

Report to Audit Committee

Agenda
Item:

A.5

Meeting Date: 26 September 2013
Portfolio: Finance, Governance and Resources
Key Decision:
Within Policy and
Budget Framework
Public / Private Public

Title: STATEMENT OF ACCOUNTS 2012/13
Report of: DIRECTOR OF RESOURCES
Report Number: RD44/13

Purpose / Summary:

The Council's Statement of Accounts 2012/13 has been subject to a 3 month audit process which commenced in July and which must be completed by the statutory deadline of 30th September.

The Audit is substantially complete with the Auditor's Audit Findings Report (ISA260) Report being considered elsewhere on the agenda. That report provides the Council with an unqualified opinion on both the Accounts and the VFM conclusion. It also details any issues found during the course of the audit process, and any amendments required to the Accounts which must be reported and approved by Members of the Audit Committee.

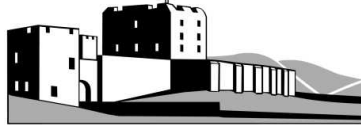
There are several recommendations made by the Auditor relating to the disclosure issues raised in the Audit Findings Report (ISA260). The completed action plan will be reviewed and closely monitored during 2013/14.

A revised set of accounts is attached to this report, incorporating all known and agreed amendments, for formal approval by the Audit Committee. However the Auditors are in the process of finalising their work and if further changes are required these will be discussed with Members at their meeting on 26th September.

Recommendations:

The Committee is asked to approve the 2012/13 Statement of Accounts and the Annual Governance Statement.

CARLISLE
CITY COUNCIL



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SINGLE ENTITY

STATEMENT OF ACCOUNTS

2012/13

STATEMENT OF ACCOUNTS

2012/13

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SECTION 1 – FOREWORD

1.1 Introduction

The City Council must prepare and publish a Statement of Accounts annually. Its purpose is to give electors, local taxpayers, Council Members, employees and other interested parties clear information about the Council's finances. The accounts presented are of a Single Entity as the Council has no relationships that require it to prepare Group Accounts.

The aim is to provide information on:

- the cost of providing Council services in 2012/13;
- how these services were paid for;
- what assets the Council owned at the end of the financial year; and
- what was owed, to and by, the Council at the end of the financial year.

This foreword gives a guide to the most important matters included in the Statement of Accounts. The Statement for the year ended 31 March 2013 has been produced by the Director of Resources and consists of the following: -

(i) The Statement of Responsibilities for the Statement of Accounts

This sets out the respective responsibilities of the Council and the Director of Resources for preparing the Statement of Accounts.

(ii) The Movement in Reserves Statement

This Statement shows the movement in the year on the different reserves held by the Council, analysed into "usable reserves" (i.e. those that can be applied to fund expenditure or reduce local taxation) and other reserves. The "Surplus or (deficit) on the provision of services" line shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance for Council Tax setting purposes. The "Net increase/decrease before transfers to earmarked reserves" line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

(iii) The Comprehensive Income and Expenditure Statement

This Statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement. In accordance with changes to the Service Reporting Code of Practice, the line for Cultural, Environmental Regulatory and Planning Services has now been split into three separate lines headed Cultural and Related Services, Environmental and Regulatory Services and Planning Services. Previous year comparative figures have been restated into these three headings.

(iv) The Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. Reserves are reported in two categories. The first category of reserves are usable reserves, i.e. those reserves that the Council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the capital receipts reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves are those that the Council is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example revaluation reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences

shown in the Movement in Reserves Statement line “adjustments between accounting basis and funding basis under regulations”.

(v) The Cash Flow Statement

The Cash Flow statement shows the changes in cash and cash equivalents of the Council during the reporting period. The statement shows how the Council generates and uses cash and cash equivalents by classifying cash flows as; operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Council are funded by way of taxation and grant income or from the recipients of services provided by the Council. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Council’s future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Council.

(vi) Notes to the Financial Statements

These explain in more detail a number of entries in the core financial statements and include details of the Accounting Policies used in the preparation of the accounts.

(vii) The Collection Fund

This shows the total income received by the Council from council tax and business rates and how this has been distributed to all the authorities it is collected for, including the Council.

(viii) The Annual Governance Statement

This explains the framework within which internal control has been managed and reviewed by the Council during the year of account.

1.2 Revenue Expenditure and Financing

Revenue expenditure generally relates to resources which are used within a year and which are paid for from council tax, non-domestic rates, government grants, fees and charges for services and other income received by the Council.

Summary Service Expenditure Comparison of Budget to Actual

The table below shows a comparison of the Council’s revised budget with its performance for 2012/13. More detailed information is shown in the Comprehensive Income and Expenditure Statement on page 10.

2012/13 Revenue Budget	£000
Approved Budget (Council Resolution - February 2012)	13,987
Carry Forward requests (2011/12 Outturn)	358
Revised Budget 2012/13 as at February 2013	14,345
Non-Recurring Expenditure	
Transformation Savings	(219)
Transformation Costs (Transformation Reserve)	432
Clean Up Carlisle	20
Revised Budget 2012/13	14,578

	Revised Budget £000	Actual £000	Variance £000
Local Environment	5,712	5,710	(2)
Community Engagement	8,003	7,889	(114)
Economic Development	1,930	1,823	(107)
Chief Executives	106	110	4
Resources	(3,001)	(3,583)	(582)
Governance	1,828	1,743	(85)
Service Expenditure	14,578	13,692	(886)
Parish Precepts	445	445	0
Total	15,023	14,137	(886)
Transfers from Reserves			
Residents Parking Reserve	0	192	192
Building Control Reserve	0	10	10
EEAC Reserve	(40)	(38)	2
JE Reserve	(25)	(37)	(12)
Transformation Reserve	(432)	(432)	0
General Fund Balance	(991)	(297)	694
Total Transfer from Reserves	(1,488)	(602)	886
Financed by:			
Precept from Collection Fund	(7,181)	(7,181)	0
National Non Domestic Rate Pool	(6,230)	(6,230)	0
Revenue Support Grant	(124)	(124)	0
Total Grants	(13,535)	(13,535)	0
Total	(15,023)	(14,137)	886
Contribution to General Fund Balance	0	0	0

The Council has total usable reserves of £5.184million, of which the total earmarked reserves held by the Council are £2.419million as at 31 March 2013 (£2.247 million at 31 March 2012). Further details can be found at note 4.5. The Council was under spent by £886,000 against the revised budget. This resulted in a lower use of reserves in 2012/13 than expected. However, of the under spend, £696,400 is earmarked for carry forward into future years.

The Council has other unusable reserves totalling £103.316million at 31 March 2013 (£123.947million at 31 March 2012). Certain reserves are kept to manage the accounting processes for assets and retirement benefits and do not represent usable resources for the Council.

For a more detailed analysis of the breakdown of income and expenditure and explanation of variances from the budget a revenue outturn report for 2012/13 has been prepared which

provides additional information on the year end position. This is available upon request from the Director of Resources.

1.3 Capital Expenditure and Financing

Capital expenditure relates to spending on the acquisition, creation and enhancement of fixed assets that generally have a life in excess of one year. This spending is usually paid for from borrowing, the sale of assets, specific government and other grants, capital balances and occasionally from revenue balances. Spending on assistance to the private sector for renovation grants, disabled facilities grants and other housing improvement schemes is also classed as capital expenditure and is known as Revenue Expenditure funded from capital under statute, because the spending does not generate an asset to the Council.

(i) Capital Expenditure

The Council's revised capital programme for 2012/13 was approved at £7.979 million. Overall capital spending for 2012/13, however, totalled £4.560 million, resulting in an underspend of £3.419million of which £1.829million has been reprofiled to future years and £1.547m has been returned to reserves. Expenditure on Highways Claimed Rights capital work of £238,300 was also incurred which was fully funded by £238,300 of income from the County Council. This revises the total expenditure for 2012/13 to £4.798 million. The Council also undertook an exchange of assets with the County Council during the year and acquired assets to the value of £535,000. The overall programme can be summarised as follows:

	£000	£000
Revenue Expenditure funded from Capital Under Statute		
Disabled Facilities Grants	868	
Highways Claimed Rights	238	
Central Plaza Conservation	9	
Environmental Improvements	28	
Other Schemes	6	
		1,149
Capital Investment on Assets		
Old Town Hall	198	
Planned Major Repairs	331	
Industrial Estates	285	
Equipment, Vehicles & Plant	862	
City Council Buildings (including Community Centres)	81	
IT Projects	156	
Families Accommodation Replacement	1,008	
Historic Quarter	82	
Talkin Tarn	86	
Clean Up Carlisle	5	
Play & Multi-Use Games Areas	68	
Resource Centre	261	
Strategic Property Purchases	163	
Other Schemes	63	
		3,649
		4,798
Assets acquired via asset exchange	535	
		535
		5,333

The programme has been financed as follows:

	£000
Capital Receipts	2,554
Specified Capital Grant	663
Other Capital Grants and Contributions	356
Direct Revenue Financing	618
Reserves	9
Unfinanced Capital Expenditure (See para 1.5(ii))	598
Assets acquired via asset exchange	535
	5,333

(i) Borrowing

The Council has powers to borrow money for capital purposes under Section 1 of the Local Government Act 2003. The Council currently has a stock issue of £15 million as its external borrowing liabilities. The Council has not yet taken advantage of the Prudential Borrowing regime introduced in April 2004, although this position is regularly reviewed in the light of total available capital resources.

(ii) Capital Receipts

The Council is dependent on capital receipts generated from the sale of its assets to pay for a significant proportion of its capital spending. This includes capital receipts arising from the sale of former council houses now owned by Riverside as part of the housing stock transfer agreed in 2002.

1.4 Pension Liability

The full implementation IAS 19 Employee Benefits has led to a Pensions Liability being recognised in the balance sheet. This liability stands at £44.445m at 31 March 2013.

The liability shows the underlying long-term commitments that the Council has to pay in respect of retirement benefits. The total liability of £44.445m million has had a significant effect on the net worth of the Council as shown in the balance sheet, but statutory arrangements to deal with the funding deficit mean that the financial position of the Council remains healthy. The deficit on the local government pension scheme will be made good by increasing contributions over the remaining working life of employees, following an assessment by the scheme's actuary.

1.5 Significant Issues

(i) Significant Charges to Comprehensive Income and Expenditure Account

Included in the Comprehensive Income and Expenditure Statement within Services are downward Revaluations totalling £10.295million. There is a significant revaluation for Tullie House of £8.8million due to the revised valuation being based upon the peppercorn lease granted for occupation of the building by the trust (as required under the terms of the operating agreement).

Investment properties have also been revalued in line with the Code and this has seen a net reduction in value of £0.903million, primarily due to the revaluation of the Lanes which has resulted from falling rentals.

(ii) Usable Capital Receipts Set Aside

In previous years, £14.5million of unapplied usable capital receipts was transferred into the Capital Adjustment Account. The effect of this transfer reduced the Council's Capital Financing Requirement which in turn reduced the Council's Minimum Revenue Provision (MRP) liability. During 2012/13 £597,766 of cash from these receipts was used for capital expenditure, and this has reduced the available cash balance of these transferred receipts as at 31 March 2013 to £5,601,084. During 2012/13, surplus capital receipts were generated that were not used to finance capital expenditure and these too have been transferred into the Capital Adjustment Account. The receipts transferred in 2012/13 totalled £1,862,714, meaning the total balance held in the Capital Adjustment Account is £7,463,798.

The cash from these receipts is held within investments on the balance sheet and is available to fund capital expenditure in 2013/14 and future years.

(iii) Economic Climate

The effect of the economic downturn continued in 2012/13 as budget expectations took into account the expected effects of lower interest rates and other falls in income. However, further reductions in government grant funding, together with further reductions in income impacted on the Council's finances and action was required to deal with the impact of these on the revenue budget in order to achieve a balanced outturn position. The outcome of this can be seen in Note 4.12, where income has reduced from £11.440million in 2011/12 to £10.026million in 2012/13. However, the continued transformation programme has seen expenditure reductions, with employee expenses reducing from £19.567million in 2011/12 to £18.914million in 2012/13. Other expenditure has also reduced from £57.891million in 2011/12 to £56,854million in 2012/13.

1.6 Major Influences on the Authority

During 2012/13 the Council has continued with its programme of transformational change in order to make savings and efficiency savings in light of reducing funding levels.

1.7 Accounting Policy Information

The accounts of the Council comply with the relevant accounting practices laid down by the Accounting Standards authorities and the 2012/13 Code of Practice on Local Authority Accounting.

1.8 Further Information

As part of the Council's policy of providing full information about the Council's affairs, further information regarding the accounts is available on request from the Director of Resources, Civic Centre, Rickergate, Carlisle. In addition, members of the public have a statutory right to inspect the accounts before the audit and to have a copy of the Statement of Accounts after the audit has been completed.

SECTION 2 - STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

2.1 The Responsibilities of the Council

The Council 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 Council, that officer is the Director of Resources;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets; and
- approve the Statement of Accounts.

2.2 The Responsibilities of the Director of Resources

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

In preparing this statement of accounts, the Director of Resources has:

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

The Director of Resources has also:

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

The Director of Resources is required to give a true and fair view of the financial position of the Council at 31 March 2013 and its income and expenditure for the year ended 31 March 2013.

Signed:



Date:

28 June 2013

Director of Resources

SECTION 3 – FINANCIAL STATEMENTS

3.1 Movement in Reserves Statement

2012/13	Note	General Fund Balance £000	Earmarked GF Reserves £000	Capital Receipts Reserve £000	Deferred Capital Receipts £000	Capital Grant Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
Balance at 31 March 2012		2,839	2,247	0	20	118	5,224	123,947	129,171
Movement in reserves during 2012/13									
Surplus/(deficit) on provision of services (accounting basis)		(12,761)	0	0	0	0	(12,761)	0	(12,761)
Other Comprehensive Income and expenditure		0	0	0	0	0	0	(7,910)	(7,910)
Total Comprehensive Income and Expenditure		(12,761)	0	0	0	0	(12,761)	(7,910)	(20,671)
Adjustments between accounting basis and funding basis under regulations	4.4	12,636	0	0	0	85	12,721	(12,721)	0
Net Increase / Decrease before Transfers to Earmarked Reserves		(125)	0	0	0	85	(40)	(20,631)	(20,671)
Transfers to/(from) Earmarked Reserves	4.5	(172)	172	0	0	0	0	0	0
Increase/Decrease in Year		(297)	172	0	0	85	(40)	(20,631)	(20,671)
Balance at 31 March 2013		2,542	2,419	0	20	203	5,184	103,316	108,500

2011/12 Comparative Figures	Note	General Fund Balance £000	Earmarked GF Reserves £000	Capital Receipts Reserve £000	Deferred Capital Receipts £000	Capital Grant Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
Restated Balance at 31 March 2011		3,721	2,741	0	20	137	6,619	135,814	142,433
Movement in reserves during 2011/12									
Surplus/(deficit) on provision of services (accounting basis)		(8,520)	0	0	0	0	(8,520)	0	(8,520)
Other Comprehensive Income and expenditure		0	0	0	0	0	0	(4,742)	(4,742)
Total Comprehensive Income and Expenditure		(8,520)	0	0	0	0	(8,520)	(4,742)	(13,262)
Adjustments between accounting basis and funding basis under regulations	4.4	7,144	0	0	0	(19)	7,125	(7,125)	0
Net Increase / Decrease before Transfers to Earmarked Reserves		(1,376)	0	0	0	(19)	(1,395)	(11,867)	(13,262)
Transfers to/(from) Earmarked Reserves	4.5	494	(494)	0	0	0	0	0	0
Increase/Decrease in Year		(882)	(494)	0	0	(19)	(1,395)	(11,867)	(13,262)
Balance at 31 March 2012		2,839	2,247	0	20	118	5,224	123,947	129,171

3.2 Comprehensive Income and Expenditure Statement

2011/12				Note	2012/13		
Expenditure £000	Income £000	Net £000			Expenditure £000	Income £000	Net £000
12,875	(11,474)	1,401	Central Services		13,625	(11,875)	1,750
8,262	(1,089)	7,173	Cultural & Related Services		7,415	(780)	6,635
8,358	(3,533)	4,825	Environmental & Regulatory Services		7,627	(3,061)	4,566
3,497	(1,027)	2,470	Planning Services		3,101	(1,190)	1,911
3,706	(3,834)	(128)	Highways & Transport Services		3,437	(3,436)	1
36,507	(32,361)	4,146	Housing Services		35,072	(33,160)	1,912
3,103	(767)	2,336	Corporate & Democratic Core		2,180	(65)	2,115
177	0	177	Non Distributed Costs		(36)	0	(36)
0	0	0	Exceptional Items (Downward Revaluations)	4.7 / 4.27	9,782	0	9,782
76,485	(54,085)	22,400	Cost of Services	4.12(b)	82,203	(53,567)	28,636
590	(834)	(244)	Other Operating Expenditure	4.8	1,072	(449)	623
17,248	(15,356)	1,892	Financing and Investment Income and Expenditure	4.9	15,495	(16,765)	(1,270)
0	(5)	(5)	Surplus or Deficit of Discontinued Operations	4.26	0	0	0
0	(15,523)	(15,523)	Taxation and Non-Specific Grant Income	4.10	0	(15,228)	(15,228)
94,323	(85,803)	8,520	(Surplus) or Deficit on Provision of Services	4.12(b)	98,770	(86,009)	12,761
		(603)	Surplus or Deficit on Revaluation of Non Current Assets	4.44a			(223)
		5,345	Actuarial (Gains)/Losses on Pension Assets/Liabilities	4.44c			8,133
		4,742	Other Comprehensive Income & Expenditure				7,910
		13,262	Total Comprehensive Income & Expenditure				20,671

3.3 Balance Sheet

31 March 2012 £000		Note	31 March 2013	
			£000	£000
	Property, Plant and Equipment	4.29		
	Operational Assets			
186	Dwellings			181
38,175	Other Land & Building			27,335
3,442	Infrastructure Assets			3,497
3,770	Community Assets			3,832
5,803	Vehicles & Plant			5,254
	Non Operational Assets			
582	Surplus			582
221	Assets Under Construction			1,319
52,179	Total Property, Plant and Equipment			42,000
98,271	Investment Property	4.31		94,863
206	Intangible Assets	4.32		142
16,108	Heritage Assets	4.33		16,109
	Long Term Debtors	4.36b		
229	Transferred Debt - Cumbria County Council			206
63	Other Long Term Debtors			54
114,877				111,374
167,056	Total Long Term Assets			153,374
	Current Assets			
15,063	Short Term Investments	4.36b	17,110	
250	Assets Held for Sale	4.41	470	
118	Inventories	4.37	60	
5,085	Short Term Debtors	4.39	3,173	
432	Payments in Advance		457	
1,792	Cash and Cash Equivalents	4.40	2,110	
22,740	Total Current Assets			23,380
	Current Liabilities			
(884)	Cash and Cash Equivalents	4.40	0	
(483)	Short Term Borrowing	4.36a	(483)	
(443)	Provisions	4.43	(683)	
(4,939)	Short Term Creditors	4.42	(4,276)	
(15)	Capital Grants Receipts in Advance	4.46	0	
(1,815)	Receipts in Advance		(1,914)	
(8,579)	Total Current Liabilities			(7,356)
	Long Term Liabilities			
(1,154)	Long Term Creditors	4.42	(1,166)	
(15,000)	Long Term Borrowing	4.36a	(15,000)	
(214)	Provisions	4.43	(287)	
(35,678)	Other Long Term Liabilities (Pensions)	4.48d	(44,445)	
(52,046)	Total Long Term Liabilities			(60,898)
129,171	Net Assets			108,500

31 March 2012 £000	Balance Sheet (Cont.)	Note	31 March 2013	
			£000	£000
	Usable Reserves	4.5		
20	Deferred Credits		20	
0	Usable Capital receipts		0	
2,839	General Fund Reserve Balance		2,542	
2,247	Earmarked Reserves	4.5	2,419	
118	Capital Grants Unapplied Account		203	
5,224				5,184
	Unusable reserves	4.44		
(35,678)	Pension Reserve		(44,445)	
(69)	Employee Benefit Reserve		(80)	
139,210	Capital Adjustment Account		127,281	
58	Collection Fund Adjustment Account		65	
20,426	Revaluation Reserve		20,495	
123,947				103,316
129,171	Total Reserves			108,500

Certified that the Statement of Accounts give a true and fair view of the financial position of the Council at 31 March 2013 and its income and expenditure for the year ended 31 March 2013.

Signed:



Date:

28 June 2013

Director of Resources

These accounts were originally authorised for issue on 28 June 2013 and have subsequently been re-authorised for issue on 16 September 2013.

Signed

Date

Director of Resources

Approved by the Audit Committee 26 September 2013-09-13

Signed

Date

L Patrick – Chair of Audit Committee

3.4 Cash Flow Statement

2011/12 £000		Note	2012/13 £000
8,520	Net surplus or deficit on the provision of services		12,761
(6,463)	Adjustments to net surplus or deficit on the provision of services for non-cash movements	4.54	(20,540)
2,850	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	4.54	5,102
4,907	Net cash flows from Operating Activities		(2,677)
(3,190)	Net cash flows from Investing Activities	4.55	1,054
(1,319)	Net cash flows from Financing Activities	4.55	421
398	Net increase or decrease in cash and cash equivalents		(1,202)
1,306	Cash and cash equivalents at the beginning of the reporting period		908
908	Cash and cash equivalents at the end of the reporting period		2,110

SECTION 4 – NOTES TO THE ACCOUNTS

4.0 Accounting Policies

4.0.1 General Principles

The Statement of Accounts summarises the Council's transactions for the 2012/13 financial year and its position at the year-end of 31 March 2013. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2011, 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 2012/13 and the Service Reporting Code of Practice 2012/13, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the 2003 Act.

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.

4.0.2 Accruals of Income and Expenditure

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

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

4.0.3 Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

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

4.0.4 Exceptional Items

When items of income and expense are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the

accounts, depending on how significant the items are to an understanding of the Council's financial performance.

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

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

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Council's financial position or financial performance.

Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

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

4.0.6 Charges to Revenue for Non-Current Assets

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

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

The Council is not required to raise council tax to cover these costs but is required to make an annual contribution to reduce its overall borrowing requirement. This is known as the Minimum Revenue Provision and is calculated as 4% of the Council's capital financing requirement at the start of the financial year. Depreciation, impairment losses, revaluation losses and amortisations are therefore replaced by a revenue provision in the Movement in Reserves Statement by way of an adjusting transaction with the Capital Adjustment Account for the difference between the two.

4.0.7 Employee Benefits

Benefits Payable During Employment

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

Termination Benefits

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

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

Post Employment Benefits

Employees of the Council are members of the Local Government Pension Scheme (LGPS) administered by Cumbria County Council.

The scheme is a funded defined benefit scheme meaning that the scheme provides retirement lump sums and pensions, earned as employees work for the Council. As a defined benefit scheme it is shown within the Council's accounts using the following principles:

- The liabilities of the Cumbria Local Government Pension Scheme attributable to the Council are included in the balance sheet on an actuarial basis using the projected unit method. This basis uses an assessment of the future payments that will be made in relation to the retirement benefits earned to date by employees, after considering assumptions about mortality rates, employee turnover and earnings projections for employees.
- Liabilities are discounted to their value at current prices using a real discount rate of 4.2%.
- The assets of the LGPS attributable to the Council are included in the Balance Sheet at their fair value.
 - quoted securities – current bid price
 - unquoted securities – professional estimate
 - unitised securities – current bid price
 - property – market value

Around 87% of LGPS assets are held in equity investments and bond issues with the remainder held in property and other assets.

- The change in the net pension liability is analysed into seven components and recognised in the Statements as follows:
 - **Current service cost** – the increase in liabilities as a result of years of service earned this year is charged to service revenue accounts, based on where employees worked, within the Net Cost of Services section of the Comprehensive Income and Expenditure Statement.
 - **Past service cost** – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years is charged to Non-Distributed Costs within Net Cost of Services in the Comprehensive Income and Expenditure Statement.
 - **Interest cost** – the expected increase in the value of liabilities during the year as they move one year closer to being paid is charged to Financing and Investment Income and Expenditure line within the Comprehensive Income and Expenditure Statement.
 - **Expected return on assets** – the annual investment return on fund assets attributable to the Council, based on an average of the expected long-term return is credited to Financing and Investment Income and Expenditure line within the Comprehensive Income and Expenditure Statement.

- **Gains and losses on settlements and curtailments** – the results of actions to relieve the Council of liabilities or events that reduce the expected future service or accrual of benefits of employees are charged to Non-Distributed Costs within Net Operating costs in the Comprehensive Income and Expenditure Statement.
- **Actuarial gains and losses** – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation, or because the actuaries have updated their assumptions are charged to other income and expenditure in the Comprehensive Income and Expenditure Statement.
- **Contributions paid to the Cumbria Local Government Pension Fund** – cash paid as employers' contributions to the pension fund. This is not accounted for as an expense.

Measurement bases applied in respect of the LGPS assets and liabilities are set out in note 4.48 to the Accounts.

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. This therefore means that within the Movement in Reserves Statement, there are appropriations to and from the Pensions Reserve to remove the notional transactions for retirement benefits and replace them with debits for the amounts paid to the pension fund in the year 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 decision and accounted for using the same policies as are applied to the LGPS.

4.0.8 Events after the Balance Sheet Date

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

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

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

4.0.9 Financial Instruments

Financial instruments held by the Council are all classed as either financial liabilities or financial assets (loans and receivables) under the 2012/13 Code.

Financial Liabilities

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

Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

(i) Borrowing

Borrowing is classed as either a long-term liability, repayable after 12 months or longer, or a current liability if it is repayable within a 12 month period. Borrowing is shown in the Balance Sheet at amortised cost using the effective interest rate that applies to the individual loans comprising the total borrowing held by the Council. For borrowing held by the Council, this means that the amount shown in the balance sheet represents the outstanding principal payable to the lender and the interest on the borrowing that is charged to the Comprehensive Income and Expenditure Statement is the amount payable in the year under the loan agreement.

(ii) Creditors

Creditors are recognised when a contractual arrangement is entered into between the Council and a supplier to provide goods and services for an agreed price. The value of the creditors recognised in the balance sheet represents the current value of the outstanding liabilities of the Council at 31 March as a proxy for amortised cost.

Financial Assets

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.

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

(i) Loans and Receivables

Investments

Investments are classed as either long-term assets, repayable after 12 months or longer, or as current assets if repayable within a 12-month period. Investments are shown in the Balance Sheet at amortised cost using the effective interest rate of the individual investments. For all the investments that the Council has made, this means that the amount shown in the balance sheet is the amount of principal due to be repaid to the Council and the interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable by the Council under the loan agreement.

Debtors (including mortgages)

Debtors are recognised when a contractual arrangement is entered into between the council and a debtor for the Council to provide goods and services for an agreed sum. The value of debtors in the balance sheet represents the current value of the outstanding debts owed to the Council at 31 March as a proxy for amortised cost.

Car Loans

Car Loans are provided to staff deemed to be essential users at a discounted rate of interest and therefore meet the definition of a soft loan within the 2012/13 Code. The value of car loans provided has not been recalculated at fair value as the difference between interest at fair value and the actual loan interest charged is not considered material.

Further details on Financial Instruments can be found in note 4.36 to the Financial Statements.

4.0.10 Government Grants and Contributions

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

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

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

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

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

4.0.11 Heritage Assets

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

The majority of the Council's Heritage Assets are held in the Council's Museum. The Museum has four collections of heritage assets, Archaeology, Social History, Natural History and Fine and Decorative Arts, which are held in support of the primary objective of the Council's Museum, i.e. increasing the knowledge, understanding and appreciation of the Council's history and local area. Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Council's accounting policies on property, plant and equipment. However some of the measurement rules are relaxed in relation to heritage assets as described below. The accounting policies in relation to heritage assets that are deemed to include elements of intangible heritage assets are also presented below. The Council's primary collections of heritage assets are accounted for as follows.

Museum Collection

The Council's museum collection consists of a significant number of artefacts including pictures, prints, sculptures, china, glass, porcelain, coins, medals archaeological items, as well as significant numbers of social and natural history items, costumes and firearms. Museum collections are reported in the Council's balance sheet at insurance valuation which take into account current

market values. These insurance valuations are reviewed on an annual basis as part of the overall insurance premium renewal process.

Acquisitions are made by purchase or donation. Acquisitions are initially recognised at cost and donations are recognised at valuation with valuations being based on appropriate insurance values. The Museum has a defined acquisitions and disposals policy for the period 2010-2015 that sets out the policy for the development of collections at the museum.

Heritage assets will not be subject to depreciation as it is not deemed appropriate to estimate a useful life for the assets held.

Statues, Monuments and other historical buildings

The Council has a number of statues and monuments and other historical buildings that it does not consider that reliable cost or valuation information can be obtained. This is due to the historical significance of such items. However, in some cases, historical cost information is recorded, particularly those that were previously classified as Community assets. Therefore, those items that were previously categorised as Community Assets will be recognised at their historic cost. This will be re-evaluated so that the most appropriate valuation basis is used, and those previously not recognised (primarily statues and monuments) will not be recognised on the balance sheet although appropriate disclosures made.

Heritage Assets – General

The carrying amounts of heritage assets are reviewed where there is evidence of impairment for heritage assets, e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Council's general policies on impairment – see note 4.0.18 in this summary of significant accounting policies. The trustees of the Council's Museum will occasionally dispose of heritage assets which have a doubtful provenance or are unsuitable for public display. The proceeds of such items are accounted for in accordance with the Council's general provisions relating to the disposal of property, plant and equipment.

Disposal proceeds are disclosed separately in the notes to the financial statements and are accounted for in accordance with statutory accounting requirements relating to capital expenditure and capital receipts.

4.0.12 Intangible Asset

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

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

Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the Council's goods or services. Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Council can be determined by reference to an active market. In practice, no intangible asset held by the Council meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on

the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

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

4.0.13 Inventories and Long Term Contracts

Stocks are reflected in the balance sheet at current prices. This is a departure from the requirements of the Code and IAS 2 Inventories, which requires stocks to be shown at the lower of cost or net realisable value where they are acquired through an exchange transaction.

4.0.14 Investment Property

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

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

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

4.0.15 Jointly Controlled Operations and Jointly Controlled Assets

Jointly controlled operations are activities undertaken by the Council in conjunction with other venturers that involve the use of the assets and resources of the venturers rather than the establishment of a separate entity. The Council recognises on its Balance Sheet the assets that it controls and the liabilities that it incurs and debits and credits the Comprehensive Income and Expenditure Statement with the expenditure it incurs and the share of income it earns from the activity of the operation.

Jointly controlled assets are items of property, plant or equipment that are jointly controlled by the Council and other venturers, with the assets being used to obtain benefits for the venturers. The joint venture does not involve the establishment of a separate entity. The Council accounts for only its share of the jointly controlled assets, the liabilities and expenses that it incurs on its own behalf or jointly with others in respect of its interest in the joint venture and income that it earns from the venture.

4.0.16 Leases

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

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

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

The Council as Lessee

Operating Leases

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

The Council as Lessor

Operating Leases

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

4.0.17 Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA *Service Reporting Code of Practice 2012/13* (SeRCOP). The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

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

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

4.0.18 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.

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 Council and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred.

Deminimis levels have been set at:

- £5,000 for expenditure on individual items of vehicles, plant and equipment;
- £20,000 for expenditure on land, buildings and other structures.

Measurement

Assets are initially measured at cost, comprising:

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

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

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

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

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

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

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

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

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Surplus or Deficit on the Provision of Services where they arise from the reversal of a loss previously charged to a service

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

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

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

Impairment

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of 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 by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (i.e. freehold land and certain Community Assets) and assets that are not yet available for use (i.e. assets under construction).

Depreciation is calculated on the following bases:

Asset Category	Rate	Basis
Dwellings & Other Buildings	Useful Life	Straight Line
Infrastructure Assets	Useful Life	Straight Line
Vehicles, Plant, furniture & Equipment	Useful Life	Straight Line
Intangible Assets	Useful Life	Straight Line

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.

Componentisation

The Council has a policy on componentisation where any asset with a Gross Book Value of more than £1million and is subject to depreciation will be considered for componentisation where a component is deemed to be more than 5% of the assets value. This will primarily apply to buildings and the major components to be considered will be:

Component
Heating and Ventilation System
Windows
Electrical
Water Systems
Roofing
Lifts

Disposals and Non-current Assets Held for Sale

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

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

Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale. When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts and are required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

4.0.19 Provisions, Contingent Liabilities and Contingent Assets**Provisions**

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

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

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

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

Contingent Liabilities

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

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

Contingent Assets

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

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

4.0.20 Reserves

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

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

4.0.21 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 has been charged as expenditure to the relevant service in the Comprehensive Income and Expenditure Statement in the year. Where the Council has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a transfer in the Movement in Reserves Statement from the General Fund Balance to the Capital Adjustment Account then reverses out the amounts charged so that there is no impact on the level of council tax.

4.0.22 VAT

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

4.1 Accounting Standards that have been issued but have not yet been adopted

IAS 19 Employee Benefits (June 2011 amendments)

The adoption of the 2011 amendments to IAS19 Employee Benefits by the Code will result in a change in accounting policy that requires disclosure. The change in accounting policy will come into effect on 1 April 2013.

Under IAS19 the expected return on assets is replaced with “Interest on Assets”. This is the interest on assets held at the start of the period and cashflows occurring during the period, calculated using the discount rate at the start of the year. The pension cost recognised in the CIES under IAS19 will see the interest cost and expected return on assets replaced with the “net interest cost”. This will be calculated as interest on pension liabilities (substantially the old interest cost) less the interest on assets.

The new IAS19 requires that all actuarial gains and losses be recognised in the year of occurrence via the Comprehensive Income and Expenditure Statement. Also, actuarial gains and losses on liabilities due to changes in actuarial assumptions need to be split between the effect of changes in financial assumptions and changes in demographic assumptions.

A separate item of Administration expenses will also be recognised within pension costs (note 4.22).

A restatement of the 2012/13 figures will be included in the 2013/14 Statement of Accounts and will result in an increase in the total pension cost recognised in the CIES and balance sheet from £3.438m to £3.956m, and a reduction in the actuarial losses from £8.133m to £7.615m.

IAS1 Presentation of Financial Statements – Other Comprehensive Income (June 2011 amendments)

Due to the changes outlined above, there will be presentational changes required to the Comprehensive Income and Expenditure Statement.

IFRS 7 Financial Instruments: Disclosures (Offsetting Financial Assets and Liabilities)

The adoption of amendments to IFRS 7 Financial Instruments: Disclosures (issued October 2010) by the code in 2012/13 will result in a change of accounting policy that requires disclosure in the 2012/13 Statement of Accounts. The changes to the standard are intended to assist users of the financial statements to evaluate the risk exposures that relate to transfers of financial assets and the effect of those risks on the Council’s financial position. However, the transfers described by the standard are not undertaken by Carlisle City Council, therefore no additional disclosures will be required.

4.2 Critical Judgements in applying Accounting Policies

In applying the accounting policies set out in Note 4.0, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

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

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Information about significant areas of estimation uncertainty and critical judgements in applying accounting policies that have the most significant effect on the amounts recognised in the financial statements are described below:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Property Plant and Equipment (£42million at 31.03.13)	Assets are depreciated over useful lives that are dependent upon assumption about the level of repairs and maintenance that will be incurred in relation to individual assets. The current capital programme for major repairs has been reduced due to the Council directing its limited capital resources more strategically.	If the useful lives of assets are reduced, depreciation will increase and the carrying amount of the asset falls. It is estimated that the annual depreciation charge for buildings, vehicles and plant would increase by £197,000 for every year that useful lives had to be reduced.
Debtors & Creditors (£3.173 million and £4.276million at 31.03.13)	Debtors and creditor accruals are prepared on known invoices received/due, or are based on estimates of grant claims, accounting adjustments calculated from systems, e.g. Collection Fund.	Any creditors or debtors that are paid in 2013/14 that differ from the accrual made will result in the difference being funded from the 2013/14 budget.
Pension Liability (£45.445million at 31.03.13)	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of actuaries is engaged to provide the Authority with expert advice about the assumptions to be applied.	The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.1% increase in the discount rate assumption would result in a decrease in the pension liability of £2.506million

4.3 Material Items of Income and Expense

The Council had the following items of material income and expenditure in 2012/13:

- Income relating to the administration and payments of Benefits was received from Central Government totalling £38,877,595 (2011/12 £37,636,000) with corresponding payments of benefits totalling £38,690,000 (2011/12 £36,850,064).
- Council tax income of £7,187,000 (2011/12 £7,181,000) was credited to the Comprehensive Income and Expenditure Statement
- Redistributed NNDR of £6,230,000 (2011/12 £5,369,000) was received from Central Government.
- The continued Transformation programme of the Council resulted in Termination payments of £382,189 (2011/12 £618,678) being made in the year. These were charged to services and included redundancy pay and pension costs. These items were funded from the Transformation Reserve and salary savings.
- Downward revaluations of Property Plant and Equipment of £10.295million (2011/12 £2.750million).
- Downward revaluations of Investment Property of £0.903million (2011/12 £3.295million).
- Rental income from investment property of £4.673million (2011/12 £4,454,000).

Movement in Reserves Statement

4.4 Adjustments between accounting basis and funding basis under Regulations

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

	General Fund balance	Earmarked GF Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Total Unusable reserves	Revaluation Reserve	Pensions Reserve	Capital Adjustment Account	Collection Fund Adjustment Account	Short Term Compensated Absences	Total Authority Reserves
2012/13	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement												
(Amounts included in I&E to be removed for determining movement in general fund)												
Depreciation / Amortisation	2,647				2,647	(2,647)			(2,647)			0
Impairment/revaluation losses (charged to CIES)	10,266				10,266	(10,266)			(10,266)			0
Capital grant and contributions applied charged to CIES	(92)				(92)	92			92			0
Revenue Expenditure Funded from Capital under Statute (England and Wales)	246			(5)	241	(241)			(241)			0
Movement in market value of investment property	903				903	(903)			(903)			0
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the CIES	4,020				4,020	(4,020)			(4,020)			0
Capital grant and contributions unapplied credited to CIES	(109)			109	0	0			0			0
Transfer of sale proceeds credited as part of the gain/loss on disposal to the CIES	(5,015)		4,480		(535)	535			535			0
Costs of Disposal funded from Capital Receipts	63		(63)		0	0			0			0
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	3,438				3,438	(3,438)		(3,438)				0
Amount by which council tax income and residual community charge adjustment included in the Comprehensive Income and Expenditure Statement is different from the amount taken to the General Fund in accordance with regulation (England only)	(7)				(7)	7				7		0
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	11				11	(11)					(11)	0
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement												
(Amounts excluded in I&E to be included for determining movement in general fund)												
Statutory Provision for the repayment of debt - (Minimum revenue provision)	(304)				(304)	304			304			0
Statutory Repayment of Debt (Finance Lease Liabilities)	0				0	0			0			0
Revenue contribution to finance capital	(627)				(627)	627			627			0
Employers contributions to pension schemes	(2,804)				(2,804)	2,804		2,804				0
Other adjustments include												
Use of capital grants and contributions to finance capital expenditure	0			(19)	(19)	19			19			0
Use of capital receipts reserve to finance capital expenditure	0		(2,554)		(2,554)	2,554			2,554			0
Voluntary Transfer of Capital receipts to Capital Adjustment Account			(1,863)		(1,863)	1,863			1,863			0
Adjustment between CAA and Revaluation Reserve for depreciation that is related to the revaluation balance rather than Historic Cost.					0	0	(154)		154			0
Adjustments between accounting basis & funding basis under regulations	12,636	0	0	85	12,721	(12,721)	(154)	(634)	(11,929)	7	(11)	0

	General Fund balance	earmarked GF Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Total Unusable reserves	Revaluation Reserve	Pensions Reserve	Capital Adjustment Account	Collection Fund Adjustment Account	Short Term Compensated Absences	Total Authority Reserves
2011/12 Comparative Figures	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement												
(Amounts included in I&E to be removed for determining movement in general fund)												
Depreciation / Amortisation	2,767				2,767	(2,767)			(2,767)			0
Impairment/revaluation losses (charged to CIES)	2,735				2,735	(2,735)			(2,735)			0
Capital grant and contributions applied charged to CIES	(853)				(853)	853			853			0
Revenue Expenditure Funded from Capital under Statute (England and Wales)	171			(9)	162	(162)			(162)			0
Movement in market value of investment property	3,295				3,295	(3,295)			(3,295)			0
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the CIES	1,430				1,430	(1,430)			(1,430)			0
Capital grant and contributions unapplied credited to CIES	0				0	0			0			0
Transfer of sale proceeds credited as part of the gain/loss on disposal to the CIES	(2,005)		2,005		0	0			0			0
Costs of Disposal funded from Capital Receipts	17		(17)		0	0			0			0
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	3,229				3,229	(3,229)		(3,229)				0
Amount by which council tax income and residual community charge adjustment included in the Comprehensive Income and Expenditure Statement is different from the amount taken to the General Fund in accordance with regulation (England only)	(15)				(15)	15				15		0
Amount by which officer remuneration charged to the CIES on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	6				6	(6)					(6)	0
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement												
(Amounts excluded in I&E to be included for determining movement in general fund)												
Statutory Provision for the repayment of debt - (Minimum revenue provision)	(278)				(278)	278			278			0
Statutory Repayment of Debt (Finance Lease Liabilities)	0				0	0			0			0
Revenue contribution to finance capital	(454)				(454)	454			454			0
Employers contributions to pension schemes	(2,901)				(2,901)	2,901		2,901				0
Other adjustments include												
Use of capital grants and contributions to finance capital expenditure	0			(10)	(10)	10			10			0
Use of capital receipts reserve to finance capital expenditure	0		(1,988)		(1,988)	1,988			1,988			0
Adjustment between CAA and Revaluation Reserve for depreciation that is related to the revaluation balance rather than Historic Cost.					0	0	(101)		101			0
Adjustments between accounting basis & funding basis under regulations	7,144	0	0	(19)	7,125	(7,125)	(101)	(328)	(6,705)	15	(6)	0

4.5 Transfers to/from Earmarked Reserves

This note sets out the amounts set aside from the General Fund in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2012/13.

	Balance 1 April 2011	Transfers Out 2011/12	Transfers In 2011/12	Balance 31 March 2012	Transfers Out 2012/13	Transfers In 2012/13	Balance 31 March 2013
Capital:							
Lanes Capital Fund	326	0	14	340	0	14	354
CLL Reserve	522	0	0	522	0	0	522
Asset Investment Reserve	48	0	0	48	0	0	48
Total Capital Reserves	896	0	14	910	0	14	924
Revenue							
Projects Reserve	0	0	0	0	0	0	0
EEAC Reserve	192	(98)	0	94	(38)	0	56
Transformation Reserve	884	(407)	250	727	(432)	200	495
Welfare Reform Reserve	0	0	0	0	0	200	200
Job Evaluation Reserve	118	(81)	0	37	(37)	0	0
Residents Parking Reserve	(99)	(93)	0	(192)	0	192	0
Licensing Reserve	14	0	0	14	0	0	14
Building Control Reserve	(27)	0	0	(27)	0	10	(17)
Routledge Reserve	42	(42)	0	0	0	0	0
Sheepmount Reserve	42	(40)	0	2	(2)	0	0
Cremator Replacement Reserve	0	0	69	69	0	74	143
Conservation Fund	191	(66)	0	125	(9)	0	116
LSVT Warranties	488	0	0	488	0	0	488
Total Revenue Reserves	1,845	(827)	319	1,337	(518)	676	1,495
Total Earmarked Reserves	2,741	(827)	333	2,247	(518)	690	2,419
Other Usable Reserves							
Deferred Credits	20	0	0	20	0	0	20
General Fund Balance	3,721	(2,065)	1,183	2,839	(1,368)	1,071	2,542
Capital Grant Unapplied	137	(19)	0	118	(24)	109	203
Total Usable Reserves	6,619	(2,911)	1,516	5,224	(1,910)	1,870	5,184

4.6 Nature and Purpose of Reserves

The Council is required to maintain a number of reserves under the provisions of the Code. The reserves and their broad functions are as follows.

(a) Earmarked Reserves

This balance represents monies available to support revenue spending but which the Council have earmarked for specific purposes. Further details on individual earmarked reserves are contained within the Council's Medium Term Financial Plan, available upon request from the Director of Resources.

- (b) **Deferred Credits** This represents the balance of capital debtors recognised within long term debtors in respect of Housing Act Mortgage Debtors which remain outstanding at the year end and, therefore, cannot be counted within the useable capital receipts reserve.
- (c) **General Fund Balances**
This balance represents the cumulative surplus available to the Council to support revenue spending and which has not been earmarked for a specific purpose.
- (d) **Capital Grants Unapplied**
This represents capital grants that have been received and recognised in the Comprehensive Income and Expenditure Statement but which have yet to be applied to finance capital expenditure.
- (e) **Useable Capital Receipts Reserve**
Capital reserves are not allowed to be used for revenue purposes and in certain cases can only be used for specific statutory purposes. The Useable Capital Receipts Reserve is a reserve established for specific statutory purposes.
- (f) **Capital Adjustment Account**
This account exists to capture those elements of capital accounting required by the Code other than those taken through the revaluation reserve.
- (g) **Pension Reserve**
This reserve captures those charges and movements required to be recognised under IAS 19 when calculating total gains and losses for the year but which are required to be excluded from the movement on general fund balances.
- (h) **Revaluation Reserve**
This reserve captures the cumulative surplus recognised (but not realised) on the revaluation of fixed assets held by the Council.
- (i) **Collection Fund Adjustment Account**
This account exists to capture the difference between the amount of income recognised in the Comprehensive Income and Expenditure Statement relating to the collection of Council Tax and that required by Statute to be charged to the General Fund.
- (j) **Employee Benefit Reserve**
This reserve exists to capture the difference between the amount of expenditure recognised in the Comprehensive Income and Expenditure Statement relating to accrued holiday pay and flexi time and that required by Statute to be charged to the General Fund.

Comprehensive Income and Expenditure

4.7 Exceptional Items

Due to the revaluation of assets undertaken during 2012/13, there have been some significant downward revaluations charged to the Comprehensive Income and Expenditure Statement. Further details of where these revaluations would normally be shown in the CIES can be found at Note 4.27. The major revaluation change relates to Tullie House, where the granting of a peppercorn lease to the Tullie House Trust for 30 years has resulted in a significant downward revaluation of £8.809million. There was also a significant reduction in the valuation for Low Harker Dene Travellers site by £0.973million, again due to the granting of a peppercorn lease.

4.8 Other Operating Expenditure

2011/12 £000		2012/13 £000
438	Parish Council Precepts	445
(682)	Gains/Losses on disposal of non-current assets	178
(244)	Total	623

4.9 Financing and Investment Income and Expenditure

2011/12 £000		Note	2012/13 £000
1,312	Interest payable and similar charges		1,298
1,079	Pensions interest cost and expected return on pension assets	4.22	1,257
(377)	Interest receivable and similar income		(393)
(355)	Income and expenditure in relation to investment properties and changes in their fair value	4.11	(3,520)
233	Surplus/Deficit on Trading Undertakings	4.13	88
1,892	Total		(1,270)

4.10 Taxation and Non Specific Grant Income

2011/12 £000		2012/13 £000
(7,181)	Council Tax Income	(7,187)
(5,369)	Non-Domestic Rates	(6,230)
(2,120)	Non-Ring-fenced Government Grants	(1,184)
(853)	Recognised Capital Grants & Contributions	(92)
0	Recognised contribution - exchanged asset	(535)
(15,523)	Total	(15,228)

4.11 Investment Properties

Amounts that have been recognised in the Comprehensive Income and Expenditure Statement relating to investment property are:

2011/12 £000		2012/13 £000
(4,454)	Rental Income from investment property	(4,673)
678	Direct operating expenses arising from investment property that generated rental income during the period	874
3,295	Change in Fair Value of Investment Properties	903
126	(Gains)/Losses on Disposal of Investment Properties	(624)
(355)	Net (Gain)/Loss	(3,520)

4.12 Amounts reported for Resource Allocation Decisions

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

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

The income and expenditure of the Council's principal directorates recorded in the budget reports for the year is as follows:

(a) Service Expenditure

Directorate Income and Expenditure 2012/13	Chief Executive £000	Governance £000	Resources £000	Community Engagement £000	Economic Development £000	Local Environment £000	Total £000
Fees, charges and other service income	(32)	(457)	(5,121)	(1,132)	(1,099)	(2,185)	(10,026)
Interest and Other investment Income	0	0	(393)	0	0	0	(393)
Government Grants and contributions	(2)	(200)	(39,987)	(3,677)	(123)	(2,667)	(46,656)
Recharges / Support Services Recharges	0	0	(479)	0	0	(2,331)	(2,810)
Total Income	(34)	(657)	(45,980)	(4,809)	(1,222)	(7,183)	(59,885)
Employee Expenses	801	1,124	4,106	5,801	1,607	5,475	18,914
Other service charges	204	737	42,756	5,253	970	6,934	56,854
Recharges / Support Service Recharges	(861)	539	(4,465)	1,644	468	484	(2,191)
Total Expenditure	144	2,400	42,397	12,698	3,045	12,893	73,577
Net Expenditure	110	1,743	(3,583)	7,889	1,823	5,710	13,692

Directorate Income and Expenditure 2011/12 Comparative Figures	Chief Executive £000	Governance £000	Resources £000	Community Engagement £000	Economic Development £000	Local Environment £000	Total £000
Fees, charges and other service income	(7)	(608)	(4,885)	(936)	(919)	(4,085)	(11,440)
Interest and Other investment Income	0	0	(377)	0	(2)	0	(379)
Government Grants and contributions	(15)	(127)	(38,138)	(4,126)	(204)	(3,104)	(45,714)
Recharges / Support Services Recharges	0	0	(1,907)	0	0	(2,038)	(3,945)
Total Income	(22)	(735)	(45,307)	(5,062)	(1,125)	(9,227)	(61,478)
Employee Expenses	942	1,130	4,130	5,891	1,620	5,854	19,567
Other service charges	208	811	42,155	5,562	1,171	7,984	57,891
Recharges / Support Service Recharges	(102)	0	(613)	0	0	(9)	(724)
Total Expenditure	1,048	1,941	45,672	11,453	2,791	13,829	76,734
Net Expenditure	1,026	1,206	365	6,391	1,666	4,602	15,256

(b) Reconciliation to Subjective Analysis

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

2012/13	Directorate Analysis £000	Service and Support Services Not in Analysis £000	Amounts not reported to Management for Decision Making £000	Amounts not included in CIES £000	Allocation of Recharges £000	Net Cost of Services £000	Corporate Amounts £000	Total £000
Fees, charges and other service income	(10,026)	0	(73)	7,249	0	(2,850)	(7,106)	(9,956)
Interest and Investment Income	(393)	0	0	393	0	0	(5,567)	(5,567)
Income from Council Tax	0	0	0	0	0	0	(7,187)	(7,187)
Government Grants and Contributions	(46,656)	0	(774)	1,031	0	(46,399)	(8,041)	(54,440)
Recharges	(2,810)	0	0	0	(1,508)	(4,318)	0	(4,318)
Gain or Loss on Disposal of Non-Current Assets & Investment Property	0	0	0	0	0	0	(4,541)	(4,541)
Change in Fair Value of Investment Property	0	0	0	0	0	0	0	0
Total Income	(59,885)	0	(847)	8,673	(1,508)	(53,567)	(32,442)	(86,009)
Employee Expenses	18,914	0	2,069	(2,680)	0	18,303	6,431	24,734
Other service expenses	56,854	0	911	(6,174)	0	51,591	3,395	54,986
Non-Support & Support Service Recharges	(2,191)	0	0	0	1,508	(683)	0	(683)
Depreciation, amortisation and impairment	0	0	12,943	0	0	12,943	0	12,943
Interest Payments	0	0	0	0	0	0	1,298	1,298
Precepts and Levies	0	0	0	0	0	0	445	445
Gain or Loss on Disposal of Non-Current Assets & Investment Property	0	0	49	0	0	49	4,095	4,144
Change in Fair Value of Investment Property	0	0	0	0	0	0	903	903
Total Expenditure	73,577	0	15,972	(8,854)	1,508	82,203	16,567	98,770
Surplus/Deficit on Provision of Services	13,692	0	15,125	(181)	0	28,636	(15,875)	12,761

2011/12 Comparative Figures	Directorate Analysis £000	Service and Support Services Not in Analysis £000	Amounts not reported to Management for Decision Making £000	Amounts not included in CIES £000	Allocation of Recharges £000	Net Cost of Services £000	Corporate Amounts £000	Total £000
Fees, charges and other service income	(11,440)	0	(1,103)	7,673	0	(4,870)	(8,166)	(13,036)
Interest and Investment Income	(379)	0	0	377	0	(2)	(6,043)	(6,045)
Income from Council Tax	0	0	0	0	0	0	(7,181)	(7,181)
Government Grants and Contributions	(45,714)	0	0	446	0	(45,268)	(8,342)	(53,610)
Recharges	(3,945)	0	0	0	0	(3,945)	0	(3,945)
Gain or Loss on Disposal of Non-Current Assets & Investment Property	0	0	0	0	0	0	(1,986)	(1,986)
Change in Fair Value of Investment Property	0	0	0	0	0	0	0	0
Total Income	(61,478)	0	(1,103)	8,496	0	(54,085)	(31,718)	(85,803)
Employee Expenses	19,567	0	1,952	(2,696)	0	18,823	6,745	25,568
Other service expenses	57,891	0	1,204	(4,912)	0	54,183	4,618	58,801
Non-Support & Support Service Recharges	(724)	0	0	0	0	(724)	0	(724)
Depreciation, amortisation and impairment	0	0	5,517	0	0	5,517	0	5,517
Interest Payments	0	0	0	(1,312)	0	(1,312)	1,312	0
Precepts and Levies	0	0	0	0	0	0	438	438
Gain or Loss on Disposal of Non-Current Assets & Investment Property	0	0	(2)	0	0	(2)	1,430	1,428
Change in Fair Value of Investment Property	0	0	0	0	0	0	3,295	3,295
Total Expenditure	76,734	0	8,671	(8,920)	0	76,485	17,838	94,323
Surplus/Deficit on Provision of Services	15,256	0	7,568	(424)	0	22,400	(13,880)	8,520

(c) Reconciliation of directorate Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement

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

2011/12 £000		2012/13 £000
15,256	Net expenditure in the directorate analysis	13,692
0	Add Services not included in the main analysis	0
7,568	Add amounts not reported to Management	15,125
(424)	Remove amounts reported to management not included in the Comprehensive Income and Expenditure Statement	(181)
22,400	Net Cost of Services in Comprehensive Income and Expenditure Statement	28,636

4.13 Trading Operations

A number of Council Services are operated on a commercial basis. The turnover and (surplus)/deficit of these services are shown below.

(Surplus)/ Deficit 2011/12 £000	Activity	Gross Expenditure 2012/13 £000	Gross Income 2012/13 £000	(Surplus) / Deficit 2012/13 £000
242	Building Cleaning & Maintenance	576	(565)	11
12	Highways	992	(981)	11
0	Transport	352	(352)	0
(21)	Parking Patrols	335	(337)	(2)
0	Grounds	198	(198)	0
0	Other	68	0	68
233	Total Internal Trading	2,521	(2,433)	88
233	Total	2,521	(2,433)	88

4.14 Pooled Budgets

During 2002/03, the Council agreed with Eden District Council to form the Carlisle and Eden Crime and Disorder Reduction Partnership. The partnership was instigated under the Council's duties to reduce crime and disorder. The Council made no contribution in 2012/13 (2011/12: £30,000) to a pooled budget in this scheme, which is included in Cultural, Environmental, Regulatory and Planning Services in the Comprehensive Income and Expenditure Statement.

4.15 Agency Income and Expenditure

In the Council's capacity as Billing Authority it acts as an agent in collecting and distributing Council Tax income on behalf of the major preceptors and itself. Only the Council's share of income and expenditure is shown in the Comprehensive Income and Expenditure Statement (£7.187million).

The Council also acts as an agent in collecting National Non-Domestic Rates (NNDR) on behalf of the Government. Only the income received in NNDR redistribution (£6.230million) is recognised in the Comprehensive Income and Expenditure Statement.

The Council is required to maintain a separate fund for the collection and distribution of amounts due in respect of Council tax and NNDR. The Collection Fund is included as a supplementary statement.

4.16 Members Allowances

The Code of Practice on Local Authority Accounting requires that Local Authorities disclose details of allowances paid to elected members during the year. Details of allowances paid in 2012/13 are as follows:

2011/12 £000		2012/13 £000
	Type of Allowance	
245	Basic Allowance	245
85	Special Responsibility Allowance	82
23	Conference/Other Allowances	16
353	Total	343

4.17 Officers' Remuneration

The Accounts and Audit Regulations 2011 require that local authorities disclose details of the number of employees whose remuneration exceeds £50,000 in bands of £5,000. The table below includes senior employees who are also subject to additional disclosure below.

Remuneration includes any payments made on termination of employment, but does not include pension contributions.

The Accounts and Audit Regulations 2011 also now requires that local authorities disclose the individual remuneration details of senior employees by job title for a number of categories if their annual salary is above £50,000. For the purpose of disclosure, senior employees are defined by the Council as Director Level and above.

Remuneration Banding (incl Termination Payments)	Number of Employees			
	2012/13	Left During Year	2011/12	Left During Year
Between £50,000 and £54,999	2	0	4	1
Between £55,000 and £59,999	0	0	1	0
Between £60,000 and £64,999	5	0	4	0
Between £65,000 and £69,999	0	0	0	0
Between £70,000 and £74,999	1	1	0	0
Between £75,000 and £79,999	1	1	1	0
Between £80,000 and £84,999	1	0	0	0
Between £85,000 and £89,999	0	0	0	0
Between £90,000 and £94,999	1	1	1	0
Between £95,000 and £99,999	1	1	0	0
Between £100,000 and £104,999	1	0	0	0
Total Number of Employees (Including Senior Employees)	13	4	11	1

Post	Salaries, fees & allowances	Expenses allowance	Compensation for loss of employment	Benefits in Kind (e.g car allowance)	Total Remuneration excluding pension £000	Pension Contribution £000	Total Remuneration £000
2012/13	£000	£000	£000	£000	£000	£000	£000
Chief Executive	97	0	0	8	105	11	116
Deputy Chief Executive	75	0	0	7	82	9	91
Director of Governance	58	0	0	4	62	7	69
Director of Economic Development	58	0	0	5	63	7	70
Director of Local Environment	58	0	0	5	63	7	70
Director of Community Engagement	58	0	0	5	63	7	70
Director of Resources	58	0	0	4	62	7	69
Total	462	0	0	38	500	55	555

Post	Salaries, fees & allowances	Expenses allowance	Compensation for loss of employment	Benefits in Kind (e.g car allowance)	Total Remuneration excluding pension £000	Pension Contribution £000	Total Remuneration £000
2011/12 Comparative Figures	£000	£000	£000	£000	£000	£000	£000
Chief Executive (previously Strategic Director - Deputy Chief Exec)	92	0	0	8	100	11	111
Chief Executive (left 30/08/11)	43	0	0	4	47	5	52
Deputy Chief Executive (Previously Strategic Director)	73	0	0	6	79	9	88
Director of Governance (Previously Assistant Director)	58	0	0	5	63	7	70
Director of Economic Development (Previously Assistant Director)	58	0	0	5	63	7	70
Director of Local Environment (Previously Assistant Director)	58	0	0	5	63	7	70
Director of Community Engagement (Previously Assistant Director)	58	0	0	5	63	7	70
Director of Resources (Previously Assistant Director)	58	0	0	5	63	7	70
Total	498	0	0	43	541	60	601

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

	Number of Compulsory Redundancies		Number of other Agreed Departures		Total number of exit packages by cost band		Total cost of exit packages in each band	
	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13	2011/12 £000	2012/13 £000
£0 - £20,000	8	9	11	3	19	12	153	104
£20,001 - £40,000	5	1	4	0	9	1	226	26
£40,001 - £60,000	1	0	4	3	5	3	240	138
£60,001 - £80,000	0	0	0	0	0	0	0	0
£80,001 - £100,000	0	0	0	0	0	0	0	0
£100,001 - £150,000	0	0	0	1	0	1	0	114
Total	14	10	19	7	33	17	619	382

4.18 External Audit Costs

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

2011/12 £000		2012/13 £000
117	Fees payable to the Grant Thornton with regard to external audit services carried out by the appointed auditor	70
44	Fees payable to the Grant Thornton for the certification of grant claims and returns	22
12	Additional audit fee in respect of the 2010/11 audit but paid in 2011/12.	0
1	Fees payable in respect of other services provided by the appointed auditor	1
76	Fees payable in respect of objections to 2009/10 accounts	0
250	Total	93

4.19 Grant Income

The Council credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2012/13.

2011/12 £000		2012/13 £000
	Credited to Taxation and Non Specific Grant Income	
82	Play Areas Grant	60
7	Chances Park Multi Use Games Area Grant	0
174	Resource Centre Grant	0
24	Chances Park Grant	0
234	Roman Gateway Grant	0
63	City Play Trail Grant	0
58	Play Areas Contribution	0
100	Vehicle replacement Contribution	0
6	Chances Park Multi Use Games Area Contribution	(19)
2	Roman Gateway Contribution	0
103	Trinity Church Multi Use Games Area Contribution	0
0	Old Town Hall	22
0	Castle Way Cycle Ramp (S106)	23
0	Cenotaph Improvements	6
853	Total	92
	Credited to Services	
64	Economic Regeneration	85
78	Supporting Vulnerable People	74
30,165	Housing Benefit Subsidy	31,328
7,471	Council Tax Benefit	7,549
30	Benefits	73
94	Other Grants	54
1,594	Revenue Expenditure funded by Capital	903
39,496	Total	40,066

4.20 Related Parties

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

Central Government

Central government has effective control over the general operations of the Council – it is responsible for providing the statutory framework within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many transactions that the Council has with other parties (e.g. council tax bills, housing benefits). Grants received from government departments are set out in the subjective analysis in Note 4.12 on reporting for resource allocation decisions. Grant receipts receivable at 31 March 2013 are shown in Note 4.19. As at 31 March 2013, the balance of Creditors owing to Central Government departments

was £0.892million. The balance of debtors owed from Central Government departments was £0.154million.

Members

Members of the Council have direct control over the council's financial and operating policies. The total of members allowances paid in 2012/13 is shown in Note 4.16. All elected members of the Council were asked to declare any direct financial relationship through outside bodies or companies with the Council for the financial year 2012/13.

Eighteen Members declared an interest in Community Centres around the Carlisle area. The Council paid £302,500 to Community Centres during 2012/13.

2011/12 £000		2012/13 £000
19	Belah Community Centre	16
25	Botcherby Community Centre	22
38	Brampton Community Centre	42
38	Currock Community Centre	31
23	Denton Holme Community Centre	18
17	Greystone Community Centre	14
46	Harraby Community Centre	36
57	Longtown Community Centre	45
60	Morton Community Centre	48
20	Petteril Bank Community Centre	18
3	Raffles Community Centre	0
16	Yewdale Community Centre	12
362	Grants paid to Community Centres	302

Officers

During 2012/13 16 officers who are considered to be key management personnel were asked to declare any direct financial relationship through outside bodies or companies with the Council for the financial year 2012/13. The response rate was 100%.

There were no material transactions relating to members or senior officers of the Council during 2012/13.

Other Public Bodies

The Council has a pooled budget arrangement with Eden District Council for the Crime and Disorder Reduction Partnership. Details of contributions made can be found in Note 4.14.

Other related party transactions are as follows:

- the City Council's transactions with the Cumbria County Council Pension Fund, which are shown in Note 4.22 to the Financial Statements. The balance owed to the Pension fund at 31 March, and shown as a creditor in the balance sheet was £230,218.

4.21 Termination Benefits

The Council terminated the contracts of a number of employees during 2012/13, incurring liabilities of £382,189 (£618,678 in 2011/12). This total is payable to 17 officers from the Council who were made redundant as part of the Council's Transformation process.

4.22 Pension Costs

In 2012/13, the City Council paid an employer's contribution of £1,499,629 into the Cumbria County Council Pension Fund, representing 11.8% plus £1,051,000 deficit funding (2011/12: £1,406,024 representing 11.8% and £1,003,000 deficit funding) of pensionable pay. The contribution rate is based on the triennial actuarial valuation carried out at 31 March 2011 by the Fund's Actuary. This contribution rate is effective for the three-year period commencing 1 April 2011. The Council is also responsible for all pension payments relating to unfunded added years benefits awarded to its employees together with any related increases. In 2012/13 the value of these benefits amounted to £132,654 representing 1.1% of pensionable pay (2011/12 £149,352 and 1.3% respectively). The pension costs charged to the Comprehensive Income and Expenditure Statement in accordance with IAS 19 are as follows:

2011/12 £000		2012/13 £000
1,922	Current Service Cost	2,059
8	Past Service Cost / (Gain)	60
220	Curtailment Cost	62
(5,666)	Expected Return on Pension Assets	(5,174)
6,745	Pension Interest Costs	6,431
3,229	Total	3,438
(2,901)	Contributions paid to Pension Scheme	(2,804)
328	Contributions (to) / from Pension Reserve	634

4.23 Gains/Losses on Sale of Property, Plant and Equipment

The Comprehensive Income and Expenditure Statement includes gains and losses from the sale of Council assets. The value of the gains and losses for the year 2012/13 is as follows: -

2011/12 £000		2012/13 £000
(257)	Preserved Right To Buy Sales	(267)
(425)	Other	445
(682)	Total	178

4.24 Building Control

The Building (Local Authority Charges) Regulations 1998 require the disclosure of information regarding the setting of charges for the administration of the building control function. However, certain activities performed by the Building Control Unit cannot be charged for, such as providing general advice and liaising with other statutory authorities.

The following statement shows the total cost of operating the building control unit divided between the chargeable and non-chargeable activities:

2011/12				2012/13		
Charge-able £000	Non Charge-able £000	Total £000		Charge-able £000	Non Charge-able £000	Total £000
			Expenditure			
185	111	296	Employee Costs	180	107	287
0	1	1	Premises Expenses	0	1	1
13	8	21	Transport Expenses	12	9	21
5	14	19	Supplies & Services	8	17	25
1	1	2	Agency & Contracted Services	3	1	4
59	54	113	Central & Support Services	65	35	100
263	189	452	Total Expenditure	268	170	438
			Income			
(252)	0	(252)	Building Regulation Charges	(264)	0	(264)
(11)	0	(11)	Other Income	(14)	0	(14)
(263)	0	(263)	Total Income	(278)	0	(278)
0	189	189	(Surplus)/Deficit for the Year	(10)	170	160

4.25 Revenue Expenditure Funded from Capital Under Statute

Items of revenue expenditure funded from capital under statute, which are not financed by government grants, are written off to the Comprehensive Income and Expenditure Statement during the year. The value for 2012/13 is as follows: -

2011/12				2012/13		
Expend-iture £000	Grants Utilised £000	Amounts Written Off £000		Expend-iture £000	Grants Utilised £000	Amounts Written Off £000
1,032	(1,029)	(3)	Disabled Facilities Grants	868	(668)	(200)
561	(561)	0	Highways Claimed Rights	238	(238)	0
0	0	0	Capitalised Redundancy Costs	0	0	0
87	(12)	(75)	Improvement Grants	0	0	0
85	(1)	(84)	Other	43	(2)	(41)
1,765	(1,603)	(162)	Total	1,149	(908)	(241)

4.26 Discontinued Operations

The Housing Revenue Account was formally closed on 1 April 2005. All transactions relating to the former HRA are shown within the Comprehensive Income and Expenditure Statement as discontinued operations.

4.27 Downward Revaluations

During 2012/13 the value of Non-Current Assets that were revalued downward and charged to the surplus/deficit on Provision of Services within the Comprehensive Income and Expenditure Statement were £11.198million (2011/12 £6.045million). This was split between investment properties £0.903million (2011/12 £3.295million) and other items of Property, Plant and Equipment and surplus assets £10.295m (2011/12 £2.750million). Change in fair value of Investment Properties were charged to the Comprehensive Income and Expenditure Statement under Financing and Investment Income as per Note 4.9. Movements in other Property, Plant and Equipment are shown in the Comprehensive Income and Expenditure Account within Net cost of Services and also as an Exceptional Item (Note 4.7). The table below shows the service line that all downward revaluations were originally charged to.

2011/12 £000		2012/13 £000
2	Central Services to the Public	(7)
73	Cultural & Related Services	8,868
(31)	Environmental & Regulatory Services	0
118	Planning Services	0
4	Highways and Transport Services	0
2,415	Other Housing Services	1,253
24	Corporate & Democratic Core	0
2,605	Total Included in Net Cost of Services	10,114
145	Surplus/Deficit on Trading Undertakings	181
2,750	Total	10,295

4.28 Shared Services

During 2012/13 the Council continued to share services for ICT, Revenues and Benefits and Internal Audit. ICT is shared with Allerdale Borough Council who act as the host authority. Revenues and Benefits is hosted by Carlisle City Council and the partners are Copeland Borough Council and Allerdale Borough Council. The County Council is the host for the Internal Audit shared service with partners, Carlisle City Council and Copeland Borough Council. The costs and income associated with all shared services are shown in the Net Cost of Services in the Comprehensive Income and Expenditure Statement.

The Revenues and Benefits shared service is primarily a sharing of staff and IT systems. All other costs associated with the running of the services are held by each individual authority. Therefore, the total cost of the Shared Service for 2012/13 was £3,352,361 (2011/12 £3,331,948) and contributions were received from Copeland totalling £935,685 (2011/12 £928,723) and Allerdale totalling £1,168,281 (2011/12 £1,160,904).

For the ICT shared service, the Council made contributions to Allerdale totalling £1,214,712 (2011/12 £1,203,724) with expenditure incurred directly by Carlisle totalling £140,238 (2011/12 £91,421).

For all shared services, each Authority has accounted for its contracted share of Income and expenditure and its share of any debtors and creditors on the balance sheet.

Balance Sheet**4.29 Property Plant and Equipment**

Movements in 2012/13	OPERATIONAL					NON OPERATIONAL		Total £000
	Council Dwelling £000	Other Land & Buildings £000	Vehicles Equip & Plant £000	Infra- structure £000	Community Assets £000	Assets under Constr £000	Surplus assets £000	
Cost or Valuation								
Valuation as at 1 April 2012	201	39,054	15,043	3,849	3,770	221	582	62,720
Additions/Enhancements	0	947	1,041	114	62	1,008	0	3,172
Disposals	0	(491)	(730)	0		0	0	(1,221)
Reclassifications	0	(220)	0	0	0	90	0	(130)
Revaluations Taken to Revaluation Reserve	0	(1,290)	0	0	0	0	0	(1,290)
Revaluations Charged to Surplus/Deficit on Provision of Services 2012/13	0	(10,529)	0	0	0	0	0	(10,529)
Reverse Downward Revaluations Previously Charged to Surplus/Deficit on Provision of Service	0	127	0	0	0	0	0	127
Valuation as at 31 March 2013	201	27,598	15,354	3,963	3,832	1,319	582	52,849
Depreciation								
Accumulated Dep'n at 1 April 2012	(15)	(879)	(9,104)	(407)	0	0	0	(10,405)
Depreciation Charge to CIES 2012/13	(5)	(1,071)	(1,448)	(59)	0	0	0	(2,583)
Depreciation on Disposals	0	5	588	0	0	0	0	593
Depreciation w/out to Revaluation Reserve	0	1,513	0	0	0	0	0	1,513
Depreciation w/out to Surplus/Deficit on Provision of Services	0	169	0	0	0	0	0	169
Accumulated Dep'n at 31 March 2013	(20)	(263)	(9,964)	(466)	0	0	0	(10,713)
Impairments								
Accumulated Impairment 1 April 2012	0	0	(136)	0	0	0	0	(136)
Impairments Charge to Surplus/Deficit on Provision of Service 2012/13	0	0	0	0	0	0	0	0
Impairments (W/Out Dep'n)	0	0	0	0	0	0	0	0
Accumulated Impairments at 31 March 2013	0	0	(136)	0	0	0	0	(136)
Net Book Value at 31 March 2013	181	27,335	5,254	3,497	3,832	1,319	582	42,000
Net Book Value at 31 March 2012	186	38,175	5,803	3,442	3,770	221	582	52,179
Nature of Asset holding								
Owned	181	27,335	5,254	3,497	3,832	1,319	582	42,000
Finance Lease	0	0	0	0	0	0	0	0
PFI	0	0	0	0	0	0	0	0
	181	27,335	5,254	3,497	3,832	1,319	582	42,000
Historic Cost Valuation								
Net Book Value 31 March 2013	176	22,240	5,254	3,498	3,832	1,319	582	36,901
Net Book Value 31 March 2012	181	33,151	5,803	3,442	3,770	2,840	685	49,872

Movements in 2011/12	OPERATIONAL					NON OPERATIONAL		Total £000
	Council Dwelling £000	Other Land & Buildings £000	Vehicles Equip & Plant £000	Infra- structure £000	Community Assets £000	Assets under Constr £000	Surplus assets £000	
Cost or Valuation								
Valuation as at 1 April 2011	201	38,155	14,743	2,957	3,445	2,840	685	63,026
Additions/Enhancements	0	1,016	306	30	212	1,953	0	3,517
Disposals	0	(152)	(6)	0	0	0	0	(158)
Reclassifications	0	2,786	0	862	113	(4,572)	0	(811)
Revaluations Taken to Revaluation Reserve	0	(59)	0	0	0	0	0	(59)
Revaluations Charged to Surplus/Deficit on Provision of Services 2011/12	0	(2,692)	0	0	0	0	(103)	(2,795)
Reverse Downward Revaluations Previously Charged to Surplus/Deficit on Provision of Service	0	0	0	0	0	0	0	0
Valuation as at 31 March 2012	201	39,054	15,043	3,849	3,770	221	582	62,720
Depreciation								
Accumulated Dep'n at 1 April 2011	(10)	(790)	(7,404)	(348)	0	0	0	(8,552)
Depreciation Charge to CIES 2011/12	(5)	(939)	(1,706)	(59)	0	0	0	(2,709)
Depreciation on Disposals	0	0	6	0	0	0	0	6
Depreciation w/out to Revaluation Reserve	0	662	0	0	0	0	0	662
Depreciation w/out to Surplus/Deficit on Provision of Services	0	188	0	0	0	0	0	188
Accumulated Dep'n at 31 March 2012	(15)	(879)	(9,104)	(407)	0	0	0	(10,405)
Impairments								
Accumulated Impairment 1 April 2011	0	0	(136)	0	0	0	0	(136)
Impairments Charge to Surplus/Deficit on Provision of Service 2011/12	0	0	0	0	0	0	0	0
Impairments (W/Out Dep'n)	0	0	0	0	0	0	0	0
Accumulated Impairments at 31 March 2012	0	0	(136)	0	0	0	0	(136)
Net Book Value at 31 March 2012	186	38,175	5,803	3,442	3,770	221	582	52,179
Net Book Value at 31 March 2011	191	37,365	7,203	2,609	3,445	2,840	685	54,338
Nature of Asset holding								
Owned	186	38,175	5,803	3,442	3,770	221	582	52,179
Finance Lease	0	0	0	0	0	0	0	0
PFI	0	0	0	0	0	0	0	0
	186	38,175	5,803	3,442	3,770	221	582	52,179
Historic Cost Valuation								
Net Book Value 31 March 2012	181	33,151	5,803	3,442	3,770	2,840	685	49,872
Net Book Value 31 March 2011	185	32,414	7,203	2,609	3,445	2,840	685	49,381

(a) Depreciation

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

Asset Category	Rate	Basis
Dwellings & Other Buildings	10 – 50 Years	Straight Line
Infrastructure Assets	40 – 50 Years	Straight Line
Vehicles, Plant, furniture & Equipment	3 – 20 Years	Straight Line
Intangible Assets	3 – 5 Years	Straight Line

(b) Capital Commitments

At 31 March 2013, the Council has entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2013/14 and future years budgeted to cost £744,000. Similar commitments at 31 March 2012 were £944,000. The major commitments are:

	£000
Improvement Grant Commitments	159
Vehicle Replacement	246
Other Capital Commitments	339
	744

(c) Effects of Changes in Estimates

In 2012/13, the Council made no material changes to its processes and techniques for making accounting estimates for Property, Plant and Equipment.

4.30 Bases of Valuation

From 1 April 1994 all of the City Council's property, plant and equipment have been valued on the basis recommended by CIPFA and in accordance with the Statement of Asset Valuation Principles and Guidance Notes issued by the Royal Institution of Chartered Surveyors (RICS). Details of the valuation bases applied are set out in Note 4.0 (Statement of Accounting Policies).

Valuations are carried out via a rolling five-year revaluation programme with all assets being re-valued at intervals of not more than five years. Valuations for 2012/13 were carried out by R Simmons (Property Services Manager) ARICS and T Hargreaves (Hyde Harrington) BSc FRICS, RICS.

The following table shows the progress of the Council's rolling programme for the revaluation of fixed assets: -

	Council Dwellings £000	Other Land & Buildings £000	Surplus £000
Valued at Historic Cost	0	25	0
Valued at Current Value in:			
2012/13	0	18,498	0
2011/12	0	75	472
2010/11	0	750	0
2009/10	0	100	0
2008/09	201	8,150	110
2007/08 and prior years	0	0	0
Total	201	27,598	582

Community Assets, Vehicles, Plant and Equipment, and infrastructure valued at historic cost are excluded from the above analysis.

The table below shows the number and types of asset the Council reports on its balance sheet

31 March 2012		31 March 2013
1	Civic Centre	1
15	Depots and Workshops	11
14	Off Street Car Parks	12
1	Leisure Centres	1
1	Swimming Pool	1
2	Museums	2
250ha	Parks & Recreation Grounds	250ha
1	Market Hall	1
3	Cemeteries	3
4	Hostels/Homeshares	4
1	Crematorium	1
97	Industrial Units	75
12	Community Centres	12
7	Industrial Estates	7

4.31 Investment Properties

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

The Council does not classify any property interests held under operating leases as Investment Properties.

The fair value of Investment property held on the Balance Sheet is based on the valuations which are reviewed annually. Valuations for 2012/13 were carried out by R Simmons (Property Services Manager) ARICS and T Hargreaves (Hyde Harrington) BSc FRICS, RICS. These valuations were based on market conditions and known factors currently affecting specific assets, e.g. assets in the process of being marketed to sale.

2011/12 £000		2012/13 £000
102,033	Opening Balance at 1 April 2012 of Investment Property	98,271
324	Additions due to acquisitions	147
212	Additions to existing assets	295
0	Additions through Exchange of Assets	535
(748)	Disposals	(3,392)
(255)	Reclassifications	(90)
(3,295)	Net gains or losses from fair value adjustments	(903)
98,271	Closing Balance at 31 March 2013 of Investment Property	94,863

4.32 Intangible Assets

The Council accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The intangible assets include both purchased licences and internally generated software.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Council. All intangibles are amortised over a useful life of 5 years.

The carrying amount of intangible assets is amortised on a straight line basis. The amortisation of £63,400 charged to revenue in 2012/13 was charged to the relevant service heading.

2011/12 £000		2012/13 £000
	Cost or Valuation	
287	Valuation at 1 April	332
45	Additions acquired separately	0
332	Valuation at 31 March	332
	Amortisation	
(68)	Accumulated amortisation at 1 April	(126)
(58)	Amortisation Charge for year	(64)
(126)	Accumulated amortisation at 31 March	(190)
	Impairments	
0	Accumulated Impairment at 31 March	0
206	Net Book Closing Value (31 March)	142
219	Net Book Opening Value (1 April)	206

4.33 Heritage Assets

Reconciliation of the Carrying Value of Heritage Assets held by the Authority

	Statues, Monum- ents & historic Land- marks £000	Pictures, Prints & Sculpture £000	China, Glass & Porcelain £000	Archaeol- ogy £000	Natural History £000	Other Museum Collection £000	Civic Regalia £000	Total £000
Cost or Valuation								
Valuation as at 1 April 2011	114	11,500	1,260	600	600	1,149	183	15,406
Additions	15	15	0	0	0	0	0	30
Reclassifications	816	0	0	0	0	0	0	816
Revaluations	(129)	(15)	0	0	0	0	0	(144)
Valuation as at 31 March 2012	816	11,500	1,260	600	600	1,149	183	16,108
Cost or Valuation								
Valuation as at 1 April 2012	816	11,500	1,260	600	600	1,149	183	16,108
Additions	36	29	0	0	0	0	0	65
Revaluations	(35)	(29)	0	0	0	0	0	(64)
Valuation as at 31 March 2013	817	11,500	1,260	600	600	1,149	183	16,109

a) Statues, Monuments and Historic Landmarks

The Council's collection of statues, monuments and historic landmarks are carried at Historic cost where known. This is primarily assets that have been previously been classified as Community assets and includes, Dixons Chimney, West Walls, Castle Banks and the Public Realm works for the Roman Frontier.

Other statues and monuments are not recorded on the balance sheet as valuation is not considered to be possible. These include the following assets:

- Market Cross, Greenmarket
- Queen Victoria Statue, Bitts Park
- James Creighton Statue, Hardwicke Circus,
- James Steel Statue, English Street
- Earl of Lowther Statue, The Crescent
- Cenotaph, Rickerby Park
- War Memorial, Greenmarket
- War Memorial, Richardson St Cemetery
- War Memorial, Botcherby Community Centre
- War Memorial, Stanwix Cemetery
- Hyssop Holme Well, Etterby

b) Pictures, Prints and Sculptures

The Council's collection of pictures, prints and sculptures is reported in the Balance Sheet at insurance valuation. The schedule covers some 4,800 items. The insurance cover is renewed annually and valuations are adjusted to reflect market indices or any known changes to values. There is one item that has an individual valuation of £600,000 and this is a painting from 1868 titled Risen at Dawn; Gretchen Discovering Faust's Jewels, by Dante Gabriel Charles Rossetti. There are a further 4 items with an individual valuation of £250,000 each and a further 10 items valued over £100,000 each.

c) China, Glass and Porcelain

The Council's collection of china, glass and porcelain is reported in the Balance sheet at insurance valuation. The schedule covers some 800 items. The insurance cover is

renewed annually and valuations are adjusted to reflect market indices or any known changes to values. There are no significant individual items, the largest single valuation being £15,000 for a figurine.

d) Archaeology

The Council's collection of archaeology is reported in the Balance sheet at insurance valuation. The schedule covers some 20,000 items. The insurance cover is renewed annually and valuations are adjusted to reflect market indices or any known changes to values.

e) Natural History

The Council's collection of natural history is reported in the Balance sheet at insurance valuation. The schedule covers some 816,500 items. The insurance cover is renewed annually and valuations are adjusted to reflect market indices or any known changes to values.

f) Other Museum collection

The Council's other museum collections include items of social history, silver, coins and medals, fire-arms, musical instruments and costumes and clothing and is reported in the Balance sheet at insurance valuation. The schedule covers c.22,000 items. The insurance cover is renewed annually and valuations are adjusted to reflect market indices or any known changes to values.

g) Civic Regalia

The Council's Civic Regalia is reported in the Balance sheet at insurance valuation. The insurance cover is renewed annually and valuations are adjusted to reflect market indices or any known changes to values.

h) Other heritage assets not included in the balance sheet

The Council's owns other items that are classified as heritage assets but which do not hold a valuation and for which it would not be cost effective to obtain a valuation. These include:

- Mayoral picture gallery, Civic Centre
- Various pictures, sculptures and paintings, 1st floor Civic Centre

4.34 Heritage Assets: Summary of Transactions

2010/11 £000	2011/12 £000		2012/13 £000
38	15	Cost of Acquisitions of heritage assets Statues, Monuments and Historic landmarks	36
0	15	Total Cost of Purchases	36
0	15	Value of Heritage Assets acquired by Donation Museums Collection - Pictures, Prints & Sculptures	29
0	15	Total Donations	29
0	(15)	Impairment recognised in the period Museums Collection - Pictures, Prints & Sculptures	(29)
0	(129)	Statues and Monuments	(35)

The Code of Practice requires a five year summary of transactions, but where this is not practicable for any period prior to 1 April 2010, only periods after this date need be disclosed. As the records held in connection with heritage assets were very fragmented, it has therefore not been possible to gather the data to enable a five year summary of transactions.

4.35 Heritage Assets: Further information on the Museum's Collections

The collections fall into four main areas: Archaeology, Social History, Natural Sciences and Fine and Decorative Arts. Human history collections are centred on the **Social History** of Carlisle District, and the **Archaeology** of North Cumbria; **Natural Sciences** encompasses the flora, fauna and geology of Cumbria; and **Fine and Decorative Arts** includes British fine and decorative art, with particular reference to North Cumbria.

Fine and Decorative Art

a) Scope of the Collections

Wide ranging fine art collection consisting of 4,800 paintings, watercolours, drawings, prints, photographs, sketch books and sculpture by mainly British artists dating from about 1650 to the present day. This collection is mostly of regional significance but also includes works of national importance. Notable elements include:

Purchase Scheme 1933-75 (200 works)

Collection of 20th century British art including works of national importance. Key artists represented include: Stanley Spencer, William Rothenstein, Wyndham Lewis, Esmond Lowinsky, Vanessa Bell, Lucien Pissarro, Charles Ginner, L S Lowry, John Nash, Eric Ravilious, Carel Weight, Peter Blake and Roger de Grey.

Emily and Gordon Bottomley Bequest 1949 (600 works)

Collection of 19th and 20th century British art including works of national importance. Key artists represented include Pre-Raphaelites: Dante Gabriel Rossetti, Elizabeth Siddal, William Morris, Edward Burne-Jones, Ford Madox Brown and Arthur Hughes. Other key artists represented include Samuel Palmer, Charles Ricketts and Paul Nash.

Carel Weight Bequest 1999 (91 works)

Important collection of late 19th and 20th century mainly British art. Key artists represented include Lucien Pissarro, Stanley Spencer, L S Lowry, Thomas Barclay Hennell and Carel Weight.

Pre-Raphaelite Collection (48 works)

Nationally important collection of works by the Pre-Raphaelites acquired from the Howard family, William Rothenstein, the Purchase Scheme and Gordon Bottomley. Key artists listed above.

Local Art and Artists Collection (1,000 works)

Important collection of works by local and visiting artists many of which relate to northern Cumbria. Key artists represented include Sam Bough, William James Blacklock, Winifred Nicholson, Sheila Fell, Julian Cooper, Donald Wilkinson, Jem Southam and Keith Tyson.

Decorative Art (1,500 items)

Wide ranging collection mostly consisting of ceramics including the Williamson Bequest (1940) of 800 pieces of 18th and 19th century English porcelain, all major factories represented. The bequest also includes a 17th century table clock by Joseph Knibb of London. Textiles include a good collection of quilts (40). Items associated with the Arts and Crafts Movement include costume, textiles, furniture, ceramics and metalwork. A small collection of musical instruments includes strings by the Forster family and a decorated violin by Andrea Amati (1564).

Natural Sciences**a) Scope of the collections**

Regionally significant collections of zoological, botanical and geological material, totalling some quarter of a million specimens. These collections are particularly strong in material of Cumbrian provenance and provide a unique resource relating to the landscape and biodiversity of the region.

Zoology (c. 210,000 items)

Significant collection of British birds and mammals (mounts and skins) and birds' eggs; some vertebrate skeletal material; extensive and significant collections of British insects; British and foreign Mollusca.

Botany (c. 26,000 items)

Lakeland and British herbaria, including mosses and lichens.

Fungi (c. 1,500 items)

Developing collection of Cumbrian fungi with special focus on montane and grassland species.

Geology (c.9,000 items)

Substantial holdings of fossil, rock and mineral material. Includes a major Cumbrian mineral collection and an important 19th century fossil collection

Cumbria Biodiversity Data Centre (570,000 records)

Tullie House operates the local biodiversity data centre for Cumbria, in partnership with a number of funding organisations. The computer database presently includes some 50,000 records deriving from specimens in the collections.

Social History**a) Scope of Collections** (c.22,000 items)

A wide-ranging collection of objects, ephemera and photographs (plus a limited range of oral history recordings and audio visual footage) relating to personal, community and working life in Carlisle district from the 1644-5 Civil War onwards. This includes a large collection of men's, ladies', children's and infants' costume and accessories dating from 1700 to the present.

The collections include a good general representation of working, domestic and recreational activities. Material includes items from the 1745 Jacobite Rising, 17th/18th century silver of the city and its trade guilds, coins and medallions from 16th to 20th centuries, Carlisle made watches, long case clocks and firearms, State Management branded pub material, traditional Cumbrian sports trophies and accessories, ephemera relating to 20th Carlisle Pageants and fairs, tools, equipment and products of local industry and agriculture, the Blue Streak Rocket Project Archive, costumes of notable individuals including Margery Jackson and Pilot Tadeusz Felc.

Archaeology

a) Scope of Collections (c.20,000 items)

The collections cover the period from the arrival of humans into Cumbria up to the 1644-5 Civil War. It consists of artefacts and their associated documentation covering the whole period. This documentation includes original paper documents, photographs, digital records, publication offprints and other secondary sources. In addition, the museum is a repository for excavation archives undertaken by various bodies in the area, including English Heritage, Oxford Archaeology North, and North Pennines Archaeological Trust.

There are important items within the collections from the whole period. These include: rough-out material from the Langdale stone axes factories, pottery from Ehenside Tarn and Old Walls, a stone spear-mould from Croglin, a gold neck-ring from Greysouthern, and cemetery material from Garlands and Aglionby, which date to the prehistoric period. The material relating to the Roman occupation includes an internationally important collection of inscribed and sculptured stones from Carlisle and Hadrian's Wall as well as domestic and military material. The post-Roman and Early Medieval period includes objects from Viking burials at Ormside, Hesket and Cumwhitton and a Saxon sword from the River Thames. The medieval life of the city is represented by coins struck at the Carlisle Mint, ceramics from Carlisle and further away, city bell, muniment chest and stocks. The Elizabethan period is covered by weights and measures and racing bells. In addition, there is a fine collection of British coinage of all periods. A notable point about the collection is that the waterlogged conditions that can be found in the archaeological layers of Carlisle allow the preservation of wood and leather artefacts that do not survive in other places.

Preservation and Management

As the museum holds, and intends to acquire, archives, including photographs and printed ephemera. Its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3rd ed., 2002). The Council's policy on acquisition, disposals and management of Heritage assets provides further information on this.

4.36 Financial Instruments

(a) Financial Liabilities held at Amortised Cost

2011/12			2012/13	
Long Term £000	Current £000		Long Term £000	Current £000
15,000	483	Borrowing	15,000	483
0	884	Cash at Bank and Cash equivalents	0	0
1,154	2,119	Operational Creditors	1,166	2,498
16,154	3,486	Total	16,166	2,981

(b) Loans and Receivables held at Amortised Cost

2011/12			2012/13	
Long Term £000	Current £000		Long Term £000	Current £000
0	15,063	Investments	0	17,110
63	2,964	Operational Debtors	54	2,847
4	0	Car Loans	9	0
0	1,792	Cash at Bank and Cash equivalents	0	2,110
229	0	Transferred Debt	206	0
296	19,819	Total	269	22,067

(c) Reconciliation of Balance Sheet Debtors and Creditors to Financial Instruments

2011/12			2012/13	
Debtors £000	Creditors £000		Debtors £000	Creditors £000
2,964	2,119	Value as per Note (a) & (b) above	2,847	2,498
4	0	Car Loans	9	0
2,117	2,820	Non-Contractual Items	317	1,778
5,085	4,939	Total per Balance Sheet	3,173	4,276

(d) Gains and Losses on Financial Instruments

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in 2012/13 relating to financial instruments are made up as follows:

2012/13	Financial Liabilities (measured at Amortised Cost) £000	Financial Assets (Loans & Receivables) £000	Financial Assets (Available for Sale) £000	Total £000
Interest Paid	1,298	0	0	1,298
Impairment Losses	0	71	0	71
Interest Payable and Similar Charges	1,298	71	0	1,369
Interest Received	0	(393)	0	(393)
(Gains)/Losses on Derecognition	0	0	0	0
Interest and Investment Income	0	(393)	0	(393)
Net (Gain)/Loss for year	1,298	(322)	0	976

Comparative information for financial year 2011/12 is as follows:

2011/12 Comparative Figures	Financial Liabilities (measured at Amortised Cost) £000	Financial Assets (Loans & Receivables) £000	Financial Assets (Available for Sale) £000	Total £000
Interest Paid	1,312	0	0	1,312
Impairment Losses	0	168	0	168
Interest Payable and Similar Charges	1,312	168	0	1,480
Interest Received	0	(377)	0	(377)
(Gains)/Losses on Derecognition	0	0	0	0
Interest and Investment Income	0	(377)	0	(377)
Net (Gain)/Loss for year	1,312	(209)	0	1,103

(e) Fair Value of Assets & Liabilities carried at Amortised Cost

Financial liabilities and financial assets represented by loans and receivables are carried in the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments. The Council has based its fair value report on the borrowing/deposit rate for the same financial instrument from a comparable lender. A consistent approach has been applied to assets and liabilities. Other assumptions include:

- estimated fair values have been calculated using the equivalent market interest rates as at 31 March 2013;
- early repayment or impairment is not recognised; and
- the fair value of operational liabilities and receivables is taken to be the invoiced or billed amount.

31 March 2012			31 March 2013	
Carrying Amount £000	Fair Value £000		Carrying Amount £000	Fair Value £000
19,640	26,394	Financial Liabilities	19,147	25,926

The fair value is more than the carrying amount because the Council's loan portfolio includes a number of fixed rate loans where the interest payable is more than the rates available for similar loans at the Balance Sheet date. This commitment to pay interest above current market rates increases the amount that the Council would have to pay if the lender requested or agreed to the early repayment of the loans.

31 March 2012			31 March 2013	
Carrying Amount £000	Fair Value £000		Carrying Amount £000	Fair Value £000
20,115	20,195	Loans & Receivables	22,336	22,366

The fair value is more than the carrying amount because the Council's investment portfolio includes a number of fixed rate investments where the interest receivable is more than the rates available for similar loans at the Balance Sheet date. This guarantee to receive interest above current market rates increases the amount that the Council would receive if it agreed to the early repayment of the investments.

(f) Risks arising from Financial Instruments

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

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

The Council's annual treasury management strategy focuses on these risks and seeks to minimise potential adverse effects on the resources available to fund services. The Council provides written principles for overall risk management as well as written policies within its treasury management strategy covering interest rate risk, credit risk and the investment of surplus cash balances.

(g) Credit Risk

Credit risk arises from deposits with banks and other financial institutions, as well as credit exposure to the Council's customers. Investments are not placed with credit rated banks and other financial institutions unless they have a minimum credit rating of Short-term P1, Support C or equivalent (Based on Moody's Credit Ratings). Some investments are placed with Building Societies that do not have a formal credit rating. This policy is dictated by the size of the Society (minimum £1billion Assets) and is grounded upon the strict regulatory regime with which all building societies must comply. The Council has a policy of not lending more than £4million of its surplus balances to any one institution, although with Government backed banks the limit is £8million, with no more than 50% held as non-specified investments i.e. investments with a period to maturity of more than one year or placed with an institution without a formal credit rating.

The following analysis summarises the Council's potential maximum credit risk exposure, based on the experience gathered over the last five financial years, on the level of default on loans and receivables and adjusted for current market conditions:

	Value at 31 March 2013 £000	% Default based on previous experience	% default adjusted for current market conditions	Estimated maximum exposure to default £000
Deposits with banks and other financial institutions	19,220	Nil	Nil	0
Gross Operational Debtors	3,786	19.85%	23.38%	885
				885

The percentage defaults shown in the above table are high due to the potential bad debt provision of £843,000 in relation to Housing Benefit overpayments. The remainder of the bad debt provision relates to sundry debtors and car park fines.

The Council does not expect any losses in respect of non-performance by counter-parties in relation to its wholesale deposits.

The Council does not generally allow credit to its customers. The current value at 31 March 2013 of outstanding debt excluding Housing Benefit Overpayments is £1.778million. Of this amount £0.563 million is past its due date for payment. The aged-debt analysis of this sum is as follows:

2011/12 £000		2012/13 £000
740	Less than 3 months	420
6	3-5 months	7
42	More than 5 months	136
788	Total	563

During the period the movement on the bad debt provision that related to customers including Housing Benefit Overpayments was as follows:

2011/12 £000		2012/13 £000
757	Opening Balance	842
(83)	Write Offs in Year	(27)
168	(Decrease)/Increase to Provisions	71
842	Closing Balance	886

(h) Liquidity Risk

As the Council has ready access to borrowing from either the Public Works Loans Board, or from other financial institutions in the money market, there is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. The major risk facing the Council is that it will be bound to refinance nearly all of its borrowing in 2020, when interest rates may be less favourable than at present. However the current policy of the Council is not to refinance any of this debt at the moment due to the significant redemption premium it would be required to pay to the lender. This position will be reviewed as the loan moves nearer to maturity in the light of interest rates prevalent at the time. There are no other identified borrowing requirements in place at 31 March 2013.

The maturity analysis of loans and borrowings within financial liabilities is as follows:

2011/12 £000		2012/13 £000
483	Less than 1 year	483
0	1 - 2 years	0
0	2 - 5 years	0
15,000	Over 5 years	15,000
15,483	Total	15,483

(i) Market Risk

The Council is exposed to some risk due to movements in interest rates on its loans and investments. As nearly all of the Council's borrowing and investments have been placed at fixed rates, this risk has to a large extent been minimised. Nevertheless, there remain some risks:

- An increase in interest rates will result in a fall in the fair value of borrowings and investments.
- A decrease in interest rates will result in a rise in the fair value of borrowings and investments.
- The value of interest received from investments will rise or fall depending on increases and decreases in interest rates and will impact on the Comprehensive Income and Expenditure Statement.

Borrowings and investments are not carried in the Balance Sheet at fair value, so nominal gains and losses on fixed rate financial instruments have no impact on the Comprehensive Income and Expenditure Statement.

If interest rates had been 1% higher and all other variables were held constant the financial effect would have been:

	£000
Increase in interest payable on variable rate borrowings	0
Increase in interest receivable on variable rate investments	0
Impact on Surplus/Deficit on provision of services	0
Decrease in Fair Value of investments	(68)
Decrease in Fair Value of Borrowings	(1,204)

The approximate impact of a fall in interest rates by 1% would have had the same impact as above, but would have reversed the movements.

The Council carries out its borrowing and investment function within parameters set out in its Treasury Management Strategy, which assesses interest rate exposure to feed into the budget process. Forecasts are updated regularly throughout the year, which allows any significant changes to interest rates to be reflected in current budget projections. The Treasury Management Strategy also advises on the limits for new variable and fixed-rate borrowing for the year. No new borrowing was undertaken in 2012/13.

4.37 Inventories

	Consumable Stores	Maintenance Materials	Client Services Work In Progress	Total
2012/13	£000	£000	£000	£000
Balance outstanding at 1 April	46	45	27	118
Purchases	216	127	0	343
Recognised as an expense in the year	(217)	(154)	(27)	(398)
Written off balances	0	(3)	0	(3)
Balance outstanding at 31 March	45	15	0	60

	Consumable Stores	Maintenance Materials	Client Services Work In Progress	Total
2011/12 Comparative Figures	£000	£000	£000	£000
Balance outstanding at 1 April	105	51	23	179
Purchases	135	163	20	318
Recognised as an expense in the year	(141)	(170)	(16)	(327)
Written off balances	(53)	1	0	(52)
Balance outstanding at 31 March	46	45	27	118

4.38 Construction Contracts

At 31 March 2013 the Council was carrying out no construction contracts.

4.39 Short Term Debtors

2011/12 £000		2012/13 £000
1,859	Central Government Bodies	154
1,156	Other Local Authorities	892
0	NHS Bodies	0
3	Public Corporations and trading funds	0
3,052	Bodies external to government	3,159
(985)	Bad debt provisions	(1,032)
5,085	Total	3,173

4.40 Cash and Cash Equivalents

2011/12 £000		2012/13 £000
(884)	Cash and Bank	370
1,792	Short Term Investments with maturity of less than 3 months	1,740
908	Total	2,110

4.41 Assets Held for Sale

2011/12 £000		2012/13 £000
530	Balance outstanding at 1 April	250
250	Assets newly classified as held for sale:	220
(530)	Property Plant and Equipment	0
	Assets Sold	
250	Balance outstanding at 31 March	470

4.42 Short and Long Term Creditors

2011/12 £000	Short Term Creditors	2012/13 £000
(1,360)	Central Government Bodies	(892)
(603)	Other Local Authorities	(806)
(7)	NHS Bodies	0
(45)	Public Corporations and trading funds	0
(2,855)	Other Entities and Individuals	(2,498)
(69)	Employee Benefits	(80)
(4,939)	Total	(4,276)

Long Term Creditors relate to Section 106 agreements received that will be payable after 12 months. These are funds that have been received as part of planning consents agreed by the Council for further amenity work and projects that will be ongoing as part of a development. The long term element of these amounts to £1,165,623 in 2012/13 (2011/12 £1,153,900).

4.43 Provisions

The movement in the level of provisions held by the Council during 2012/13 is as follows: -

	1 April 2012	Additions in year	Used in year	Unused Amounts reversed	31 March 2013
	£000	£000	£000	£000	£000
Insurance Claims	443	105	(40)	0	508
Municipal Mutual Insurance (MMI)	0	175	0	0	175
Cemeteries Perpetuity Fund	75	0	0	0	75
Land Charges Provision	74	0	0	0	74
Rickergate Properties Ringfenced Account	0	74	0	0	74
Other Provisions	65	7	(8)	0	64
Total	657	361	(48)	0	970
Split as:					
Falling due within 1 year	443	280	(40)	0	683
Falling Due after 1 year	214	81	(8)	0	287

(i) **Insurance Claims**

The Council has established a provision totalling £508,235 to meet insurance claims arising from public liability, employer's liability, motor vehicle and other claims. This figure is based on the estimated gross value of claims against the Council at 31 March 2013 and the insurance provision will therefore cover this value in full. However it is expected that £322,436 will be reimbursed by the Council's insurers and through other third party claims. It is difficult to predict the expected timings of any outflows relating to insurance claims due to their complicated nature.

(ii) **Municipal Mutual Insurance (MMI)**

The Council has a liability under the scheme of arrangement entered into following the transfer of the assets and goodwill of MMI Ltd. to Zurich Municipal on the 1 April 1993. The liabilities of MMI Ltd. were not, however, transferred to Zurich Municipal and the company is exploring ways in which these liabilities can be transferred to another insurance company to enable MMI Ltd. to be wound up. During 2012/13 the Scheme of Arrangement was triggered giving rise to a liability for the Council. At 31 March 2013 the estimated maximum amount liable to clawback, in the event of the scheme being triggered, was £874,000. An initial levy of 15% has been set by the Scheme administrators, Ernst and Young although there are indications from the Scheme Administrators that this could rise up 28% in order to achieve a solvent run off for MMI. As such the Council has made an initial provision of £175,000 to cover these liabilities with a further budgetary provision of £175,000 in 2013/14 should this be required to increase the provision.

(iii) **Other Provisions**

a. **Cemeteries Perpetuity Fund**

This fund is used to maintain and repair cemetery headstones where owners cannot be contacted. It was agreed in 2009 to use the fund to carry out essential repair work on memorials.

b. Land Charges Provision

A provision set up to meet the potential liabilities of claims relating to potential refunds of personal search fees.

c. Rickergate Properties Ringfenced Account

This provision was previously held as a creditor and represents the net income from properties purchased in Rickergate with funds from North West Development Agency. The Homes and Communities Agency have now taken over control of this scheme and have informed the Council that this income does not need to be repaid to it as was previously the case, and can be used to fund any future costs on the scheme with their approval.

d. Other Provisions

The Council holds other minor provisions for liabilities with uncertain timing or amounts.

4.44 Unusable reserves**(a) Revaluation Reserve**

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

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

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

2011/12 £000		2012/13 £000
19,924	Balance at 1 April	20,426
865	Upward Revaluation of Assets	1,670
(262)	Downward Revaluation of assets and impairment losses not charged to the Surplus/Deficit on Provision of Services	(1,447)
603	Surplus or Deficit on Revaluation of Non Current Assets not posted to the Surplus or Deficit on Provision of Services	223
(101)	Difference between Fair Value Depreciation and Historic Cost Depreciation	(107)
0	Accumulated gains on assets sold or scrapped	(47)
20,426	Balance at 31 March	20,495

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

The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Council.

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

Note 4.4 provides details of the source of all the transactions posted to the Account.

2011/12 £000		2012/13 £000
145,915	Balance at 1 April	139,210
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement	
(2,709)	Charges for depreciation and impairment of non-current assets	(2,583)
(2,750)	Revaluation losses on Property, Plant and Equipment	(10,295)
(58)	Amortisation of Intangible Assets	(64)
(1,765)	Revenue Expenditure Funded from Capital under Statute	(1,149)
(1,430)	Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the CIES	(4,020)
(8,712)		(18,111)
101	Adjusting Amounts written out of the Revaluation reserve	154
(8,611)	Net written out amount of the cost of non-current assets consumed in the year	(17,957)
137,304		121,253
	Capital Financing Applied in the year	
1,988	Use of Capital Receipts Reserve to finance new capital expenditure	2,554
0	Voluntary transfer of capital receipts reserve to Capital Adjustment Account	1,863
2,447	Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	1,548
19	Application of grants to capital financing from the Capital Grants Unapplied Account	6
278	Statutory provision for the financing of capital investment charged against the General Fund	304
454	Capital expenditure charged against the General Fund	627
5,186		6,902
(3,295)	Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	(903)
15	Movement in Donated Assets Account credited to the Comprehensive Income and Expenditure Statement	29
139,210	Balance at 31 March	127,281

(c) Pensions Reserve

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

2011/12 £000		2012/13 £000
(30,005)	Balance at 1 April	(35,678)
(5,345)	Actuarial Gains or losses on pension assets and liabilities	(8,133)
(3,229)	Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	(3,438)
2,901	Employer's pensions contributions and direct payments to pensioners payable in the year	2,804
(35,678)	Balance at 31 March	(44,445)

(d) Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the differences arising from the recognition of council tax 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.

2011/12 £000		2012/13 £000
43	Balance at 1 April	58
15	Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	7
58	Balance at 31 March	65

(e) Accumulated Absences Account

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

2011/12 £000		2012/13 £000
(63)	Balance at 1 April	(69)
63	Settlement or cancellation of accrual made at the end of the previous period	69
(69)	Amounts accrued at the end of the current year	(80)
(6)	Amounts by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration charged in the year in accordance with statutory requirements	(11)
(69)	Balance at 31 March	(80)

4.45 Capital Expenditure and Capital Financing

2011/12 £000		2012/13 £000
6,954	Opening Capital Financing Requirement	7,611
	Capital Expenditure	
3,517	Property, Plant and Equipment	3,172
536	Investment Properties	442
	Investment Properties - Acquired by exchange	535
45	Intangible Assets	0
15	Heritage Assets	35
1,765	Revenue Expenditure funded from Capital Under Statute	1,149
5,878		5,333
	Sources of Finance	
(1,988)	Capital Receipts used to finance expenditure	(2,554)
0	Capital receipts applied to Capital Adjustment Account	(1,863)
(1,332)	Government Grants and Contributions	(663)
(455)	Revenue Financing & Reserves	(627)
(278)	Minimum Revenue Provision	(304)
(35)	Transferred Debt	(23)
(1,133)	Contributions from other bodies	(356)
0	Contributions from other bodies - exchanged asset	(535)
(5,221)		(6,925)
7,611	Closing Capital Financing Requirement	6,019
	Explanation of Movements in year	
0	Increase in underlying need to borrow (supported by Government Finance Assistance)	0
657	Increase in underlying need to borrow (unsupported by Government Finance Assistance)	(1,592)
0	Assets acquired under Finance Leases	0
0	Assets acquired under PFI/PPP contracts	0
657	Increase/(decrease) in Capital Financing Requirement	(1,592)

4.46 Grant Income

The Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them that will require the monies or property to be returned to the giver. The balance at the end of 2012/13 was zero (2011/12 £15,000)

4.47 Leases

The Council acts as lessor in respect of land and property owned by it and leased to tenants, and for sub-leases on contract hire cars supplied to its staff. The value of the income from rents associated with these agreements, and included within the Council's Comprehensive Income and Expenditure Statement in 2012/13 was £4.624m (£4.438m 2011/12). At 31 March 2013 the minimum lease payments under operating leases and contract hire agreements were as follows:

2012/13	Leased Cars £000	Property Leases £000	Total £000
Not later than 1 year	0	546	546
Later than 1 year and not later than 5 years	4	1,749	1,753
later than 5 years	0	33,110	33,110
Total	4	35,405	35,409

2011/12 Comparative Figures	Leased Cars £000	Property Leases £000	Total £000
Not later than 1 year	3	605	608
Later than 1 year and not later than 5 years	9	2,075	2,084
later than 5 years	0	40,344	40,344
Total	12	43,024	43,036

The capital value held within the balance sheet at 31 March 2013 in respect of land and property generating leasehold income is £94.863million (£98.271million 2011/12). This figure represents the gross value of the Investment Properties and as these are non-operational fixed assets, they are not subject to a depreciation charge. The total contingent rents recognised as income in the period were £2,536,030. (£2,581,680 2011/12).

(a) Operating Leases

Total operating lease rentals paid in 2012/13 amounted to £137,312 (£244,798 2011/12). At 31 March 2013 the minimum lease payments under operating leases and contract hire agreements was as follows:

Payments due:	Leased Cars £000	Other Leases £000	Total £000
Not later than 1 year	14	109	123
Later than 1 year and not later than 5 years	14	0	14
Total	28	109	137

Payments Due 2011/12 Comparative Figures	Leased Cars £000	Other Leases £000	Total £000
Not later than 1 year	6	144	150
Later than 1 year and not later than 5 years	21	68	89
Total	27	212	239

The Council sub-leases contract hire cars to staff. The total future subleases payments expected to be received under non cancellable subleases at 31 March 2013 was £3,675 (2011/12 £11,630). There are no contingent rents associated with any of the leases.

(b) Finance Leases

The Council made no payments under finance leases during 2012/13 (None during 2011/12).

4.48 Disclosure of Net Pension Assets/Liabilities

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

The Council participates in the Local Government Pension Scheme as administered by Cumbria County Council. This is a funded scheme which means that both the Council and employees, who are members of the Scheme, pay contributions into a fund independent of the Council's own assets. The contributions are calculated at a level estimated to balance the pension liabilities with investment assets.

The cost of retirement benefits is recognised in the Net Cost of Services when they are earned by employees, rather when the benefits are eventually paid as pensions. However, the charge that is made against council tax is based on the cash payable in the year, resulting in the real cost of providing retirement benefits being reversed out in the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the Movement in Reserves Statement during 2012/13.

2011/12 £000		2012/13 £000
	Comprehensive Income and Expenditure Statement	
	<u>Net Cost of Services</u>	
1,922	Current Service Costs	2,059
8	Past Service Costs / (Gain)	60
220	Curtailment Cost	62
	<u>Surplus or Deficit on Provision of Services</u>	
6,745	Interest cost	6,431
(5,666)	Expected return on assets in the scheme	(5,174)
	<u>Other Comprehensive Income and Expenditure</u>	
5,345	Actuarial Gains and Losses	8,133
8,574	Net Charge to the Comprehensive Income & Expenditure Statement	11,571
	Movement in Reserves Statement	
3,229	Reversal of net charge made for retirement benefits in accordance with IAS 19	3,438
(2,901)	Actual amount charged against the General Fund Balance for pensions in the year	(2,804)
328	Contribution (to) / from Pension Reserve	634

The Cumulative amount of actuarial gains and losses recognised in Other Comprehensive Income and Expenditure is a £23,575,000 loss.

(a) Assets and Liabilities in relation to Retirement Benefits

Reconciliation of present value of the scheme liabilities:

31 March 2012 £000		31 March 2013 £000
124,158	Benefit Obligation at beginning of period (1 April)	132,417
1,922	Current Service Cost	2,059
6,745	Interest Cost	6,431
764	Member Contributions	721
8	Past Service Cost	60
4,326	Actuarial (gains)/losses on liabilities	15,961
220	Curtailments	62
(5,726)	Benefits/transfers paid	(5,106)
132,417	Benefit Obligation at end of period (31 March)	152,605

Reconciliation of Fair Value of the scheme assets:

31 March 2012 £000		31 March 2013 £000
94,153	Fair Value of plan assets at beginning of period (1 April)	96,739
5,666	Expected return on plan assets	5,174
(1,019)	Actuarial gains/(losses) on assets	7,828
2,901	Employer Contributions	2,804
764	Member Contributions	721
(5,726)	Benefits/transfers paid	(5,106)
96,739	Fair Value of plan assets at end of period (31 March)	108,160

The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy. Expected yields on fixed interest investments are based on gross redemption yields as at the Balance Sheet date. Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets.

The actual return on scheme assets in the year was a gain of £13,001,000 (2011/12: a gain of £4,647,000).

(b) Scheme History

	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
	£	£	£	£	£	£
Present value of liabilities	115,724	98,203	135,654	124,158	132,417	152,605
Fair Value of assets	87,282	70,736	91,472	94,153	96,739	108,160
(Surplus)/Deficit in the scheme	28,442	27,467	44,182	30,005	35,678	44,445

The liabilities show the underlying long-term commitments that the Council has to pay in respect of retirement benefits. The total liability of £45.445 million has had a significant effect on the net worth of the Council as shown in the balance sheet, but statutory arrangements to deal with the funding deficit mean that the financial position of the Council remains healthy. The deficit on the local government pension scheme will be made good by increasing contributions over the remaining working life of employees, following an assessment by the scheme's actuary.

The total contributions expected to be made to the Local Government Pension Scheme by the Council in the year to 31 March 2014 is £2.731 million.

(c) Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. The Council's liabilities within the Cumbria County Council Pension Fund have been assessed by Mercer Human Resource Consulting Ltd, an independent firm of actuaries, with estimates being based on the latest full valuation of the scheme as at 31 March 2011.

The main assumptions used in their calculations are:

2011/12		2012/13
	Long-term expected rate of return on assets in the scheme:	
7.00%	Equity investments	7.00%
3.10%	Government Bonds	2.80%
4.10%	Other Bonds	3.90%
6.00%	Property	5.70%
0.50%	Cash/Liquidity	0.50%
7.00%	Other	7.00%
	Mortality assumptions:	
	Longevity at 65 for current pensioners:	
21.80	Men	22.20
24.50	Women	24.90
	Longevity at 65 for future pensioners:	
23.20	Men	24.10
26.00	Women	26.90
2.50%	Rate of Inflation (CPI)	2.40%
4.25%	Rate of Increase in Salaries	4.15%
2.50%	Rate of increase in Pensions	2.40%
50.00%	Proportion of employees opting to take a commuted lump sum	50.00%
4.90%	Rate of discounting Scheme Liabilities	4.20%

Assets in the County Council Pension Fund are valued at fair value, mainly market value for investments, and consist of the following categories by proportion:

2011/12			2012/13	
%	Expected Return		%	Expected Return
51.6	7.00%	Equity Investments	55.4	7.00%
16.0	3.10%	Government Bonds	15.9	2.80%
16.0	4.10%	Bonds	15.8	3.90%
6.4	6.00%	Property	5.6	5.70%
1.6	0.50%	Cash/Liquidity	0.6	0.50%
8.4	7.00%	Other Assets	6.7	7.00%
100.0			100.0	

(d) History of experience gains and losses

The actuarial gains identified as movements on the Pensions Reserve in 2012/13 can be analysed into the following categories, measured as absolute amounts and as a percentage of assets or liabilities at 31 March 2013.

	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13
	%	%	%	%	%	%
Differences between expected and actual return on assets	7.40	30.30	17.10	1.40	1.10	7.20
Experience gains and losses on liabilities	0.70	0.00	0.00	3.90	0.00	0.00

The movement on the net pension liability during the year is as follows:

2011/12 £000		2012/13 £000
(30,005)	Net Pension Liability at 1 April	(35,678)
	Movements in year:	
(1,922)	Current Service Cost	(2,059)
2,901	Employers Contributions payable to the scheme	2,804
(228)	Past Service Costs/Curtailment Costs	(122)
(6,745)	Interest Cost	(6,431)
5,666	Expected Return on assets in the scheme	5,174
(5,345)	Actuarial Gains / (Losses)	(8,133)
(35,678)	Net Pension Liability at 31 March	(44,445)

The annual report of the Cumbria Pension Fund is available from Cumbria County Council, The Courts, Carlisle.

4.49 Trust Funds

The City Council holds the accumulated balances of two bequests for which it is the sole trustee. The transactions and balances for these bequests are included in the movement of provisions in the Council's financial statements. The bequests for which the Council is sole trustee are shown below.

Bequest	Purpose	2012/13 Income £	2012/13 Expenditure £	Assets at 31 March 2013 £	Liabilities at 31 March 2013 £
Parker	Established in 1954 to benefit disabled children and other young residents of the city	2	0	1,334	0
District Nurses Amenity Fund	Established to provide amenities for nurses' homes and retirement allowances to nurses	8	0	7,139	0
Total		10	0	8,473	0

The Council also holds balances for two other charities, which it administers on behalf of the trustees. The transactions and balances for these charities are excluded from the Council's financial statements. These balances are: -

Charity	Purpose	2012/13 Income £	2012/13 Expenditure £	Assets at 31 March 2013 £	Liabilities at 31 March 2013 £
Mary Hannah Almshouses	Registered Housing Association	18,918	12,284	312,224	1,671
Carlisle Educational Charity	To provide grants to students	9,859	10,450	212,733	0
Total		28,777	22,734	524,957	1,671

4.50 Contingent Assets

(a) Riverside (formerly Carlisle Housing Association (CHA))

At 31 March 2013 £266,737 (31 March 2012 £256,888) was due from Riverside under the terms of the Preserved Right to Buy (PRTB) sharing agreement made as part of the transfer of the Council's housing stock in 2002. This has been accrued into the 2012/13 accounts and has been reflected in the total for capital receipts received in the year. Under the terms of the transfer the City Council will receive an agreed proportion of PRTB receipts for the first 15 years of the contract.

4.51 Contingent Liabilities

(a) Home Housing Association

During 1992/93 the City Council entered into a joint scheme with Home Housing Association to secure the development of two sites at Heysham Nursery and Gelt Road, Brampton to provide houses to rent. To fund the development programme, Home

Housing Association have raised a total of £100million through a stock issue, which will mature in 2037. In order to enable Home Housing Association to raise private finance from institutional investors all participating authorities, of which there were 29 in total, were required to enter into a standard form of guarantee in which they jointly and severally guarantee the loan stock raised by Home Housing Association. The maximum liability of each authority under the guarantee is £100million but because the liability is jointly and severally guaranteed, authorities would obviously not be prepared to expose themselves to the risk, however remote, of having to meet the full liability of the stock issue under their individual guarantee. Accordingly there is a counter indemnity and contribution arrangement whereby each participating authority undertakes to reimburse any other authority, or authorities, paying more than their proportionate share of the guarantee. An authority's proportionate share is determined by reference to the estimated development expenditure in that authority's area. If the guarantee were called in, the worst situation for this Council would be that once it had recovered any contribution from other authorities it would be left to fund no more than the cost of the development in its own area. The guarantee figure as at 31 March 2013 was £2,299,000. This cost would be offset wholly, or partly, by the sums recovered from repossessing the units from Home Housing Association and selling them on.

(b) Municipal Mutual Insurance Ltd. (MMI)

The Council may still have a liability under the scheme of arrangement entered into following the transfer of the assets and goodwill of MMI Ltd. to Zurich Municipal on the 1 April 1993. Whilst the MMI scheme of arrangement has been triggered and the Council has recognised a provision in respect of the initial levy amount, there is a likelihood that future levies will be made in order for the liabilities of MMI to be met. There are indications that the initial levy rate of 15% may rise to around 28%. The Council has recognised a provision of £175,000, which represents 20% of its overall potential liability to MMI (£874,000). Therefore a further 8% levy would increase this provision by £70,000.

(c) Riverside (Formerly Carlisle Housing Association (CHA))

On 9 December 2002 the City Council completed the transfer of its housing stock to Riverside. Under the terms of the transfer the City Council is committed to providing, from the date of transfer, certain environmental and non-environmental warranties in favour of Riverside and lenders to the Association for periods of 25 years and 18 years respectively. The Council has insurance cover in place to meet the cost of claims arising from any breach of the environmental warranties in the first 12 years following the date of transfer. An earmarked reserve to the value of £488,000 has also been set up to meet the future cost of insurance premiums in years 13 to 25 (£292,000) and the potential costs of any future claims (£196,000). In the period from the date of the transfer to 31 March 2012, the Council has not received any claims in respect of either environmental or non-environmental warranties.

(d) Environmental Enhancements

The Council recognises its responsibilities in relation to potential contamination works in the Carlisle area. Any potential works required would be included in the Council's capital programme as required.

4.52 Events after the Balance Sheet Date

The Statement of Accounts was authorised for issue by the Director of Resources on 28 June 2013. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2013, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

New arrangements for the retention of business rates came into force on 1 April 2013, and the Council will now assume the liability for refunding taxpayers who have successfully appealed against the rateable value of their properties on the rating list. This will include amounts that were paid over to Central Government) in respect of 2012/13 and prior years. Previously such amounts would not have been recognised as income by the Council, but would have been transferred to DCLG. The total amount of these liabilities at 31 March 2013 was £3,608,600 and the Council's share of this is £1,443,440. As the regulations only come into force on 1 April, no adjustments have been made in these (2012/13) accounts.

As of 1 April 2013, the Council gave up its right to maintain highways within the district and the function transferred back to the County Council. This included the TUPE transfer of employees involved in the service. In 2012/13 the Council spent £1,758,000 on undertaking these highways functions. A minor residual service has been maintained by the Council.

4.53 Authorisation for Issue

The Statement of Accounts were authorised for issue on 28 June 2013 by the Director of Resources, Peter Mason CPFA. This is the date up to which post balance sheet events have been considered. The audited Statement of Accounts were authorised for issue on 16 September 2013

Cash-Flow Statement

4.54 Cash Flow Statement – Operating Activities

2011/12 £000		2012/13 £000
8,520	(Surplus) / Deficit on the Provision of Services	12,761
	Adjustments to the net surplus or deficit on the provision of services for non cash movements	
(5,517)	Depreciation and downward revaluation charges	(12,942)
(3,295)	Movement in Fair Value of Investment Properties	(903)
(1,430)	Carrying amount of non current assets sold	(4,020)
(328)	Pension (IAS 19)	(634)
0	Increase in impairment provision for bad debts	0
(61)	Increase/(decrease) in stocks	(58)
1,377	Increase/(decrease) in debtors	(1,958)
2,905	(Increase)/decrease in creditors	(85)
(114)	Other non-cash items charged to net surplus/deficit on provision of services	60
(6,463)		(20,540)
	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	
0	Purchase of short term and long term investments	0
0	Proceeds from short term and long term investments	0
2,005	Proceeds from the sale of property plant and equipment, investment property and intangible assets	5,015
845	Capital Grants charged to Comprehensive Income and Expenditure	87
2,850		5,102
4,907	Net Cash Flow from Operating Activities	(2,677)
	Shown within Net Cash Flow from Operating Activities	
1,296	Interest Payable	1,314
(477)	Interest Receivable	(349)
819		965

4.55 Cash Flow Statement – Investing and Financing Activities

2011/12 £000		2012/13 £000
	Investing Activities	
5,502	Purchase of Property, Plant and Equipment, Investment Property and Intangible Assets	3,439
34,700	Purchase of Short Term and Long Term Investments	43,145
0	Other Payments for Investing Activities	9
(1,787)	Proceeds from the sale of Property, Plant and Equipment, Investment Property and Intangible Assets	(4,356)
(39,700)	Proceeds from Short Term and Long Term Investments	(41,145)
(1,905)	Other Receipts from Investing Activities	(38)
(3,190)	Net Cash Flows from Investing Activities	1,054
	Financing Activities	
0	Repayments of short and long term borrowing	0
(1,319)	Other payments for financing activities	(421)
(1,319)	Net Cash Flows from financing Activities	(421)

SECTION 5 – SUPPLEMENTARY FINANCIAL STATEMENTS

5.1 The Collection Fund

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

2011/12 £000		Note	2012/13 £000	
	Income			
46,960	Council Tax	5.2(c)	47,263	
37,753	Income from Business Ratepayers		39,130	
	Income from the General Fund			
7,389	- Council Tax Benefits		7,443	
92,102	Total Income			93,836
	Expenditure			
	Precepts and Demands	5.2(d)		
40,397	Cumbria County Council		40,449	
6,743	Cumbria Police Authority		6,992	
7,147	Carlisle City Council		7,181	
54,287				54,622
	Business Rates			
37,571	Payments to National Pool		38,948	
182	Allowance for cost of NNDR collection		182	
37,753				39,130
	Bad and Doubtful Debts - Council Tax			
(65)	Write offs		(72)	
(6)	Provisions		107	
(71)				35
	Contribution:			
19	Adjustment of Previous Years' Collection Fund Surplus			0
114	Movement on Fund Balance			49
92,102	Total Expenditure			93,836
	Collection Fund Balance			
329	Fund Balance at 1 April			443
114	Surplus/(Deficit) for Year			49
443	Fund Balance at 31 March			492

On the basis that surpluses and deficits are shared with the County Council and the Police Authority, the Council has accounted for the Collection Fund balance in its 2012/13 Statement of Accounts as follows:

- The £492,315 surplus is accounted for in line with the Code of Practice 2012 guidance, with the Council acting as the major precepting authorities' agent in the collection of Council Tax. The £64,929 Carlisle share of the surplus is shown as a balance on the Collection Fund adjustment Account. The £363,360 share is attributable to the County Council and the £64,025 attributable to the Police Authority is used in the calculation for the difference in cash collected on behalf of the precepting authorities and that paid out to them and the corresponding year end debtor or creditor in the Balance Sheet.

5.2 Notes to the Collection Fund

(a) General

The Collection Fund was established under the Local Government Finance Act 1988 and amended under the Local Government Finance Act 1992 with the introduction of council tax in April 1993. The Fund records the collection and distribution of amounts due for council tax and non-domestic rates. The balance on the Fund is included in the Council's Balance Sheet.

The surplus or deficit on the Collection Fund is distributed between the Council (as billing authority), Cumbria County Council and Cumbria Police Authority on the basis of estimates of the year end balance made on the 15 January each year. Any surplus or deficit on the Collection Fund is carried forward to the following financial year and will affect the level of council tax to be raised for that year.

The surplus on the Fund at 31 March 2013 was £492,315.

(b) Council Tax base calculation

The council tax base set for 2012/13, as a Band D equivalent, was as follows:

Band	No. of Properties	Ratio	Band D Equivalent
Disabled	66.50	5/9	36.95
A	18,356.50	6/9	12,237.67
B	10,022.00	7/9	7,794.91
C	6,484.50	8/9	5,764.02
D	4,634.25	9/9	4,634.25
E	2,293.00	11/9	2,802.56
F	947.50	13/9	1,368.60
G	311.50	15/9	519.17
H	16.00	18/9	32.00
	43,131.75		35,190.13
Second Homes	165.06		165.06
Relevant Amount	43,296.81		35,355.19
Estimated Collection Rate			98.50%
Council Tax Base = Relevant Amount (Band D Equivalent) x Collection Rate			34,824.86

(c) Income from Business Ratepayers

National Non-Domestic Rates (NNDR) are paid by businesses. The Government specifies an annual rate in the pound (45.8p in 2012/13), and local businesses pay an annual NNDR bill calculated by multiplying the rateable value of their business premises by this annual rate. The Council is responsible for collecting rates due from the ratepayers in its areas but pays the proceeds into an NNDR Pool administered by the Government. The Government then redistributes the sums paid into the Pool back to Local Authorities on the basis of a fixed amount per head of population.

The NNDR income after reliefs and provisions of £39.130million was based on a total rateable value for the Council's area of £105,707,901 for the year (£105,027,160 in 2011/12). The Council received £6,230,008 from the NNDR Pool in 2012/13, which is credited directly to the Comprehensive Income and Expenditure Statement.

(d) Billing and Precepting Authorities

Carlisle City Council is the billing authority for council tax and NNDR bills and therefore collects all the income due for the year. The Council pays over to Cumbria County Council and Cumbria Police Authority amounts they have requested to provide their services in the Council area. These sums are known as precepts and for 2012/13 the values were: -

2011/12 £		2012/13 £
7,147,095	Carlisle City Council	7,181,003
40,396,427	Cumbria County Council	40,449,100
6,743,370	Cumbria Police Authority	6,992,490

Included in the amount for the City Council is a precept of £444,825 (2011/12 £437,780 which is collected on behalf of Parish Councils. This is paid in full directly from the Councils Comprehensive Income and Expenditure Statement.

SECTION 6 – ANNUAL GOVERNANCE STATEMENT

Scope of Responsibility

Carlisle City Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

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

The Council has approved and adopted a code of corporate governance, which is consistent with the principles of the CIPFA/Solace Framework *'Delivering Good Governance in Local Government'*. A copy of the code can be obtained from the Director of Resources. The Council has also recognised the requirements of the 2010 CIPFA application note *'Statement on the Role of the Chief Financial Officer in Local Government'* and the CIPFA Statement on the *'Role of the Head of Internal Audit (2010)'*.

This statement explains how the Council has complied with the code and application note and also meets the requirements of regulation 4 (3) of the Accounts and Audit Regulations 2011 in relation to the publication of a statement on internal control – the Annual Governance Statement.

The Purpose of the Governance Framework

The governance framework comprises the systems, processes, culture and values by which the Council is directed and controlled and its activities through which it accounts to, engages with and leads the community. 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 Council's framework and is designed to enable it to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore provide only reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to:

- identify and prioritise the risks to the achievement of the Council's policies, aims and objectives;
- to evaluate the likelihood of those risks being realised and, if so realised, their impact; and,
- to manage the identified risks efficiently, effectively and economically.

The governance framework has been in place at the Council for the year ended 31 March 2013 and up to the date of approval of the Statement of Accounts for 2012/13.

The Governance Framework

The following are the key elements of the systems and processes that comprise the Council's governance arrangements:

The Council's vision of its purpose and intended outcomes

The Council's vision is proposed by the Executive as part of the draft Carlisle Plan which is debated and agreed by full Council. This vision is then communicated through the Carlisle Plan itself, which is a working document for staff and members. An annual report will communicate the outcomes and performance of the plan to residents with the end of year performance presenting the key outcomes to the Executive and Overview & Scrutiny Panels.

The Council's vision – implications for governance arrangements

The Carlisle Plan is annually reviewed with Members to ensure that the vision and priorities are still relevant and constant with Members' aspirations. The Carlisle Plan not only contains the Council's vision but also the key objectives to be delivered in support of the overall vision. Arrangements for Overview and Scrutiny are reviewed every year as part of the annual report - thus ensuring consistency with council priorities. Portfolios on the Executive are reviewed every year by the Leader of the Council.

Measuring the quality of service for users

The Council's Service Standards ensures that elected Members and officers monitor performance in key service areas on a regular basis. User satisfaction is measured through a variety of channels and media such as the Carlisle Focus surveys (user and resident). The Council has reached the 'achieving' level of the Equality Framework for Local Government. This external assessment has provided the Council with a detailed report identifying good practice and areas for further improvement and these recommendations have been incorporated into our equality objectives. The impact of key decisions are recorded in each of the Executive papers ensuring that impact assessments form part of all of the Council's key decisions.

Performance in services for customers was monitored through management information indicators, highlighting the short and medium term trends which are reported corporately to the Senior Management Team¹. Progress against Carlisle Plan priorities and key actions is reviewed quarterly and reported through the Executive and relevant Overview & Scrutiny Panels.

During 2009/10 and 2010/11 the Council entered into shared service arrangements in respect of ICT, Revenue and Benefits and Internal Audit. These arrangements sought to deliver financial savings to the Council whilst also improving the resilience in the services being provided and improving and maintaining services to the public. All of the Shared Services are underpinned by sound, documented governance arrangements which encapsulate the agreements between the participating Councils.

Roles and Responsibilities

The City Council comprises 52 elected Members and holds elections by thirds in three years out of every four. The Council operates executive arrangements under the Local Government Act 2000 and has done so since September 2001. The Council operates the "strong Leader" model whereby the Council appoints the Leader for a four year period, who then nominates his/her

¹ The Chief Executive, Deputy CEO, s151 Officer, Monitoring Officer and Directors of Local Environment; Economic Development; and, Community Engagement.

Executive Portfolio Holders and decides the scope of their briefs and the extent of delegated powers to each.

Currently, the Executive comprises the Leader and five Executive Members, one of whom the Leader is required to nominate as Deputy Leader. The operation of the Executive itself is prescribed by the Executive Procedure Rules set out in the Council's Constitution. It meets normally on a four-weekly cycle, with the Leader having oversight over both the agenda and the Notice of Key Decisions to be considered by the Executive over the coming month.

The Leader has set out the powers and responsibilities that he has delegated to both Portfolio Holders and Officers in an extensive Scheme of Delegation, incorporated into the Constitution, that he/she reviews at least annually but usually more frequently in practice. Any amended Scheme of Delegation is held within the Governance Directorate and all Members of the Council receive a copy. The document is available to all on the Council's website. All decisions made by the Executive, whether collectively or individually, are properly recorded and subject to call in and scrutiny by the Council's Overview and Scrutiny Panels, subject, of course, to the provisions applying to matters deemed urgent.

Under the Executive arrangements, the full Council is responsible for setting the Council's budget and policy framework within which the Executive must operate. The Council has also established a series of Overview and Scrutiny Panels of which, currently, there are three (Community, Environment & Economy and Resources). These Panels undertake the statutory scrutiny role set out in the Act and assist with examining and commenting on those policies proposed by the Executive for adoption as part of the policy framework. The three Panels are supported by a dedicated Scrutiny Officer who services solely the scrutiny function of the Council to ensure transparency in the process. Each Panel also has a nominated member of the Council's Senior Management Team to support it in its scrutiny function. The operation of the scrutiny function is set out in the Overview and Scrutiny Procedure Rules in the Council's Constitution.

Importantly, during 2010/11, the Council reviewed its Budget and Policy Framework. Previously, the Council had over 80 'policies' reserved to it (i.e. the Council had to make any decision relating thereto). The review reduced this number to 11 policies being reserved to Council. The change means that decisions are able to be taken in a more clear and transparent manner and, from a corporate governance perspective, it is a great deal more certain where responsibility for decision making rests, i.e. with the Council or the Executive. This change has proven to be beneficial in the working period since the change was effected.

The executive/scrutiny functions of the Council are supplemented by a number of regulatory Committees, established to deal with development control, licensing and certain non-executive employment matters. Their powers and Terms of Reference are set out in the Constitution, together with the extensive delegated powers given by the Council to both the Committees and officers in respect of the various matters falling within the responsibility of the Committees. These powers are reviewed and approved by the Council annually.

The Council has an officer structure which changed substantially in 2009/10 as part of the transformation process, with other changes made following the retirement of the Chief Executive in 2011/12, and which now comprise a Chief Executive, a Deputy Chief Executive and five Directors.

The Chief Executive, Deputy Chief Executive and all Directors comprise the Senior Management Team (SMT) which meets on a fortnightly basis, to discuss corporate issues.

Codes of Conduct and Standards

The Council has formally adopted a Code of Conduct for its elected Members together with approved arrangements for dealing with standards matters. These form part of the Council's suite of constitutional documents and all Members undertake to adhere to its provisions (standards of behaviour, declarations of interest, register of gifts/hospitality etc) as part of their Declaration of Acceptance of Office when elected. The new code of conduct arrangements have been standardised across Cumbria as far as possible.

Oversight of the Members' Code of Conduct, to ensure both compliance and the proper training of Members, rests with the Council's Standards Committee, which comprises of 7 Members of the City Council who are advised by an Independent Person (appointment of 2 Independent Persons to be ratified by Council on 16th July 2013). A Parish Member would be invited to attend the Committee if any complaint or matter related to a Parish Member. Training on both the Code itself and the ethical principles behind it is provided to all newly elected Members of the Council as part of the standardised induction process and it will also be available to all members of the Council to participate in. Further training for Members on particular relevant Standards issues is provided by way of follow-up sessions as issues arise.

The Members' Code of Conduct is supplemented by a protocol governing Member and Officer working which was adopted by the Council as an additional guide to the Council's expectations and its cultural approach to the day-to-day working relations between Members and Officers. Training on this, is again, provided as part of the Member Induction Programme. Other supplemental guidance documents, adopted by the Council to assist with probity and best practice, include the Planning Code of Conduct for those Members serving on the Development Control Committee and the Members' Protocol on the Use of IT provided by the Council. Training is again provided in the Member Induction Programme. In-year training is also given to Members of the Development Control and Licensing Committees on the specialist issues and considerations that arise because of the particular work of those Committees.

The Council has its own Code of Officer Conduct. The code was formally approved by Members in September 2010 and now forms part of the Constitution. There is also a formal Induction procedure for all new staff, supplemented by other information e.g. the Constitution, disciplinary procedures, etc.

During the year, the Council continued to develop and deliver its training schedule for both Members and officers to raise awareness of ethical governance issues across the Council, such as Counter Fraud measures, Money Laundering, Whistleblowing, Procurement & Contracts and Budgetary Control issues. This forms part of the Council's training programme which is considered and agreed by the Members' Learning and Development Group. Currently being planned are several e-learning packages so that appropriate training can be targeted at relevant officers.

Standing Orders/Financial Procedure Rules

The Council's Contracts Procedure Rules and Financial Procedure Rules, together with the extent of delegation to officers in these areas, are set out extensively in the Council's Constitution. They define the overarching rules governing procurement by the Council and the powers and constraints on Members and officers in respect of the exercise of financial powers. The core documents, including authorised levels of spend and virement and "key decision" financial limits, are reviewed at least annually (and more frequently if circumstances arise) and updated by the Council. The Contract Procedure Rules were significantly changed during 2010/11 to reflect changes in procurement regulations and particularly electronic procurement and the use of framework agreements. These changes were adopted in October 2010, and as a result the Procurement and Commissioning Strategy was amended in early 2011.

The Council's Risk Management Strategy sets out how the Council approaches risk management. In terms of risk assessment, this is overseen in the Council by a formal Risk Management Group made up of relevant officers and the Portfolio Holder for Finance, Governance and Resources. A representative from Marsh Ltd – the Council's Insurance Brokers/Advisers – is invited to attend on an ad-hoc basis. The Group oversees the compilation and updating of both the corporate and operational risk registers maintained by the Council, where the main corporate and directorate-specific risks faced by the Council are scored against an agreed matrix and appropriate steps identified to mitigate such risks as far as possible. All risks are monitored through the management monitoring function of Covalent, the Council's performance management system.

Over the last two years the Council has been able offer Risk Management/Liability workshops and training days to Members, Senior Management and key officers. This training has been delivered by the Council's insurers, Travelers Insurance Co. Ltd. in conjunction with Berryman's Lace Mawer, Solicitors. Further training is planned to be delivered on an annual basis.

Ensuring Effective Counter-fraud and Anti-corruption Arrangements are Developed and Maintained

The Council has a Counter Fraud and Corruption Policy in place as well as an Anti Money Laundering Policy. These need to be reviewed and updated to ensure that the requirements of the Bribery Act 2011 are properly considered in the arrangements. This is work in progress and revised strategies will be considered by Members of the Audit Committee in due course, if appropriate.

The Council completed the Audit Commission Fraud and Corruption Survey and National Fraud Initiatives (NFI) in 2012/13.

Ensuring effective management of change and transformation

The Council developed a savings strategy several years ago in order to deliver efficiency savings under the Government's efficiency agenda and has been successful in achieving a significant amount of revenue savings. Its current transformation programme has identified that a further £2.973million of transformational savings must be delivered over the lifetime of the current MTFP 2012/13 – 2017/18. Of this sum £2.134million has been achieved with the balance of £839,000 still to be identified for 2015/16.

Managing transformational change effectively is critical to the successful delivery of the transformation programme and the delivery of the wider ambitions set out within the Carlisle Plan. For this reason a Transformation Board was established in order to provide accountability for the delivery of the savings strategy thus ensuring that the transformation of Council services is controlled and managed effectively. The Deputy Chief Executive chairs the Transformation Board and is accountable for the programme; with appropriate Directors being responsible for delivering individual schemes within the overall programme.

Financial Management Arrangements

The Council has a duty to comply the key principles contained within the revised CIPFA statement of the *'Role of the Chief Financial Officer in Local Government'* and during 2012/13 the Council continued to comply with 5 key principles of the CIPFA statement.

The Director of Resources is the Council's Chief Financial Officer; is an experienced, qualified accountant and is a key member of both Senior Management Team (SMT) and Joint Management Team (JMT) and as such, has direct access to the Chief Executive. He leads and directs an adequately resourced, fit for purpose, finance function, comprising of 17 officers, who support him in the proper administration of the Council's financial affairs, including leading the

promotion and delivery of good financial management to safeguard public money at all times; to ensure the effective, efficient and economic use of resources; and to ensure the short and long term implications of all material business decisions are fully considered and aligned to the Council's Medium Term Financial Plan.

The main controls for financial management are set out in the Constitution – these are the Budget and Policy Framework and the Financial Procedure Rules. These cover the arrangements for Financial Management, Financial Planning, Risk Management and Control of Resources, Financial Systems and Procedures and External arrangements. The Council also complies with the Prudential Framework for Local Authority Finance.

The Council has a Medium Term Financial Planning process (MTFP) which integrates budget and corporate planning to match resources to the corporate priorities. The planning and monitoring framework is co-ordinated through the JMT which consists of the Executive Members and SMT. The MTFP for 2014/15 to 2018/19 will be presented to Executive, Resources Overview and Scrutiny Panel (ROSP) and Council between July and September 2013.

Regular meetings are held with identified budget managers from which budget-monitoring reports are prepared for both Capital and Revenue expenditure and considered by the Executive and ROSP. The Council is committed to improving the effectiveness of its budget monitoring arrangements and in strengthening the links between budget and performance monitoring.

The annual Statement of Accounts has been produced to statutory deadlines and year-end actual results are reported against budgets. The summary revenue position is shown within the explanatory foreword, comparing actual results against revised budgets. Out-turn reports produced for revenue and capital expenditure are presented to the Audit Committee and are considered by Executive, ROSP and Council. The Council is committed to making continuous improvements to comply with the Local Authority Code of Practice and International Financial Reporting Standards.

Ensuring effective arrangements are in place for the discharge of the Monitoring Officer function

The Director of Governance is the Council's Monitoring Officer with the Legal Services Manager acting as his deputy. These officers have a duty to report to the Council and the Executive in any case where they are of the opinion that any proposal, decision or omission will give rise to unlawfulness or if any decision or omission has given rise to or would constitute maladministration.

The Council's Code of Corporate Conduct determines that the Monitoring Officer is 'responsible to the Council for ensuring that agreed procedures are followed and that all applicable statutes and regulations are complied with'. In addition to this, the Monitoring Officer provides a range of functions relating to the conduct of Councillors (for example maintaining the Register of Members' Interests, Code of Conduct complaints etc), advising the Audit Committee and providing commentary on every report to the Executive and Council. The Monitoring Officer conducts annual reviews of the Council's Constitution and makes recommendations for change, which are adopted by Council in May of each year.

As a member of the Senior Management Team and reporting directly to the Chief Executive, the Monitoring Officer has regular fortnightly meetings with the Chief Executive and Director of Resources (S151 officer) in order to review current and likely future issues with legal, constitutional or ethical implications; thus ensuring the effective undertaking of his duties. The Authority also provides the Monitoring Officer with sufficient resources to undertake the role as required by the Local Government and Housing Act 1989.

Ensuring effective arrangements are in place for the discharge of the Head of Paid Service function

The Council's Head of Paid Service is the Town Clerk and Chief Executive and contained within the Council's Code of Corporate Governance is the principle of 'Members and Officer working together to achieve a common purpose with clearly defined functions and roles' and 'making the Chief Executive responsible and accountable to the Council for all aspects of operational management'. The Council's Constitution clearly sets out his role and responsibilities in respect of management structures and the discharge of functions by the Council. He will report to Council on:

- the manner in which the discharge of functions is co-ordinated;
- the number and grades of officers required for the discharge of functions;
- the organisation of officers.

He is supported in his role by a deputy and five other Directors, and has regular access to and contact with the Leader of the Council and his Executive, through formal meetings of the Executive and informal Joint Management Team meetings. He supports the Resources Overview and Scrutiny Panels and has direct line management responsibilities for Organisational Development, Policy and Communications, and Emergency Planning.

Audit Committee

As a means of ensuring best practice, the Council has established an Audit Committee to oversee the workings of the corporate governance arrangements of the Council and to report to Council on these and related financial probity issues. The Audit Committee operates in accordance with CIPFA's "*Audit Committees – Practical Guidance for Local Authorities*". This is supplemented by the Council's Standards Committee, established under the Act to be responsible for conduct issues relating to elected Members.

The Council has a duty to comply the key principles contained within the 2010 CIPFA statement of the '*Role of the Head of Internal Audit*' and during 2012/13 the Council continued to comply with 5 key principles of the CIPFA statement.

The Head of Internal Audit for the Internal Audit Shared Service is the Group Audit Manager but the Head of Internal Audit role at participant organisations within the Internal Audit Shared Service is carried out by the relevant Audit Manager.

The scope of internal audit work covers all aspects of the organisation's risk management, internal control and governance frameworks and the Internal Audit annual report feeds in to the preparation of the Council's Annual Governance Statement. Where appropriate, Internal Audit advises the organisation on emerging risks and may undertake 'hot assurance' work on new projects and developments as they take place.

An annual audit opinion is provided to the Audit Committee based on the work undertaken by Internal Audit during the year based on the agreed risk based audit plan which includes a wide range of council operations along with risk management, internal control and governance considerations.

The Audit Manager reports to the Council's section 151 officer through the deputy section 151 officer and has access to the Senior Management Team (SMT) and Chief Executive as required. The Audit Manager attends all Audit Committee meetings and has the opportunity for private dialogue with the Chair as appropriate.

The resources available within the Internal Audit Shared Service have been assessed as fit for purpose. This will be subject to regular review going forward by the new Group Audit Manager. The audit team has a range of skills and qualifications including AAT, IIA and CCAB.

The Group Audit Manager is CIPFA qualified and has 15 years' experience in Local Government Internal Auditing, nine of these in a management capacity. The Audit Manager is MIIA qualified and has 17 years experience in local government internal auditing, approaching 3 years at team manager level.

Ensuring Compliance with Relevant Laws

Systems are in place to ensure that appropriate legal and financial advice is provided at relevant points in the decision-making process to ensure the vires of decisions made by the Council. All reports to Members requiring a decision incorporate an addendum from both the Directors of Governance and Resources who are the Monitoring Officer and Chief Finance Officer respectively. This ensures that checks are made on the legal and financial consequences of any course of action prior to a decision being made. Both statutory officers are also members of the Joint Management Team and the Senior Management Team to ensure that financial and legal advice is available at the inception of any particular matter and when any issues relating to the Council's powers and duties are under consideration.

Similar representation by legal and financial officers is provided for on Officer Working Groups dealing with relevant policy issues so that a check is maintained on vires and financial issues at that level. Legal representation and advice is also provided as a matter of course at the Development Control and Licensing Committees to ensure that the quasi-judicial functions carried out by those Committees are undertaken lawfully.

The Council has a variety of methods of receiving updates in legislative changes. In addition to the departmental roles in keeping up to date with legislative, regulatory and guidance changes, the Council subscribes to a corporate legal updating service which provides for daily updates directly to officers. The usual method of direct notification of legislative changes by Central Government also occurs on an ongoing basis.

Complaints and Whistle blowing

The Council operates a formal Corporate Complaints System in accordance with best practice recommended by the Local Government Ombudsman, giving members of the public capacity to complain about aspects of the Council's services with which they may be dissatisfied. The objective of the complaints process is to endeavour to resolve the complaint satisfactorily at local level, rather than it being referred to the Ombudsman, although this, of course, is always an entitlement of the complainant if they remain dissatisfied with the Council's handling of the matter.

The basis of the corporate complaints process is that the relevant Directorate deals with the complaint initially but, in the event of the complainant still being dissatisfied, the process provides an internal Right of Appeal to a small panel of three elected Members who review the position. This includes a formal hearing at which the complainant may attend, in an endeavour to resolve the matter. Members of the Council's Appeal Panels receive training on the type of matters that they may consider in that role.

The Council has a Confidential Reporting Policy that is available to all members of staff on the Intranet.

Identifying the development needs of Members and senior officers

The Council has a formal team appraisal scheme, which is mandatory for all officers, including all senior managers. It is carried out each year and forms part of the review of the Carlisle Plan. Team appraisals are recorded in the performance management system and the number of completed appraisals is reported as management information. There is routine monitoring of compliance by SMT along with an annual report to Members of the Resources Overview and Scrutiny Panel which includes the key findings of the annual Employee Opinion Survey.

During 2011/12 a revised framework for Member Learning and Development was introduced following approval of the framework by Council in April 2011. This includes provision for a Member/Leader Annual Review. An analysis of all Members' roles including those of a strategic nature has been undertaken and is used to identify training needs for Members holding or aspiring to strategic office. The framework was fully implemented in 2012/13 and proved to be successful with 40 Members taking part. A report on the training needs identified was produced by Organisational Development and taken to the Member Learning & Development Working Group for discussion and implementation. The success of the scheme also supported the council's application to retain the North West Charter for Members Development, for which we need proof that at least 75% of our Members had completed a Member/Leader Review.

Clear channels of communication

The City Council's Communication Policy and Consultation Policy clearly set out its commitment to high quality, timely, relevant communications and consultation that encourage feedback from all sections of its local communities. These policies underpin the Council's developing Community Empowerment and Engagement Policies that will ensure local peoples' involvement in the design and delivery of more responsive local services. The Council works closely with local groups representing those that are in a minority in our local communities, including those with a disability and ethnic minorities, to ensure that their communications and consultation needs are met.

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

Whilst the Council continues to deliver most of its key services directly there are a number of areas where services are commissioned. Arrangements are in place, to monitor both the administration of the services and the quality of that service and this information is reported back into the Council and monitored through the Overview and Scrutiny process.

These monitoring arrangements cover all those organisations deemed to be significant 'partnerships'. However many partnerships are actually contractual arrangements and definitions have been reviewed and revised to accommodate future monitoring and reporting requirements. This will form part of the 2013/14 monitoring process. A key objective of the Carlisle Plan was for a fundamental review of all partnership working currently in operation and these reviews have taken place in tandem.

During the latter part of 2012/13 monitoring arrangements for specific public services delivered externally were subject to an internal audit review. Recommendations were made to enhance monitoring arrangements and to fulfil these recommendations, more robust challenges have been made to partners/contractors to ensure that they are fulfilling their obligations and that the service provided continues to meet Members expectations. In respect of shared service agreements, the robust governance arrangements set up at the inception of the shared service continues to ensure that service delivery is effective and meets the 'partners' expectations.

The Council continues to review those organisations which receive grant aid from the Council. Many of these relate to third sector organisations with a significant contribution sum being made

to local Community Centres. During 2012/13, the Council has introduced the concept of Service Level Agreement that seeks to ensure a level and quality of delivery that meets Council expectations; these SLA's and delivery against them will be reviewed on a regular basis.

Good governance in respect of Partnerships

The Council's key governance arrangements and procedures ensure that partnerships are entered into for the right reasons, all factors/ implications are fully considered as part of the set-up process, the Council's role is clearly defined, expected outputs and outcomes are identified and the appropriate monitoring arrangements are in place. In all, the Council has robust managing arrangements in place and a clear framework in which to operate. It is important to note that whilst these central control mechanisms exist, the actual appliance of and delivery of partnerships is the responsibility of individual service areas. Key control measures are outlined below:

The Council has a robust Partnership Policy in place that provides guidance on the nature and risks of partnerships. This Policy includes a clear definition of a partnership and, more specifically, what constitutes a significant partnership. Responsibilities for setting up, delivering and monitoring partnerships are clearly defined both in the Policy and in general working practices.

The Corporate Partnerships Register, maintained by Financial Services, is the central monitoring tool used to track all partnerships in progress. Consideration is given towards Exit / Succession strategies (if appropriate) at the initial set up and as part of the Annual Review.

A Business Case model, based around good practice measures, is used for all new proposed partnerships. These are considered by SMT. Proposed significant partnerships are also reported to the Executive.

Appendix E of the Council's Financial Procedure Rules contains specific guidance on officers' duties and responsibilities regarding partnerships. A flowchart provides an aid for officers to guide them through the partnership process. Supplementary guidance notes are also in place as well as the availability of one to one training and support to guide officers setting up new partnerships, through to annual reviews.

Operationally, risk assessments are maintained and shared with partners throughout the life of the partnership. Emerging significant risks are brought to the attention of the Council's Risk Management Group. Strategically, the Council manages the potential risk of new and existing partnerships through the Corporate Risk Register. The Corporate Risk Register is reviewed quarterly by the Risk Management Group and reported to Resources Overview and Scrutiny Panel and the Audit Committee.

Significant partnerships are subject to a robust set of measures. Annual reviews are undertaken for all significant partnerships, which has been extended to include all Shared Service arrangements, the results of which form part of the proposed annual summary reporting on partnership working arrangements. This reporting is co-ordinated by Financial Services and is considered by SMT and Executive.

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 managers within the Council who have responsibility for the development and maintenance of the governance environment, the Audit Manager's annual report, and by comments made by the External Auditors and other reviewing agencies and inspectorates.

The following processes have been applied in maintaining and reviewing the effectiveness of the governance framework:

An effective Governance Framework is maintained by ensuring that the Council's Constitution is reviewed and up-dated on a regular basis. This includes both the Council's and the Leader's Schemes of Delegation for Directors and Chief Officers, and encompasses and defines the roles of the Council, the Executive and the standing Committees including Overview and Scrutiny, Standards Committee and the Audit Committee.

Regular meetings of the Council and its Committees are held during each year and all reports to the Executive include comments from the Director of Resources (the Council's Chief Financial Officer) and the Director of Governance – the latter also being the Council's Monitoring Officer. The aforementioned Directors also oversee the reports considered by the Council's Regulatory and Audit Committees.

The Council also undertakes a continuous review of its risk-management responsibilities by ensuring that each Directorate maintains an up-to-date Operational Risk Register. Any risks that are considered to affect the Council as a whole are incorporated into the Corporate Risk Register (CRR). This is reviewed and updated by the Corporate Risk Management Group that meets on a regular basis. Progress on the CRR is reported quarterly to Members.

In accordance with the requirements of the CIPFA Code of Practice for Internal Audit, the Audit Manager reports to the Audit Committee on a regular basis, to appraise Members of any emerging control/governance/risk issues. The Audit Manager also presents an annual report that includes a statement of assurance relating to the Council's overall standard of internal control.

A full review of the Council's Code of Corporate Governance has been undertaken and all of the requirements outlined in the CIPFA/SOLACE document "Delivering Good Governance in Local Government" have been assessed. Where necessary any areas where action is required to ensure that the Council meets all of the defined requirements are identified on the Action Plan that forms part of this Statement.

During 2012/13 an internal review of key service contracts highlighted a themed weakness with regard to the robustness of internal contract monitoring procedures and processes and recommendations were made to address these. Action plans have been prepared to consider, address and implement the internal control recommendations, and will be subject to a formal follow up audit by the Internal Audit Team during 2013/14.

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 they continue to be regarded as fit for purpose in accordance with the governance framework. The areas already addressed and those to be specifically addressed with new actions planned are outlined below.

Significant Governance Issues

Issue Identified	Target Date
During 2012/13 and as part of the delivery of the annual audit plan, internal reviews identified a significant weakness with regard to the internal monitoring of Council key contracts with recommendations being made to improve internal procedures and processes. Action plans to address these weaknesses have been developed and further consideration of the issues have been debated by the Council's Corporate Risk Management Group. Relevant Directors will have regard to the issues raised when implementing any revised staffing structures. Completion of the action plans will be subject to a formal audit follow up during 2013/14 and be reported to and closely monitored by the Audit Committee.	January 2014

We propose, over the coming year, to address these issues and to monitor and implement improvements to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in the review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed on Behalf of Carlisle City Council

Leader:

Chief Executive:

Chief Financial Officer:

Date :