashire Police Authority	5,926
2,361	Lancashire Fire Authority	2,419
Business Rates		
30,931	Shares of non-domestic rating income to major preceptors and the billing authority	2 31,647
30,931	Payments made to central government in respect of central share	31,647
233	Cost of Collection Allowance	229
227	Write-offs of uncollectable amounts	433
9,042	Allowance for Impairment	2 18,798
Council Tax Bad and Doubtful Debts		
155	Write-offs of uncollectable amounts	104
(344)	Allowance for Impairment	615
Contribution towards previous year's estimated Collection Fund surplus		
0	Council Tax	1,000
127,262	TOTAL EXPENDITURE	143,019
1,743	(SURPLUS) / DEFICIT ON FUND	2,631
MOVEMENT ON THE FUND		
Opening Balances		
(365)	Council Tax	(1,916)
0	Business Rates	3,294
Closing Balances		
(1,916)	Council Tax	(1,007)
3,294	Business Rates	5,016
Movement on Fund		
(1,551)	Council Tax	909
3,294	Business Rates	1,722
1,743	TOTAL MOVEMENT ON FUND	2,631

NOTES TO THE COLLECTION FUND

The following notes are intended to explain figures contained in the Collection Fund Statement.

1 COUNCIL TAX

Council Tax is charged based on the value of residential properties; these are classified into eight valuation bands estimating 01 April 1991 values for charging purposes. Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by Lancashire County Council, Lancaster City Council, Lancashire Fire and Rescue Authority and the Police and Crime Commissioner for Lancashire for the forthcoming year and dividing this by the Council Tax base.

The Council Tax base represents the number of chargeable dwellings in each banding (i.e. the number of properties, adjusted for discounts etc.) multiplied by a set proportion to give the number of Band D equivalents. The estimated collection rate is then applied to the Band D equivalent total, to give the Council's Tax Base for that year. For 2014/15 the numbers are as follows:-

	Chargeable Dwellings	Band D Equivalents
Band A	11,544	7,693
Band B	11,483	8,931
Band C	9,522	8,464
Band D	5,502	5,502
Band E	3,358	4,104
Band F	1,713	2,474
Band G	756	1,260
Band H	40	81
Total	43,918	38,509
<i>Collection Rate</i>		98.68%
Council Tax Base		38,000

2 BUSINESS RATES

The Council collects National Non-Domestic Rates (NNDR) for its area based on rateable values set by the Valuation Office Agency (VOA), multiplied by a uniform business rate set by Central Government. For most businesses, this was set at 48.2p per £ for 2014/15 (47.1p for 2013/14). For local businesses with a rateable value of less than £18,000, a discount of 1.1p was allowed giving a rate of 47.1p per £. The total rateable value for the district at 31 March 2015 was £163,980,127 (£163,706,396 for 2013/14).

In 2013/14, the administration of NNDR changed following the introduction of the Business Rates Retention Scheme. This aims to give councils a greater incentive to grow businesses but also increases the financial risks associated with volatility, appeals and non-collection rates. Instead of paying NNDR to a central pool, local authorities retain a proportion of the total collectable rates due. For the City Council the local share is 40%. The remainder is distributed to Central Government (50%), Lancashire County Council (9%) and Lancashire Fire and Rescue Authority (1%).

When the scheme was introduced, Central Government set a baseline level for each authority identifying the expected level of retained business rates, allowing for any top up amount to ensure that all authorities receive their baseline income. Tariffs payable to Government are used to finance such top ups to those authorities who do not achieve their targeted baseline funding. The tariff payable by the Council during 2014/15 was £19.392M (£19.022M in 2013/14).

The total income from business rate payers collected in 2014/15 was £51.684M (£48.690M in 2013/14). This sum included £16.783M of transitional protection payments for ratepayers (£19.380M in 2013/14), which under Government regulation should have a neutral impact on the Business Rate Retention Scheme.

In addition to tariffs, a 'safety net' is calculated at 92.5% of the baseline amount, which ensures that authorities are protected to this level of Business Rate income. For the Council, the safety net figure for 2014/15 is £4.726M. The comparison of business rate income to the safety net uses the total income collected from business rate payers and adjusts for losses in collection, losses on appeal, transitional protection payments, the cost of collection and Small Business Rate Relief. The amount of safety net payment due to the Council in 2014/15 is £3.597M.

In addition to the local management of business rates, authorities are expected to finance appeals in respect of rateable values, as determined by the VOA. As such, authorities are required to make a provision for business rate appeals outstanding as at 31 March 2015. Appeals are charged and provided for in proportion to the precepting shares. The total provision as at 31 March 2015 has been estimated at £27.840M (£9.042M in 2013/14). The increase is due to two significant appeals being concluded during May 2015.

3 MAJOR PRECEPTORS

The major preceptors on the fund are set out in the following table, together with the distributed share of surpluses and deficits.

	Council Tax		Business Rates		Total
	Precept	Surplus	Precept	Deficit	
	Allocation	Allocation	Allocation	Allocation	
	£000	£000	£000	£000	£000
Lancashire County Council	42,094	725	5,697	(1,131)	47,385
Lancashire Police Authority	5,926	102	0	0	6,028
Lancashire Fire Authority	2,419	42	633	(126)	2,968
Lancaster City Council	8,107	131	25,317	(5,026)	28,529
	58,546	1,000	31,647	(6,283)	84,910

Bequests, Endowments and Trust Funds

The Council is responsible for the administration of a number of trust funds on behalf of their specified trustees. These funds do not represent assets of the Council and are therefore not included in the Council's Balance Sheet.

At 31 March 2015 the Council was responsible for 12 of these Trust Funds, the balances of which are shown in the tables below:

Revenue Accounts	Balance b/f 01/04/14 £	Income £	Transfers Out £	Expenditure £	Balance c/f 31/03/15 £
Bequests and Endowments					
(a) Council sole trustee					
Ashton Memorial	0	0	0	0	0
Williamson Park	0	0	0	0	0
Other	(4,336)	(3,530)	0	3,812	(4,054)
(b) Council not sole trustee	(2,119)	(8)	0	0	(2,127)
School etc. Prize Funds					
(a) Council sole trustee	(3,175)	0	0	0	(3,175)
(b) Council not sole trustee	0	0	0	0	0
TOTAL	(9,630)	(3,538)	0	3,812	(9,356)

	2013/14 £	2014/15 £
Bequests and Endowments		
(a) Council sole trustee		
Capital		
Ashton Memorial	0	0
Williamson Park	0	0
Other	0	0
Revenue	0	0
Cash and Debtors	52,236	51,953
(b) Council not sole trustee		
Capital	0	0
Revenue	646	646
Cash and Debtors	2,473	2,481
School etc. Prize Funds		
(a) Council sole trustee		
Capital	0	0
Revenue	3,175	3,175
Cash and Debtors	0	0
(b) Council not sole trustee		
Capital	0	0
Revenue	0	0
Cash and Debtors	0	0
TOTAL	58,530	58,255

It is a requirement of the Charity Commission for all Bequests, Endowments and Trust funds, for which the Council is responsible for, that an Income and Expenditure account is produced for those Trusts with an income under £10,000. This must also be accompanied by a Balance sheet.

The Council consolidates all the Bequests, Endowments and Trusts into one account; these are shown in the following table.

Income & Expenditure Account	2013/14	2014/15
	£	£
Income		
Interest	(4,164)	(3,538)
Capital	0	0
	(4,164)	(3,538)
Expenditure		
Ashton Memorial	1,084	1,080
William Smith Festival	219	204
Whalley Playground	658	658
Lune Bank Gardens	10	8
Williamson Park	1,862	1,861
War Memorial Fund	2	1
Crook of Lune	0	0
William Briggs	0	0
Transfers Out	0	0
	3,835	3,812
Excess (Income)/Expenditure	(329)	274

Balance Sheet	2013/14	2014/15
	£	£
Assets		
Investments	3,821	3,821
Debtors	2,021	2,021
Bank	52,688	52,413
	58,530	58,255
Represented by:		
Reserves as at 31st March	58,859	57,980
Income in year	(329)	275
	58,530	58,255

Below is a list and description of Bequests & Endowments where the Capital value exceeds £1,000.

Ashton Memorial

The Ashton Memorial, a historic folly, was built in 1907 and given to the City of Lancaster by Lord Ashton. The building is open to the public on 362 days a year and has free access.

Williamson Park

The annual interest is used for the cutting, pruning, trimming, hedging and the general upkeep of the grounds within Williamson Park.

William Smith Festival

The annual interest is used to provide prizes etc. at the Annual Easter Festival for schoolchildren.

Whalley Playground

The annual interest is used for the upkeep, maintenance and supervision of the Whalley Playground.

Lune Bank Gardens

The annual interest is available for the upkeep of Lune Bank Gardens.

Crook of Lune

The interest is passed to Lancashire County Council contributing towards the Hermitage Field Access for all and environmental enhancement works.

Glossary of Terms used in the Accounting Statements

Accounting Policies

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

- recognising
- selecting measurement bases for, and
- presenting

assets, liabilities, gains, losses and changes to reserves.

Accounting policies do not include estimation techniques.

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

Acquired Operations

Operations comprise services and divisions of service as defined in BVACOP. Acquired operations are those operations of the local authority that are acquired in the period.

Actuarial Gains and Losses

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

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

Capital Expenditure

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

Class of Tangible Fixed Assets

The classes of tangible fixed assets required to be included in the accounting statements are:

Property, plant and equipment
Investment property
Assets held for sale

Further analysis of any of these items should be given if it is necessary to ensure fair presentation.

Consistency

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

Constructive Obligation

An obligation that derives from an authority's actions where:

- (a) by an established pattern of past practice, published policies or a sufficiently specific current statement, the authority has indicated to other parties that it will accept certain responsibilities, and
- (b) as a result, the authority has created a valid expectation on the part of those other parties that it will discharge those responsibilities.

Contingent Asset

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

Contingent Liability

A contingent liability is either:

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

Corporate and Democratic Core

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

Current Service Cost (Pensions)

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

Curtailement

For a defined benefit scheme, an event that reduces the expected years of future service of present employees or reduces for a number of employees the accrual of defined benefits for some or all of their future service. Curtailments include:

- (a) termination of employees' services earlier than expected, for example as a result of closing a factory or discontinuing a segment of a business, and
- (b) termination, or amendment to the terms, of a defined benefit scheme so that some or all future service by current employees will no longer qualify for benefits or will qualify only for reduced benefits.

Defined benefit Scheme

A pension or other retirement benefit scheme other than a defined contribution scheme. Usually, the scheme rules define the benefits independently of the contributions payable, and the benefits are not directly related to the investments of the scheme. The scheme may be funded or unfunded (including notionally funded).

Defined Contribution Scheme

A pension or other retirement benefit scheme into which an employer pays regular contributions fixed as an amount or as a percentage of pay and will have no legal or constructive obligation to pay further contributions if the scheme does not have sufficient assets to pay all employee benefits relating to employee service in the current and prior periods.

Depreciation

The measure of the cost or revalued amount of the benefits of the fixed asset that have been consumed during the period. Consumption includes the wearing out, using up or other reduction in the useful life of a fixed asset whether arising from use, effluxion of time or obsolescence through either changes in technology or demand for the goods and services produced by the asset.

Discontinued Operations

Operations comprise services and divisions of service as defined in CIPFA's Standard Classification of Income and Expenditure. An operation should be classified as discontinued if all of the following conditions are met: Operations not satisfying all these conditions are classified as continuing.

- (a) The termination of the operation is completed either in the period or before the earlier of three months after the commencement of the subsequent period and the date on which the financial statements are approved.
- (b) The activities related to the operation have ceased permanently.
- (c) The termination of the operation has a material effect on the nature and focus of the local authority's operations and represents a material reduction in its provision of services resulting either from its withdrawal from a particular activity (whether a service or division of service or its provision in a specific geographical area) or from a material reduction in net expenditure in the local authority's continuing operations.
- (d) The assets, liabilities, income and expenditure of operations and activities are clearly distinguishable physically, operationally and for financial reporting purposes.

Discretionary benefits

Retirement benefits which the employer has no legal, contractual or constructive obligation to award and are awarded under the authority's discretionary powers, such as the Local Government (Discretionary Payments) Regulations 1996, the Local Government (Discretionary Payments and Injury Benefits) (Scotland) Regulations 1998, or the Local Government (Discretionary Payments) Regulations (Northern Ireland) 2001.

Estimation Techniques

The methods adopted by an entity to arrive at estimated monetary amounts, corresponding to the measurement bases selected, for assets, liabilities, gains, losses and changes to reserves. Estimation techniques implement the measurement aspects of accounting policies. An accounting policy will specify the basis on which an item is to be measured; where there is uncertainty over the monetary amount corresponding to that basis, the amount will be arrived at by using an estimation technique. Estimation techniques include, for example:

- (a) methods of depreciation, such as straight-line and reducing balance, applied in the context of a particular measurement basis, used to estimate the proportion of the economic benefits of a tangible fixed asset consumed in a period
- (b) different methods used to estimate the proportion of debts that will not be recovered, particularly where such methods consider a population as a whole, rather than individual balances.

Events After the balance Sheet Date

Events after the Balance Sheet date are those events, favourable and unfavourable, that occur between the Balance Sheet date and the date when the Statement of Accounts is authorised for issue.

Exceptional Items

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

Expected Rate of Return on Pensions Assets

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

Extraordinary Items

Material items, possessing a high degree of abnormality, which derive from events or transactions that fall outside the ordinary activities of the authority and which are not expected to recur. They do not include exceptional items nor do they include prior period items merely because they relate to a prior period.

Fair value

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

Finance Lease

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

Government Grants

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

Impairment

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

Infrastructure Assets

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

Interest Cost (Pensions)

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

Inventories

Assets in the form of materials or supplies to be consumed in the production process, distributed in the provision of services, held for sale or distribution in the ordinary course of operations or in the process of production for sale or distribution.

Long-term Contracts

A contract entered into for the design, manufacture or construction of a single substantial asset or the provision of a service (or a combination of assets or services which together constitute a single project), where the time taken substantially to complete the contract is such that the contract activity falls into different accounting periods. Some contracts with a shorter duration than one year should be accounted for as long-term contracts if they are sufficiently material to the activity of the period.

Net book value

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

Net Current Replacement Cost

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

Net Debt

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

Non-operational Assets

Fixed assets held by a local authority but not used or consumed in the delivery of services or for the service or strategic objectives of the authority. Examples of non-operational assets include investment properties and assets that are surplus to requirements, pending their sale. It should be noted that the incidence of rental income does not necessarily mean that the asset is an investment property; it would be deemed an investment property only if the asset is held solely for investment purposes and does not support the service or strategic objectives of the authority and the rental income is negotiated at arm's length.

Operating Leases

A lease other than a finance lease.

Past Service Cost

For a defined benefit scheme, the increase in the present value of the scheme liabilities related to employee service in prior periods arising in the current period as a result of the introduction of, or improvement to, retirement benefits.

Prior Period Adjustments

Those material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors. A fundamental error is one that is of such significance as to destroy the validity of the financial statements. They do not include normal recurring corrections or adjustments of accounting estimates made in prior years.

Projected Unit Method

An accrued benefits valuation method in which the scheme liabilities make allowance for projected earnings. An accrued benefits valuation method is a valuation method in which the scheme liabilities at the valuation date relate to: The accrued benefits are the benefits for service up to a given point in time, whether vested rights or not. Guidance on the projected unit method is given in the Guidance Note GN26 issued by the Faculty and Institute of Actuaries.

- (a) the benefits for pensioners and deferred pensioners (i.e. individuals who have ceased to be active members but are entitled to benefits payable at a later date) and their dependants, allowing where appropriate for future increases, and
- (b) The accrued benefits for members in service on the valuation date.

Related Parties

Two or more parties are related parties when at any time during the financial period:

- (i) one party has direct or indirect control of the other party, or
- (ii) the parties are subject to common control from the same source, or

- (iii) one party has influence over the financial and operational policies of the other party to an extent that the other party might be inhibited from pursuing at all times its own separate interests, or
- (iv) the parties, in entering a transaction, are subject to influence from the same source to such an extent that one of the parties to the transaction has subordinated its own separate interests.

Examples of related parties of an authority include:

- (i) central government
- (ii) local authorities and other bodies precepting or levying demands on the council tax
- (iii) its subsidiary and associated companies
- (iv) its joint ventures and joint venture partners
- (v) its members
- (vi) its chief officers, and
- (vii) its pension fund.

These lists are not intended to be comprehensive.

For individuals identified as related parties, the following are also presumed to be related parties:

- (i) members of the close family, or the same household, and
- (ii) partnerships, companies, trusts or other entities in which the individual, or a member of their close family or the same household, has a controlling interest.

Related Party Transaction

A related party transaction is the transfer of assets or liabilities or the performance of services by, to or for a related party irrespective of whether a charge is made. Examples of related party transactions include:

- (i) the purchase, sale, lease, rental or hire of assets between related parties
- (ii) the provision by a pension fund to a related party of assets of loans, irrespective of any direct economic benefit to the pension fund
- (iii) the provision of a guarantee to a third party in relation to a liability or obligation of a related party
- (iv) the provision of services to a related party, including the provision of pension fund administration services
- (v) transactions with individuals who are related parties of an authority or a pension fund, except those applicable to other members of the community or the pension fund, such as council tax, rents and payments of benefits.

This list is not intended to be comprehensive.

The materiality of related party transactions should be judged not only in terms of their significance to the authority, but also in relation to its related party.

Remuneration

All sums paid to or receivable by an employee and sums due by way of expenses allowances (as far as those sums are chargeable to UK income tax) and the money value of any other benefits received other than in cash. Pension contributions payable by the employer are excluded.

Residual value

The net realisable value of an asset at the end of its useful life. Residual values are based on prices prevailing at the date of the acquisition (or revaluation) of the asset and do not take account of expected future price changes.

Retirement benefits

All forms of consideration given by an employer in exchange for services rendered by employees that are payable after the completion of employment. Retirement benefits do not include termination benefits payable as a result of either (i) an employer's decision to terminate an employee's employment before the normal retirement date or (ii) an employee's decision to accept voluntary redundancy in exchange for those benefits, because these are not given in exchange for services rendered by employees.

Scheme Liabilities

The liabilities of a defined benefit scheme for outgoings due after the valuation date. Scheme liabilities measured using the projected unit method reflect the benefits that the employer is committed to provide for service up to the valuation date.

Settlement (re pension matters)

An irrevocable action that relieves the employer (or the defined benefit scheme) of the primary responsibility for a pension obligation and eliminates significant risks relating to the obligation and the assets used to effect the settlement. Settlements include:

- (a) a lump-sum cash payment to scheme members in exchange for their rights to receive specified pension benefits
- (b) the purchase of an irrevocable annuity contract sufficient to cover vested benefits, and
- (c) the transfer of scheme assets and liabilities relating to a group of employees leaving the scheme

Tangible Fixed Assets

Tangible assets that yield benefits to the local authority and the services it provides for a period of more than one year.

Useful Life

The period over which the local authority will derive benefits from the use of a fixed asset.

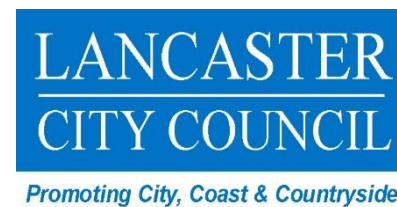
Vested Rights

In relation to a defined benefit scheme, these are:

- (a) for active members, benefits to which they would unconditionally be entitled on leaving the scheme
- (b) for deferred pensioners, their preserved benefits
- (c) for pensioners, pensions to which they are entitled.



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KPMG LLP
 1 St James' Square
 Manchester
 M2 3AE

17 September

Dear Sirs

This representation letter is provided in connection with your audit of the financial statements of Lancaster City Council ("the Authority"), for the year ended 31 March 2015, for the purpose of expressing an opinion:

- i. as to whether these financial statements give a true and fair view of the financial position of the Authority as at 31 March 2015 and of the Authority's expenditure and income for the year then ended; and
- ii. whether the financial statements have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

These financial statements comprise the Authority Movement in Reserves Statement, the Authority Comprehensive Income and Expenditure Statement, the Authority Balance Sheet, the Authority Cash Flow Statement, the Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Account Statement and the Collection Fund and the related notes.

The Authority confirms that the representations it makes in this letter are in accordance with the definitions set out in the Appendix to this letter.

The Authority confirms that, to the best of its knowledge and belief, having made such inquiries as it considered necessary for the purpose of appropriately informing itself:

Financial statements

1. The Authority has fulfilled its responsibilities, as set out in regulation 8 of the Accounts and Audit (England) Regulations 2011, for the preparation of financial statements that:
 - i. give a true and fair view of the financial position of the Authority as at 31 March 2015 and of the Authority's expenditure and income for the year then ended; and
 - i. have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

The financial statements have been prepared on a going concern basis.

Resources

Nadine Muschamp
Chief Officer (Resources)
 Town Hall
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2. Measurement methods and significant assumptions used by the Authority in making accounting estimates, including those measured at fair value, are reasonable.
3. All events subsequent to the date of the financial statements and for which IAS 10 *Events after the reporting period* requires adjustment or disclosure have been adjusted or disclosed.

Information provided

4. The Authority has provided you with:
 - access to all information of which it is aware, that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from the Authority for the purpose of the audit; and
 - unrestricted access to persons within the Authority from whom you determined it necessary to obtain audit evidence.
5. All transactions have been recorded in the accounting records and are reflected in the financial statements.
6. The Authority confirms the following:
 - i) The Authority has disclosed to you the results of its assessment of the risk that the financial statements may be materially misstated as a result of fraud.

Included in the Appendix to this letter are the definitions of fraud, including misstatements arising from fraudulent financial reporting and from misappropriation of assets.

- ii) The Authority has disclosed to you all information in relation to:
 - a) Fraud or suspected fraud that it is aware of and that affects the Authority and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements; and
 - b) allegations of fraud, or suspected fraud, affecting the Authority's financial statements communicated by employees, former employees, analysts, regulators or others.

In respect of the above, the Authority acknowledges its responsibility for such internal control as it determines necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular, the Authority acknowledges its responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

7. The Authority has disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
8. The Authority has disclosed to you and has appropriately accounted for and/or disclosed in the financial statements, in accordance with IAS 37 *Provisions, Contingent Liabilities and Contingent Assets*, all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

9. The Authority has disclosed to you the identity of the Authority's related parties and all the related party relationships and transactions of which it is aware. All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with IAS 24 *Related Party Disclosures*.

10. The Authority confirms that:

- a) The financial statements disclose all of the key risk factors, assumptions made and uncertainties surrounding the Authority's ability to continue as a going concern as required to provide a true and fair view.
- b) Any uncertainties disclosed are not considered to be material and therefore do not cast significant doubt on the ability of the Authority [and the Group] to continue as a going concern.

11. On the basis of the process established by the Authority and having made appropriate enquiries, the Authority is satisfied that the actuarial assumptions underlying the valuation of defined benefit obligations are consistent with its knowledge of the business and are in accordance with the requirements of IAS 19 (revised) *Employee Benefits*.

The Authority further confirms that:

- a) all significant retirement benefits, including any arrangements that are:
 - statutory, contractual or implicit in the employer's actions;
 - arise in the UK and the Republic of Ireland or overseas;
 - funded or unfunded; and
 - approved or unapproved,

have been identified and properly accounted for; and

- b) all plan amendments, curtailments and settlements have been identified and properly accounted for.

This letter was tabled and agreed at the meeting of the Audit Committee on 16 September 2015.

Yours faithfully

Nadine Muschamp
Chief Officer (Resources) and Section 151 Officer

On behalf of Lancaster City Council

Appendix to the Authority Representation Letter of Lancaster City Council: Definitions

Financial Statements

A complete set of financial statements comprises:

- A Comprehensive Income and Expenditure Statement for the period
- A Balance Sheet as at the end of the period
- A Movement in Reserves Statement for the period
- A Cash Flow Statement for the period
- Notes, comprising a summary of significant accounting policies and other explanatory information.

A local authority is required to present group accounts in addition to its single entity accounts where required by chapter nine of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2014/15.

A housing authority must present:

- a HRA Income and Expenditure Statement; and
- a Movement on the Housing Revenue Account Statement.

A billing authority must present a Collection Fund Statement for the period showing amounts required by statute to be debited and credited to the Collection Fund.

A pension fund administering authority must prepare Pension Fund accounts in accordance with Chapter 6.5 of the Code of Practice.

An entity may use titles for the statements other than those used in IAS 1. For example, an entity may use the title 'statement of comprehensive income' instead of 'statement of profit or loss and other comprehensive income'.

Material Matters

Certain representations in this letter are described as being limited to matters that are material.

IAS 1.7 and IAS 8.5 state that:

“Material omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.”

Fraud

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorisation.

Error

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Prior period errors are omissions from, and misstatements in, the entity's financial statements for one or more prior periods arising from a failure to use, or misuse of, reliable information that:

- a) was available when financial statements for those periods were authorised for issue; and
- b) could reasonably be expected to have been obtained and taken into account in the preparation and presentation of those financial statements.

Such errors include the effects of mathematical mistakes, mistakes in applying accounting policies, oversights or misinterpretations of facts, and fraud.

Management

For the purposes of this letter, references to "management" should be read as "management and, where appropriate, those charged with governance".

Related Party and Related Party Transaction

Related party:

A related party is a person or entity that is related to the entity that is preparing its financial statements (referred to in IAS 24 *Related Party Disclosures* as the "reporting entity").

- a) A person or a close member of that person's family is related to a reporting entity if that person:
 - i. has control or joint control over the reporting entity;
 - ii. has significant influence over the reporting entity; or
 - iii. is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
- b) An entity is related to a reporting entity if any of the following conditions applies:
 - i. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - ii. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
 - iii. Both entities are joint ventures of the same third party.
 - iv. One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
 - v. The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
 - vi. The entity is controlled, or jointly controlled by a person identified in (a).

- vii. A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

Key management personnel in a local authority context are all chief officers (or equivalent), elected members, the chief executive of the authority and other persons having the authority and responsibility for planning, directing and controlling the activities of the authority, including the oversight of these activities.

A reporting entity is exempt from the disclosure requirements of IAS 24.18 in relation to related party transactions and outstanding balances, including commitments, with:

- a) a government that has control, joint control or significant influence over the reporting entity; and
- b) another entity that is a related party because the same government has control, joint control or significant influence over both the reporting entity and the other entity.

Related party transaction:

A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

Appendix to the Representation Letter of Lancaster City Council: Definitions

Financial Statements

IAS 1.10 states that “a complete set of financial statements comprises:

- a statement of financial position as at the end of the period;
- a statement of profit or loss and other comprehensive income for the period;
- a statement of changes in equity for the period;
- a statement of cash flows for the period;
- notes, comprising a summary of significant accounting policies and other explanatory information;
- comparative information in respect of the preceding period as specified in paragraphs 38 and 38A; and
- a statement of financial position as at the beginning of the preceding period when an entity applies an accounting policy retrospectively or makes a retrospective restatement of items in its financial statements, or when it reclassifies items in its financial statements in accordance with paragraphs 40A-40D.

An entity may use titles for the statements other than those used in this Standard. For example, an entity may use the title 'statement of comprehensive income' instead of 'statement of profit or loss and other comprehensive income'.

Material Matters

Certain representations in this letter are described as being limited to matters that are material.

IAS 1.7 and IAS 8.5 state that:

“Material omissions or misstatements of items are material if they could, individually or collectively, influence the economic decisions that users make on the basis of the financial statements. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances. The size or nature of the item, or a combination of both, could be the determining factor.”

Fraud

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorisation.

Error

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Prior period errors are omissions from, and misstatements in, the entity's financial statements for one or more prior periods arising from a failure to use, or misuse of, reliable information that:

- c) was available when financial statements for those periods were authorised for issue; and
- d) could reasonably be expected to have been obtained and taken into account in the preparation and presentation of those financial statements.

Such errors include the effects of mathematical mistakes, mistakes in applying accounting policies, oversights or misinterpretations of facts, and fraud.

Management

For the purposes of this letter, references to “management” should be read as “management and, where appropriate, those charged with governance”.

Related parties

A related party is a person or entity that is related to the entity that is preparing its financial statements (referred to in IAS 24 *Related Party Disclosures* as the “reporting entity”).

- c) A person or a close member of that person’s family is related to a reporting entity if that person:
 - i. has control or joint control over the reporting entity;
 - ii. has significant influence over the reporting entity; or
 - iii. is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
- d) An entity is related to a reporting entity if any of the following conditions applies:
 - i. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - ii. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
 - iii. Both entities are joint ventures of the same third party.
 - iv. One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
 - v. The entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a plan, the sponsoring employers are also related to the reporting entity.
 - vi. The entity is controlled, or jointly controlled by a person identified in (a).
 - vii. A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

A reporting entity is exempt from the disclosure requirements of IAS 24.18 in relation to related party transactions and outstanding balances, including commitments, with:

- c) a government that has control, joint control or significant influence over the reporting entity; and
- d) another entity that is a related party because the same government has control, joint control or significant influence over both the reporting entity and the other entity.

Related party transaction

A transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

AUDIT COMMITTEE**Local Government Ombudsman—Annual Review 2014/15****16th September 2015****Report of Chief Officer (Governance)****PURPOSE OF REPORT**

To enable the Committee to consider the Local Government Ombudsman's Annual Review Letter for the year ending 31 March 2015.

This report is public

RECOMMENDATIONS

- (1) That the Ombudsman's Annual Review Letter be noted.

1.0 Introduction

- 1.1 Members of the public can go to the Local Government Ombudsman (LGO) for an independent review of their complaint if they are not satisfied by what a local authority has done. If the LGO finds the local authority is at fault, she recommends actions for the local authority to put things right.
- 1.2 The LGO sends an Annual Review letter to each local authority setting out statistics about complaints that have been referred to the LGO about that authority during the financial year. The LGO also publishes an Annual Review of complaints statistics for all local authorities. .

2.0 2014/2015 Annual Review Letter

- 2.1 The LGO's Annual Review Letter for 2014/15 is appended to this report for Members' information. She received 22 complaints and enquiries against the Council in 2014/15, compared to 19 received in 2013/14. There were 21 decisions made compared to 23 in 2013/14. Not every decision relates to a complaint made within the 12 month period. Some of the complaints registered within this period may not have been finalised and decisions made within this period may have been registered in the previous year.
- 2.2 Members will note that 2 of these decisions relate to complaints investigated in detail; one was upheld. This compares to 6 detailed investigations in 2013/14 of which 3 were upheld. A list of all the complaints with a summary of decisions are published on LGO website at: <http://www.lgo.org.uk/decisions/>.
- 2.3 The upheld complaint against the Council was about Disabled Facilities Grants. This complaint was received in 2013/14 and for that reason, it does not appear in the schedule of "complaints received" in the appended Annual Review letter. It was categorised under Adult Care Services. Disabled Facilities Grant complaints are included within either Children Services or Adult Care complaints depending on the age of the complainant.
- 2.4 Members will note that the Council was not found at fault for defects in the property following Disabled Facilities Grant works. The Council was found at fault for its delay in following up enforcement action to complete remedial works after it identified hazards at the property. This left the complainant and her household in unacceptable housing

conditions for longer than necessary. The Council subsequently completed the remedial work and recharged the landlord. It also sent an apology letter to the complainant and paid her £600 for injustice caused as recommended by the LGO.

3.0 2014/2015 Annual Review of Local Government Complaints

3.1 In its Annual Review of local government complaints, which is available at <http://www.lgo.org.uk/publications/annual-reviews/>, the LGO noted that the general number of complaints referred to her remained the same. She further stressed that a higher volume of complaints does not necessarily mean poorer standards of service, but may indicate a council’s open approach of listening to feedback and using complaints as an early indicator of potential issues.

3.2 Members may wish to note that the focus report entitled: “*Not in My Back Yard: Local People and the Planning Process*” which explains the role of the LGO in the planning and development process has been highlighted in this review. Members might wish to note that this publication acknowledges the appropriateness of Officers giving advice about risk of costs associated with potential appeals in cases where a decision contrary to recommendation in planning cases is contemplated. Such advice has attracted complaints from objectors in the past.

4.0 Conclusion

4.1 The report is for noting.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Health & Safety, Equality & Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing) None arising directly from this report</p>
<p>LEGAL IMPLICATIONS There are no direct legal implications</p>
<p>FINANCIAL IMPLICATIONS There are no direct financial implications</p>
<p>OTHER RESOURCE IMPLICATIONS Human Resources: None Information Services: None Property: None Open Spaces: None</p>
<p>SECTION 151 OFFICER’S COMMENTS The Section 151 Officer has been consulted and has no further comments.</p>
<p>MONITORING OFFICER’S COMMENTS The Monitoring Officer has been consulted and has no further comments.</p>

BACKGROUND PAPERS	Contact Officer: R. Kotonya
1.0 Local Government Ombudsman	Telephone: 01524 582192
Annual Review Letter 2014/15	E-mail: rkotonya@lancaster.gov.uk

18 June 2015

By email

Mr Mark Cullinan
Chief Executive
Lancaster City Council

Dear Mr Cullinan

Annual Review Letter 2015

I am writing with our annual summary of statistics on the complaints made to the Local Government Ombudsman (LGO) about your authority for the year ended 31 March 2015. This year's statistics can be found in the table attached.

The data we have provided shows the complaints and enquiries we have recorded, along with the decisions we have made. We know that these numbers will not necessarily match the complaints data that your authority holds. For example, our numbers include people who we signpost back to the council but who may never contact you. I hope that this information, set alongside the data sets you hold about local complaints, will help you to assess your authority's performance.

We recognise that the total number of complaints will not, by itself, give a clear picture of how well those complaints are being responded to. Over the coming year we will be gathering more comprehensive information about the way complaints are being remedied so that in the future our annual letter focuses less on the total numbers and more on the outcomes of those complaints.

Supporting local scrutiny

One of the purposes of the annual letter to councils is to help ensure that learning from complaints informs scrutiny at the local level. Supporting local scrutiny is one of our key business plan objectives for this year and we will continue to work with elected members in all councils to help them understand how they can contribute to the complaints process.

We have recently worked in partnership with the Local Government Association to produce a workbook for councillors which explains how they can support local people with their complaints and identifies opportunities for using complaints data as part of their scrutiny tool kit. This can be found [here](#) and I would be grateful if you could encourage your elected members to make use of this helpful resource.

Last year we established a new Councillors Forum. This group, which meets three times a year, brings together councillors from across the political spectrum and from all types of local authorities. The aims of the Forum are to help us to better understand the needs of councillors when scrutinising local services and for members to act as champions for learning from complaints in their scrutiny roles. I value this direct engagement with elected members and believe it will further ensure LGO investigations have wider public value.

Encouraging effective local complaints handling

In November 2014, in partnership with the Parliamentary and Health Service Ombudsman and Healthwatch England, we published *'My Expectations'* a service standards framework document describing what good outcomes for people look like if complaints are handled well. Following extensive research with users of services, front line complaints handlers and other stakeholders, we have been able to articulate more clearly what people need and want when they raise a complaint.

This framework has been adopted by the Care Quality Commission and will be used as part of their inspection regime for both health and social care. Whilst they were written with those two sectors in mind, the principles of *'My Expectations'* are of relevance to all aspects of local authority complaints. We have shared them with link officers at a series of seminars earlier this year and would encourage chief executives and councillors to review their authority's approach to complaints against this user-led vision. A copy of the report can be found [here](#).

Future developments at LGO

My recent annual letters have highlighted the significant levels of change we have experienced at LGO over the last few years. Following the recent general election I expect further change.

Most significantly, the government published a review of public sector ombudsmen in March of this year. A copy of that report can be found [here](#). That review, along with a related consultation document, has proposed that a single ombudsman scheme should be created for all public services in England mirroring the position in the other nations of the United Kingdom. We are supportive of this proposal on the basis that it would provide the public with clearer routes to redress in an increasingly complex public service landscape. We will advise that such a scheme should recognise the unique roles and accountabilities of local authorities and should maintain the expertise and understanding of local government that exists at LGO. We will continue to work with government as they bring forward further proposals and would encourage local government to take a keen and active interest in this important area of reform in support of strong local accountability.

The Government has also recently consulted on a proposal to extend the jurisdiction of the LGO to some town and parish councils. We currently await the outcome of the consultation but we are pleased that the Government has recognised that there are some aspects of local service delivery that do not currently offer the public access to an independent ombudsman. We hope that these proposals will be the start of a wider debate about how we can all work together to ensure clear access to redress in an increasingly varied and complex system of local service delivery.

Yours sincerely



Dr Jane Martin
Local Government Ombudsman
Chair, Commission for Local Administration in England

Local authority report – Lancaster City Council

For the period ending – 31/03/2015

For further information on interpretation of statistics click on this link to go to <http://www.lgo.org.uk/publications/annual-report/note-interpretation-statistics/>

Complaints and enquiries received

Local Authority	Adult Care Services	Benefits and tax	Corporate and other services	Education and children's services	Environmental services and public protection	Highways and transport	Housing	Planning and development	Total
Lancaster City C	0	4	2	0	5	2	3	6	22

Decisions made

Local Authority	Detailed investigations carried out		Advice given	Closed after initial enquiries	Incomplete/Invalid	Referred back for local resolution	Total
	Upheld	Not Upheld					
Lancaster City C	1	1	2	7	0	10	21

AUDIT COMMITTEE**Annual Review of Internal Audit's Compliance with
Professional Standards
16th September 2015****Report of Internal Audit Manager****PURPOSE OF REPORT**

To advise Members of the outcome from a self-assessment review against Public Sector Internal Audit standards as a contribution to the annual review of Internal Audit effectiveness, and to seek endorsement for an updated Quality Assurance and Improvement Programme

This report is public

RECOMMENDATIONS

- (1) **That the Internal Audit Manager's conclusions from the self-assessment exercises are accepted as evidence that Internal Audit is operating effectively and the Committee can therefore place reliance on Internal Audit's reports and work when considering the overall effectiveness of the Council's governance arrangements.**
- (2) **That the Internal Audit Quality Assurance and Improvement Programme (QAIP) for 2015/16, presented at Appendix B is noted and endorsed.**

1.0 Background

- 1.1 The Accounts & Audit Regulations 2015 include a requirement that local authorities Internal Audit functions take into account public sector internal auditing standards. These standards are those set out in the Public Sector Internal Audit Standards (PSIAS) and the associated Local Government Application Note (LGAN) (CIPFA 2013).
- 1.2 The PSIAS require the Internal Audit Manager to maintain a 'Quality Assurance and Improvement Programme' (QAIP) which includes periodical internal and external assessments of compliance with the Standards. Furthermore, standard 1322 of the PSIAS requires the council to consider disclosing any significant deviations in its annual Governance Statement.

2.0 Report**2.1 Compliance with the PSIAS and LGAN**

- 2.1.1 A report was presented to the Audit Committee on 17th September 2014 setting out the most recent results from an initial self-assessment against the 334 lines included in the PSIAS/LGAN. At that point, the exercise identified 306 points where compliance was achieved (or which were not applicable to our situation). Non-compliance was identified in 2 instances and partial compliance (where we do comply but it is felt that there is scope to raise standards) in 26 instances.

- 2.1.2 A further annual self-assessment has now been undertaken in accordance with the QAIP, with the following outcomes:
- a) Of the 334 lines in the PSIAS/LGAN, compliance is achieved (or is not applicable to our situation) in 310 instances (previously 306);
 - b) Non compliance is demonstrated in 2 instances, as previously; these being in relation to arrangements for the Internal Audit Manager's appraisal. Action is proposed in the next six months to address both of these matters;
 - c) Partial compliance is now demonstrated in 22 instances (previously 26), reflecting the position that action is ongoing to review arrangements in a number of areas.
- 2.1.3 Appendix A sets out an update on those areas assessed as falling short of full compliance in the previous review of the PSIAS and a revised set of actions. In a number of instances, Members will see that performance against the standards is being considered as part of an ongoing review of the Internal Audit service and conclusions/proposals will be brought back to the Committee in due course.

2.2 Summary

- 2.2.1 The annual review of Internal Audit's compliance with professional standards is used to inform the Audit Committee's consideration of the annual governance review and the contents of the Annual Governance Statement (presented elsewhere on this agenda).
- 2.2.2 From the information presented in this report, it is felt that the Audit Committee can take reasonable assurance that Internal Audit is operating effectively and can place reliance on its reports and work in considering the overall effectiveness of governance arrangements. No significant deviations from the standards, or other issues regarding effectiveness, have been identified which would warrant disclosure in the Governance Statement.
- 2.2.3 For future years the annual statement on compliance with the PSIAS/LGAN and progress with associated action plans will be incorporated in the Internal Audit Manager's annual report to Audit Committee (scheduled for consideration at its June meeting). This action will bring practices in line with those set out in the standards.

2.3 Quality Assurance and Improvement Programme (QAIP)

- 2.3.1 In terms of the QAIP itself, the contents of the document endorsed by the Audit Committee on 17th September 2014 have not changed for the current year and the 2015/16 document is presented as Appendix B. The QAIP draws together those practices which have been established to deliver quality and continuous review and improvement in internal audit work. Members are again asked to consider, comment on and endorse this document.

3.0 Details of Consultation

- 3.1 None specifically undertaken.

4.0 Options and Options Analysis (including risk assessment)

- 4.1 In terms of the review of Internal Audit's effectiveness, the options available to the Committee are to:
- a. Accept the results of the self-assessment against the PSIAS/LGAN and the overall conclusion presented in §2.2.2; or
 - b. Adopt an alternative view to that presented in the report.
- 4.2 Option a) is the preferred option. This will inform the Audit Committee in its consideration of the annual governance review, presented elsewhere on the agenda.

5.0 Conclusion

5.1 The requirement for an annual review of the internal audit's compliance with professional standards is at present primarily informed by self-assessment reviews undertaken by officers. The results of these reviews provide elected members with information to inform their consideration of both Internal Audit's effectiveness and the Council's overall governance arrangements and Annual Governance Statement.

<p>CONCLUSION OF IMPACT ASSESSMENT (including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)</p> <p>Not applicable</p>	
<p>FINANCIAL IMPLICATIONS</p> <p>None directly arising from this report</p>	
<p>SECTION 151 OFFICER'S COMMENTS</p> <p>The Section 151 Officer has been consulted and has no further comments</p>	
<p>LEGAL IMPLICATIONS</p> <p>None directly arising from this report</p>	
<p>MONITORING OFFICER'S COMMENTS</p> <p>The Monitoring Officer has been consulted and has no further comments</p>	
<p>BACKGROUND PAPERS</p> <p>Public Sector Internal Audit Standards</p> <p>Local Government Application Note for the UK PSIAS - (CIPFA, in collaboration with the Chartered Institute of Internal Auditors)</p>	<p>Contact Officer: Derek Whiteway Telephone: 01524 582028 E-mail: dwhiteway@lancaster.gov.uk Ref: aud/comm/audit/150916IAReview</p>

Conformance with the Standard	Current Assessment	Update	Review Aug 2015	Action Required	By Whom	By When
Standards						
Attribute Standards						
1100 Independence and Objectivity						
1110 Organisational Independence						
Does the chief executive or equivalent undertake, countersign, contribute feedback to or review the performance appraisal of the CAE?	Non Compliant	The Internal Audit Manager's appraisals are currently undertaken by the CO(Resources). There are no current plans to change this arrangement.	No change	Introduce arrangements for: a) Regular meetings between the Chief Executive and Internal Audit Manager; b) Consulting the Chairman of Audit Committee on the Internal Audit Manager's performance.	Internal Audit Manager	31/03/2016
Is feedback sought from the chair of the audit committee for the CAE's performance appraisal?	Non Compliant					
1200 Proficiency and Due Professional Care						
1210 Proficiency						
1220 Due Professional Care						
Do internal auditors exercise due professional care by considering the:						
e) Cost of assurance in relation to potential benefits?	Partial	This is considered in terms of the overall level of IA coverage and number of days planned on assurance work. It is not done at individual assignment level.	No change	This is being considered in an ongoing service review of Internal Audit. Proposals for improving information on IA costs overall and the costs/benefits surrounding assurance will be developed and reported to the Audit Committee	Internal Audit Manager	20/01/2016
Do internal auditors exercise due professional care during a consulting engagement by considering the:						
a) Needs and expectations of clients, including the nature, timing and communication of engagement results?	Compliant	Action has been taken to improve arrangements in these areas. Each piece of consulting work is addressed on its own merits and scope/objectives formally agreed.	Changed from Partial to Compliant			
b) Relative complexity and extent of work needed to achieve the engagement's objectives?	Compliant					
c) Cost of the consulting engagement in relation to potential benefits?	Partial	Not progressed	No change	Costing for audit services is being considered in an ongoing service review of Internal Audit. Proposals for improving information on IA costs overall and the costs/benefits surrounding assurance will be developed and reported to the Audit Committee	Internal Audit Manager	20/01/2016
1310 Requirements of the Quality Assurance and Improvement Programme						
Does the QAIP include both internal and external assessments?	Partial	The QAIP includes a commitment to both internal and external assessments, but the details of external assessments are yet to be finalised.	No change	Arrangements for external assessments to continue to be developed and reported to Audit Committee.	Internal Audit Manager	20/01/2016

Conformance with the Standard	Current Assessment	Update	Review Aug 2015	Action Required	By Whom	By When
1311 Internal Assessments						
Do internal assessments include ongoing monitoring of the internal audit activity, such as:						
Does ongoing performance monitoring include comprehensive performance targets?	Partial	Current arrangements are still to be reviewed.	No change	To be covered in the ongoing service review, with reference to arrangements in other local authorities (using Lancashire Councils benchmarking information) and consult/report to Audit Committee in January 2016.	Internal Audit Manager	20/01/2016
Are the performance targets developed in consultation with appropriate parties and included in any service level agreement?	Partial					
Does the CAE measure, monitor and report on progress against these targets?	Partial					
1312 External Assessments						
Has the CAE considered the pros and cons for the different types of external assessment (i.e. 'full' or self-assessment plus 'independent validation')?	Partial	The issue has been brought to the Audit Committee's attention and work is ongoing to consider options through the Lancashire District Councils Audit Group. This will consider the type of assessment and other potential sources of assessment.	No change	Conclude consideration of available options and report to Audit Committee - aiming to report to the meeting on 20th January 2016	Internal Audit Manager	20/01/2016
Has the CAE discussed the proposed form of the external assessment and the qualifications and independence of the assessor or assessment team with the board?	Partial	Expectations of external assessments will be reviewed and a case presented to Audit Committee for the preferred form/source of assessment.				
Has the CAE agreed the scope of the external assessment with an appropriate sponsor, such as the chair of the audit committee, the CFO or the chief executive?	Partial					
Has the CAE agreed the scope of the external assessment with the external assessor or assessment team?	N/A	Not yet reached this point	No change			
Has the assessor or assessment team demonstrated competence in both areas of professional practice of internal auditing and the external assessment process?	N/A	Not yet reached this point	No change			
How has the CAE used his or her professional judgement to decide whether the assessor or assessment team demonstrates sufficient competence to carry out the external assessment?	N/A	Not yet reached this point	No change			
Does the assessor or assessment team have any real or apparent conflicts of interest with the organisation?	N/A	Not yet reached this point	No change			

Conformance with the Standard	Current Assessment	Update	Review Aug 2015	Action Required	By Whom	By When
Performance Standards						
2000 Managing the Internal Audit Activity						
2010 Planning						
Does the risk-based plan take into account the organisation's assurance framework?	Partial	Proposals for defining and reporting on a corporate Assurance Framework are currently being developed.	No change	Proposals surrounding the corporate Assurance Framework to be agreed with Management Team and the Audit Committee.	Internal Audit Manager	31/03/2016
If such a risk management framework does not exist, has the CAE used his or her judgement of risks after input from senior management and the board and evidenced this?	Partial	Not progressed significantly.	No change	As above	As above	As above
2030 Resource Management						
Does the risk-based plan explain how internal audit's resource requirements have been assessed?	Partial	Not progressed. The absence of a comprehensive corporate risk information source means that audit needs assessments start from a relatively low position.	No change	Current and future Internal Audit needs are being assessed as part of an ongoing service review.	Internal Audit Manager	31/12/2015
2050 Coordination						
Does the risk-based plan include the approach to using other sources of assurance and any work that may be required to place reliance upon those sources?	Partial	Proposals for defining and reporting on a corporate Assurance Framework are currently being developed.	No change	Proposals surrounding the corporate Assurance Framework to be agreed with Management Team and the Audit Committee.	Internal Audit Manager	31/03/2016
Has the CAE carried out an assurance mapping exercise as part of identifying and determining the approach to using other sources of assurance?	Partial		No change			
2100 Nature of Work						
2110 Governance						
Does the internal audit activity:						
b) Ensure effective organisational performance management and accountability?	Partial	Corporate arrangements for performance management continue to be developed. Internal Audit is routinely consulted in corporate developments in this area.	No change	These issues are being considered in an ongoing review of Internal Audit's positioning and service offer and will be continue to be considered in developing future IA strategic and annual plans.	Internal Audit Manager	31/03/2016
c) Communicate risk and control information to appropriate areas of the organisation?	Partial		No change			
Has the internal audit activity assessed whether the organisation's information technology governance supports the organisation's strategies and objectives?	Partial	Not progressed significantly.	No change	Proposals to provide the capacity to address known issues regarding information governance are being progressed. These are being developed and implemented in close liaison with the CO(Resources) and ICT Manager.	Internal Audit Manager	31/03/2016

Conformance with the Standard	Current Assessment	Update	Review Aug 2015	Action Required	By Whom	By When
2120 Risk Management						
Has the internal audit activity evaluated the effectiveness of the organisation's risk management processes by determining that:						
c) Appropriate risk responses are selected that align risks with the organisation's risk appetite?	Partial	Arrangements corporately to determine risk appetite and to manage risk are being considered in the development of an Assurance Framework for the Council.	No change	Proposals surrounding the corporate Assurance Framework to be agreed with Management Team and the Audit Committee.	Internal Audit Manager	31/03/2016
d) Relevant risk information is captured and communicated in a timely manner across the organisation, thus enabling the staff, management and the board to carry out their responsibilities?	Partial		No change			
2200 Engagement Planning						
For consulting engagements, have internal auditors established an understanding with the engagement clients about the following:						
c) The respective responsibilities of the internal auditors and the client and other client expectations?	Partial	Attention is being given to developing these as consultancy work is taken on during 2015/16. No new opportunities have arisen to date.	No change	Develop protocols and the level of consideration and documentation required when agreeing consulting engagements.	Internal Audit Manager	31/03/2016
For significant consulting engagements, has this understanding been documented?	Partial		No change			
2400 Communicating Results						
2410 Criteria for Communicating						
If recommendations and an action plan have been included, are recommendations prioritised according to risk?	Compliant	Recommendations are prioritised according to risk during report drafting phase. Final agreed actions are not prioritised.	Changed from Partial to Compliant			
2430 Use of 'Conducted in Conformance with the International Standards for the Professional Practice of Internal Auditing'						
Do internal auditors report that engagements are ' <i>conducted in conformance with the PSIAS</i> ' only if the results of the QAIP support such a statement?	N/A	There is no intention to use the statement at engagement level	No change			
2450 Overall Opinion						
Does the annual report incorporate the following:						
j) A summary of the performance of the internal audit activity against its performance measures and targets?	Partial	Not progressed significantly	No change	Continue to consider ways of developing performance management	Internal Audit Manager	31/03/2016

Internal Audit Quality Assurance & Improvement Programme (QAIP) 2015/16

Introduction

Internal Audit's Quality Assurance and Improvement Programme (QAIP) is designed to provide reasonable assurance to the various stakeholders of Lancaster City Council that Internal Audit:

- Performs its work in accordance with its Charter, which is consistent with the Public Sector Internal Audit Standards (PSIAS) and associated Local Government Application Note (LGAN), Definition of Internal Auditing and the Code of Ethics;
- Operates in an efficient and effective manner; and
- Is adding value and continually improving Internal Audit's operations.

The Internal Audit Manager is ultimately responsible for the QAIP, which covers all types of Internal Audit activities. In accordance with the PSIAS, the QAIP makes provision for both internal and external assessments. Internal assessments are both ongoing and periodical and external assessments must be undertaken at least once every five years.

Internal Assessment

Internal Assessment is made up of both on-going reviews and periodic reviews.

On-going Reviews

On-going review is maintained through:

- Audit policies and procedures used for each engagement including the Internal Audit Manual to ensure compliance with applicable planning, fieldwork and reporting standards;
- Assignments managed and recorded using the established electronic Audit Management System;
- An appropriate level of supervision of all engagements;
- Weekly team update meetings on progress with assignments;
- Regular, documented review of work papers during engagements.
- Seeking and reviewing post-completion feedback from audit clients for individual audit assignments;
- All draft and final reports and action plans reviewed and approved by the Internal Audit Manager.

Periodic Reviews

Periodic reviews are designed to assess conformance with Internal Audit's Charter, the PSIAS/LGAN, Definition of Internal Audit, the Code of Ethics, and the efficiency and effectiveness of internal audit in meeting the needs of the Council and its other stakeholders. Periodic reviews will be conducted through:

- Monthly one-to-one meetings between each member of the Internal Audit team and their line manager;
- Activity and performance reporting to each scheduled meeting of the Audit Committee; and
- Annual self-assessment of conformance with the PSIAS/LGAN.

Any resultant action plans will be monitored by the Internal Audit Manager in line with the Audit Committee reporting cycle.

External Assessment

External assessments will appraise and express an opinion about Internal Audit conformance with the PSIAS/LGAN, Definition of Internal Audit and Code of Ethics and include recommendations for improvement as appropriate.

The scope, format and timing of external assessments is a matter still to be determined and agreed with the Audit Committee, but will conform to the following requirements:

- An external assessment must be conducted at least once every 5 years by a qualified, independent assessor from outside the Authority;
- The assessment will be in the form of a full external assessment, or a self-assessment with independent external validation.

Reporting

Internal Assessments: the outcomes and conclusions from internal assessments will be reported to the Audit Committee on an annual basis; normally as part of the Internal Audit Manager's Annual Report.

External Assessments: the results of external assessments will be reported to the Audit Committee at the earliest opportunity following receipt of the external assessor's report. The external assessment report will be accompanied by an action plan in response to significant findings and recommendations contained in the report.

Follow Up: the Internal Audit Manager will implement appropriate follow-up actions to ensure that recommendations made in the report and action plans developed are implemented in a reasonable timeframe.

AUDIT COMMITTEE**Internal Audit Monitoring Report
16th September 2015****Report of Internal Audit Manager****PURPOSE OF REPORT**

To advise Members of the latest monitoring position regarding the 2015/16 Internal Audit Plan, seek approval for proposed variations to the plan, and update Members on the results of recent audits.

This report is public

RECOMMENDATIONS

- (1) That the current monitoring position is noted.
- (2) That the proposed revisions to the audit plan, as set out in the table in §1.2, are approved.
- (3) That the proposed rolling programme of Internal Audit work attached as appendix B is noted.
- (4) That the results of recent audit activity (sections 3 - 7 of the report) are noted.

1.0 Audit Plan Monitoring to 21st August 2015

- 1.1 The 2015/16 Internal Audit Plan was approved by the Audit Committee at its meeting on 17th June 2015. This report is based on the monitoring position up to 21st August 2015 and a detailed monitoring report as at that date is attached as Appendix A. In summary, the position at that date was as shown in the following table.

1.2 Summary of monitoring position at 21st August 2015

Area of work	Resources (audit days)					
	Actuals to 21/08/15	Remain-ing	Comm-itted	Current Plan	Variance	Proposed Plan
Assurance Work						
Core Financial Systems	10	4	14	50	36	40
Revenues & Benefits Shared Services	4	13	17	40	23	35
Core Management Arrangements	14	4	18	50	32	40
Risk Based Assurance Audits	18	11	29	170	141	135
Follow-Up Reviews	35	20	55	50	-5	55
Sub-Total, Assurance	81	52	133	360	227	305
Consultancy Work						
Support Work	10	7	17	50	33	35
Ad-Hoc Advice	29	31	60	65	5	60
Sub-Total, Consultancy	39	38	77	115	38	95
Other Work						
Other Duties (Non-Audit)	19	16	35	35	0	35
Audit Management	30	20	50	50	0	50
Sub-Total, Other Work	49	36	85	85	0	85
Contingencies						
Investigations	9	4	13	30	17	30
General Contingency	0	0	0	40	40	20
Sub-Total, Contingencies	9	4	13	70	57	50
Total	178	130	308	630	322	535

- 1.3 The monitoring position takes account of ongoing and planned work commitments. This shows that overall, current commitments total 308 days compared with the current plan of 630 days, giving an uncommitted resource of 322 days. This includes both the general contingency of 40 days and the unallocated balance of the contingency for investigation work (17 days).
- 1.4 The Internal Audit section currently has a vacant post, the Senior Auditor having been promoted to the post of Principal Auditor in May 2015. Options for the future scope and structure of the Internal Audit service are still under review. The outcomes from this review, and the implications for the Audit Committee in terms of the reliance it can place on Internal Audit, will be reported to the Committee in due course, but at this stage the estimated impact is that a reduction in the plan of approximately 10 to 15% (60 - 95 days) should be expected. The Proposed Plan in the above summary is based on a reduction of 95 days.

Proposals


- 1.5 The proposals incorporate reductions across all work headings with the exception of Non-Audit Duties and Audit Management where commitments already exist and/or it will prove difficult to reduce resources under the current circumstances. The proposals also include application of 20 days, i.e. half of the General Contingency.
- 1.6 As regards the main programme of Assurance Audit work, the proposed reduction amounts to 55 days (15%) against the original plan of 360 days.

2.0 Rolling Internal Audit Plan

- 2.1 An updated rolling programme of Internal Audit work is attached to this report as Appendix B. Members' attention is particularly drawn to the list of potential areas for audit coverage during the forthcoming third quarter. This list has been developed through consultation meetings with Chief Officers. The actual programme and timing of work will be subject to the development of detailed scoping exercises.

3.0 Results of Internal Audit Work to 21st August 2015

- 3.1 This report covers audit work and reports issued since the last update report to Committee on 17th June 2015. Summary reports have been issued to Members for consideration and are also posted on the Council's Intranet. The reports issued have been:

Audit Title		Report Date	Assurance Level	
New Audit Reports				
14/0943	Rent Deposit Scheme	29/07/15	Limited	

4.0 Matters Arising from Audit Reviews

- 4.1 The key conclusions and action points in relation to those reports where a "Limited" or "Minimal" assurance opinion has been given are:

4.2 14/0943 – Rent Deposit Scheme (Limited)

A 'Limited' assurance opinion was issued on the basis that, whilst good arrangements are in place to ensure that payments made under the Rent Deposit Scheme are legitimate, with checks being carried out to verify that applicants meet set criteria, these checks are not clearly evidenced at present. Record keeping arrangements require improvement therefore to ensure that the council is able to demonstrate transparency, and that a fair and consistent approach has been adopted. A number of actions have been agreed to address this, which once implemented should result in substantial assurance being provided.

A follow-up review is scheduled for January 2016

5.0 Updates on Tracked Items

5.1 12/0857 - Purchases Ordering and Creditor Payment Processes within Environmental Services (Limited)

The original audit carried out in March 2013 found scope for greater efficiencies and a number of areas where processes could be strengthened within the Vehicle Maintenance Unit (VMU), Grounds Maintenance and Waste and Cleansing, Repairs and Maintenance (RMS) Responsive Repairs, RMS Planned Maintenance and Stores.

A number of actions were fully implemented following the original review as reported in January 2014 and further work has taken place since the last report. However the level of assurance has remained at limited on the basis that there are still two large areas of work that need to be completed in order to improve the efficiency of systems

and processes and therefore raise the assurance level to Substantial. These are the Procure to Pay project and the Repairs and Maintenance (RMS) Business Process Review project.

Procure to Pay (P2P) – The Procure to Pay project aims to fundamentally change the way in which orders are raised and invoices are paid and also address concerns regarding the number of different systems in use across Environmental Services. The P2P project will review the appropriateness and role of each system in use (Anite OHMS, Total and Civica Financials) with a view to ensuring systems and processes in place are fit for purpose and are efficient and effective. The project has been delayed in part due to implementation of the new Payroll system and because a decision was taken to roll out P2P to all services at the same time instead of on an ad hoc basis. This means that the more complex services such as Environmental Services need to be addressed before P2P can be rolled out, resulting in significant delays. It is currently planned for P2P to go live in April 2016.

RMS Business Process Review – Work to establish a standard recharge pricelist and a fixed price quotation charging regime which seeks to aid prompt invoicing and payment in advance of works (thus reducing the level of debt), is still ongoing. Base Schedule of Rates (SOR's) were finalised at the beginning of July 2015 and RMS are in the process of ensuring that a standard recharge price list can be produced from the SORs that will drive the 'Repair Finder' diagnostic tool and enable further automation of the raising of repair recharges. It is planned for this piece of work to be fully completed by January 2016.

It is therefore envisaged that the assurance opinion can be raised to Substantial by April 2016 when both the above projects are complete.

5.2 13/0897 – CCTV (Limited)

The Commercial Centre Manager reported that whilst a significant amount of progress has been made in addressing the issues identified in the audit, work is still ongoing and therefore the assurance opinion cannot be raised to Substantial at this time. A consultant has been appointed to advise on the Public Space CCTV system. The consultant has carried out a Technical, Management and Compliance Audit with a view to assessing the system's performance, operation and compliance with relevant legislation, British Standards and Best Practice Guidelines. The results of the Audit, including the required improvements, are currently being assessed and have also been discussed with the company with which the council has a contract for operation of the Public Space CCTV system. In addition to the report, the consultant has also produced a draft Code of Practice, Privacy Impact Assessment and Operation Procedures Manual, these to be subject to consultation as appropriate.

Whilst the scope of the work carried out by the consultant did not extend to other council CCTV systems, work is currently ongoing with a view to improving management of these systems. Further, since specialist advice is required, the same consultant is to be used to assist in this area to ensure consistency across all council CCTV installations

6.0 Investigations

- 6.1 Internal Audit is currently involved in one internal investigation surrounding budget management on one of the Council's capital schemes. Following conclusion of the investigation, members of the Committee will be provided with a report into the issues arising and any action taken.

7.0 Other Activity

7.1 At the request of the Public Realm Supervisor, a mini review has been carried out of arrangements for cash collection within Happy Mount Park. This resulted in the production of a briefing note to relevant managers with the overall conclusion that arrangements were generally sound and cost-effective. Some minor improvements were identified to help strengthen systems and procedures.

8.0 Details of Consultation

8.1 Management Team continues to be consulted in developing the plan.

9.0 Options and Options Analysis (including risk assessment)

9.1 Regarding the Internal Audit Plan, the options available to the Committee are either to approve the proposed changes or to propose an alternative course of action.

10.0 Conclusion

10.1 Reductions in audit plan allocations are being proposed to reflect post vacancies and the likely outcome of an ongoing review of internal audit needs and staffing. The outcomes and implications of this ongoing review will be reported to the Audit Committee in due course.

10.2 The programme of audits for the rest of the year continues to be developed in consultation with senior management.

**CONCLUSION OF IMPACT ASSESSMENT
(including Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing)**

Not applicable

FINANCIAL IMPLICATIONS

None directly arising from this report

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments

LEGAL IMPLICATIONS

None directly arising from this report

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments

BACKGROUND PAPERS

Internal Audit Plan 2015/16

Contact Officer: Derek Whiteway

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Ref: aud/comm/audit/150916IAMon

Work Allocations		Actuals to 21/08/15	Remaining	Committed	Approved Plan (17/06/15)	Variance	Status at 21/08/15
Job No	Title						
1. ASSURANCE WORK							
LCC Core Financial Systems							
14/0925	Payroll	4	0	4			✓
15/0953	Value Added Tax	6	4	10			⚠
Sub-total - Core Financial Systems		10	4	14	50	36	
Revenues Shared Service - Financial Systems							
15/0952	Housing Benefit Subsidy - Overpayment Classifications	4	13	17			⚠
Sub-total - Revenues Shared Services		4	13	17	40	23	
Core Management Arrangements							
14/0948	Annual Governance Review and Statement	12	0	12			✓
14/0917	National Fraud Initiative 2014/15	2	4	6			⚠
Sub-total - Core Management Arrangements		14	4	18	50	32	
Risk Based Assurance Work Programme							
14/0943	Private Sector Housing - Rent Deposit Scheme	10	0	10			✓
14/0954	Port Health	1	5	6			⚠
15/0955	Public Health Funerals	2	6	8			⚠
15/0947	Happy Mount Park - Cash Collection & Banking	5	0	5			✓
Sub-total - Risk Based Assurance Work		18	11	29	170	141	
Follow-Up Reviews		35	20	55	50	-5	∞
SUB-TOTAL - ASSURANCE WORK		81	52	133	360	227	

2. CONSULTANCY WORK							
Support Work (projects and other)							
15/0509	RIPA Monitoring and Central Register	1	1	2			⚠
14/0940	Financial Regulations - Roll Out and Developments	9	6	15			⚠
Sub-total - Support Work (projects and other)		10	7	17	50	33	
Ad-Hoc Advice		29	31	60	65	5	∞
SUB-TOTAL - CONSULTANCY WORK		39	38	77	115	38	

3. OTHER							
15/0392	Deputy Section 151 Officer Duties	9	4	13			∞
15/0950	Management - Information Governance Function	7	7	14			∞
15/0951	Management - Corporate Fraud Team	3	5	8			∞
SUB-TOTAL - OTHER		19	16	35	35	0	

4. AUDIT MANAGEMENT							
15/0172	Committee Work	15	5	20			∞
15/0189	Audit Planning & Management	15	15	30			∞
SUB-TOTAL - AUDIT MANAGEMENT		30	20	50	50	0	

5. CONTINGENCIES							
Investigations		9	4	13	30	17	
General Contingency		0	0	0	40	40	
SUB-TOTAL - CONTINGENCIES		9	4	13	70	57	

TOTALS		178	130	308	630	322	
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Key: ✓ Completed ⚠ In Progress ⚠ Not Yet Started ∞ Continuous or Multi-Year Activity
 CFwd Carried Forward to 2015/16 Plan ✗ Abandoned

Internal Audit**Quarterly Rolling Programme 2015/16 (as at 1st September 2015)**

Area of Work	Q1 & 2 Apr – Sep (days)	Q3 Oct – Dec (days)
A. Completion of assurance audits commenced in 2014/15		
Payroll (14/0925)	4	0
National Fraud Initiative (14/0917)	4	2
B. New assurance audits 2015/16		
Rent deposit scheme (14/0943)	10	0
HMP cash collection and banking (15/0947)	5	0
Housing Benefit subsidy claims (Lancaster CC and Preston CC)	15	15
Value Added Tax	10	0
Port health	4	2
Public health funerals	6	2
Happy Mount Park – cash collection and banking	5	0
Stores	2	8
C. Proposed assurance audits (from the following)		
Local Plan production		54
Cashless car parking system		
Complaints policy and procedures		
Safeguarding		
Equality and diversity		
Financial management		
Asset management		
Main accounting system		
D. Follow-up of assurance audits	35	10
E. Completion of audits for LDNPA commenced in 2014/15	11	0

Area of Work	Q1 & 2 Apr – Sep (days)	Q3 Oct – Dec (days)
F. Support Work and Advice		
RIPA monitoring (13/0509)	1	1
Financial regulations (14/0940)	9	6
Annual governance review (14/0948)	12	0
Assurance framework development	3	5
Ad-hoc advice	29	15
G. Investigations	13	0
H. Audit management, etc.	30	15
I. Non-audit duties	19	10
Total Chargeable	225	145