



**COTSWOLD**  
DISTRICT COUNCIL

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**STATEMENT OF ACCOUNTS  
2017/2018**

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## CONTENTS

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Section	Page
<b>A</b>	
<b>Narrative Report</b>	<b>1 – 6</b>
<b>Statement of Responsibilities for the Statement of Accounts</b>	<b>7</b>
<b>Comprehensive Income and Expenditure Statement</b>	<b>9</b>
<b>Movement in Reserves Statement</b>	<b>10</b>
<b>Balance Sheet</b>	<b>11</b>
<b>B</b>	
<b>Notes to the Comprehensive Income and Expenditure Statement</b>	<b>12 – 23</b>
<b>C</b>	
<b>Notes to the Movement in Reserves Statement</b>	<b>25 – 32</b>
<b>D</b>	
<b>Notes to the Balance Sheet</b>	<b>33 – 40</b>
<b>E</b>	
<b>Additional Disclosures</b> .....	<b>41</b>
Technical Notes	41 – 53
Understanding the Accounts	54 – 68
<b>F</b>	
<b>Cash Flow Statement</b> .....	<b>69</b>
Notes to the Cash Flow Statement	70
<b>G</b>	
<b>Collection Fund</b> .....	<b>71</b>
Notes to the Collection Fund	72 – 74
<b>H</b>	
<b>Governance Statements</b> .....	<b>75</b>
Annual Governance Statement	75 – 84
Independent Auditor's Report and Opinion	85 – 86
<b>I</b>	
<b>Glossary of Terms and Abbreviations</b> .....	<b>87 – 90</b>
<b>J</b>	
<b>Index of Notes to the Statement of Accounts</b> .....	<b>91</b>

## NARRATIVE REPORT

### Cotswold District Council

Cotswold District Council sits at the heart of the Cotswolds Area of Outstanding Natural Beauty - one of the most beautiful parts of the country, as proven by its popularity as a visitor destination. The District is an attractive area to live, with many second or holiday homes. The area has high property prices and affordability of housing has been an issue for some years.

The population is approximately 84,000, which given its size of 450 square miles and its largely rural character means that there is a low density of population which in turn affects the costs of providing services. The District also has an ageing population and has the highest proportion of people aged 65 and over in the County. People living in Cotswold District are more likely to experience a good quality of life than elsewhere in Britain. Many parts of the District are in the least deprived 20% in England, with no parts in the most deprived 20%.

In considering our aim and priorities, we have been very much aware of the need to maintain progress on improving our efficiency, while ensuring that we provide quality services at the lowest cost possible. We are aiming high in striving to be the most efficient local authority in the country, and have 'led the field' in terms of Council tax reductions.

### Our Aim and Priorities

**To be recognised as the most efficient Council in the Country**

**Provide high quality services at the lowest possible cost to Council Tax payers**

**Protect and enhance the local environment whilst supporting economic growth**

**Champion issues that are important to local people**

The Corporate Strategy 2016 to 2019 sets out the Council's aim, priorities and objectives. Under each priority are the Council's 'key tasks' which show what we will do to achieve each priority and objective. Service Delivery Plans have been developed for each of our services; and include a summary of what the service does, and how it supports the Council's aim, priorities and objectives. They link the Council priorities and objectives in the Corporate Strategy to the activities that demonstrate what we will do to achieve them.

During the year, we monitor the progress of the Corporate Strategy and activities and performance measures in the Service Delivery Plans to ensure that the Council stays on track, and achieves what it set out to do.

The Corporate Strategy 2016 to 2019 can be found on the Council's website.



## NARRATIVE REPORT

### Publica Group (Support) Limited

In June 2014, Cotswold, Forest of Dean and West Oxfordshire District Councils, along with Cheltenham Borough Council agreed to form a four council partnership – known as the 2020 Vision Partnership - to make substantial savings whilst continuing to deliver services locally. The partnership was guided by the vision, *"A number of Council's retaining their independence and identity but working together and sharing resources to maximise mutual benefit leading to more efficient effective delivery of local services."*

Cotswold District Council and West Oxfordshire District Council began sharing officers in 2008, initially by sharing a Chief Executive. Over time the two Councils shared Strategic Directors and Senior Managers and then some services. From 2012 the partner councils shared HR and Finance services through GOSS (Gloucester Oxfordshire Shared Services). Building on this in April 2016 shared services were extended to include a wider range of service areas. The partners set up a Joint Committee in early 2016 to oversee the next stage of the 2020 Vision Programme, culminating in the establishment of Publica Group (Support) Limited.

Publica Group (Support) Limited ['Publica'] is wholly owned by Cotswold District Council along with West Oxfordshire and Forest of Dean District Councils and Cheltenham Borough Council. It is a not-for-profit company limited by guarantee with no share capital and operates with Mutual Trading Status to deliver services on behalf of the Member councils under contract.

Publica is a Teckal company fulfilling the conditions set out in Regulation 12(4) of the Public Contracts Regulations 2015. The Company is subject to management supervision by the Members. As such, the Company is a body governed by public law as defined in the Public Contracts Regulations 2015.

While Publica works closely with the Council, the company has its own board of Directors, its own Management team, and operates independently from the Council.

The company approach provides a mechanism to bring employees from across the partner Councils under a single employment arrangement. The company is independent of individual councils but accountable equally to all partners.

Creating one employer for all four councils will:

- Reduce the cost of management and administration;
- Deliver a better, more cost-effective service to communities;
- Allow Publica to offer new staff an employment package that is flexible and modern for them and sustainable for the council
- Provide the opportunity to share workloads, learn from each other and benefit from shared expertise, resources and knowledge.

This partnership will bring cost savings of £5.6m a year by 2020 and £41m over 10 years.

Residents and businesses will continue to deal with their local Council as they always have because services will be unaffected. However, the aim is to improve the customer experience and improve services through the implementation of the transformation programme.

Each council will retain its independence, identity and responsibility for the services it provides and will:

- Still have its own elected councillors
- Continue to make policy, strategies and decisions taking account of the needs of the local community
- Have staff working in the same locations
- Retain the same contact details and branding.

#### Impact on the Statement of Accounts

The main impact of Publica on the Statement of Accounts is the transfer of costs from 'employee benefits expenses' to a contract payment (B2 *Expenditure & Income Analysed by Nature*).

With the transfer of staff the Council's senior management now consists solely of retained officers with statutory responsibility (B8 *Officer Remuneration*), together with the Council legal and counter fraud teams.

The pension disclosures (E1 *Defined Benefit Pension Scheme*) continue to include the staff transferred to Publica; all staff are pooled as the Council continues to underwrite the pension liabilities on the whole scheme.

Other impacts are described throughout the notes to the Statement of Accounts where appropriate.



## NARRATIVE REPORT

### Medium Term Financial Strategy (MTFS)

The Council operates a rolling 4 year MTFS, the latest being approved by Council on 20 February 2018. This latest update reflected announcements in the local government settlement for 2018/19 including:

- An increase to the Rural Services Delivery Grant in 2018/19 for most sparsely populated rural areas;
- Allocations for New Homes Bonus for 2018/19 – the possible penalties for planning applications awarded on appeal were not implemented;
- Changes to the proposed 2020/21 100% Business Rates Retention Scheme – now a proposal for a 75% scheme;
- The selection of Gloucestershire (County Council and all District/Borough Councils) as one of ten new 100% Business Rate Retention Pool pilots.

	2018/19	2019/20	2020/21	2021/22
	£000	£000	£000	£000
Net Cost of Service	10,765	10,980	10,871	11,073
Central Government Funding	(5,879)	(5,371)	(4,812)	(4,832)
Council Tax	(5,199)	(5,366)	(5,539)	(5,717)
Collection Fund Surplus	(171)	(100)	(100)	(100)
<b>Budgeted (Surplus) / Deficit</b>	<b>(483)</b>	<b>143</b>	<b>420</b>	<b>424</b>

Over the next four years, the Council has a savings target of £879,000, of which £786,000 is planned through the Transformational Change Programme to be delivered through Publica.

The latest Medium Term Financial Strategy can be found on the Council's website.

### Financial Performance

The Council's 2017/18 budget strategy assumed a balanced budget with a £440,746 surplus contribution to General Fund (Unallocated) balances.

The outturn position resulted in a contribution of £451,930 to General Fund balances, a further £11,184 more than anticipated, after transfers to Earmarked Reserves.

To view the full Summary Performance and Revenue Outturn report, and list of budget variances, please refer to the 21<sup>st</sup> June 2018 Cabinet papers.

### Capital Programme (Asset Management)

Cotswold District Council maintains a rolling four year capital programme of investment and asset management to support the Council's aims and priorities.

	OUT-TURN 2017/18	Budget 2018-22
EXPENDITURE	£000	£000
Private Sector Housing	566	2,800
ICT Infrastructure	267	1,080
Waste/Env. Vehicles & Equip.	298	2,167
Flooding	631	0
Community Projects	26	0
Car Parking	133	15,250
Corinium Museum	48	1,316
Transformational Change	358	100
Electric Vehicle Charging	0	300
Leisure Equipment	0	250
<b>Total Expenditure</b>	<b>2,328</b>	<b>23,263</b>
<b>FUNDING</b>		
Borrowing	0	7,240
Revenue Contributions	250	3,810
Grants and contributions	760	3,866
Capital Receipts & Reserves	1,318	8,347
<b>Total Funding</b>	<b>2,328</b>	<b>23,263</b>

## NARRATIVE REPORT

### Operational Performance and Efficiency

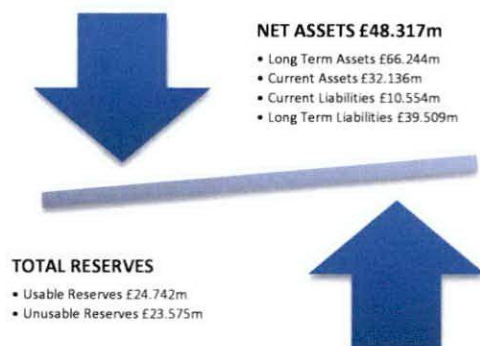
In 2011/12 CDC established a baseline to measure future improvements against a range of indicators, and assessed at the outset that its overall ranking was ninth out of 201 councils. Since then CDC has risen steadily in the rankings.

**A recent benchmarking exercise against the range of efficiency indicators shows that the Council is ranked in first place.**

The basket of indicators includes measures such as: overall cost of council services per head of population; rate of increase in council tax; time taken to process housing and council tax benefits; percentage of council tax collected; and amount of recycling per household; and percentage of major planning applications determined in accordance with relevant timescales.

### Financial Position

The Council continues to maintain a strong Balance Sheet despite financial challenges; position at 31<sup>st</sup> March is little changed from last year – a reduction of £2.956m in assets has been offset by £2.573m reduction in liabilities.



### Risk Management

The Corporate Risk Register was reviewed and updated on 17<sup>th</sup> May 2018 by the Joint Risk Management Group, which comprises both Council and Publica Senior Managers. Any risk scoring 15 or above is considered a 'primary' risk. Overall, there were a small number of minor changes to risk scores.

At the end of 2017/18, there was one primary risk on the register:

- Unavoidable budget pressures exceed provision within the Medium Term Financial Strategy leading to reduced reserves, pressures on services, tax levels and failure to meet agreed budget targets

The likelihood of the risk occurring was increased from 'possible' to 'probable'. Although targets for 2017/18 have been achieved, we are expecting some pressures in 2018/19, including pressures related to Ubico costs.

Service Risk Registers were updated by Officers to reflect changes to risk ratings at the end of the year.

At the end of 2017/18, there were two primary risks.

- New housing developments increase pressure on parking provision
- Ubico does not deliver the predicted service savings

### Pensions Liability

The pensions liability as at 31 March 2018 was £39.189m. Whilst a significant sum, this is the net value of what the Council owes across all future years offset against assets invested in the Local Government Pension Scheme.

The fund is revalued and contribution rates set every three years. The most recent valuation was 31 March 2016.

Publica and the Council will continue to make contributions to cover liabilities accruing for current members of the scheme (primary contributions) and secondary contributions (annual lump-sum) will be paid directly by the Council to fund the deficit.



## NARRATIVE REPORT

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### Facing the Challenges Ahead

The UK economy grew by 1.8% in the 2017 calendar year, the same level as in 2016. This was a far better outcome than the majority of forecasts following the EU Referendum in June 2016, but it also reflected the international growth momentum generated by the increasingly buoyant US economy and the re-emergence of the Eurozone economies. The imposition of tariffs on a broadening range of goods initiated by the US, which has led to retaliation by China, could escalate into a deep-rooted trade war having broader economic consequences including inflation rising rapidly, warranting more interest rate hikes

The inflationary impact of rising import prices, a consequence of the fall in sterling associated with the EU referendum result, resulted in year-on-year CPI rising to 3.1% in November before falling back to 2.7% in February 2018. Weak UK business investment was not helped by political uncertainty following the surprise General Election in June 2017 and by the lack of clarity on Brexit, the UK and the EU only reaching an agreement in March 2018 on a transition which will run to 2020. The Withdrawal Treaty is yet to be ratified by the UK parliament and those of the other 27 EU member states and new international trading arrangements are yet to be negotiated and agreed.

The Bank of England's Monetary Policy Committee (MPC) increased Bank Rate by 0.25% in November 2017. It was significant in that it was the first rate hike in ten years. The February Inflation Report indicated the MPC was keen to return inflation to the 2% target over a more conventional (18-24 month) horizon with 'gradual' and 'limited' policy tightening (increases to interest rates).

One of the biggest financial challenges the Council faces is the change to central government funding which is due to be implemented from the 2020/21 financial year. For the period to 2020/21, the Council has entered into an agreement with the Government which sets out minimum levels of funding for certain funding streams (Revenue Support Grant and Rural Services Delivery Grant). For the period post 2020/21, the future is far less certain as a number of significant changes will come into effect:

- the Government will implement the outcome of the Local Government Fairer Funding Review;
- the new 75% Business Rates Retention system will come into effect;
- the Business Rate baseline will be reset and there is the potential for the Council to lose its share of the financial benefit from growth in business rates in the District since 2013;

- the Government will have completed a new Spending Review to establish its spending priorities post 2020;

In addition, while some changes to New Homes Bonus have been announced, changing the award period from six years to four years and introducing a baseline for housing growth baseline of 0.4%, further changes may be introduced from 2019/20 which would reduce the value of the grant to the Council.

The impact of the changes to central government financing, set out in the bullets above, are still uncertain with progress at national government stalling as a result of the government's focus upon Brexit. The Council updated its Medium Term Financial Strategy in February 2018 to include the latest forecast implications and will continue to keep the Strategy under review as further information becomes available.

In order to maintain the current level of General fund reserve over the longer term, it is likely that the Council will need to find further budgetary savings (around £540,000). These savings can be generated through increasing efficiency gains (although a great deal of work have already taken place in this respect), increasing income from fees and charges, increasing Council Tax income or reviewing service provision, particularly the provision of discretionary services. The Council is in the fortunate position of being able to develop contingency plans while the impact of changes to Government funding is clarified.

The Council holds various earmarked reserves which are held to fund costs associated with transformational change or smooth the impact of cyclical cost to the Council Tax payer. These funds will enable the Council to deliver its medium and longer term savings plans.

For 2018/19, the Council will be taking part in a 100% business rate retention pool pilot with all of the other Gloucestershire authorities. This has the potential to generate a windfall gain for the Council in 2018/19 but also comes with a degree of risk. The risk has been mitigated by the government's agreement to apply "no detriment" to all of the 100% pool pilots. This means that the Council is protected to the level of risk which would be inherent in the current 50% scheme.



## NARRATIVE REPORT

Operationally, the Council will be working with its service delivery company, Publica, to implement a transformation programme which aims to deliver savings of £786,000 to the Council's revenue budget over the next four years. In addition to significant savings, the transformation programme also aims to improve services to customers by utilising new technology and designing services putting the customer needs first.

One of the Council's top tasks over the medium term is to address car parking requirements in Cirencester. The Council's Capital Programme includes provision for building a decked car park in Cirencester. This investment will see the Council borrowing for the first time in many years. The implications of this significant investment have been included in the Council's Capital Strategy, Treasury Management Strategy and Medium Term Financial Plan.

### Further information

For further information on the accounts please contact: Jenny Poole, Chief Finance Officer, Cotswold District Council, Trinity Road, Cirencester, Gloucestershire, GL7 1PX; or via email at [Jenny.Poole@Cotswold.gov.uk](mailto:Jenny.Poole@Cotswold.gov.uk).

Jenny Poole CPFA  
Chief Finance Officer

## Explanation of the Accounting Statements

The Statement of Accounts sets out the Council's income and expenditure for the year, and its financial position at 31 March 2018. It comprises core and supplementary statements, together with supporting notes. The format and content of the financial statements is prescribed by the CIPFA Code of Practice on Local Authority Accounting in the United Kingdom 2017/18, which in turn is underpinned by International Financial Reporting Standards. A glossary of key terms and abbreviations can be found at the end of this publication.

The **Core Statements** are:

The **Comprehensive Income and Expenditure Statement** – this records all of the Council's income and expenditure for the year. The top half of the statement provides an analysis by service area / directorate. The bottom half of the statement deals with corporate transactions and funding.

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.

Reserves are divided into "usable", which can be invested in service improvements or capital investment, and "unusable" which must be set aside for specific purposes.

The **Balance Sheet** is a 'snapshot' of the Council's assets, liabilities, cash balances and reserves as at the year-end, 31 March 2017.

The **Cash Flow Statement** shows the reason for changes in the Council's cash balances during the year, and whether that change is due to operating activities, new investment or financing activities (such as borrowing or other long term liabilities).

The **Supplementary Statements** are:

The **Collection Fund** summarises the transactions relating to council tax and business rates collection, and the redistribution of that money.

Business Rates is distributed to Central Government, Gloucestershire County Council and Cotswold District Council. Council Tax is distributed between Gloucestershire County Council, the Police & Crime Commissioner for Gloucestershire, Cotswold District Council and the Town & Parish Councils within the Cotswold district.

The **Annual Governance Statement** which sets out the governance structures of the Council and its key internal controls.

## STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

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

### The Chief Finance Officer's responsibility

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

In preparing this statement of accounts, the Chief Finance Officer 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 Finance Officer has also:

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

### CERTIFICATE

I certify that the Statement of Accounts presented here gives a true and fair view of the financial position of the authority at the accounting date and of its income and expenditure for the year ended 31<sup>st</sup> March 2018.

\_\_\_\_\_  
Date: \_\_\_\_\_

Jenny Poole  
Chief Finance Officer

The statement of accounts was approved by the Chairman of the Audit Committee, on behalf of Cotswold District Council.

\_\_\_\_\_  
Date: \_\_\_\_\_

Cllr. Len Wilkins  
Chairman of Cotswold District Council Audit Committee





## COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

2016/2017			Note	2017/2018		
Gross Expenditure £	Gross Income £	Net Expenditure £		Gross Expenditure £	Gross Income £	Net Expenditure £
1,466,778	(720,346)	746,432		1,227,467	(636,610)	590,857
3,908,888	(3,290,808)	618,080		3,780,995	(2,180,636)	1,600,359
1,840,418	(230,773)	1,609,645		1,909,163	(137,963)	1,771,200
1,561,899	(547,489)	1,014,410		1,636,954	(669,909)	967,045
880,056	(666,671)	213,385		1,341,612	(719,763)	621,849
21,497,319	(21,037,755)	459,564		20,234,471	(19,948,175)	286,296
1,287,276	(401,917)	885,359		1,323,146	(381,824)	941,322
8,883,328	(4,836,668)	4,046,660		7,480,549	(4,769,466)	2,711,083
2,435,474	(505,569)	1,929,905		2,018,794	(578,128)	1,440,666
3,103,832	(1,359,216)	1,744,616		3,980,038	(2,138,535)	1,841,503
467,948	(109,040)	358,908		671,929	(210,284)	461,645
<b>47,333,216</b>	<b>(33,706,252)</b>	<b>13,626,964</b>		<b>45,605,118</b>	<b>(32,371,293)</b>	<b>13,233,825</b>
2,606,655	(413,414)	2,193,241	B3	2,778,973	(415,028)	2,363,945
1,787,000	(854,581)	932,419	B4	1,181,883	(959,626)	222,257
0	(15,791,459)	(15,791,459)	B5	0	(15,131,714)	(15,131,714)
<b>51,726,871</b>	<b>(50,765,706)</b>	<b>961,165</b>	<b>B1/B2</b>	<b>49,565,974</b>	<b>(48,877,661)</b>	<b>688,313</b>
	(1,110,888)					2,943,331
	(5,785)					(16,486)
	5,095,000					(3,232,000)
	<b>3,978,327</b>					<b>(305,155)</b>
	<b>4,939,492</b>					<b>383,158</b>

## MOVEMENT IN RESERVES STATEMENT

	Note	Usable Reserves					Unusable Reserves £	TOTAL RESERVES £
		General Fund - Unallocated £	General Fund - Earmarked £	Capital Receipts Reserve £	Capital Grants Unapplied £	Total Usable Reserves £		
<b>Balance at 31 March 2016</b>		(3,727,687)	(5,634,966)	(11,422,201)	(59,749)	(20,844,603)	(32,795,190)	(53,639,793)
Movements in reserves 2016/17		15,211	(15,211)	0	0	0	0	0
Total Comprehensive Income and Expenditure		961,165	0	0	0	961,165	3,978,327	4,939,492
Adjustments between accounting basis & funding basis under regulations	C1	(1,628,734)	165,388	(1,153,879)	0	(2,617,225)	2,617,225	0
<b>(Increase) / Decrease in Reserves 2016/17</b>		<b>(652,358)</b>	<b>150,177</b>	<b>(1,153,879)</b>	<b>0</b>	<b>(1,656,060)</b>	<b>6,595,552</b>	<b>4,939,492</b>
<b>Balance at 31 March 2017</b>		<b>(4,380,045)</b>	<b>(5,484,789)</b>	<b>(12,576,080)</b>	<b>(59,749)</b>	<b>(22,500,663)</b>	<b>(26,199,638)</b>	<b>(48,700,301)</b>
Movements in reserves 2017/18		2,296,205	(2,296,205)	0	0	0	0	0
Total Comprehensive Income and Expenditure		688,313	0	0	0	688,313	(305,155)	383,158
Adjustments between accounting basis & funding basis under regulations	C1	(3,436,448)	234,078	272,982	0	(2,929,388)	2,929,388	0
<b>(Increase) / Decrease in Reserves 2017/18</b>		<b>(451,930)</b>	<b>(2,062,127)</b>	<b>272,982</b>	<b>0</b>	<b>(2,241,075)</b>	<b>2,624,233</b>	<b>383,158</b>
<b>Balance at 31 March 2018</b>		<b>(4,831,975)</b>	<b>(7,546,916)</b>	<b>(12,303,098)</b>	<b>(59,749)</b>	<b>(24,741,738)</b>	<b>(23,575,405)</b>	<b>(48,317,143)</b>



## BALANCE SHEET

31st March 2017 £		Note	31st March 2018 £
58,267,900	Property, Plant & Equipment	D1	55,388,242
17,000	Heritage Assets		17,000
5,003,375	Investment Property	D2	5,043,400
214,097	Intangible Assets	D3	170,768
2,501,089	Long Term Investments	E2	2,516,327
3,255,185	Long Term Debtors	D4	3,108,480
<b>69,258,646</b>	<b>Long Term Assets</b>		<b>66,244,217</b>
25,866,856	Short Term Investments	E2	23,117,633
0	Assets held for sale	D5	0
31,831	Inventories		21,681
4,047,713	Short Term Debtors	D6	6,224,374
2,130,909	Cash and Cash Equivalents	E2	2,772,753
<b>32,077,309</b>	<b>Current Assets</b>		<b>32,136,441</b>
(3,000,567)	Short Term Borrowing	E2	(2,000,701)
(5,957,421)	Short Term Creditors	D7	(5,614,675)
(1,430,405)	Short Term Creditors - s.106 balances	D7	(1,895,749)
(771,291)	Provisions	D8	(1,043,094)
<b>(11,159,684)</b>	<b>Current Liabilities</b>		<b>(10,554,219)</b>
(41,249,000)	Other Long Term Liabilities	E1	(39,189,000)
(226,970)	Capital Grants Receipts in Advance	B9	(320,296)
<b>(41,475,970)</b>	<b>Long Term Liabilities</b>		<b>(39,509,296)</b>
<b>48,700,301</b>	<b>Net Assets</b>		<b>48,317,143</b>
(22,500,663)	Usable reserves	C2	(24,741,738)
(26,199,638)	Unusable Reserves	C3	(23,575,405)
<b>(48,700,301)</b>	<b>Total Reserves</b>		<b>(48,317,143)</b>

These financial statements replace the unaudited statements that were certified by the Chief Finance Officer on 31<sup>st</sup> May 2018.

Jenny Poole  
Chief Finance Officer



## NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

### B1. Expenditure and Funding Analysis

	2017 / 2018					
	Net Expenditure in CI&ES £	Adjs. between accounting and funding basis £	Transfers to / (from ) GF Earmarked Reserves £	Net Exp. Chargeable to the General Fund £	Management Reporting Adjs. £	Outturn Reported to Management £
<u>Joint Committee</u>						
Environmental and Regulatory Services	590,857	(130,540)	0	460,317	28,868	489,185
GO Shared Services	1,600,359	(590,530)	0	1,009,829	19,547	1,029,376
ICT, Change and Customer Services	1,771,200	(129,279)	0	1,641,921	29,202	1,671,123
Land, Legal and Property Services	967,045	(251,498)	0	715,547	96,634	812,181
Partnership MD and 2020 Programme Costs	621,849	(323,587)	0	298,262	360,549	658,811
Revenues and Housing Support Services	286,296	(138,977)	0	147,319	33,462	180,781
<u>Strategic Directors</u>						
Democratic Services	941,322	(74,523)	0	866,799	8,013	874,812
Environmental Services	2,711,083	(9,331)	0	2,701,752	511,242	3,212,994
Leisure and Communities Services	1,440,666	(800,796)	0	639,870	897,561	1,537,431
Planning and Strategic Housing Services	1,841,503	(371,725)	0	1,469,778	51,534	1,521,312
Other Retained Services	461,645	1,510,849	2,296,205	4,268,699	(1,098,968)	3,169,731
Corporate Resources	0	0	0	0	0	0
<b>Cost of Services</b>	<b>13,233,825</b>	<b>(1,309,937)</b>	<b>2,296,205</b>	<b>14,220,093</b>	<b>937,644</b>	<b>15,157,737</b>
Other Income and Expenditure	(12,545,512)	(2,126,511)	0	(14,672,023)	(937,644)	(15,609,667)
<b>(Surplus) / Deficit on Provision of Services</b>	<b>688,313</b>	<b>(3,436,448)</b>	<b>2,296,205</b>	<b>(451,930)</b>	<b>0</b>	<b>(451,930)</b>
Opening General Fund Balance (Unallocated) at 1 April (Surplus) / Deficit for the year				(4,380,045) (451,930)		
<b>Closing General Fund Balance (Unallocated) at 31 March</b>				<b>(4,831,975)</b>		

## NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

	2016 / 2017					
	Net Expenditure in CI&ES £	Adjs. between accounting and funding basis £	Transfers to /(from ) GF Earmarked Reserves £	Net Exp. Chargeable to the General Fund £	Management Reporting Adjs. £	Outturn Reported to Management £
<u>Joint Committee</u>						
Environmental and Regulatory Services	746,432	(201,456)	0	544,976	591,000	1,135,976
GO Shared Services	618,080	(35,733)	0	582,347	(741,239)	(158,892)
ICT, Change and Customer Services	1,609,645	(140,550)	0	1,469,095	(1,233,507)	235,588
Land, Legal and Property Services	1,014,410	(140,750)	0	873,660	(735,777)	137,883
Partnership MD and 2020 Programme Costs	213,385	(2,846)	0	210,539	(85,642)	124,897
Revenues and Housing Support Services	459,564	(168,001)	0	291,563	614,058	905,621
<u>Strategic Directors</u>						
Democratic Services	885,359	(74,475)	0	810,884	190,349	1,001,233
Environmental Services	4,046,660	(987,934)	0	3,058,726	617,147	3,675,873
Leisure and Communities Services	1,929,905	(1,026,492)	0	903,413	976,916	1,880,329
Planning and Strategic Housing Services	1,744,616	(448,836)	0	1,295,780	994,573	2,290,353
Other Retained Services	358,908	1,680,476	0	2,039,384	3,528,216	5,567,600
Corporate Resources	0	0	15,211	15,211	(1,658,638)	(1,643,427)
<b>Cost of Services</b>	<b>13,626,964</b>	<b>(1,546,597)</b>	<b>15,211</b>	<b>12,095,578</b>	<b>3,057,456</b>	<b>15,153,034</b>
Other Income and Expenditure	(12,665,799)	(82,137)	0	(12,747,936)	(3,057,456)	(15,805,392)
<b>(Surplus) / Deficit on Provision of Services</b>	<b>961,165</b>	<b>(1,628,734)</b>	<b>15,211</b>	<b>(652,358)</b>	<b>0</b>	<b>(652,358)</b>
Opening General Fund Balance (Unallocated) at 1 April (Surplus) / Deficit for the year				(3,727,687) (652,358)		
<b>Closing General Fund Balance (Unallocated) at 31 March</b>				<b>(4,380,045)</b>		



## NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

### Adjustments in the Expenditure and Funding Analysis

The Expenditure and Funding Analysis shows how annual expenditure is used and funded compared with the resources consumed or earned by the Council in accordance with generally accepted accounting practices as shown in the Comprehensive Income and Expenditure Account. It also shows how these amounts are allocated for decision making purposes across the Council's Directorates and Services. The adjustments between these amounts are detailed below:

	2017 / 2018							
	Adjustments between funding and accounting basis (see MiRS Note C1)				Adjustments between amounts chargeable to the General Fund and Management Reporting			
	Capital Adjs £	Pension Adjs £	Other Adjs £	Total adjs between funding and accounting £	Support Services £	Depreciation £	Other Segment Adjs. £	Total Management Reporting Adjustments £
<u>Joint Committee</u>								
Environmental and Regulatory Services	(28,868)	(101,672)	0	(130,540)	0	28,868	0	28,868
GO Shared Services	(19,547)	(570,983)	0	(590,530)	0	19,547	0	19,547
ICT, Change and Customer Services	(29,202)	(100,077)	0	(129,279)	0	29,202	0	29,202
Land, Legal and Property Services	(77,509)	(173,989)	0	(251,498)	0	96,634	0	96,634
Partnership MD and 2020 Programme Costs	(360,549)	36,962	0	(323,587)	0	1,680	358,869	360,549
Revenues and Housing Support Services	(33,462)	(105,515)	0	(138,977)	0	33,462	0	33,462
<u>Strategic Directors</u>								
Democratic Services	(8,013)	(66,510)	0	(74,523)	0	8,013	0	8,013
Environmental Services	27,752	(37,083)	0	(9,331)	0	511,242	0	511,242
Leisure and Communities Services	(737,253)	(63,543)	0	(800,796)	0	897,561	0	897,561
Planning and Strategic Housing Services	(34,153)	(337,572)	0	(371,725)	0	51,534	0	51,534
Other Retained Services	(18,312)	1,420,982	108,179	1,510,849	0	(1,717,795)	618,827	(1,098,968)
Corporate Resources	0	0	0	0	0	0	0	0
<b>Cost of Services</b>	<b>(1,319,116)</b>	<b>(99,000)</b>	<b>108,179</b>	<b>(1,309,937)</b>	<b>0</b>	<b>(40,052)</b>	<b>977,696</b>	<b>937,644</b>
Other Income and Expenditure	722,980	(1,073,000)	(1,776,491)	(2,126,511)	0	40,052	(977,696)	(937,644)
<b>(Surplus) / Deficit on Provision of Services</b>	<b>(596,136)</b>	<b>(1,172,000)</b>	<b>(1,668,312)</b>	<b>(3,436,448)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



## NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

	2016 / 2017							
	Adjustments between funding and accounting basis (see MiRS Note C1)				Adjustments between amounts chargeable to the General Fund and Management Reporting			
	Capital Adjs £	Pension Adjs £	Other Adjs £	Total adjs between funding and accounting £	Support Services £	Depreciation £	Other Segment Adjs. £	Total Management Reporting Adjustments £
<u>Joint Committee</u>								
Environmental and Regulatory Services	(61,495)	(139,961)	0	(201,456)	529,505	61,495	0	591,000
GO Shared Services	(33,571)	(2,162)	0	(35,733)	(817,080)	33,571	42,270	(741,239)
ICT, Change and Customer Services	(42,645)	(97,905)	0	(140,550)	(1,276,152)	42,645	0	(1,233,507)
Land, Legal and Property Services	(119,475)	(21,275)	0	(140,750)	(855,252)	119,475	0	(735,777)
Partnership MD and 2020 Programme Costs	(2,846)	0	0	(2,846)	(88,488)	2,846	0	(85,642)
Revenues and Housing Support Services	(47,213)	(120,788)	0	(168,001)	566,845	47,213	0	614,058
<u>Strategic Directors</u>								
Democratic Services	(13,216)	(61,259)	0	(74,475)	177,133	13,216	0	190,349
Environmental Services	(950,446)	(37,488)	0	(987,934)	448,461	582,100	(413,414)	617,147
Leisure and Communities Services	(974,188)	(52,304)	0	(1,026,492)	73,434	903,482	0	976,916
Planning and Strategic Housing Services	(81,393)	(367,443)	0	(448,836)	913,180	81,393	0	994,573
Other Retained Services	(6,109)	1,686,585	0	1,680,476	328,414	21,202	3,178,600	3,528,216
Corporate Resources	0	0	0	0	0	(1,908,638)	250,000	(1,658,638)
<b>Cost of Services</b>	<b>(2,332,597)</b>	<b>786,000</b>	<b>0</b>	<b>(1,546,597)</b>	<b>0</b>	<b>0</b>	<b>3,057,456</b>	<b>3,057,456</b>
Other Income and Expenditure	(26,452)	(1,236,000)	1,180,315	(82,137)	0	0	(3,057,456)	(3,057,456)
<b>(Surplus) / Deficit on Provision of Services</b>	<b>(2,359,049)</b>	<b>(450,000)</b>	<b>1,180,315</b>	<b>(1,628,734)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

### Capital Adjustments

This column adjusts for depreciation and impairment, revaluations gains and losses in service lines and for transfers of income / net value of assets written off on disposals in Other Operating Income and Expenditure. Taxation and Non Specific Grant Income is credited with capital grants receivable in the year without conditions or for which conditions were satisfied in the year.

### Pension Adjustments

This column removes the impact of IAS19 Employee Benefits. For services, this is the removal of current or past service costs and replaces them with the actual employer pension contributions payable. In Financing and Investment Income and Expenditure, the net interest on the net defined benefit liability is removed.

### Other Adjustments

This adjustment represents the difference between the amounts chargeable under statutory regulations for Council Tax and Non Domestic Rates and the income recognised under generally accepted accounting practices in the Code. This is a timing difference as any difference will be brought forward in future Surpluses or Deficits on the Collection Fund.

### Support Services

In 2017/18 the decision was taken not to allocate overhead and support services costs within the amounts reported to Management; therefore there is no adjustment required between the management accounts and the figures presented in the Comprehensive Income and Expenditure Statement.

## B2. Expenditure and Income Analysed by Nature

	2016/17 £	2017/18 £
<b>Expenditure</b>		
Employee benefits expenses	10,925,216	8,000,800
Publica Contract Charge	0	3,710,588
Housing Benefit & other transfer payments	19,468,443	19,094,040
Other service expenses	13,379,827	13,205,780
Depreciation, amortisation and impairment	1,908,638	304,688
Interest payments and similar expense	1,236,567	1,073,751
Precepts and Levies	2,606,655	2,778,973
Other expenditure	2,201,525	1,397,354
<b>Total Expenditure</b>	<b>51,726,871</b>	<b>49,565,974</b>
<b>Income</b>		
Fees, charges & other service income	(11,855,040)	(11,654,324)
Housing Benefit Subsidy	(19,091,182)	(18,132,876)
Other Government Grants	(7,407,427)	(6,842,458)
Income from Council Tax	(7,467,440)	(8,029,320)
Income from Non Domestic Rates	(1,929,319)	(1,341,311)
Non Government Grants & Contributions	(2,337,778)	(2,163,302)
Investment interest and similar income	(264,106)	(259,019)
Other income	(413,414)	(455,051)
<b>Total Income</b>	<b>(50,765,706)</b>	<b>(48,877,661)</b>
<b>(Surplus) / Deficit on Provision of Services</b>	<b>961,165</b>	<b>688,313</b>



## NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

### B3. Other Operating Income & Expenditure

	2016/17 £	2017/18 £
(Gains) / losses on disposal of non current assets	0	(43,750)
Unattached capital receipts	(413,414)	(371,278)
Town and Parish Council support grant	96,680	47,443
Town and Parish Council precepts	2,509,975	2,731,530
	<b>2,193,241</b>	<b>2,363,945</b>

### B4. Financing and Investment Income and Expenditure

	2016/17 £	2017/18 £
Interest payable and similar charges	567	751
Loss on disposal of investments	120,647	0
Interest receivable and similar income	(264,106)	(259,019)
Movement in the fair value of investment property	260,670	(40,025)
Net investment property (income) / expenditure	(421,359)	(552,450)
Net interest on the net defined benefit pension liability	1,236,000	1,073,000
	<b>932,419</b>	<b>222,257</b>

### B5. Taxation and Non Specific Grant Income

	2016/17 £	2017/18 £
National Non Domestic Rates		
- Redistribution	(2,075,021)	(3,453,484)
- Safety Net Levy	235,792	297,926
- (Surplus) / Deficit	(90,090)	1,607,207
	(1,929,319)	(1,548,351)
Council Tax income	(7,467,440)	(7,822,280)
Revenue Support Grant	(856,355)	(386,362)
Other non-ringfenced government grants	(5,538,345)	(5,374,721)
	<b>(15,791,459)</b>	<b>(15,131,714)</b>

## NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

### B6. Members' Allowances

	2016/17 £	2017/18 £
Basic and Special Responsibility Allowances	213,064	209,829
Expenses	12,679	12,098
	<b>225,743</b>	<b>221,927</b>

### B7. External Audit Costs

The Council's appointed auditor is Grant Thornton LLP; the Authority has incurred the following costs in relation to the audit of the Statement of Accounts, certification of grant claims and statutory inspections.

	2016/17 £	2017/18 £
External audit services carried out by the appointed auditor	44,879	44,879
Certification of grant claims and returns	4,403	4,950
	<b>49,282</b>	<b>49,829</b>

In addition to the statutory audit fees listed above, GO Shared Services subscribed to Grant Thornton LLP "CFO Insights" platform – an online tool containing financial, socio-economic and outcomes data from local authorities across the Country. The tool is used to provide insight to drive and evidence to support, financial decision making using benchmarking, segmentation and comparison. The cost of this service was £15,000 for the four Councils (Cheltenham Borough Council, Cotswold District Council, Forest of Dean District Council and West Oxfordshire District Council). This Council's share of the cost is £3,750.



## NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

### B8. Officer Remuneration

#### Senior Officer Remuneration

The Council's senior employees are those with statutory responsibility:

Post	2017/2018		Total remuneration excl. pension contributions £	Pension Contributions £	Total Remuneration £
	Salary, allowances & other benefits £	Compensation for loss of office £			
Strategic Director - Resources <sup>1</sup>	63,583	0	63,583	8,865	72,448
Strategic Director <sup>2</sup>	56,517	0	56,517	9,382	65,899
Chief Finance Officer [Group Manager, GO Shared Services] <sup>3</sup>	75,750	0	75,750	12,575	88,325
Monitoring Officer [Group Manager, Land, Legal & Property] <sup>4</sup>	78,356	0	78,356	11,697	90,053
Head of Paid Service <sup>5</sup>	25,701	0	25,701	4,266	29,967
	<b>299,907</b>	<b>0</b>	<b>299,907</b>	<b>46,785</b>	<b>346,692</b>

Post	2016/2017		Total remuneration excl. pension contributions £	Pension Contributions £	Total Remuneration £
	Salary, allowances & other benefits £	Compensation for loss of office £			
Strategic Director - Resources (Head of Paid Service)	101,277	0	101,277	13,712	114,989
Strategic Director	94,726	0	94,726	11,590	106,316
Chief Finance Officer [Group Manager, GO Shared Services]	75,000	0	75,000	9,806	84,806
Monitoring Officer [Group Manager, Land, Legal & Property]	78,096	0	78,096	9,115	87,211
	<b>349,099</b>	<b>0</b>	<b>349,099</b>	<b>44,223</b>	<b>393,322</b>

## NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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<sup>1</sup> Between 1st April and 31st October 2017, this officer was employed by West Oxfordshire District Council and seconded to Cotswold District Council for a proportion of their time as Head of Paid Service. From 1st November, this post was removed; the employee was TUPE transferred to Publica Group (Support) Limited. The figures shown above represent the full salary, allowances and pension costs incurred by West Oxfordshire District Council as the employing authority for the 7 months 1st April to 31st October 2017.

<sup>2</sup> Between 1st April and 31st October 2017, this officer was employed by Cotswold District Council and seconded to West Oxfordshire District Council for a proportion of their time. From 1st November, this post was removed and no longer forms part of the Council's senior management structure; the employee TUPE transferred to Publica Group (Support) Limited. The figures shown above represent the full salary, allowances and pension costs incurred by Cotswold District Council as the employing authority for the 7 months 1st April to 31st October 2017.

<sup>3</sup> Between 1st April and 31st October 2017, this officer was employed by Cotswold District Council as Group Manager, GO Shared Services; 50% of this role fulfilled the statutory s151 responsibility with the remaining 50% combined with all other costs of GO Shared Services and shared with partner authorities. From 1st November 2017, the post of Group Manager, GO Shared Services was transferred to Publica Group (Support) Limited, however, the officer continued to be employed by Cotswold District Council. The figures shown above represent the full salary, allowances and pensions costs incurred by Cotswold District Council as the employing authority for the whole year. With effect from 1st April 2018, the officer will no longer undertake the role of Group Manager, GO Shared Services.

<sup>4</sup> This officer was employed by Cotswold District Council as Group Manager, Land, Legal & Property Services; this role fulfils the statutory responsibility as Monitoring Officer for Cotswold District Council along with management responsibility for Land, Legal & Property Services at Cotswold, Forest of Dean and West Oxfordshire District Councils. However, the officer continued to be employed by Cotswold District Council. The figures shown above represent the full salary, allowances and pensions costs incurred by Cotswold District Council as the employing authority for the whole year.

<sup>5</sup> Between 1st April and 31st October 2017 the statutory role of Head of Paid Service was undertaken by the Strategic Director (Resources); on the removal of this post from the Council's senior management structure and the previous incumbents TUPE transfer to Publica Group (Support) Limited, a new officer was appointed as the Statutory Head of Paid Service. The figures shown above represent the salary, allowances and pension costs incurred by the Council between 1st November 2017 and 31st March 2018. The annual equivalent cost for the year was £71,921.



## NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

### Other Officer Remuneration

The number of employees whose remuneration (excluding employers' contributions in respect of National Insurance Contributions and Superannuation Contributions) exceeded £50,000 during the year is listed in the table below. This table includes all officers (including Senior Officers) employed by the Council but excludes those Senior Officers employed by West Oxfordshire District Council.

	2016/17	2017/18
	No. of Officers	
£50,000 to £54,999	3	0
£55,000 to £59,999	2	2
£60,000 to £64,999	3	1
£65,000 to £69,999	2	0
£70,000 to £74,999	1	1
£75,000 to £79,999	1	1
£80,000 to £84,999	1	0
£85,000 to £89,999	0	0
£90,000 to £94,999	1	0
£95,000 to £99,000	0	0
£100,000 to £104,999	1	0

The number of employees receiving salaries in excess of £50,000 has decreased between years due to the majority of the Council's staff TUPE-transferring to Publica Group (Support) Limited on 1<sup>st</sup> November 2017.

## NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

### B9. Grant Income

The following significant grants and contributions were credited to the Comprehensive Income and Expenditure Statement during the year.

	2016/17 £	2017/18 £
<u>Revenue grants credited to Cost of Services</u>		
Housing Benefit Subsidy	19,091,182	18,132,876
Housing Benefit Administration Subsidy	299,014	274,723
	<b>19,390,196</b>	<b>18,407,599</b>
<u>Revenue grants credited to Taxation and Non Specific Grant Income</u>		
Revenue Support Grant	856,355	386,362
New Homes Bonus	3,254,640	3,160,093
Section 31 NNDR Compensation	699,438	1,728,545
Rural Services Delivery Grant	598,715	483,434
DCLG Community Led Housing Grant	882,272	0
DCLG New Burdens	42,524	0
Other revenue grants	60,756	2,649
	<b>6,394,700</b>	<b>5,761,083</b>
<u>Capital grants credited to Cost of Services in the Comprehensive Income and Expenditure Statement</u>		
Better Care Fund (Disabled Facilities Grants)	675,743	565,942
Environment Agency/Gloucestershire County Council capital grants and contributions [re. Flooding and land drainage schemes]	291,310	150,732
S.106 Receipts	102,564	744,545
Other capital grants	0	43,050
	<b>1,069,617</b>	<b>1,504,269</b>

The Authority has received a number of grants and contributions and donations that have yet to be recognised as income, as they have conditions attached to them that will require the grant to be returned, should the conditions not be fulfilled. The balances at 31<sup>st</sup> March are as follows:

	2016/17 £	2017/18 £
Environment Agency Grant [for specific Land drainage works]	(48,425)	(48,425)
Flood Defence Grants	(84,512)	(43,780)
SHI Loans	(47,680)	(47,680)
Better Care Fund (Disabled Facilities Grants)	(43,294)	(177,352)
Other Grants Receipts in Advance	(3,059)	(3,059)
	<b>(226,970)</b>	<b>(320,296)</b>



## NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

### B10. Termination Benefits

#### Redundancy and Compensation

An amount of £50,488 (2016/17 – £28,469) has been reflected within the Comprehensive Income and Expenditure Statement in respect of severance payments during the year. All payments are within the limits permitted by statute and the superannuation and compensation regulations, applicable at the time of the payment.

#### Pension Strain

A sum of £40,176 (2016/17 – £22,309) was charged to services in the Comprehensive Income and Expenditure Statement in respect of pension strain costs. Any additional contributions (strain contributions and augmentation contributions) that are due to be paid in the year by the Council, under any agreement with the pension fund, are recognised immediately as an expense.

The total amount charged and accrued for in the Comprehensive Income & Expenditure Statement is as follows:

	2016/17		2017/18	
	No. of packages	£	No. of packages	£
Severance Payments		28,469		50,488
Pension Strain Costs		22,309		40,176
	<b>4</b>	<b>50,778</b>	<b>8</b>	<b>90,664</b>

#### Exit Packages

The total cost of £90,664 (2016/17 – £50,778) shown above reflects the value of the exit packages which have been agreed, accrued and provided for and charged to the Council's Comprehensive Income and Expenditure Statement for the current year.

The total number and value of the exit packages, grouped into bands of £20,000 up to £100,000 and bands of £50,000 thereafter, are as follows:

	2016/17		2017/18	
	No. of packages	£	No. of packages	£
£0 – £20,000	3	28,469	6	42,288
£20,001 – £40,000	1	22,309	2	48,376
	<b>4</b>	<b>50,778</b>	<b>8</b>	<b>90,664</b>



## NOTES TO THE MOVEMENT IN RESERVES STATEMENT

### C1. Adjustments Between Accounting Basis and Funding Basis Under Regulations

	2017/2018			
	General Fund - Unallocated	General Fund - Earmarked	Capital Receipts Reserve	Capital Grants Unapplied
	£	£	£	£
<b>Capital Adjustments</b>				
<u>Reversal of entries included in the CI&amp;ES relating to Capital Expenditure</u>				
Charges for depreciation, amortisation and impairment	(304,688)			
Revaluation losses on Property, Plant and Equipment	(174,899)			
Movements in the fair value of Investment Properties	40,025			
Capital Grants and Contributions applied	759,724	234,078		
Revenue Expenditure funded from Capital Under Statute	(1,222,457)			
Flexible use of Capital Receipts under Direction	(358,869)			
Non current assets written off on disposal or sale	(246,742)			
<u>Adjustments between Capital &amp; Revenue Resources</u>				
Transfer of cash sale proceeds from disposal of non current assets	290,492		(62,558)	
Capital expenditure charged against General Fund Balance	250,000			
Unattached Capital Receipts	371,278		(371,278)	
<u>Adjustments to Capital Resources</u>				
Use of capital receipts reserve to finance new capital expenditure			1,084,198	
Transfer from Deferred Capital Receipts on receipt of cash			(377,380)	
Write down of long term debtor on receipt of loan principal			0	
<b>Pension Adjustments</b>				
Pension costs transferred to / (from) the Pensions Reserve	(1,172,000)			
<b>Other Adjustments</b>				
Council Tax and NDR transfers to / (from) the Collection Fund Adjustment Account	(1,776,491)			
Transfers (to) / from the Accumulated Absences Adjustment Account	108,179			
	<b>(3,436,448)</b>	<b>234,078</b>	<b>272,982</b>	<b>0</b>



## NOTES TO THE MOVEMENT IN RESERVES STATEMENT

	2016/2017			
	General Fund - Unallocated	General Fund - Earmarked	Capital Receipts Reserve	Capital Grants Unapplied
	£	£	£	£
<b>Capital Adjustments</b>				
<u>Reversal of entries included in the CI&amp;ES relating to Capital Expenditure</u>				
Charges for depreciation, amortisation and impairment	(1,908,638)			
Revaluation losses on Property, Plant and Equipment	(660,386)			
Movements in the fair value of Investment Properties	(260,670)			
Capital Grants and Contributions applied	967,053	165,388		
Revenue Expenditure funded from Capital Under Statute	(1,159,822)			
Flexible use of Capital Receipts under Direction	0			
Non current assets written off on disposal or sale	(956,481)			
<u>Adjustments between Capital &amp; Revenue Resources</u>				
Transfer of cash sale proceeds from disposal of non current assets	956,481			
Capital expenditure charged against General Fund Balance	250,000			
Unattached Capital Receipts	413,414		(413,414)	
<u>Adjustments to Capital Resources</u>				
Use of capital receipts reserve to finance new capital expenditure			1,421,218	
Transfer from Deferred Capital Receipts on receipt of cash			(2,146,682)	
Write down of long term debtor on receipt of loan principal			(15,001)	
<b>Pension Adjustments</b>				
Pension costs transferred to / (from) the Pensions Reserve	(450,000)			
<b>Other Adjustments</b>				
Council Tax and NDR transfers to / (from) the Collection Fund Adjustment Account	1,180,315			
Transfers (to) / from the Accumulated Absences Adjustment Account	0			
	<b>(1,628,734)</b>	<b>165,388</b>	<b>(1,153,879)</b>	<b>0</b>

## NOTES TO THE MOVEMENT IN RESERVES STATEMENT

### C2. Usable Reserves

#### Earmarked Reserves

The Council's General Fund comprises an unallocated element, used to meet day-to-day spending and 'Earmarked Reserves' – amounts set aside to provide financing for future specific expenditure or projects.

Movements in 'Earmarked Reserves' during the year are shown below:

	Balance 1 April 2017 £	Transfers Out £	Transfers in £	Balance 31 March 2018 £
Council Priorities Fund	(2,093,651)	879,487	(2,060,830)	<b>(3,274,994)</b>
Community-Led Housing	(882,272)	0	0	<b>(882,272)</b>
Business Rates Smoothing reserve	(395,000)	0	(700,000)	<b>(1,095,000)</b>
Other earmarked reserves	(2,113,866)	791,560	(972,344)	<b>(2,294,650)</b>
	<b>(5,484,789)</b>	<b>1,671,047</b>	<b>(3,733,174)</b>	<b>(7,546,916)</b>

### C3. Unusable Reserves

#### Summary of Unusable Reserves

	2016/17 £	2017/18 £
Revaluation Reserve	(33,094,218)	(29,443,166)
Capital Adjustment Account	(31,611,775)	(32,379,866)
Pension Reserve	41,249,000	39,189,000
Deferred Capital Receipts Reserve	(2,383,207)	(2,233,760)
Collection Fund Adjustment Account	(415,102)	1,361,389
Accumulated Absences Account	108,179	0
Available for Sale Financial Instruments Reserve	(52,515)	(69,001)
	<b>(26,199,638)</b>	<b>(23,575,404)</b>

## NOTES TO THE MOVEMENT IN RESERVES STATEMENT

### Revaluation Reserve

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

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

The reserve contains only revaluation gains accumulated since 1<sup>st</sup> 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.

	2016/17 £	2017/18 £
Opening Balance - 1 April	(33,181,991)	(33,094,218)
Upward revaluation of assets	(1,819,743)	(2,117,107)
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	708,855	5,060,438
<i>Surplus / deficit on revaluation of non current assets not posted to the Surplus/Deficit on the Provision of Services</i>	<i>(1,110,888)</i>	<i>2,943,331</i>
Difference between fair value and historic cost depreciation	691,912	707,721
Accumulated balances written out on disposal	490,599	0
Other amounts written off to the Capital Adjustment Account	16,150	0
<i>Amount written off to the Capital Adjustment Account</i>	<i>1,198,661</i>	<i>707,721</i>
<b>Closing Balance - 31 March</b>	<b>(33,094,218)</b>	<b>(29,443,166)</b>



## NOTES TO THE MOVEMENT IN RESERVES STATEMENT

### 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. The Account is credited with the amounts set aside by the authority as finance for the costs of acquisition, construction and enhancement.

The Account contains accumulated gains and losses on Investment Properties. The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1<sup>st</sup> April 2007 [the date at which the Revaluation Reserve was created to hold such gains].

	2016/17 £	2017/18 £
Opening Balance - 1 April	(32,555,452)	(31,611,775)
<u>Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement</u>		
Charges for depreciation of non current assets	1,908,638	304,688
Revaluation losses on Property, Plant and Equipment	660,386	174,899
Revenue expenditure funded from capital under statute	1,159,822	1,222,457
Flexible use of capital receipts under direction	0	358,869
Amounts of non-current assets written off on disposal or sale	956,481	246,742
	<u>4,685,327</u>	<u>2,307,655</u>
<u>Adjusting amounts written out of the Revaluation Reserve</u>		
Amounts written out on disposal or sale of non current assets	(490,599)	0
Historical cost depreciation adjustment	(691,912)	(707,721)
Other amounts written out of the Revaluation Reserve	(16,150)	0
	<u>(1,198,661)</u>	<u>(707,721)</u>
<b>Net written out amount of the cost of non current assets consumed in</b>	<b>3,486,666</b>	<b>1,599,934</b>
<u>Capital financing applied in year</u>		
Use of the Capital Receipts Reserve to finance new capital expenditure	(1,421,218)	(1,084,198)
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(967,053)	(759,724)
Use of General Fund Earmarked Reserves applied to capital financing	(165,388)	(234,078)
Capital expenditure charged against the General Fund Balance	(250,000)	(250,000)
	<u>(2,803,659)</u>	<u>(2,328,000)</u>
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	260,670	(40,025)
<b>Closing Balance - 31 March</b>	<b><u>(31,611,775)</u></b>	<b><u>(32,379,866)</u></b>

## NOTES TO THE MOVEMENT IN RESERVES STATEMENT

### Pension Reserve

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

Statutory arrangements require benefits earned to be financed as the Authority makes employer's contributions to pension funds or pays any pensions for which it is directly responsible. The negative balance on the Pensions Reserve represents a shortfall in the benefits earned by past and current employees and the resources the Authority has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

	2016/17 £	2017/18 £
Opening Balance - 1 April	35,704,000	41,249,000
Return on plan assets	(6,677,000)	(1,213,000)
Remeasurement of the net defined benefit liability	11,772,000	(2,019,000)
Reversal of items debited or credited to the Surplus or Deficit on Provision of Services in the Comprehensive Income and Expenditure Statement	3,080,000	4,148,000
Employers' pension contributions	(2,630,000)	(2,976,000)
<b>Closing Balance - 31 March</b>	<b>41,249,000</b>	<b>39,189,000</b>

### Deferred Capital Receipts Reserve

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

	2016/17 £	2017/18 £
Mortgages on sales of Council Houses	(31,500)	(31,500)
Loans Issued - CHYP	(80,008)	(80,008)
Principal amounts on finance leases	(1,958,108)	(1,822,990)
Other deferred receipts	(313,591)	(299,262)
	<b>(2,383,207)</b>	<b>(2,233,760)</b>



## NOTES TO THE MOVEMENT IN RESERVES STATEMENT

### Collection Fund Adjustment Account

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

	Balance 1 April 2017 £	Transfers in £	Balance 31 March 2018 £
Amounts by which income credited to the Comprehensive Income and Expenditure Statement is different from income calculated for the year in accordance with statutory requirements:			
Council Tax	122,280	(62,323)	59,957
NNDR	(549,044)	1,814,247	1,265,203
NNDR - Renewal Energy Scheme	11,662	24,567	36,229
	<b>(415,102)</b>	<b>1,776,491</b>	<b>1,361,389</b>

### Accumulated Absences Adjustment 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 [the cost of the annual leave entitlement still owed by the Council to its employees at 31st March].

On 1<sup>st</sup> November 2017 substantially all of the Council's employees were TUPE transferred to Publica Group (Support) Limited. There are only 17 retained employees whose annual leave entitlement at the end of the year was immaterial. The total balance on the Accumulated Absences Adjustment Account has therefore been written back to the Movement in Reserves Statement.

	2016/17 £	2017/18 £
Opening Balance - 1 April	108,179	108,179
Movement in year	0	(108,179)
<b>Closing Balance - 31 March</b>	<b>108,179</b>	<b>0</b>



## NOTES TO THE MOVEMENT IN RESERVES STATEMENT

### Available-for-Sale Financial Instruments Reserve

The available for sale financial instruments reserve contains the gains made by the Council arising from changes in the value of its investments that have quoted marked prices or otherwise do not have fixed or determined payments. The balance is reduced when investments with accumulated gains are either revalued downwards and the gains are lost, or the investments are disposed of and the gains are realised.

	2016/17 £	2017/18 £
Opening Balance - 1 April	(46,730)	(52,515)
Movement in year	(5,785)	(16,486)
<b>Closing Balance - 31 March</b>	<b>(52,515)</b>	<b>(69,001)</b>

## NOTES TO THE BALANCE SHEET

### D1. Property, Plant and Equipment

Movements in 2017/18	Land & Buildings £	Vehicles, Plant & Equipment £	Community Assets £	Surplus Assets £	Assets Under Construction £	TOTAL P,P&E £
<b>Asset Cost or Valuation</b>						
Asset values at 1 April 2017	51,626,387	1,835,994	11,380	6,841,405	0	<b>60,315,166</b>
Additions	132,647	523,808	0	0	48,096	704,551
Revaluation increases / (decreases)	(2,571,876)	0	0	(546,354)	0	(3,118,230)
Derecognition - disposals	0	(479,817)	0	0	0	(479,817)
Transfers and reclassifications	0	0	0	0	0	0
Other Movements	0	0	0	0	0	0
<b>Asset values at 31 March 2018</b>	<b>49,187,158</b>	<b>1,879,985</b>	<b>11,380</b>	<b>6,295,051</b>	<b>48,096</b>	<b>57,421,670</b>
<b>Depreciation</b>						
Accumulated depreciation at 1 April 2017	(982,019)	(1,051,611)	0	(13,636)	0	<b>(2,047,266)</b>
Depreciation charge for the year	(1,286,923)	(310,728)	0	(37,907)	0	(1,635,558)
Depreciation written out on revaluation	1,364,777	0	0	51,543	0	1,416,320
Derecognition - disposals	0	233,076	0	0	0	233,076
Other movements	0	0	0	0	0	0
<b>Accumulated depreciation at 31 March 2018</b>	<b>(904,165)</b>	<b>(1,129,263)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(2,033,428)</b>
<b>Net Book Value of Assets</b>						
1st April 2017	50,644,368	784,383	11,380	6,827,769	0	58,267,900
31st March 2018	<b>48,282,993</b>	<b>750,722</b>	<b>11,380</b>	<b>6,295,051</b>	<b>48,096</b>	<b>55,388,242</b>

## NOTES TO THE BALANCE SHEET

Movements in 2016/17	Land & Buildings £	Vehicles, Plant & Equipment £	Community Assets £	Surplus Assets £	Assets Under Construction £	TOTAL P,P&E £
<b><u>Asset Cost or Valuation</u></b>						
Asset values at 1 April 2016	52,070,493	2,362,657	11,380	4,925,850	0	<b>59,370,380</b>
Additions	518,962	1,064,453	0	0	0	1,583,415
Revaluation increases / (decreases)	(1,154,228)	0	0	727,155	0	(427,073)
Derecognition - disposals	0	(1,381,616)	0	0	0	(1,381,616)
Transfers and reclassifications	209,500	(209,500)	0	1,188,400	0	1,188,400
Other movements	(18,340)	0	0	0	0	(18,340)
<b>Asset values at 31 March 2017</b>	<b>51,626,387</b>	<b>1,835,994</b>	<b>11,380</b>	<b>6,841,405</b>	<b>0</b>	<b>60,315,166</b>
<b><u>Depreciation</u></b>						
Accumulated depreciation at 1 April 2016	(569,399)	(1,090,859)	0	0	0	<b>(1,660,258)</b>
Depreciation charge for the year	(1,298,059)	(396,362)	0	(13,636)	0	(1,708,057)
Depreciation written out on revaluation	877,574	0	0	0	0	877,574
Derecognition - disposals	0	425,135	0	0	0	425,135
Other movements	7,865	10,475	0	0	0	18,340
<b>Accumulated depreciation at 31 March 2017</b>	<b>(982,019)</b>	<b>(1,051,611)</b>	<b>0</b>	<b>(13,636)</b>	<b>0</b>	<b>(2,047,266)</b>
<b><u>Net Book Value of Assets</u></b>						
1st April 2016	51,501,094	1,271,798	11,380	4,925,850	0	57,710,122
31st March 2017	<b>50,644,368</b>	<b>784,383</b>	<b>11,380</b>	<b>6,827,769</b>	<b>0</b>	<b>58,267,900</b>



## NOTES TO THE BALANCE SHEET

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### Asset valuation, amortisation and depreciation

Service areas are charged depreciation to represent the real cost of holding and using non-current assets. The value of an asset (less any residual value) will be written-down on a straight-line basis over the useful economic life of the asset. The following useful lives have been used in the calculation of depreciation and amortisation:

- Operational buildings: 40 years; less any residual land value  
\*except Car Parks depreciable value - depreciated over 20-years.
- Non-operation buildings (surplus assets): 40 years; less any residual land value.
- Freehold land is not depreciated.
- Surplus assets will have lives based upon the type of asset – eg. Buildings 30 to 60 years, land indefinite lifespans. Useful economic lives will be agreed with the valuer.
- Vehicles, plant, furniture and equipment: 4 years
- Intangible ICT licences/software: 4 years

\* The 40-year life applied to Operational Buildings excludes the car park asset class. Land values for car parks are not depreciated. The remaining value of equipment and parking surface is depreciated over a 20-year period, rather than the 40-year period for other operational assets. This better represents the expected life of a car park.

The gross costs of an asset is treated as the asset purchase price (or cost of construction) until the asset is formally revalued.

### Capital Commitments

The Council has committed to a capital redesign and refurbishment programme at the Corinium Museum. The total costs of the programme is estimated at £1,315,770 of which £48,096 has been spent in year. The programme is 51.4% funded from the Heritage Lottery Fund.

### Effects of changes in estimates

The Council has not made any changes in its accounting estimates in either the life or depreciation methods of assets during the year.

### Revaluations

Assets are valued as part of a rolling programme of revaluations. All assets are valued at least every 5-years with annual valuations for all assets classified as investment properties or those assets that are deemed to have materially changed in value.

As part of his work the valuer was given full access to the Council's assets, property records and previous valuation data.

In estimating asset values it has been assumed that:

- The capacity of utility services [electricity, gas, water, mains drainage] are adequate for the future use of the properties
- All assets have planning consent for their existing uses
- Tenancies are not subject to any unusual or onerous restrictions
- No contamination exists in relation to property assets [land and buildings] sufficient enough to affect value.

With the introduction and application of IFRS13 in 2015/16, the Council's surplus assets have been reviewed and measured at fair value based upon 'highest and best use'. The surplus assets that the Council owns represent primarily or land & building assets. Within the fair-value hierarchy, the Council's Surplus Assets are deemed as 'level 2' category.

Assets valuations were undertaken by Mr. D. Thurlow (Hons) MRICS, of West Oxfordshire District Council.

## NOTES TO THE BALANCE SHEET

The Code requires that assets are formally revalued at least every 5-years. The Council does this on a rolling programme to ensure all assets are remain materially correct, with assets often revalued more frequently where there is evidence that values have changed. The table below summarises the valuations undertaken, by year:

	Other Land and Buildings	Vehicles, plant & equipment	Community assets	Surplus assets	Assets under construction	TOTAL
Carried at [depreciated] historical cost	-	750,722	11,380	-	48,097	810,198
Valued at current value as at 31st March:						
2015/16	6,325,932	0	0	833,105	0	7,159,037
2016/17	22,954,974	0	0	2,258,200	0	25,213,174
2017/18	19,002,087	0	0	3,203,746	0	22,205,833
<b>Total cost or valuation</b>	<b>48,282,993</b>	<b>750,722</b>	<b>11,380</b>	<b>6,295,051</b>	<b>48,097</b>	<b>55,388,242</b>

### D2. Investment Properties

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

	2016/17 £	2017/18 £
Rental income	(590,475)	(660,582)
Direct operating expenses	169,116	108,133
Net (gains) / losses from fair value adjustments	260,670	(40,025)
	<b>(160,689)</b>	<b>(592,474)</b>

There are no restrictions on the Authority's ability to realise the value inherent in its investment property or on the Authority'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 2017/18 Investment Property valuations were undertaken by Mr. D. Thurlow BSc (Hons) MRICS, an employee of Publica Group (Support) Limited, in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors (as outlined in Note D1 above).

Under the CIPFA Code the Council's Investment Properties are classified as 'level 2' within the fair-value hierarchy. The assets have been suitably valued, based upon current market conditions, sale prices for similar assets, or contractual income for the properties. These observable inputs have been used to classify the assets accordingly. There have been no movements between categories within the hierarchy during the year.



## NOTES TO THE BALANCE SHEET

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

	2016/17 £	2017/18 £
Opening Balance - 1 April	5,264,045	5,003,375
Net gains / (losses) from fair value adjustments	(260,670)	40,025
<b>Closing Balance - 31 March</b>	<b>5,003,375</b>	<b>5,043,400</b>

### D3. Intangible Assets

The Authority accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The intangible assets include purchased software only, as the Authority has no internally generated software.

All software is given a finite life, based on assessments of the period that the software is expected to be of use to the Authority. The useful lives assigned to all software assets used by the Authority are 4 years.

#### Movements in Intangible Assets

	2016/17 £	2017/18 £
<b><u>Asset Cost or Valuation</u></b>		
Asset values at 1 April	802,325	862,747
Additions	60,422	42,122
Derecognition	0	(520,939)
<b>Asset values at 31 March</b>	<b>862,747</b>	<b>383,930</b>
<b><u>Amortisation</u></b>		
Accumulated Amortisation at 1 April	(448,069)	(648,650)
Amortisation charge for the year	(200,581)	(85,451)
Derecognition	0	520,939
<b>Accumulated Amortisation at 31 March</b>	<b>(648,650)</b>	<b>(213,162)</b>
<b>Net carrying amount at 31 March</b>	<b>214,097</b>	<b>170,768</b>

Intangible assets represent the Authority's purchase of software and software licences. The Income and Expenditure Account is charged with the purchase cost of this software on a straight-line basis, over the life of the asset (4 years).

When software is fully amortised and deemed to be no longer providing benefit to the Authority the software cost and accumulated amortisation balances are derecognised and removed from the balance sheet.



## NOTES TO THE BALANCE SHEET

### D4. Long Term Debtors

	31 March 2017 £	31 March 2018 £
Starter Home Initiative	138,120	93,150
Council Mortgages & Housing Act Advances	31,500	31,500
Charities	87,551	87,551
Housing Improvement Loans	69,446	69,446
Housing Strategy Loans	11,692	11,692
Local Authority Mortgage Schemes	1,000,000	1,000,000
Employee Car Loans	23,762	68,973
Loan to 'Friends of the Cotswolds'	313,590	299,262
Finance Leases - principal outstanding	1,579,524	1,446,906
	<b>3,255,185</b>	<b>3,108,480</b>

### D5. Assets Held For Sale

Current Assets	2016/17 £	2017/18 £
Opening Balance - 1 April	1,188,400	0
Assets classified as/(transferred from) held for sale during the year: - Property, Plant & Equipment	(1,188,400)	0
<b>Closing Balance - 31 March</b>	<b>0</b>	<b>0</b>

### D6. Short Term Debtors

	2016/17 £	2017/18 £
Government Departments	293,774	2,443,600
Other Local Authorities	1,474,088	568,468
Collection Fund debtors (CDC Share)	458,611	413,160
Housing Benefit recovery	788,640	798,915
Sundry Debtors	1,513,800	2,678,933
Finance Leases - principal outstanding	378,584	376,084
Other Debtors	54,422	35,034
Bromford Housing Association RTB receipts	332,741	138,991
Prepayments	129,149	104,430
	<b>5,423,809</b>	<b>7,557,615</b>
Less bad debt provisions / impairment of receivables:		
Council Tax payers (CDC share)	(53,767)	(55,063)
Housing Benefit recovery	(788,640)	(798,915)
Sundry Debtors	(533,689)	(479,263)
	<b>4,047,713</b>	<b>6,224,374</b>

## NOTES TO THE BALANCE SHEET

### D7. Short Term Creditors

	2016/17 £	2017/18 £
Government Departments	(1,861,807)	(773,170)
Other Local Authorities	(1,028,582)	(2,249,017)
Collection Fund creditors (CDC Share)	(1,090,437)	(658,765)
Sundry Creditors	(1,120,405)	(1,178,587)
Receipts in advance:		
- Council Tax / NNDR payers (CDC share)	(171,591)	(58,344)
- Sundry Creditors	(684,599)	(696,792)
	(5,957,421)	(5,614,675)
S106 Balances	(1,430,405)	(1,895,749)
	<b>(7,387,826)</b>	<b>(7,510,424)</b>

### D8. Provisions

	Opening Provision 1 April £	New provisions in-year £	Use of provisions £	Provisions returned to revenue £	Closing Provision 31 March £
Property Searches Litigation	(14,299)	0	0	14,299	0
Business Rates (NDR) Appeals	(756,992)	(502,333)	216,231	0	(1,043,094)
	<b>(771,291)</b>	<b>(502,333)</b>	<b>216,231</b>	<b>14,299</b>	<b>(1,043,094)</b>

#### Property Searches Litigation

In 2013/14 the Council was named (along with all other English local authorities) in a litigation case regarding the charging of property searches. The Council has established a provision for its likely repayment of search fees. This case is now substantially completed. The remaining balance on the provision was returned to the revenue account in 2017/18 as all outstanding fees have been settled.

#### Business Rates (NDR) appeals

This provision is held in relation to outstanding appeals against property valuations lodged with the Valuation Office.

## NOTES TO THE BALANCE SHEET

### D9. Capital Expenditure and Financing

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

The net movement in the Capital Financing Requirement illustrates the change in the underlying need for the Council to borrow during the year to fund capital investment which has not been funded immediately from resources such as grants, capital receipts and direct funding from revenue.

	2016/17 £	2017/18 £
<b>Opening Capital Financing Requirement</b>	<b>0</b>	<b>0</b>
<b>Capital investment in the year</b>		
Property, Plant & Equipment	1,583,414	704,552
Intangible Assets	60,422	42,122
Assets Held for Sale	0	0
Revenue Expenditure Funded from Capital under Statute	1,159,822	1,580,826
	<u>2,803,658</u>	<u>2,327,500</u>
<b>Sources of finance</b>		
Capital Receipts	1,421,218	1,083,698
Better Care Funding/Disabled Facilities Grants	675,742	565,942
Other grants & external funding	291,310	193,782
Earmarked Reserves	165,388	234,078
Direct Revenue Contributions	250,000	250,000
	<u>2,803,658</u>	<u>2,327,500</u>
<b>Net increase / (decrease) in Capital Financing Requirement</b>	<b>0</b>	<b>0</b>
<b>Closing Capital Financing Requirement</b>	<b>0</b>	<b>0</b>



## ADDITIONAL DISCLOSURES – TECHNICAL NOTES

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### E1. Defined Benefit Pension Scheme

#### Participation in pension schemes

As part of the terms and conditions of employment of its officers and other employees, the authority offers retirement benefits. Although these benefits will not actually be payable until employees retire, the authority has a commitment to make the payments that needs to be disclosed at the time that employees earn their future entitlement.

Cotswold District Council is a member of the Gloucestershire County Council Pension Fund, for which Gloucestershire County Council is the administering authority. The scheme is a defined benefit statutory scheme that is administered in accordance with the Local Government Pension Scheme Regulations 1997 (as amended). It is contracted out of the State Second Pension.

#### Publica Group (Support) Limited

During 2017/18 the Council transferred the majority of its staff under TUPE legislation to Publica Group (Support) Limited, a wholly owned local authority company, limited by guarantee, operating with Mutual Trading Status to deliver services on behalf of the Council. The pension fund disclosure notes on the following pages include the staff transferred to Publica. All staff are pooled (counted as one scheme by the pension fund) as the Council continues to underwrite the pension liabilities on the whole scheme.

#### Transactions relating to retirement benefits

The Council recognises the cost of retirement benefits in the Cost of Services when they are earned by employees, rather than when the benefits are actually paid as pensions. However, the charge the Council makes to council tax is based upon the actual cash payable in the year, so the real cost of retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement (MiRS).

Contributions payable shown include amounts payable by Publica Group (Support) Limited as the underlying pension liability for these staff remains with the Council.

The following transactions have been charged to the Comprehensive Income & Expenditure account and General Fund Balance during the year:

## ADDITIONAL DISCLOSURES – TECHNICAL NOTES

	2016/17 £	2017/18 £
<b>Comprehensive Income &amp; Expenditure Statement</b>		
<i>Cost of Services:</i>		
Current Service Cost	1,844,000	2,930,000
Past Service Cost	0	145,000
<i>Financing and Investment Income &amp; Expenditure:</i>		
Net Interest Expense	1,236,000	1,073,000
<b>Net Charge to Surplus or Deficit on Provision of Services</b>	<b>3,080,000</b>	<b>4,148,000</b>
<i>Other post employment benefit charged to Comprehensive Income &amp; Expenditure Statement</i>		
Remeasurment of the net defined benefit liability comprising:		
Return on Plan Assets	(6,677,000)	(1,213,000)
Actuarial (gains) / losses arising on changes in financial assumptions	16,165,000	(2,020,000)
Actuarial (gains) / losses arising on changes in demographic assumptions	(271,000)	0
Experience (gains) / losses	(4,122,000)	1,000
	5,095,000	(3,232,000)
<b>Total post employment benefits charged to the Comprehensive Income &amp; Expenditure Statement</b>	<b>8,175,000</b>	<b>916,000</b>
<b>Movement in Reserves Statement</b>		
Reversal of net charges made to the Surplus or Deficit on Provision of Services for post employment benefits in accordance with the Code	<b>(3,080,000)</b>	<b>(4,148,000)</b>
<b>Actual amount charged against the General Fund Balance for pensions in the year</b>		
Employers' contributions payable to the scheme	<b>2,630,000</b>	<b>2,976,000</b>

## ADDITIONAL DISCLOSURES – TECHNICAL NOTES

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

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

	2016/17 £	2017/18 £
Present value of the defined benefit obligation - funded	(105,256,000)	(106,792,000)
Present value of unfunded obligations	(2,897,000)	(2,823,000)
Fair Value of Plan Assets	66,904,000	70,426,000
<b>Net liability arising from defined benefit obligation</b>	<b>(41,249,000)</b>	<b>(39,189,000)</b>

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

	2016/17 £	2017/18 £
Opening Fair Value of Scheme Assets	57,854,000	66,904,000
Interest Income	2,029,000	1,746,000
Remeasurement Gains / (Losses)	6,677,000	1,213,000
Employers' Contributions	2,497,000	2,849,000
Employee Contributions	503,000	496,000
Contributions in respect of unfunded benefits	133,000	127,000
Benefits Paid	(2,656,000)	(2,782,000)
Unfunded Benefits Paid	(133,000)	(127,000)
<b>Closing Balance 31 March</b>	<b>66,904,000</b>	<b>70,426,000</b>

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

	2016/17 £	2017/18 £
Opening Balance 1 April	(93,558,000)	(108,153,000)
Current Service Cost	(1,844,000)	(2,930,000)
Interest Cost	(3,265,000)	(2,819,000)
Contributions from Scheme Participants	(503,000)	(496,000)
Past Service Cost	0	(145,000)
Remeasurement Gains / (Losses)	(11,772,000)	2,019,000
Benefits Paid	2,656,000	2,782,000
Unfunded Benefits Paid	133,000	127,000
<b>Closing Balance 31 March</b>	<b>(108,153,000)</b>	<b>(109,615,000)</b>
	Funded	(105,256,000) (106,792,000)
	Unfunded	(2,897,000) (2,823,000)



## ADDITIONAL DISCLOSURES – TECHNICAL NOTES

### Composition Of Scheme Assets

	2016/2017				2017/2018			
	Quoted £000	Unquoted £000	Total £000	%	Quoted £000	Unquoted £000	Total £000	%
<b>Equity Securities</b>								
Consumer	3,245.5	0.0	3,245.5	5%	3,416.3	0.0	3,416.3	5%
Manufacturing	1,739.8	0.0	1,739.8	3%	1,831.4	0.0	1,831.4	3%
Energy and Utilities	1,272.9	0.0	1,272.9	2%	1,339.9	0.0	1,339.9	2%
Financial Institutions	2,688.8	0.0	2,688.8	4%	2,830.3	0.0	2,830.3	4%
Health and Care	1,075.7	0.0	1,075.7	2%	1,132.3	0.0	1,132.3	2%
Information Technology	166.1	0.0	166.1	0%	174.9	0.0	174.9	0%
Other	2,028.1	0.0	2,028.1	3%	2,134.8	0.0	2,134.8	3%
<b>Debt Securities</b>								
Corporate Bonds (investment grade)	3,138.7	0.0	3,138.7	5%	3,303.9	0.0	3,303.9	5%
Corporate Bonds (non investment grade)	241.4	0.0	241.4	0%	254.1	0.0	254.1	0%
UK Government	4,845.8	0.0	4,845.8	7%	5,101.1	0.0	5,101.1	7%
Other	735.6	0.0	735.6	1%	774.3	0.0	774.3	1%
<b>Private Equity</b>								
All	0.0	170.0	170.0	0%	0.0	179.0	179.0	0%
<b>Real Estate</b>								
UK Property	3,260.2	1,045.9	4,306.1	6%	3,431.9	1,100.9	4,532.8	6%
Overseas Property	0.0	363.0	363.0	1%	0.0	382.1	382.1	1%
<b>Investment Funds and Unit Trusts</b>								
Equities	2,657.2	30,202.7	32,859.9	49%	2,797.1	31,792.6	34,589.7	49%
Bonds	4,045.7	375.4	4,421.1	7%	4,258.6	395.2	4,653.8	7%
Other	0.0	2,587.8	2,587.8	4%	0.0	2,724.0	2,724.0	4%
<b>Derivatives</b>								
Foreign Exchange	37.5	0.0	0.0	0%	39.5	0.0	39.5	0%
Other	13.9	0.0	13.9	0%	14.6	0.0	14.6	0%
<b>Cash and Cash Equivalents</b>								
All	966.3	0.0	966.3	1%	1,017.2	0.0	1,017.2	1%
	<b>32,159.2</b>	<b>34,744.8</b>	<b>66,866.5</b>	<b>100%</b>	<b>33,852.2</b>	<b>36,573.8</b>	<b>70,426.0</b>	<b>100%</b>

## ADDITIONAL DISCLOSURES – TECHNICAL NOTES

### Basis for estimating assets and liabilities

An estimate of the pensions that will be payable in future years is dependent on a number of assumptions about mortality rates, salary levels, etc. The scheme's actuary [Hymans Robertson LLP] has used the following principal assumptions:

<b>Mortality Assumptions (average future life expectancy - years)</b>	<b>Males</b>	<b>Females</b>
Current Pensioners	22.4	24.6
Future Pensioners (those aged 45 at March 2016)	24.0	26.4
<b>Financial Assumptions</b>	<b>2016/17</b>	<b>2017/18</b>
Rate of increase in pensions	2.4%	2.4%
Rate of increase in salaries	2.7%	2.7%
Discount Rate	2.6%	2.7%

Life expectancy is based upon the Fund's Vita Curves analysis which was carried out for the formal funding valuation as at 31<sup>st</sup> March 2016. Improvements have been applied that are in line with the CMI 2013 assuming the current rate of improvements has peaked and will converge to a long term rate of 1.25%.

Included in the assumptions is an allowance for future retirements to elect to take 35% of the maximum additional tax-free cash up to HMRC limits for pre-April 2008 service and 68% of the maximum tax-free cash for post-April 2008 service.

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. In accounting for the Pension Fund, the actuary applies a number of assumptions in measuring the scheme liabilities. Sensitivities regarding the principal assumptions used to measure the scheme liabilities are set out below:

	<b>Approx. increase in liability</b>	<b>£</b>
	<b>%</b>	
0.5% decrease in Real Discount Rate	10%	10,517,000
1 year increase in Member life expectancy	4%	4,384,600
0.5% increase in salary increase rate	1%	1,415,000
0.5% increase in pension increase rate	8%	8,978,000

The estimated employer's contributions for the year to 31<sup>st</sup> March 2019 will be approximately £2,952,000.

## ADDITIONAL DISCLOSURES – TECHNICAL NOTES

### E2. Financial Instruments

#### Categories of Financial Instruments

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

	Long Term		Current	
	2016/17	2017/18	2016/17	2017/18
	£	£	£	£
<b>Loans and Receivables</b>				
Investments	2,007,179	2,007,179	18,784,910	12,020,671
Cash and cash equivalents	0	0	2,130,909	2,772,753
Debtors	1,675,661	1,661,574	2,565,762	2,865,019
	3,682,840	3,668,753	23,481,581	17,658,443
<b>Available for Sale Financial Assets</b>				
Investments	493,910	509,148	7,081,946	11,096,962
<b>Total Financial Assets</b>	<b>4,176,750</b>	<b>4,177,901</b>	<b>30,563,527</b>	<b>28,755,405</b>
<b>Financial Liabilities at Amortised Cost</b>				
Borrowing	0	0	(3,000,567)	(2,000,701)
Creditors	0	0	(1,667,432)	(1,876,579)
<b>Total Financial Liabilities</b>	<b>0</b>	<b>0</b>	<b>(4,667,999)</b>	<b>(3,877,280)</b>

Not all debtors and creditors fall within the definition of "financial instruments". The difference between the totals shown on the Balance Sheet and the values above is as follows:

	Long Term Debtors	Current Debtors	Current Creditors
	£		£
Total on Balance Sheet	3,108,480	6,224,374	(5,614,675)
Statutory & Government Debtors / Creditors	0	(2,839,673)	2,982,960
Payments / Receipts in Advance	0	(143,598)	755,136
Finance Lease Principal / Liabilities	(1,446,906)	(376,084)	0
<b>Total Financial Instruments</b>	<b>1,661,574</b>	<b>2,865,019</b>	<b>(1,876,579)</b>



## ADDITIONAL DISCLOSURES – TECHNICAL NOTES

### Income, Expense, Gains and Losses

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments consists of the following items:

2016/2017				2017/2018		
Financial Assets		Financial Liabilities		Financial Assets		Financial Liabilities
Loans & Receivables	Available for Sale	Amortised Cost		Loans & Receivables	Available for Sale	Amortised Cost
£	£	£		£	£	£
0	0	567	Interest expense	0	0	751
0	0	0	Fee expense	0	0	0
0	0	567	<b>Total expense in Surplus / Deficit on Provision of Services</b>	0	0	<b>751</b>
(173,452)	(62,458)	0	Interest income	(119,724)	(79,150)	0
(173,452)	(62,458)	0	<b>Total income in Surplus / Deficit on Provision of Services</b>	(119,724)	(79,150)	<b>0</b>
(173,452)	(62,458)	567	<b>Net (Gain) / Loss for the Year</b>	(119,724)	(79,150)	<b>751</b>

### Fair Values of Assets and Liabilities

Fair Value is defined as "the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date".

The Code sets out the fair value valuation hierarchy that local authorities are required to follow to increase consistency and comparability in fair value measurements and disclosures: Level 1 assets are valued based upon 'quoted prices in active markets for identical assets' where such assets exist. Level 2 is based upon inputs other than quoted prices within level 1 that are observable. Level 3 represents all other unobservable inputs which can be used to estimate the fair value of the assets.

The Council's financial assets and liabilities are deemed to be categorised as Level 1 in the valuation hierarchy, as the fair value of the assets have been derived primarily from active markets. There have been no transfers between classes during the year.

Except for the financial assets and financial liabilities carried in the Balance at fair value, all other financial liabilities and financial assets are carried in the Balance Sheet at amortised cost. Fair value can be assessed by calculating the net present value of cash flows that are expected to take place over the remaining life of the instruments. The following valuation basis have been applied:

- *Fixed Term Deposits (Maturity Investments)*  
Valuation is made by comparison of the fixed term investment with a comparable investment with the same/similar lender for the remaining period of the deposit.
- *Loans Receivable*  
Prevailing benchmark market rates have been used to provide the fair value.

## ADDITIONAL DISCLOSURES – TECHNICAL NOTES

- Loans Payable (non PWLB)**

Any loans are shown at borrowing fair value as this is equal to carrying value.

Accrued interest is included in the fair value figures calculated up to and including the valuation date.

Fair values are not required for short term debtors and creditors (trade payables and receivables) since the carrying amount is deemed a reasonable approximation of fair value.

The carrying value and fair values of assets and liabilities are shown below for comparison purposes. The carrying-value represents the value included on the balance sheet in each case.

	2016/17		2017/18	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£	£	£	£
Investments	28,367,945	28,362,328	25,633,960	25,614,263
Cash and cash equivalents	2,130,909	2,135,448	2,772,753	2,772,753
Debtors	4,241,423	4,241,423	4,526,593	4,526,593
<b>Total Financial Assets</b>	<b>34,740,277</b>	<b>34,739,199</b>	<b>32,933,306</b>	<b>32,913,609</b>
Borrowing	(3,000,567)	(3,000,519)	(2,000,701)	(2,000,701)
Creditors	(1,667,432)	(1,667,432)	(1,876,579)	(1,876,579)
<b>Total Financial Liabilities</b>	<b>(4,667,999)</b>	<b>(4,667,951)</b>	<b>(3,877,280)</b>	<b>(3,877,280)</b>

### Soft Loans

Soft loans are loans made at below the market rate of interest. Loans are made to community groups or for reasons which support the policies and priorities of the Council. The classes of loans the Council has made (at below the market rates of interest) and the balances of the loan at the balance sheet date are as follows:

	31 March 2018 £
Housing Improvement Loans [0% interest]	69,446
CHYP Housing Loan [0% interest]	80,008
Other Loans [BoE Base Rate + 1%]	11,692
	<b>161,146</b>

The notional cost of granting these loans equates to the investment interest which the Council would have made if the balance had been available to invest as part of its other treasury management investing activity.

The average interest from Council treasury investments has fallen to below 1%. The amount of interest forgone has therefore not been posted to the Comprehensive Income & Expenditure Account (as per the Code) as the amount is not material.



## ADDITIONAL DISCLOSURES – TECHNICAL NOTES

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### E3. Nature and Extent of Risks Arising from Financial Instruments

The Council's activities expose it to a variety of financial risks. The Council does not require debt financing and currently does not have any external borrowing. As such, the key risks are in relation to its financial assets. These are as follows:

- Credit risk – the possibility that other parties may 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 rate movements.

#### Overall procedures for managing risk

The Council's overall risk management procedures focus upon the unpredictability of financial markets and implementing procedures to minimise these risks. Procedures for risk management are set-out in the Local Government Act 2003 and the associated regulations. These require the Council to comply with the CIPFA Prudential Code, the CIPFA Treasury Management in the Public Services Code of Practice and investment guidance issued through the Act. These procedures require the Council to manage risk in the following ways:

- By formally adopting the requirements of the CIPFA code of Practice for Treasury Management Services
- By approving annually in advance prudential indicators for the following three years limiting:
  - \* Limits on the Council's overall debt [external borrowing]
  - \* The Council's maturity structure of its borrowing
  - \* The Council's upper limit for exposure to fixed and variable rate investments
  - \* The maximum exposure to investments maturing beyond a year
- By annually approving a Treasury Management Investment Strategy for the forthcoming year, setting out criteria for investments and specifying the minimum requirements for all counterparties

Prudential indicators and the treasury management annual investment strategy are reported to, and approved by, full Council prior to the start of the financial year. Actual performance is reported at half and full-year intervals to full Council.

#### 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 Treasury Management Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet minimum credit rating criteria. The strategy also imposes upper limits on the amounts that can be invested with each financial institution. Full details of the minimum credit ratings can be found in the appendix to the Treasury Management annual investment strategy, which can be viewed via the Council's web-site.



## ADDITIONAL DISCLOSURES – TECHNICAL NOTES

The ratings of the financial institutions holding Council investments (and investments classified as cash equivalents) at the Balance Sheet date is as follows:

	Investment Balance
<u>Fixed duration deals</u>	
Banks	
AA Rated	£1,002,641
A Rated	£13,109,463
BBB Rated	£4,019,093
Local Authorities	£5,011,156
<u>Call accounts and other 'cash equivalent' investments</u>	
Money Market Funds	£2,230,000
Call Accounts	£455,351
<u>Pooled funds</u>	
Non-rating agency rated pooled fund <i>separately approved by the Council's Treasury Management advisors</i>	£2,574,439

At the Balance Sheet date, the Council's investments and investments classified as cash equivalents for financial reporting purposes were distributed as follows:

	Investment values - maturing within:			
	0-3 mths	3-6 mths	6-12 mths	1 year +
<u>Internally managed funds</u>				
UK Banks	£8,109,226	£4,009,797	£0	£0
Foreign Banks	£4,006,257	£0	£2,005,916	£0
UK Local Authorities	£0	£3,003,978	£0	£2,007,178
Money Market Funds	£2,230,000	£0	£0	£0
Call Accounts	£455,351	£0	£0	£0
UK Equities	£0	£0	£0	£1
Cash	£1,482	£0	£0	£0
<u>Externally managed funds</u>				
Pooled Funds	£0	£0	£2,065,291	£509,148

### Liquidity Risk

The Council manages its cash flow to ensure cash is available when it is needed. In the event of an unexpected cash requirement, the Council has the ability to borrow from the money markets to cover any short-term requirement.

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 financial commitments under financial instruments.

## ADDITIONAL DISCLOSURES – TECHNICAL NOTES

### Market risk – interest rate risk

The Council is exposed to interest rate movements on its investments. Movements in interest rates have a complex impact on the Council, depending on how variable and fixed interest rates move across differing periods. For example, a rise in variable and fixed interest rates would have the following effects:

- Investments at variable rates – the interest income credited to the Income and Expenditure account will rise
- Investments at fixed rates – the fair value of the assets will fall

The Council has a number of strategies for managing interest rate risk. Prior to the start of each year, a maximum limit is set upon the fixed and variable interest rate exposures. The in-house treasury management team will monitor market and forecast interest rates within the year and adjust exposures accordingly. For instance, during periods of falling interest rates, and where economic conditions make it favourable, fixed rate investments may be taken for longer periods to secure better long-term returns.

Changes in interest payable and interest receivable on investments will be posted to the Comprehensive Income and Expenditure account and affects the balance on the General Fund.

If interest rates had been 0.25% higher during the year (and all other factors remain unchanged), the effect upon the Comprehensive Income & Expenditure Account would have been an increase in interest receivable from investments of £81,361.

### Foreign Exchange Risk

The Council's policy is to deal in £ sterling wherever possible and reduce the need to deal in foreign exchange.

## E4. Leases

### The Council as Lessee [obtaining assets under a leasing arrangement]

#### **Operating Leases**

The Authority has entered into a number of operating leases. The minimum lease payments payable on these operating leases in future years are as follows:

	<b>31 March 2017 £</b>	<b>31 March 2018 £</b>
Not later than one year	37,205	25,869
Later than one year & not later than five years	16,263	29,349
	<b>53,468</b>	<b>55,218</b>

Operating lease payments charged to Cost of Services during the year totalled £35,639 (2016/17 £82,680).

## ADDITIONAL DISCLOSURES – TECHNICAL NOTES

### Authority as Lessor [leasing assets out]

#### Finance Leases

The Authority has three properties which it accounts for as finance leases and a number of Waste Collection and Recycling vehicles. The three properties are commercial properties [shops/offices] located in the centre of Cirencester and have been leased out for periods of 99, 125 and 125 years respectively. Although the properties will return to the Council at the end of the lease, the balance of "risks and rewards" of ownership, the length of the lease, and the sum of rentals receivable require the properties to be accounted for as Finance Leases.

In addition to the property assets the Council leases a number of Waste Collection and recycling vehicles to Ubico Ltd.

The minimum lease payments comprise settlement of the long-term debtor for the interest in the asset and finance income that will be earned by the Authority for the period while the debt remains outstanding.

	31 March 2017 £	31 March 2018 £
Present value of principal payments outstanding on non current assets	1,958,095	1,822,978
Unearned finance income	2,889,750	2,827,768
	<b>4,847,845</b>	<b>4,650,746</b>

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

	Gross Investment in the Lease		Minimum Lease Payments (excl. int)	
	31 March 2017 £	31 March 2018 £	31 March 2017 £	31 March 2018 £
Not later than one year	438,315	434,858	378,540	377,334
Later than one year & not later than five years	1,057,962	975,482	865,495	800,346
Later than five years	3,351,568	3,240,405	715,220	645,298
	<b>4,847,845</b>	<b>4,650,745</b>	<b>1,959,255</b>	<b>1,822,978</b>

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2017/18 the Council received £91,342 in contingent rents (2016/17 £86,350).

The Council has not set-aside an allowance for uncollectable debts in relation to its finance leases. Any outstanding debts would be accounted for within the Sundry Debtors bad-debt provision.



## ADDITIONAL DISCLOSURES – TECHNICAL NOTES

### Operating Leases

The Authority leases out property under operating leases to generate revenue on its investment properties and surplus assets that are suitable for rental.

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

	31 March 2017 £	31 March 2018 £
Not later than one year	693,923	573,374
Later than one year & not later than five years	2,302,757	1,962,590
Later than five years	686,114	1,855,089
	<b>3,682,794</b>	<b>4,391,053</b>

The minimum lease payments receivable do not include rents that are contingent on events taking place after the balance sheet date.

## ADDITIONAL DISCLOSURES – UNDERSTANDING THE ACCOUNTS

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### E5. Accounting Policies

#### i) General Principles

The Statement of Accounts summarises the Authority's transactions for the financial year and its position at the 31st March year-end. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit (England) Regulations 2015, those regulations which require the accounts to be prepared in accordance with proper accounting practices. These practices primarily comprise the *Code of Practice on Local Authority Accounting in the United Kingdom* supported by International Financial Reporting Standards (IFRS).

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

These accounts have been prepared on the assumption that the Council is a going concern.

#### ii) Accruals of Income and Expenditure

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

- Revenue from the sale of goods is recognised when the Authority transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Revenue from the provision of services is recognised when the Authority can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Supplies are recorded as expenditure when they are consumed - where there is a gap between the date supplies are received and their consumption they are carried as inventories [stock] on the Balance Sheet, where the value is material.
- 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 is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument ("what is due") 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. For all debts outstanding at the balance sheet date the balance of debtors is written down and a charge made to revenue for the income that might not be collected (bad debts).

#### iii) Cash and cash equivalents

Cash and cash equivalents are represented by cash in hand and deposits with financial institutions repayable, without penalty, on notice of not more than 24 hours. This includes bank call-accounts, Money Market Funds (MMF) and any other 'overnight-type' investments.

#### iv) 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 services 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



## ADDITIONAL DISCLOSURES – UNDERSTANDING THE ACCOUNTS

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The Authority is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement equal to an amount calculated on a prudent basis determined by the Authority in accordance with statutory guidance.

Depreciation, revaluation and impairment losses and amortisations are therefore replaced by the contribution in the General Fund Balance - Minimum Revenue Provision (MRP), by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

### **v) Council Tax and Non-Domestic rates – England**

Billing authorities act as agents, collecting council tax and non-domestic rates (NDR) on behalf of the major preceptors (including government for NDR) and, as principals, collecting council tax and NDR for themselves. Billing authorities are required by statute to maintain a separate fund (i.e. the Collection Fund) for the collection and distribution of amounts due in respect of council tax and NDR. Under the legislative framework for the Collection Fund, billing authorities, major preceptors and central government share proportionately the risks and rewards that the amount of council tax and NDR collected could be less or more than predicted.

#### Accounting for Council Tax and NDR

The council tax and NDR income included in the Comprehensive Income and Expenditure Statement is the authority's share of accrued income for the year. However, regulations determine the amount of council tax and NDR that must be included in the authority's General Fund. Therefore, the difference between the income included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the General Fund is taken to the Collection Fund Adjustment Account and included as a reconciling item in the Movement in Reserves Statement.

The Balance Sheet includes the authority's share of the end of year balances in respect of council tax and NDR relating to arrears, impairment allowances for doubtful debts, overpayments and prepayments and appeals.

### **vi) Employee benefits (updated)**

#### Benefits payable during employment (updated)

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

Prior to 2017/18 an accrual was made for the cost of holiday entitlement (or any form of leave, eg time off in lieu) earned by employees but not taken before the year-end. The cost of leave carried-forward into the next financial year would be entered into the accounts as a creditor as the leave will be a cost (either in monetary terms of lost productive time) in the new year. In 2017/18 the Council TUPE-transferred the majority of its staff to Publica Group (Support) Limited. Due to the vastly reduced number of staff at the Council a balance is no longer maintained for the cost of untaken annual leave as the figures involved are not material to the accounts.

#### Termination benefits

Termination benefits are amounts payable as a result of decisions by the Authority to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy, and are charged on an accruals basis to the Comprehensive Income and Expenditure Statement when the Authority 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 Authority to the pension fund or the employee in the year, not the amount calculated according to the relevant accounting standards.



## ADDITIONAL DISCLOSURES – UNDERSTANDING THE ACCOUNTS

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### vii) Post-employment benefits

Employees of the Authority are permitted to join of the Local Government Pension Scheme, administered by Gloucestershire County Council. This scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Council.

#### The Local Government Pension Scheme

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

- The liabilities of the Gloucestershire County Council 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 future earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate based on the gross redemption yield on the Iboxx Sterling Corporate Index, AA over 15 years, at the IAS19 valuation date. This is a high quality corporate bond of equivalent term and currency to the liability.
- The assets of the Gloucestershire County Council pension fund attributable to the Authority are included in the balance sheet at their fair value.
  - \* quoted securities – current bid price
  - \* unquoted securities – professional estimate
  - \* unitised securities – current bid price
  - \* property – market value

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

#### Discretionary Benefits

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

### viii) Fair value measurement

The authority measures some of its non-financial assets such as surplus assets and investment properties and some of its financial instruments such as equity shareholdings [other financial instruments as applicable] at fair value at each reporting date. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

- in the principal market for the asset or liability, or
- in the absence of a principal market, in the most advantageous market for the asset or liability

The authority measures the fair value of an asset or liability using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

When measuring the fair value of a non-financial asset, the authority takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.



## ADDITIONAL DISCLOSURES – UNDERSTANDING THE ACCOUNTS

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The authority uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

Inputs to the valuation techniques in respect of assets and liabilities for which fair value is measured or disclosed in the authority's financial statements are categorised within the fair value hierarchy, as follows:

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

### ix) Financial instruments

**Financial liabilities** are recognised on the Balance Sheet when the authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and 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.

Any borrowing that the Authority may undertake would be presented in the Balance Sheet at 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.

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, where material. 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** are classified into two types:

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

#### **Loans and receivables**

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

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

Where loans are repaid in advance of the settlement date the Council will recognise any interest paid in respect of the loan in the financial year in which settlement is received.



## ADDITIONAL DISCLOSURES – UNDERSTANDING THE ACCOUNTS

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### **x) 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 assurance that:

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

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

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is only then credited to Comprehensive Income and Expenditure Statement.

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

Most Section 106 grant contributions which the Council holds have conditions which require the contribution to be returned if the contribution remains unspent after 5 years. Although it is highly probable that the conditions will be met, it is not guaranteed. Section 106 contributions are therefore held on the balance sheet as creditors. Similarly, where grants have been received for specific projects these are treated as grants with conditions [creditors] until the project has begun or the item of equipment to which the grant relates has been purchased.

### **xi) Heritage assets**

Heritage assets are those assets that are held and maintained principally for their contribution to knowledge and culture.

The Council owns the Corinium Museum in Cirencester. The museum contains a large number of artefacts, with a particular specialism in the Roman heritage of Cirencester and the surrounding area. Many of the items in the Museum collection meet the classification of Heritage Assets adopted by the Code [FRS102].

Where assets have been purchased or recently obtained, information on their cost or value will be available. The Code allows that where this information is not available, or cannot be obtained at a value which is commensurate with the benefits to users of the financial statements, that the assets need not be recognised in the Balance Sheet. The majority of the Council's museum collection has not been included on the Council's Balance Sheet.

When purchased or where a value is available, heritage assets are recognised on the balance sheet at historic cost. Assets within the museum collection are deemed to have indeterminate lives; hence the authority does not consider it appropriate to charge depreciation on those heritage assets on the Council's balance sheet. Due to the nature of the type of assets held, the Council's heritage assets are not subject to revaluation and will only be impaired if there is clear reason to suspect the assets have become impaired.

### **xii) Intangible assets**

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Authority as a result of past events (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 authority. Intangible assets are measured initially at cost.

The depreciable amount of an intangible asset is amortised over its useful life (usually 4 years) to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. The Council carries no internally generated intangible assets on its balance sheet.



## ADDITIONAL DISCLOSURES – UNDERSTANDING THE ACCOUNTS

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### **xiii) Inventories and long-term contracts**

Inventories [stocks] are included in the Balance Sheet at cost.

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

### **xiv) 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 if it is classified as 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 arm's-length. As a non-financial asset, investment properties are measured at highest and best use. Properties are not depreciated but are subject to a review at year end to determine whether market conditions require properties to be revalued. Any gains or losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income and Expenditure 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 or (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

### **xv) Leases**

Leases are classified as finance leases when 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 specific assets.

#### **The Authority as lessee**

##### Finance leases

Property, plant and equipment held under a finance lease is recognised on the Balance Sheet at the commencement of the lease at its fair value, measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the authority may be added to the carrying amount of the asset. Premiums paid on entry into a lease are applied to writing down the lease liability.

Lease payments are apportioned between:

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

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

## ADDITIONAL DISCLOSURES – UNDERSTANDING THE ACCOUNTS

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

### Operating leases

Lease payments made under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefiting from use of the leased asset.

### **The Authority as lessor**

#### Finance leases

Where the Authority grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal.

Lease rentals receivable are apportioned between:

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

Any 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 on 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. 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 for under separate arrangements for capital financing. Amounts are therefore appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

### Operating leases

Where the Authority grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the "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 at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset (if material) and charged as an expense over the lease term on the same basis as rental income.

### **xvi) Overheads and support services (updated)**

Prior to 1<sup>st</sup> April 2017 the costs of overheads and support services were charged to those internal reporting directorates that benefited or consumed the resources provided by the support function. The cost of support services were therefore re-charged across front-line services, based upon the level of support given to each department.

From 1<sup>st</sup> April 2017 the cost of support service functions will remain in the service area generating the cost. The policy will allow the cost of each service directorate to be reported in an open and transparent way.



## ADDITIONAL DISCLOSURES – UNDERSTANDING THE ACCOUNTS

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### xvii) Property, Plant and Equipment

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

#### Recognition

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

The Council's capitalisation de minimus is £10,000, except for where the sum of a group of assets is significant, such as waste collection bins and boxes or ICT equipment.

#### Measurement

Assets are initially measured at cost, comprising:

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

The 'cost' of an asset acquired other than by purchase is deemed to be its fair value, unless the acquisition was for no monetary value. Where the purchase of an asset is acquired via an exchange, the cost of the acquisition is the carrying amount of the asset given up by the Authority.

Assets are carried in the Balance sheet using the following measurement bases:

- infrastructure, community assets and assets under construction – depreciated historical cost
- Surplus assets – 'highest and best use'
- all other classes of asset – 'current 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 'current value' because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of 'current value'.

Items of equipment, which have short useful lives or low values (or both) are held on the balance sheet at depreciated historical cost, as an approximation of 'current value'.

Assets included in the balance sheet at current value are revalued to ensure that their carrying amount is not materially different from their value at year-end. All land and buildings are revalued at least every 5-years as part of a rolling programme. Increases in valuations 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 items or property plant and equipment are revalued, and the valuers identifies an asset which has component parts that have significantly different useful lives, where one or more parts represent a significant proportion of the overall asset, then the asset may be componentised. With componentisation, one or more constituent parts may be identified, and the component parts separately valued for the accounts and depreciated over different useful lives to the main asset. Useful economic lives (and therefore depreciation calculations) will be based upon the asset lives recommended by the Council's valuers.



## ADDITIONAL DISCLOSURES – UNDERSTANDING THE ACCOUNTS

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Upon revaluation, 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 gain)
- 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 in the Comprehensive Income and Expenditure Statement.

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

### Impairment

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

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

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

Where an impairment loss is 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. Assets are written-down over the useful life of the asset. An exception is made for assets without a determinable finite useful life (i.e. freehold land and certain Community Assets) and assets that are under construction (and not yet available for use).

Depreciation is calculated on the following bases:

- Operational buildings and surplus property – depreciated on a straight-line basis, over a 40 year period (unless an asset life is deemed to be materially different to this by the Council's Valuer).
- Car Park depreciable components (surface) – 20 years
- Land is not depreciated
- Vehicles, plant, furniture and equipment – depreciated on a straight-line basis, over a 4-year period
- Investment property is not depreciated

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

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

### **Disposals and non-current assets held for sale**

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and current value less costs to sell.



## ADDITIONAL DISCLOSURES – UNDERSTANDING THE ACCOUNTS

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

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

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet 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 (ie netted off against the carrying value of the asset at the time of disposal). Any accumulated revaluation gains held for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for disposal in excess of £10,000 are categorised as capital receipts.

### **xviii) Provisions, contingent liabilities and contingent assets**

#### Provisions

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

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 certainties.

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

Any material contingent liabilities are disclosed in the notes to the accounts.

#### Contingent Assets

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

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

### **xix) Reserves**

The Authority sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance, via the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then charged 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.



## ADDITIONAL DISCLOSURES – UNDERSTANDING THE ACCOUNTS

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

### **xx) 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 to reverse out the amounts charged so there is no impact on the level of council tax.

### **xxi) Value Added Tax**

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

## **E6. Critical Judgements in Applying Accounting Policies**

In applying the accounting policies set out in Note E5 above, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- The Council had a one-seventh share in Ubico Limited. Ubico operates separate operating practices and management structure, the application of majority-voting on the Ubico Limited board indicates that the Council does not have joint-control or significant influence over the company. The Council's interest has therefore been classified as an investment in Ubico and group accounts have not been prepared.
- The Council jointly owns (with West Oxfordshire District Council, the Forest of Dean District Council and Cheltenham Borough Council) Publica Group (Support) Limited, a wholly owned company, limited by guarantee, operating with Mutual Trading Status to deliver services on behalf of the Council and services to other members Councils under contract. Publica can be considered to be merely an employment vehicle (in accounting terms only a 'holding account'), employing and paying staff and then recharging these costs to the Councils, via a contract sum. It does not trade and does not make a 'profit' as substantially all surpluses are redistributed back to the councils. While the Council has an interest in the Company, the Council's share of profit for the year and net assets at the balance sheet date have not been consolidated into the Council's single entity accounts. It is the view of management that the figures involved are not material and the production of group accounts will not enhance disclosure or provide any additional benefit to the reader of the accounts, and on that basis Group Accounts have not been prepared.
- No allowance has been made in the Councils' accounts for the transfer out of any Local Government Pension Scheme (LGPS) pension liability to Publica Group (Support) Limited. The service contract and tripartite agreement between the Council, Gloucestershire Pension Fund and Publica Group (Support) Limited mean that the pension liability and risk relating to the pension fund remains with the Council, following the TUPE transfer of the majority of the Council's staff to Publica on 1st November 2017. Therefore the Council is reporting the pension liability for both staff transferred to Publica, and the Councils retained staff, in the accounts. Although Publica, as the employer of many of the current staff may be initially responsible for paying any exit contributions (for example), for any of its staff that are members of the LGPS, such cost will be reimbursed by the relevant Council. The accounts have been prepared on the basis that the full pension fund liability for the LGPS sits in the Council's accounts. There are no separate disclosures for Publica as they are not responsible for any LGPS liability.
- Under International Financial Reporting Standards (IFRS) assessments have been made as to the correct accounting treatment for a number of lease agreements which the Council has entered into. Categorising leases as either operating or finance leases does result in different accounting treatment. In each case, a lease is classified based upon criteria contained within the Code and an assessment of the nature of the leasing arrangement in place.

The Council has such an agreement whereby it provides environmental services vehicles to Ubico Limited. Ubico pay a market-rate for the use of the vehicles and are responsible for insuring and maintaining the vehicles and determining their deployment (including use across other Ubico contracts where necessary).



## ADDITIONAL DISCLOSURES – UNDERSTANDING THE ACCOUNTS

Ubico pay for the vehicles over a period of 7-years for new vehicles, which is deemed to be the useful economic life of the assets. The transaction has been accounted for on the basis that the agreement is a finance lease, because: i) the sum of the lease payments equal the cost of purchasing the asset; ii) the length of the term represents 'substantially all' of the useful life of the asset; and iii) the rights and responsibilities of ownership (maintenance, insurance, deployment) in relation to the vehicle assets sit primarily with Ubico Ltd.

- A significant level of risk remains due to the volume of outstanding business rates appeals which are being processed by the Valuation Office. Where appeals are successful, refunds of business rates are generally repayable back to the latest valuation date which reduces the business rates yield in the year in which the refund is made. This set of accounts includes a provision for appeal losses. The value has been assessed using information of outstanding appeals supplied by the valuation office, as at 31st March, and using experience of previous appeals rates or estimates applied at national government level.
- There is a high degree of uncertainty about future levels of funding for local government. However, the Authority has plans in place that enable it to determine the requirement for savings which may need to be delivered by greater efficiency savings or reducing levels of service provision. The Council has therefore prepared its accounts on the basis that it is a going concern.

### E7. Assumptions and Other Major Sources of Estimation

The Statement of Accounts contains estimated figures that are based on assumptions made by the Authority about the future or that are otherwise uncertain. However, because balances cannot be determined with certainty, actual results could be materially different from the assumptions and estimates. Significant assumptions affecting the statement of accounts include:

Item	Uncertainties	Effect if actual result differs from assumption
Property, Plant & Equipment	Operational assets are depreciated over the best estimate of an assets useful economic life. These asset lives are based upon assumed repairs and maintenance being carried out to maintain an asset. Asset lives are based upon information provided by the Council's valuer.	If the useful economic life of an asset is reduced, depreciation increases and the carrying value of an asset will fall.
Pension Liability	The estimation of the pension liability is based upon a number of factors and judgements applied by the scheme's actuary. Estimates are made upon judgements and conditions as seen by the actuary at a point in time.	The effect of changing assumptions will result in changes in the valuation of the pension funds' assets and liabilities.
Bad debt provisions	Debtors on the balance sheet assume an element of bad debt (when debtors cannot/will not settle their debt to the Council).	Income receivable and included in the accounts will differ from that actually received. The CI&E could be overstated. The effect is offset by establishing a suitable provision based upon the best information available on the likelihood of invoices not being settled.

Where other assumptions have been made these will be disclosed in the appropriate note to the accounts.

## ADDITIONAL DISCLOSURES – UNDERSTANDING THE ACCOUNTS

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### E8. Accounting Standards Not Yet Adopted

The Code requires changes in accounting policy to be applied retrospectively unless alternative transitional arrangements are specified in the Code. There is also the requirement for an authority 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.

Changes to the 2018/19 code are limited to:

IFRS9 Financial Instruments

- Classification and measurement of financial assets
- New impairment model
- Major changes to hedge accounting

IFRS15 Revenue from Contracts with Customers including clarifications

- Changes to the methodology and timing of revenue recognition

Amendments to IAS12 – income taxes, recognition of deferred tax assets for unrealised losses.

Amendments to IAS7 – statement of cash flows disclosures.

IFRS15 and the amendments to IAS12 and IAS7 are not anticipated to have any material impact on the financial statements or balances of the Council.

Changes to IFRS9 will have a potential effect upon the classification and treatment of some of the Council's investments. The changes may require the reclassification of investments and changes to the carrying value of investments. These may affect *other comprehensive income* in the *CIES* and *movement in reserves statement* and the carrying value of investments on the *balance sheet*. While any changes will flow-through a number of the Council's core financial statements the figures involved are not expected to be material.

The regulation also requires earlier recognition of impairment of financial assets. The Council does not expect changes to the basis for calculating impairment of assets to affect the Council balances. Bank balances, certificates of deposit and short-term investments are unlikely to be affected, and the Council already makes provision for doubtful debts on its other current assets (trade debtors).

### E9. Contingent Liabilities and Contingent Assets

#### Right to Buy Clawback

Under the agreement for the transfer of the Council's housing stock to Fosseway Housing Association in 1997 [now Bromford Housing], the Council is entitled to a share of the proceeds of the housing stock sold under 'Right to Buy' legislation. The amount of the receipt depends upon the number of properties sold during the financial year, and as a result can vary significantly from year to year. As a result of the level of uncertainty of timings and amounts of possible receipts, no figure has been included in the Council's accounts for any future sales.



## ADDITIONAL DISCLOSURES – UNDERSTANDING THE ACCOUNTS

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### E10. Related Parties

The Authority is required to disclose material transactions with related parties – i.e. 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 Authority.

#### Central Government

Central government has effective control over the general operations of the Authority – it is responsible for providing the statutory framework within which the Authority operates, provides a significant element of the Council's funding in the form of grants and prescribes the terms of many transactions that the Authority has with other parties (e.g. council tax bills and housing benefits). Details of any significant grants received in the year are listed under Note B9, *Grant Income*.

#### Members of the Council

Members of the council have direct control over the council's financial and operating policies. The total of Members' allowances paid in the year is disclosed in Note B6 to these accounts, *Members' Allowances*.

Upon their election to serve the authority all Members of the Council are required to complete a declaration of Members' interests form. The form requires any conflicting or relevant outside interests to be declared. If at any point a Council decision is required which impacts upon an individual or an organisation which they have an interest in, the Member is required to leave the Council chamber for the duration of the debate and abstain from the decision making process [voting].

The Register of Members' Interest is open to public inspection at the Council's Trinity Road offices during office hours. There are no significant related party transactions to report.

In addition to being District Council Members, as at 31st March 2018 six of the Council's Members are also Members of Gloucestershire County Council (six as at 31st March 2017).

#### Officers

By virtue of the Officer Code of Conduct, employees of the Council are required to declare any relationship with individuals, organisations or companies that might prejudice, or could be viewed as influencing, their professional judgement. On an annual basis, senior officers and officers within positions of influence within the Council are required to complete a related party declaration to highlight any potential conflicts of interest.

Declarations are sought even where no conflicts of interest have been reported. There were no declarations that required further disclosure in this statement of accounts.

#### West Oxfordshire District Council

Up until November 2017 the Council shared a number of senior staff with West Oxfordshire District Council. On the 1<sup>st</sup> November the majority of the Council's staff TUPE-transferred to Publica Group (Support) Limited. Following the transfer only the Legal team, counter fraud unit and the Chief Finance Officer remain, shared with West Oxfordshire.

Cotswold District Council shares its Chief Finance Officer with West Oxfordshire District Council under a joint working relationship. The CFO is an employee of, and paid by, Cotswold District Council. While the Officer is shared and has influence in both Cotswold District Council and West Oxfordshire District Council, she is required to act separately for each Council. Decisions on overall policy and the strategic direction are set by Cabinet and Council in each Council, with the CFO enacting the Members' will.

## ADDITIONAL DISCLOSURES – UNDERSTANDING THE ACCOUNTS

### Publica Group (Support) Limited

Publica Group (Support) Limited (the Company), is a not-for-profit company limited by guarantee with no share capital.

Cotswold District Council, along with West Oxfordshire, and Forest of Dean District Councils and Cheltenham Borough Council have jointly set up Publica Group (Support) Limited, a wholly owned company, limited by guarantee, operating with Mutual Trading Status to deliver services on behalf of the Council and services to other members Councils under contract.

Publica Group (Support) Limited is a Teckal company fulfilling the conditions set out in Regulation 12(4) of the Public Contracts Regulations 2015. The Company is subject to management supervision by the Members. As such, the Company is a body governed by public law as defined in the Public Contracts Regulations 2015.

While Publica Group (Support) Limited works closely with the Council, the company has its own board of Directors, its own Management team, and operates independently from the Council.

During 2017/18 the Council purchased services from Publica Group (Support) Limited to the value of £3,710,588. During 2017/18, in its first-year of trading, Publica generated a surplus for the year of £13,534. While the Council is a partner, the Council's share of Publica's profit for the year (£13,534) net assets (of £13,534) have not been included or consolidated in the Council single-entity accounts as they are not deemed material to the accounts.

### Ubico Ltd

Ubico Ltd. was established in 2011/12 by Cheltenham Borough Council and Cotswold District Council to deliver a range of integrated environmental services including household and commercial refuse collection, recycling, street cleansing and grounds maintenance. It commenced operations on 1 April 2012. The Council holds an equal 1/7<sup>th</sup> shareholding in the Company.

The company provides services to the shareholder councils on a not-for-profit basis and therefore qualifies for the teckal exemption (named after the EU case that established the principle). As a teckal company, Ubico Ltd must ensure that the percentage of work undertaken outside of the shareholder contracts is less than 20% of its total activity.

While the Council has a 1/7<sup>th</sup> shareholding in Ubico Ltd, and a place on the Board of Ubico Ltd, the Council is not deemed to have significant influence over the company. The separate operating practices, management structure and majority-voting on the Ubico board do not constitute any means of joint-control over the company. The Council's interest is therefore classed as an investment in Ubico.

In 17/18 the Council paid Ubico Ltd £5,351,846 for services provided.

### Other Public Bodies

As a council tax billing authority the Council collects precepts on behalf of Gloucestershire County Council, Gloucestershire Police and Crime Commissioner and the Town and Parish Council's within the district. Precepts for the County Council and Police Authority are shown within the Collection Fund – Town and Parish precepts are shown in the *Comprehensive Income & Expenditure Statement*.

The Council is also a member of the Gloucestershire Business Rates Pool. Payments to and from the Pool are administered by Stroud District Council as pool lead.

The Council provides retirement benefits to its employees. The Local Government Pension Scheme is administered by Gloucestershire County Council (see Note E1).



## CASH FLOW STATEMENT

	<i>Note</i>	2016/17 £	2017/18 £
Net surplus or (deficit) on provision of services		(961,165)	(688,313)
Adjustments to net surplus or (deficit) on the provision of services to exclude non-cash movements	<i>F1a</i>	6,148,216	(1,323,245)
Adjustments for items included in the net surplus or (defecit) on the provision of services that are investing or financing activities	<i>F1b</i>	(1,289,222)	(472,533)
<b>Net cash flows from Operating Activites</b>		<b>3,897,829</b>	<b>(2,484,091)</b>
Investing Activities	<i>F1c</i>	(7,229,288)	4,125,935
Financing Activities	<i>F1d</i>	3,000,000	(1,000,000)
<b>Net increase or (decrease) in cash and cash equivalents</b>		<b>(331,459)</b>	<b>641,844</b>
Cash and cash equivalents at 1 April		2,462,368	2,130,909
<b>Cash and cash equivalents at 31 March</b>		<b>2,130,909</b>	<b>2,772,753</b>
Comprising:			
Cash and bank current accounts		236,408	87,402
Short term investments		1,894,501	2,685,351
		<b>2,130,909</b>	<b>2,772,753</b>

## NOTES TO THE CASH FLOW STATEMENT

### F1. Notes to the Cash Flow Statement

#### a. Adjustments to the net surplus / (deficit) on the provision of services for non-cash movements

	2016/17 £	2017/18 £
Depreciation, amortisation and impairment	1,908,638	304,688
Increase / (decrease) in creditors	1,632,413	(928,940)
(Increase) / decrease in debtors	707,374	(1,636,095)
Increase / (decrease) in provision for bad debts	29,432	(177,441)
(Increase) / decrease in inventories	(7,496)	10,150
Pensions' liability	450,000	1,172,000
Carrying amount of non current assets sold	956,481	246,742
Increase / (decrease) in provisions	(343,438)	(14,299)
Movements in the fair value of investment properties	260,670	(40,025)
Other non cash items charged to Surplus/Deficit on Provision of Services	554,142	(260,025)
	<b>6,148,216</b>	<b>(1,323,245)</b>

#### b. Adjustments for items included in the net surplus / (deficit) on the provision of services that are investing or financing activities

	2016/17 £	2017/18 £
Capital grants applied to the financing of capital expenditure	0	(43,050)
Proceeds from the sale of non current assets	(956,481)	(290,492)
Unattached capital receipts	(332,741)	(138,991)
	<b>(1,289,222)</b>	<b>(472,533)</b>

#### c. Investing Activities

	2016/17 £	2017/18 £
Purchase of property, plant & equipment and other capital investment	(1,744,698)	(746,674)
Purchase of short term and long term investments	(40,728,001)	(33,000,000)
Proceeds from the sale of non current assets	693,669	811,215
Proceeds from disposal of short term and long term investments	33,504,927	35,743,000
Other (receipts) / payments from investing activities	1,044,815	1,318,394
	<b>(7,229,288)</b>	<b>4,125,935</b>

#### d. Financing Activities

	2016/17 £	2017/18 £
Cash receipts of short term borrowing	3,000,000	0
Repayment of short term borrowing	0	(1,000,000)
	<b>3,000,000</b>	<b>(1,000,000)</b>



## COLLECTION FUND

This "Agent's" statement shows the transactions of the Council as a billing authority in relation to the collection from taxpayers and distribution to local authorities and the Government of Council Tax and National Non Domestic Rates (Business Rates).

2016/2017				Note	2017/2018		
Business Rates £	Council Tax £	Total £			Business Rates £	Council Tax £	Total £
0	(59,838,524)	(59,838,524)	Council Tax receivable	G1	0	(63,606,160)	(63,606,160)
(31,798,544)	0	(31,798,544)	Business Rates Receivable	G2	(31,383,772)	0	(31,383,772)
336,993	0	336,993	Transitional Protection Payments		(1,445,616)	0	(1,445,616)
(2,888,291)	0	(2,888,291)	Contribution to previous year's deficit		517,596	0	517,596
<b>(34,349,842)</b>	<b>(59,838,524)</b>	<b>(94,188,366)</b>	<b>Total Income</b>		<b>(32,311,792)</b>	<b>(63,606,160)</b>	<b>(95,917,952)</b>
			<u>Apportionment of previous year's surplus</u>				
0	151,272	151,272	Cotswold District Council		0	109,494	109,494
0	878,065	878,065	Gloucestershire County Council		0	647,604	647,604
0	167,263	167,263	Gloucestershire Police & Crime Commissioner		0	120,102	120,102
0	1,196,600	1,196,600			0	877,200	877,200
			<u>Precepts, Demands and Shares</u>				
15,382,515	0	15,382,515	Central Government		17,595,167	0	17,595,167
12,306,013	7,366,024	19,672,037	Cotswold District Council		14,076,135	7,651,093	21,727,228
3,076,500	43,566,546	46,643,046	Gloucestershire County Council		3,519,039	46,044,777	49,563,816
0	8,079,713	8,079,713	Gloucestershire Police & Crime Commissioner		0	8,374,880	8,374,880
30,765,028	59,012,283	89,777,311			35,190,341	62,070,750	97,261,091
			<u>Charges on the Collection Fund</u>				
830,132	9,555	839,687	Write-offs of uncollectable amounts		517,809	112,463	630,272
(615,698)	14,525	(601,173)	Increase / (decrease) in Bad Debt / Appeals Provisions	G3	860,489	21,337	881,826
178,689	0	178,689	Cost of Collection		179,930	0	179,930
78,171	0	78,171	Disregarded Amounts	G4	98,841	0	98,841
0	0	0	Interest on refunds		0	0	0
471,294	24,080	495,374			1,657,069	133,800	1,790,869
<b>31,236,322</b>	<b>60,232,963</b>	<b>91,469,285</b>	<b>Total Expenditure</b>		<b>36,847,410</b>	<b>63,081,750</b>	<b>99,929,160</b>
<b>(3,113,520)</b>	<b>394,439</b>	<b>(2,719,081)</b>	<b>(Surplus) / Deficit for the Year</b>		<b>4,535,618</b>	<b>(524,410)</b>	<b>4,011,208</b>
2,280,072	(1,133,217)	1,146,855	(Surplus) / Deficit brought forward		(833,448)	(738,778)	(1,572,226)
<b>(833,448)</b>	<b>(738,778)</b>	<b>(1,572,226)</b>	<b>(Surplus) / Deficit carried forward</b>	G5	<b>3,702,170</b>	<b>(1,263,188)</b>	<b>2,438,982</b>

## NOTES TO THE COLLECTION FUND

### G1. Council Tax System

Under the council tax system, Cotswold District Council must collect each year enough money from local residents to cover the cost of the services we provide, which are not funded by other sources such as government grants and fees and charges.

Council Tax was introduced on 1 April 1993, and is a property based tax. The District Valuer valued all domestic property in the area and placed them into one of nine bands. In order to set the Council Tax, the Council estimates the number of dwellings in each of the nine valuation bands and convert these estimates into an "equivalent number of Band D dwellings". The table below shows the calculation for 2017/18.

Valuation Bands		Estimated number of taxable dwellings*	Ratio	Equivalent number of Band D dwellings
A-	Band A - entitled to disabled relief reduction	1.75	5/9	0.97
A	up to £40,000	2,885.00	6/9	1,923.33
B	£40,001 - £52,000	4,271.00	7/9	3,321.89
C	£52,001 - £68,000	9,381.25	8/9	8,338.89
D	£68,001 - £88,000	6,290.25	1	6,290.25
E	£88,001 - £120,000	5,466.75	11/9	6,681.58
F	£120,001 - £160,000	4,159.25	13/9	6,007.81
G	£160,001 - £320,000	3,960.00	15/9	6,600.00
H	over £320,001	606.25	18/9	1,212.50
	Contributions in lieu (South Cerney Barracks)	-	-	208.00
				40,585.22
Adjustments for collection rates and anticipated changes during the year				-1,539.67
* adjusted for discounts and exemptions				<b>39,045.55</b>

The total number of "equivalent Band D dwellings" is divided into the total cost of services to arrive at an "average Band D Tax" per dwelling. Dwellings in bands below "Band D" will pay proportionately less than this average and dwellings in bands above "Band D" will pay proportionately more than this average.

The above calculations resulted in an "average Band D Tax" of £1,520.15 per dwelling for 2017/18 (2016/17 - £1,470.42). This figure includes precept figures payable to Gloucestershire County Council, the Police and Crime Commissioner for Gloucestershire and Cotswold District Council but excludes the amount payable to Town & Parish Councils.



## NOTES TO THE COLLECTION FUND

### G2. National Non Domestic Rates

In April 2013 the government introduced the Business Rates Retention Scheme.

Under the scheme the Council acts as both principal and agent, in that it is able to retain 40% of the net standard business rates collected within the local area as income within its own budget, net of tariff payable to central government, as well as 100% of net rates from new properties within designated areas and also those relating to renewable energy schemes (Disregarded Amounts). The Council distributes the remaining net balance of standard business rate income to Central Government, who are allocated 50%, with the final 10% to Gloucestershire County Council.

	2016/17 £	2017/18 £
Total Non Domestic Rateable Value at 31 March	£78,286,088	£89,133,812
National Non-domestic Rate Multiplier - Higher	49.7p	47.9p
National Non-domestic Rate Multiplier - Lower [Small Business]	48.4p	46.6p

The Business Rates receivable amount on the face of the Collection Fund Account is lower than the total of Non-domestic Rateable Value multiplied by the Non-domestic Rate Multiplier due to the award of various reliefs including Small Business Rate Relief and other mandatory and discretionary rate reliefs.

### G3. Tax Payers' Arrears & Provisions for Uncollectable Amounts

Provision has been made for uncollectable tax payers' debts. At 31 March the provisions on the Collection Fund were as follows:

	2016/17 £	2017/18 £	% of arrears
Council Tax	(425,371)	(446,707)	33.6%
National Non Domestic Rates	(292,125)	(437,355)	34.5%
	<u>(717,496)</u>	<u>(884,062)</u>	

### G4. Business Rates – Disregarded Amounts

From April 2013 the Council was allowed to retain 100% of the growth from the business rates associated with renewable energy sites. All such growth is transferred to the Council's General Fund.

## NOTES TO THE COLLECTION FUND

### G5. Collection Fund Balance Sheet Apportionment

The apportionment of the balances on the Collection Fund as at 31 March is as follows:

	Cotswold District Council £	Gloucs. County Council £	Central Govt. £	Gloucs. P&CC £
<b>Council Tax</b>				
Debtors	163,935	986,569	n/a	179,443
Bad Debt Provision	(55,063)	(331,372)	n/a	(60,272)
Prepayments and Overpayments	(170,632)	(1,026,877)	n/a	(186,774)
(Surplus) / Deficit at 31 March	(155,705)	(937,046)	n/a	(170,436)
<b>Business Rates</b>				
Debtors	506,398	126,600	632,997	n/a
Bad Debt Provision - Tax Payers	(174,942)	(43,736)	(218,677)	n/a
Bad Debt Provision - Appeals	(1,043,095)	(260,774)	(1,303,870)	n/a
Prepayments and Overpayments	(488,132)	(122,033)	(610,165)	n/a
(Surplus) / Deficit at 31 March	1,851,084	1,480,866	370,216	n/a



# ANNUAL GOVERNANCE STATEMENT

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## 1. SCOPE OF RESPONSIBILITY

Cotswold District Council is responsible for ensuring that:

- Its business is conducted in accordance with the law and proper standards;
- Public money is safeguarded and properly accounted for
- Public money is used economically, efficiently and effectively; and
- There is a sound system of governance, incorporating the system of internal control

The Council has a Best Value duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging these responsibilities, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and including arrangements for the management of risk.

The Council has developed and approved a Code of Corporate Governance, which is consistent with the core principles and sub-principles as set out in the CIPFA/SOLACE "Delivering Good Governance in Local Government: Framework (2016)" ('the Framework'). This statement explains how the Council has complied with the code and also meets the requirements of Regulation 6(1)(a) of the Accounts and Audit Regulations 2015 (England) which requires the Council to conduct a review at least once a year on the effectiveness of its system of internal control and include a statement reporting on the review with any published Statement of Accounts.

In addition to this, CIPFA issued its "Statement on the Role of the Chief Finance Officer in Local Government (2015)". The Annual Governance Statement (AGS) reflects compliance of this statement for reporting purposes. The Council's Chief Finance Officer is the Statutory Section 151 Officer (Section 151 Officer).

## 2. THE PURPOSE OF THE GOVERNANCE FRAMEWORK

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

The system of internal control is a significant part of the governance framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore, only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to:

- Identify and prioritise the risks to the achievement of the Council's policies, aims and objectives;
- Evaluate the likelihood of those risks occurring;
- Assess the impact should those risks occur; and
- Manage the risks efficiently, effectively and economically

The governance framework has been in place at Cotswold District Council for the year ended 31<sup>st</sup> March 2018 and up to the date of approval of the Annual Statement of Accounts.

## ANNUAL GOVERNANCE STATEMENT

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### 3. THE GOVERNANCE ENVIRONMENT

The key elements of the Council's governance arrangements are outlined in the Local Code of Corporate Governance. The governance framework includes arrangements for:

- Identifying and communicating the Council's vision of its purpose and intended outcomes for citizens and service users;
- Reviewing the Council's vision and its implications for the Council's governance arrangements;
- Measuring the quality of services for users, ensuring that they are delivered in accordance with the Council's objectives and ensuring that they represent the best use of resources;
- Defining and documenting the roles and responsibilities of the executive (Cabinet), non-executive, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication;
- Developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff;
- Reviewing and updating Financial Rules, Contract Rules, Constitution, Scheme of Delegation and supporting procedure notes / manuals, which clearly define how decisions are taken and the processes and controls required to manage risks;
- Ensuring effective counter-fraud and anti-corruption arrangements are developed and maintained;
- Ensuring the Council's financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2015);
- Undertaking the core functions of an Audit Committee, as identified in CIPFA's Audit Committees: Practical Guidance for Local Authorities;
- Ensuring compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful;
- Whistleblowing and for receiving and investigating complaints from the public;
- Identifying the development needs of members and senior officers in relation to their strategic roles, supported by the appropriate training;
- Establishing clear channels of communication with all sections of the community and other stakeholders, ensuring accountability and encouraging open consultation; and
- Incorporating good governance arrangements in respect of partnerships, including shared services and other joint working and reflecting these in the Council's overall governance arrangements.



## ANNUAL GOVERNANCE STATEMENT

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The main areas of the Council's governance framework, and the key evidence of delivery, are set out below, under the headings of the core principles and sub-principles from the CIPFA/SOLACE "Delivering Good Governance in Local Government: Framework (2016)

<b>A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law</b> <ul style="list-style-type: none"><li>• Behaving with Integrity</li><li>• Demonstrating strong commitment to ethical values</li><li>• Respecting the rule of the law</li></ul>
<ul style="list-style-type: none"><li>• The roles and responsibilities of Members generally and all office holders are set out in the Council's Constitution, along with the way in which the various elements of the Council interact and complement each other. The Constitution is supported and underpinned by separate Codes of Conduct for Members and Officers, and a joint Member / Officer Protocol, which sets out guidelines as to behaviour and practical issues.</li><li>• Declarations are made at meetings by Members, and Officers, where appropriate and are recorded in the minutes of the meeting. The Members Code of Conduct requires Members to make declarations of interest when necessary, these are also recorded.</li><li>• Registers of Interest are completed annually by Members and Officers and a Register of Gifts and Hospitality is maintained. Members are reminded quarterly to update the Register of Interests.</li><li>• The Monitoring Officer and Section 151 Officer report directly to the Head of Paid Service and are members of the Corporate Leadership Team.</li><li>• Internal audit reviews are designed to ensure services are complying with internal and external policies and procedures and all legislation. Where non-compliance is identified, this is reported to Management and to Members via the Council's Audit Committee.</li><li>• Whistleblowing policies have been updated and have been ratified by Cabinet. A Gloucestershire wide Counter-Fraud unit has been established to help prevent and detect fraud and corrupt practices, including misuse of power. This service reports to Audit Committee twice a year.</li></ul>

## ANNUAL GOVERNANCE STATEMENT

### **B. Ensuring openness and comprehensive stakeholder engagement**

- Openness
  - Engaging comprehensively with institutional stakeholders
  - Engaging with individual citizens and service users effectively
- 
- Annual accounts are published in a timely manner to help communicate the Council's financial position and performance.
  - An Annual Report is published each year, which summarises financial and other performance over the previous financial year and sets out the Corporate Plan for the current year.
  - All Committee, Cabinet and Council reports clearly outline their purpose, so the community can understand what the Council is trying to be achieve. Reports also address financial legal, equalities, risk and sustainability implications to aid understanding of the potential impact of their recommendations.
  - The roles and responsibilities of the executive (Cabinet), non-executive, scrutiny and officer functions are defined in the Council's Constitution
  - A Scheme of Delegation for officers is included within the Constitution
  - Communication channels with staff include one-to-one meetings, a weekly update email, an intranet site.
  - A Customer Feedback form is available publicly for handling comments, complaints and compliments.
  - The Council maintains clear channels of communication with all sections of the Community and other Stakeholders
  - The ability for Members of the Public to ask questions at Cabinet meetings, Overview and Scrutiny Committee meetings and meetings of the Full Council.
  - A report is produced annually regarding the performance of the council and the achievement of its aims and objectives. The report is published on the Council's website.
  - The Council publishes Transparency data on its website which includes, supplier payments, Senior Management Structure Charts, Annual Pay Policy Statement. Where data is not available in the published data sets, instructions are available on how to make a Freedom of Information Request and the procedure that will be followed to answer the request.

### **C. Defining outcomes in terms of sustainable economic, social, and environmental benefits**

- Defining outcomes
  - Sustainable economic, social and environmental benefits
- 
- The Council's vision is contained within the Corporate Strategy 2016-19, which also states the Aim and Priorities of the organisation. Corporate and Service Plans are drafted and updated annually to support the delivery of the Council's Aim and Priorities.
  - Key tasks identified in Service Plans feed into individual work plans/appraisals.
  - The Corporate Strategy deals with the Council's approach to environment and sustainability issues. Detailed proposals arising from the Corporate Strategy are Individually assessed as they are developed and are included within decision making reports to Members.
  - The financial implications of delivering against the Council's Aim and Priorities are included within the Council's Medium Term Financial Strategy, Revenue Budgets and Capital Programme. These key financial documents are updated annually in advance of the forthcoming financial year.



## D. Determining the interventions necessary to optimise the achievement of the intended outcomes

- Determining interventions
- Planning interventions
- Optimising achievement of intended outcomes

- The Council has, with three other Councils, created a company, Publica Group Ltd (Publica), to deliver more efficient and improved services. Where possible, processes have/are being aligned to ensure consistency across the partner Councils. However, the Councils have retained decision making powers over service policies, outcomes and standards. Publica is the Council's most significant contractor. In recognition of this, the Council will monitor the contractor's performance by:
  - Considering Publica's Annual Report at Council;
  - Considering Publica's draft Business Plan annually at the Finance and Management Overview and Scrutiny Committee and Cabinet in February each year;
  - Requiring, as appropriate, representatives from Publica to attend relevant Scrutiny Committee(s) to support discussion on quarterly performance reports;
  - Receiving monthly "Keeping You Connected" updates by email from Publica to all Members;
  - Meet with informal Cabinet together with invited Members from other parties/scrutiny representatives on a quarterly basis to discuss: progress against the Business Plan; identify any key risks and challenges outside of the company or Council control; budget monitoring and service delivery matters;
  - Develop informal mechanisms to share best practice, learning and Councillor development.
- In addition to the creation of Publica, the Council continues to secure savings through its procurement processes.
- The Council has processes in place to identify and respond to external changes, for example: changes to legislation and regulation, emerging risks and opportunities. Corporate processes such as risk management, development and delivery of Corporate and Service Plans, performance management processes, budget monitoring and other management processes are designed to capture and incorporate these external factors and to enable the Council to respond appropriately.
- Corporate and Service risk registers are discussed and reported quarterly.
- Key Performance Indicators are identified and included in the Service Delivery Plans for each service, these are reported quarterly.
- Budgets are prepared annually in accordance with objectives, strategies and the Medium Term Financial Strategy, following consultation with customers, stakeholders and officers.
- The Medium Term Financial Strategy (MTFS) is a live document and can be reviewed, updated and reported as necessary, to respond to the changing environment.

### **E. Developing the entity's capacity, including the capability of its leadership and the individuals within it**

- Developing the entity's capacity
- Developing the capability of the entity's leadership and other individuals

- One of the reasons behind the creation of Publica is to increase capacity across the four partner councils by sharing common processes and procedures and eliminating (as far as possible) single points of failure. By working in partnership, the Councils are able to share the cost of commissioning bespoke, specialist advice.
- The move to provision of services via wholly owned companies is providing the opportunity to engage with a number of Non-Executive Directors that bring a wealth of experience from a range of different economic sectors.
- There is a Scheme of Delegation at Member level covering the Council, Cabinet, Individual Cabinet Members and Other Committees. Similarly, there is a Scheme of Delegation for officer decisions delegated to them. These are reviewed and revised as structures at Council and Officer level change.
- Financial Rules were published in 2012; minor changes to the Rules to reflect operational practice were made by the Council's Chief Finance Officer in July 2015 and reported to the Cabinet. The Financial Rules are due to be reviewed and updated during 2018/19 to reflect changes resulting from the introduction of the new service delivery company and any other operational updates.
- An induction programme is available to new employees and members alike. Training is also provided for both Members and Officers on an on-going basis as appropriate and necessary. Members on certain Committees (e.g. Planning and Licensing) are required to undertake training before attending the Committee meetings.
- Officers undertake regular performance reviews by way of an appraisal process. Officers discuss actions and training for the forthcoming year and plan how this will be actioned. Typically, two review meetings are scheduled for the year to ensure key objectives are being met and finally a review of the year meeting is scheduled to discuss the officer's performance over the year. Officers are encouraged to complete Continuing Professional Development as relevant to their professional qualifications and service areas hold budgets to ensure that training can be undertaken to maintain skills and knowledge.
- The Head of Paid Service, the Section 151 Officer, the Monitoring Officer and The Leader of the Council have clear roles and responsibilities and these are contained within the Constitution along with the Member/Officer Protocol.



### **F. Managing risks and performance through robust internal control and strong public financial management**

- Managing risk
- Managing performance
- Robust internal control
- Managing data
- Strong public financial management

- Responsible officers are required to maintain Service / Operational Risk Registers and Senior Officers review the Strategic Risk Register on a quarterly basis. The Strategic Risk Register is reported to Members and Cabinet on a regular basis.
- Risks are identified when undertaking Internal Audit reviews and reported when necessary.
- Performance Management, measures the quality of service for users to ensure services are delivered in accordance with the Council's objectives and represent best use of resources.
- Performance is measured on a regular basis and reported to Overview and Scrutiny Committee and Cabinet.
- Minutes of meetings are published and highlight the challenge made by Members to Officers/Cabinet Members.
- The Internal Audit service is provided by SWAP Internal Audit Services and is run in partnership with other local authorities. The internal audit team will provide the internal audit service to both the Council and Publica Group Ltd which strengthens the Council's oversight of Publica as its most significant contractor.
- A risk-based Audit Plan is drafted annually following consultation with Officers, Members and the Section 151 Officer. The Audit Plan is approved at Audit Committee prior to the financial year.
- Audit reports, once completed are discussed with the service manager. Executive summaries, including findings, and progress on the Annual Plan are reported to Audit Committee, on a quarterly basis.
- Recommendations made in audit reports are followed up 6 months after the completion the audit and findings reported to Audit Committee.
- The Audit Committee's Terms of Reference are contained within the Constitution. Members of the Committee have experience of scrutinising financial and audit reports. Training is provided as appropriate.
- A County Wide Counter Fraud Unit has been established and supports all the Gloucestershire Local Authorities, West Oxfordshire District Council and other third parties. Where investigations identify possible improvements to the internal control framework the Counter Fraud Unit will liaise with the Internal Audit team to ensure the improvements are followed up and implemented by Management.
- An ICT Audit and Compliance Manager has responsibility for Data Protection policies and ensuring officers are informed.
- The Council is part of the Gloucestershire Information Sharing Partnership. This will enable data to be shared when necessary.
- Audit reviews ensure data is held securely whether electronic or hard-copy.
- The MTFS is reviewed and updated on a regular basis to ensure the Section 151 Officer, Directors and Members are aware of the financial standing of the Council.

## ANNUAL GOVERNANCE STATEMENT

### **G. Implementing good practices in transparency, reporting and audit to deliver effective accountability**

- Implementing good practice in transparency
  - Implementing good practices in reporting
  - Assurance and effective accountability
- 
- The Council publishes an Annual Report which reports on the Council's activities for the previous financial year. Data in respect of transparency is published on the Council's website.
  - The Council's Statement of Accounts is produced and published annually in accordance with statutory requirements. Aligned with this is the production of the Annual Governance Statement which identifies how the Council has met its governance reporting obligations
  - External Audit recommendations are reported to Audit Committee, following the completion of their annual audit process, follow-ups of recommendations are also reported.
  - Internal Audit processes ensure compliance with Public Sector Internal Auditing Standards. Internal Audit recommendations are followed-up and reported to Audit Committee, further follow-up is planned if recommendations have not been actioned in full.

#### **4. REVIEW OF EFFECTIVENESS**

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers, the annual opinion from the Head of Internal Audit, the officer Corporate Governance Group and comments made by the external auditors, other review agencies and inspectorates.

### **The Council's process for maintaining and reviewing the effectiveness of the governance framework has included the following:**

Heads of Service complete an Annual Assurance Statement at the end of the financial year. These governance declarations provide appropriate management assurance that key elements of the system of internal control are in place and are working effectively and help to identify areas for improvement.

Corporate Team (including the Section 151 Officer and the Monitoring Officer) review the Corporate Risk Register on a quarterly basis and Service Risk Registers being maintained by each Manager/Head of Service.

The SWAP Assistant Director (Head of Internal Audit) provides the Audit Committee, as the Committee charged with governance, with an Annual Opinion on the control environment of the Council, which includes its governance arrangements.

Investigation of, and decisions on, allegations of failure to comply with Members Code of Conduct are considered and determined by the Monitoring Officer and an Independent Person(s).

Induction processes are carried out for newly elected members.

The Section 151 Officer ensures training and awareness sessions are carried out for the Audit Committee periodically.

The External Auditors (Grant Thornton LLP) present progress reports to the Audit Committee.

The External Auditor's Annual Audit Letter and follow-up of management responses to issues raised in the Letter or other reports are overseen by the Audit Committee.

Quarterly performance reports, including the Corporate Risk Register and budget position, are presented to Cabinet and the appropriate Committee, demonstrating performance management against agreed Service Plans, performance indicators and budgets.



## ANNUAL GOVERNANCE STATEMENT

The Audit Committee review the Annual Governance Statement.

The Audit Committee review the Annual Statement of Accounts, the Treasury Management Strategy and reports from both Internal Audit (SWAP) and External Audit (Grant Thornton LLP), including quarterly progress reports.

Full Council approves the annual budget, reviews and approves the Treasury Management Strategy, following recommendations from the Audit Committee.

Internal Audit monitors the quality and effectiveness of systems of internal control. Audit reports include an opinion that provides management with an independent judgement on the adequacy and effectiveness of internal controls. Reports including recommendations for improvement are detailed in an action plan agreed with the relevant Service Manager/Head of Service.

The Annual Internal Audit Opinion for 2017/18, in respect of the areas reviewed during the year, was 'Reasonable'.

The Council's Financial Rules and Contract Rules are kept under review and revised periodically.

Other explicit review/assurance mechanisms, such as the Annual Report from the Local Government Ombudsman and reports from SWAP or Grant Thornton LLP.

### 5. SIGNIFICANT GOVERNANCE ISSUES DURING 2017/2018

In preparing this statement and reviewing the effectiveness of the governance arrangements a number of areas have been identified where the Council needs to focus attention and improve arrangements or gain assurances from Publica that improvements have been made in areas of weakness, over the next financial year. These areas of work are planned to strengthen the control framework and are set out in the table below.

No.	Key Area of Focus	Planned Actions
1	Publica Group Ltd	Given that Publica only became operational in November 2017, during 2018/19 the Council needs to embed the governance arrangements relating to Publica. This includes implementing new Service Delivery Plans which will enable improved performance reporting using a new set of Key Performance Indicators and new arrangements for engagement between Publica and Council Members.
2	General Data Protection Regulation (GDPR)	The Data Protection Regulatory framework is due to change in May 2018. The Council needs to take action to ensure it is compliant with the new requirements.
3	Food Safety / Licensing / Private Water Supplies / Safeguarding	Follow-up audit reviews planned to ensure risks to the Council have been mitigated by the actioning of the recommendations made in the 2017/18 audit reviews.

## ANNUAL GOVERNANCE STATEMENT

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The Annual Internal Audit Opinion, as drafted by the SWAP Assistant Director (Head of Internal Audit), lists forty pieces of audit work being conducted during 2017/18, which includes consultancy and advisory services. Twenty-Four assurance reviews were completed (finalised) during the year with three scoring a 'partial' assurance, therefore there is a sound system of internal control at the Council which will continue to help mitigate any risks to the organisation going forward.

The 'partial' assurance audits that were issued during the year are captured in 3 above. Recommendations and actions have been agreed with Management, follow-up reviews have been planned for 2018/19 to ensure actions are being implemented.

Internal Audit follow-up reviews were conducted during 2017/18 on areas where weaknesses were identified in the previous year. Some recommendations have not been actioned and therefore a further follow-up will be undertaken during 2018/19.

### 6. APPROVAL OF LEADER AND HEAD OF PAID SERVICE

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

**Signed on behalf of Cotswold District Council:**

**Councillor Mark F Annett**  
Leader of the Council

**Nigel Adams**  
Head of Paid Service



## INDEPENDENT AUDITOR'S REPORT

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## INDEPENDENT AUDITOR'S REPORT

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## GLOSSARY

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### **Accounting Period**

The period of time covered by the accounts, normally a period of 12 months commencing on 1 April. The end of the accounting period is the Balance Sheet date.

### **Accounting Statements**

The Council's Core Financial Statements and Supplementary Financial Statements.

### **Accruals**

Sums included in the accounts to cover income or expenditure attributable to the accounting period but for which no payment has yet been made or received at the Balance Sheet date.

### **Actuarial Gains and Losses [Defined Benefit Pension Scheme]**

Changes in the net pensions liability that arise because events have not matched assumptions at the last actuarial valuation or because actuarial assumptions have changed.

### **Amortisation**

A term used to refer to the charging of the value of a transaction or asset (usually related to intangible assets or deferred charges) to the Income and Expenditure Account over a period of time, reflecting the value to the authority; similar to the depreciation charge for non-current assets.

### **Billing Authority**

A local authority responsible for collecting Council Tax and National Non-Domestic Rates.

### **Business Rates (NNDR/NDR)**

Rates payable on business (non-domestic) premises based on their Rateable Value.

### **Capital Expenditure**

Expenditure for the acquisition, provision or improvement of non-current assets, which will be of long-term value to the Council, providing services beyond the current accounting period.

### **Capital Programme**

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

### **Capital Receipts**

Money received from the disposal of non-current assets or the repayment of grants and loans, which is available for financing future capital expenditure.

### **Collection Fund**

A statutory fund maintained by a billing authority, which is used to record local taxes and Non-Domestic Rates collected by the authority, along with payments to precepting authorities, the national pool of Non-Domestic Rates and the billing authority's General Fund.

### **Community Assets**

Assets which the Authority intends to hold in perpetuity, that have no determinable finite useful life and that may have restrictions on their disposal, e.g. parks, historical buildings. See also Non-Current Assets.

### **Contingent Asset**

A possible asset that arises from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Council's control.

### **Contingent Liability**

A contingent liability is either:

- 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
- a present obligation arising from past events where it is not probable that a transfer of economic benefits will be required or the amount cannot be measured with sufficient liability.

### **Council Tax**

A local tax on domestic properties, set by the billing and precepting authorities. The level is determined by the revenue expenditure requirements for each authority divided by the tax base for the year.

### **Council Tax Base**

The amount calculated by each billing authority from which the entitlement of its share is derived.

### **Creditors**

Amounts owed by the Authority for works completed, goods received or services rendered before the end of the accounting period but for which payments have not been made.

### **Current Service Cost [Defined Benefit Pension Scheme]**

The increase in the present value of a defined benefit scheme's liabilities as a result of employee service earned in the current period.

### **Curtailment [Defined Benefit Pension 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.

### **Debtors**

Amounts due to the Authority for works completed, goods received or services rendered before the end of the accounting period but for which payments have not been received.

## GLOSSARY

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### **Depreciation**

The estimated benefit of an asset consumed during the accounting period, owing to age, wear and tear, deterioration or obsolescence.

### **Direct Revenue Financing (DRF)**

Resources provided from an authority's revenue budget to finance the cost of capital projects.

### **Events After the Reporting Period**

Those (non-adjusting) events, both favourable and unfavourable, of such materiality that their disclosure is required for the fair presentation of the Statement of Accounts, which occur between the Balance Sheet date and the date on which the Accounts are signed by the responsible financial officer.

### **Exceptional Items**

Events or transactions that fall within the ordinary activities of the Authority and need to be disclosed separately due to their size to give fair presentation of the accounts.

### **Expected Return on Assets [Defined Benefit Pension Scheme]**

For a defined benefit scheme, this is a measure of the return on the investment assets held by the plan for the year. It is not intended to reflect the actual realised return by the plan, but a longer term measure based on the value of assets at the start of the year taking into account movements in assets during the year and an expected return factor.

### **Finance Lease**

A lease that transfers substantially all the risks and rewards of ownership of an asset to the lessee. Under a finance lease, the present value of the lease payments would equate to the fair value of the asset.

### **Financial Instruments**

Any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity.

### **Financial Liability**

An obligation to transfer economic benefits controlled by the Authority that is represented by:

- a contractual obligation to deliver cash (or another financial asset) to another entity
- a contractual obligation to exchange financial assets/liabilities with another entity under conditions that are potentially unfavourable to the Authority.

### **General Fund (GF)**

The main revenue fund used to meet day-to-day spending on providing Council services.

### **Government Grants**

Grants made by the Government towards either revenue or capital expenditure to support the cost of providing the Authority's services. These grants may be specifically towards the cost of particular schemes ("Specific") or to support the revenue spend of the Authority ("Non-Specific").

### **Impairment**

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

### **Infrastructure Assets**

A class of asset whose life is of indefinite length and which are usually not capable of being sold, such as highways and footpaths.

### **Intangible Assets**

Non-financial assets which do not have physical substance but are identified and controlled by the Authority through legal rights e.g. IT Software.

### **Inventories**

Items of raw materials and stores an authority has procured to use on a continuing basis and which it has not yet used.

### **Investment Property**

Land and Buildings non-current assets held only for investment potential.

### **Liability**

A liability is where the Authority owes payment to an individual or another organisation. See also Contingent Liability, Current Liabilities and Financial Liability

### **Local Council Tax Support Scheme**

Assistance provided by billing authorities to adults on low incomes to help pay their Council Tax bill. The cost is borne by the Council.

### **Long-Term Assets**

Non-current and other assets which can be expected to be of use or benefit the Authority in providing its service for more than one accounting period.

### **Long-Term Liabilities**

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

### **Materiality**

The concept that the Statement of Accounts should include all amounts which, if omitted, or misstated, could be expected to lead to a distortion of the financial statements to a reader.

### **Net Book Value (NBV)**

The amount at which non-current assets are included in the balance sheet.



## GLOSSARY

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### **Net Interest on the Net Defined Benefit Liability [Defined Benefit Pension Scheme]**

The net interest expense - the change during the period in the net benefit liability that arises from the passage of time.

### **Non-Current Assets**

Property, plant and equipment and other assets that bring longer term benefit or service potential to the Authority.

### **Non-Operational Assets**

Assets held by the Authority but not directly occupied, used or consumed in the direct delivery of services, e.g. assets in the course of construction and surplus land.

### **Operating Leases**

A lease other than a Finance Lease (see above). The future obligations relating to operating leases are disclosed to provide the reader with an estimate of the outstanding un-discharged obligations in relation to such leases.

### **Operational Assets**

Non-current assets held and occupied, used or consumed by the Authority in the direct delivery of those services for which it has a statutory or discretionary responsibility.

### **Past Service Costs [Defined Benefit Pension Scheme]**

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

### **Post Balance Sheet Events**

These events, both favourable and unfavourable, occur between the Balance Sheet date (31 March) and the date on which the statement of accounts are signed.

### **Precept**

A levy made by one statutory body (Precepting Authority) on another to meet the net cost of its services.

### **Precepting Authorities**

Those authorities that are not Billing Authorities; i.e. do not collect the Council Tax and National Non-Domestic Rates. Police authorities are „major“ precepting authorities and town and parish councils are „local“ precepting authorities.

### **Prior Period Adjustments**

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. This does not include normal recurring corrections or adjustments of accounting estimates made in prior years.

### **Provisions**

Amounts set aside for the purposes of providing for any liability or loss which is likely or certain to be incurred but is uncertain as to the amount or the date on which it will arise, e.g. bad debts.

### **Prudential Code**

The CIPFA Prudential Code for Capital Finance in Local Authorities – the guidance applicable from April 2004 for the greater freedom for authorities to borrow to fund capital investment (under the Local Government Act 2003). This Code requires the Authority to set and monitor a suite of Prudential Indicators, including its Affordable Borrowing Limit, and establish its policy for using the new freedoms.

### **Related Parties**

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

- One party has direct or indirect control of the other party; or
- The parties are subject to common control from the same source; or
- 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
- 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 interest.

### **Related Party Transactions**

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

### **Reserves**

Amounts set aside in the accounts for the purpose of meeting general, future expenditure. Reserves may also be used to smooth the cost of certain activities over a number of years. A distinction is drawn between reserves and provisions (see above), which are set up to meet known liabilities.

## GLOSSARY

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### **Revenue Expenditure**

Day to day spending on the running of Council services including salaries, wages, contract payments, supplies and capital financing costs.

### **Revenue Expenditure Funded by Capital Under Statue (REFCUS)**

Expenditure of a capital nature but for which there is no tangible asset, e.g. renovation grants.

### **Revenue Expenditure**

Spending on day-to-day items including employees' pay, premises and transport costs and supplies and services.

### **Revenue Support Grant**

A general grant paid by the Government to Council's contributing towards the costs of their services.

### **Specific Grants**

The term used to describe all government grants, including supplementary and special grants, to local authorities other than Revenue Support Grant and capital grants.

### **Total Cost**

The actual cost of services reflecting all of the direct, indirect and overhead costs that have been incurred in providing the service, even where the expenditure is not under the control of the service's chief officer.

### **Work In Progress**

The cost of work carried out on an uncompleted project at the Balance Sheet date, which should be accounted for within the accounting period.

### **CIPFA (Chartered Institute of Public Finance and Accountancy)**

CIPFA is the professional institute for accountants working in the public sector and the body that publishes the Code of Practice.

### **IFRS (International Financial Reporting Standards)**

IFRS is a set of accounting standards developed by an independent, not-for-profit organisation called the International Accounting Standards Board.

### **IPSAS (International Public Sector Accounting Standards)**

IPSAS are a set of accounting standards issued by the IPSAS Board for use by public sector entities around the world in the preparation of financial statements.

## INDEX OF NOTES TO THE ACCOUNTS

	Note	Page
Accounting Policies	E5	54 – 64
Accounting Standards Not Yet Adopted	E8	66
Adjustments between Accounting Basis and Funding Basis Under Regulation	C1	25 – 26
Assets Held For Sale	D5	38
Assumptions and Other Major Sources of Estimation	E7	65
Capital Expenditure and Financing	D9	40
Cash Flow - Adjustments for items included in the net surplus / (deficit) on the provision of services that are investing or financing activities	F1a	70
Cash Flow - Adjustments to the net surplus / (deficit) on the provision of services for non-cash movements	F1b	70
Cash Flow – Financing Activities	F1c	70
Cash Flow – Investing Activities	F1d	70
Collection Fund – Balance Sheet Apportionment	G5	74
Collection Fund - Business Rates – Disregarded Amounts	G4	73
Collection Fund – Council Tax System	G1	72
Collection Fund – National Non-Domestic Rates	G2	73
Collection Fund - Tax Payers' Arrears & Provisions for Uncollectable Amounts	G3	73
Contingent Assets and Contingent Liabilities	E9	66
Critical Judgements in Applying Accounting Policies	E6	64
Defined Benefit Pension Scheme	E1	41 – 45
Expenditure and Funding Analysis	B1	12 – 16
Expenditure and Income Analysed by Nature	B2	16
External Audit Costs	B7	18
Financial Instruments	E2	46 – 48
Financing and Investment Income & Expenditure	B4	17
Grant Income	B9	22
Intangible Assets	D3	37
Investment Property	D2	36
Leases	E4	51 – 53
Long Term Debtors	D4	37
Members' Allowances	B6	18
Nature and Extent of Risks Arising from Financial Instruments	E3	49 – 51
Officer Remuneration	B8	19 – 21
Other Operating Expenditure	B3	17
Property, Plant and Equipment	D1	33 – 35
Provisions	D8	39
Related Parties	E10	66 – 68
Short Term Creditors	D7	39
Short Term Debtors	D6	38
Taxation and Non-Specific Grant Income	B5	17
Termination Benefits	B10	23
Unusable Reserves	C3	27 – 32
Usable Reserves	C2	27