

## NOTICE OF MEETING

**Meeting:** AUDIT COMMITTEE

**Date and Time:** FRIDAY, 25 AUGUST 2017, AT 9.30 AM\*

**Place:** COMMITTEE ROOM 1, APPLETREE COURT,  
LYNDHURST

**Telephone enquiries to:** Lyndhurst (023) 8028 5000  
023 8028 5588 - ask for Melanie Stephens  
E-mail: melanie.stephens@nfdc.gov.uk

### **PUBLIC PARTICIPATION:**

**\*Members of the public may speak in accordance with the Council's public participation scheme:**

- (a) immediately before the meeting starts, on items within the Committee's terms of reference which are not on the public agenda; and/or**
  - (b) on individual items on the public agenda, when the Chairman calls that item.**
- Speeches may not exceed three minutes. Anyone wishing to speak should contact the name and number shown above.**

**Bob Jackson**  
**Chief Executive**

Appletree Court, Lyndhurst, Hampshire. SO43 7PA  
[www.newforest.gov.uk](http://www.newforest.gov.uk)

**This Agenda is also available on audio tape, in Braille, large print and digital format**

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## AGENDA

### **Apologies**

#### **1. MINUTES**

To confirm the minutes of the meeting held on 23 June 2017 as a correct record.

#### **2. DECLARATIONS OF INTEREST**

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

**3. PUBLIC PARTICIPATION**

To note any issues raised during the public participation period.

**4. INTERNAL AUDIT - INTERIM COVER ARRANGEMENTS (Pages 1 - 4)**

To note the arrangements made for interim cover for 4 days a week by a senior audit manager employed by Hampshire County Council.

**5. TREASURY MANAGEMENT MID-YEAR MONITORING REPORT 2017/18 (Pages 5 - 16)**

To consider the Treasury Management Mid-Year Monitoring Report 2017/18.

**6. AUDIT RESULTS REPORT 2016/17 (Pages 17 - 54)**

To note the Audit Results Report for 2016/17 prepared by the External Auditor.

**7. ANNUAL FINANCIAL REPORT 2016/17 (Pages 55 - 160)**

To approve the Annual Financial Report for 2016/17.

**8. ANNUAL GOVERNANCE STATEMENT (Pages 161 - 166)**

To approve the Annual Governance Statement 2016/17.

**9. AUDIT COMMITTEE MANAGEMENT REPRESENTATION LETTER (Pages 167 - 170)**

To agree the Committee's management representation letter in respect of the annual accounts for 2016/17.

**10. PROCUREMENT RULES, REGULATIONS AND CONTRACT STANDING ORDERS - WAIVERS 2016/17 (Pages 171 - 174)**

To note the Waivers to the Council's Procurement Rules, Regulations and Contract Standing Orders approved during the financial year 2016/17.

**11. PROGRESS AGAINST THE INTERNAL AUDIT PLAN 2017/18 (Pages 175 - 176)**

To be advised of progress against the Internal Audit Plan for 2017/18.

**12. AUDIT COMMITTEE WORK PLAN (Pages 177 - 178)**

To consider the Audit Committee's Work Plan.

**13. DATES OF MEETINGS**

To agree the following dates of meetings for 2018/19 (each at 9.30 a.m.)

Friday 26 January 2018  
Friday 23 March 2018  
Thursday 31 May 2018 (this is to tie in with new legislation for next year)  
Friday 27 July 2018  
Friday 26 October 2018  
Friday 25 January 2019

**14. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

To:

**Councillors:**

A D O'Sullivan (Chairman)  
J G Ward (Vice-Chairman)  
W G Andrews  
M R Harris

**Councillors:**

J D Heron  
Mrs E L Lane  
R A Wappet  
C A Wise

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## AUDIT COMMITTEE – 25 AUGUST 2017

### INTERNAL AUDIT – INTERIM COVER ARRANGEMENTS

#### 1. INTRODUCTION

- 1.1 The Council's Principal Auditor left the Council on 11 August 2017. This report sets out the way forward in terms of providing interim management arrangements to cover the work of the Principal Auditor until the end of March 2018. No member of the current audit team has the professional qualification (either a Chartered Member of the Institute of Internal Auditors (CMIIA) or a chartered accountancy body (ACCA, CIPFA, ICAEW, CIMA)) and experience to manage the internal team.
- 1.2 An external unsuccessful recruitment process has been undertaken. Four candidates were interviewed.

#### 2. REASONS FOR INTERIM ARRANGEMENTS

- 2.1 The Principal Auditor position manages the Council's Internal Audit team of 6.5 FTEs. The position also manages, on a day to day basis, 3.5 FTEs from the authorities mentioned in paragraph 3.4. The post holder must have appropriate professional qualifications to manage the internal audit function. The post holder must provide high level experience and support to the NFDC team and to the other local authorities for whom the Council provides audit services.
- 2.2 Because the recent recruitment exercise to replace the Principal Auditor on a like for like basis was unsuccessful, it has been necessary to look at alternative cover arrangements in the interim, pending any longer term decision.

#### 3. THE CURRENT AUDIT SERVICE

- 3.1 The current Audit service at NFDC costs the Council £300k p.a. Income from the provision of audit services to other local authorities (see para 3.4) amounts to £68k.
- 3.2 There is a statutory requirement for a local authority to maintain an effective Internal Audit arrangement to evaluate the effectiveness of its risk management, control and governance processes taking into account public sector internal auditing standards and guidance. In addition, the Council's Chief Financial Officer has a statutory duty to establish a clear framework for the appropriate administration of the Authority's financial affairs. To perform that duty the Section 151 Officer relies, amongst other things, upon the work of Internal Audit in reviewing the operational systems of internal control and financial management. The work of Internal Audit also provides essential assurances to the external auditor with regard to control procedures of the main financial systems.
- 3.3 Whilst some Council's still retain an in house team of internal auditors, it is becoming more common for authorities to partner with others to provide a shared internal audit service or to look to larger authorities to provide internal audit services. This creates resilience in a market where it is difficult to recruit auditors as well as having the potential benefit of creating efficiencies and making savings.

- 3.4 The Council currently carries out audit services for Christchurch & East Dorset Councils, Purbeck District Council, the NPA, two Town Councils, and also provides some ad-hoc ICT audit services to Rushmoor and Poole Borough Councils. In order to carry out the internal audit function to a good standard, including managing the audit service to these other bodies, it is necessary to have arrangements in place to cover the work of the Principal Auditor.

#### **4. DISCUSSIONS WITH OTHER AUDIT PARTNERSHIPS**

- 4.1 As the recent recruitment exercise for the replacement of the Principal Auditor was not successful, discussions have taken place with the Southern Internal Audit Partnership (operated by Hampshire County Council) and another Partnership operated by Portsmouth City Council which provides internal audit services to Southampton City Council, the Isle of Wight Council and Gosport Borough Council, to explore if they could assist this Council on an interim basis with appropriate cover when the Principal Auditor leaves.
- 4.2 Portsmouth City Council has offered its services for 2.5 days a week on an interim basis with a mixture of on-site and remote coverage by a senior audit manager on those days.
- 4.3 The Southern Internal Audit Partnership (operated by Hampshire County Council) which carries out auditing work for over 20 public bodies, including 5 Hampshire authorities, has offered an interim arrangement for 4 days a week with an on-site presence for all of those days by a senior audit manager employed by Hampshire County Council.
- 4.4 The more extensive cover offered by Hampshire County Council (HCC) is attractive for a number of reasons. Firstly the remaining members of the audit team will require ongoing support from a senior auditor and it would be beneficial for this support to take place 'on the ground', rather than relying on more remote ways of working. Further, the extensive nature of the audit services which the Council currently offers to other local authorities requires greater input than Portsmouth City Council can offer. In addition, HCC and NFDC already have a successful partnership arrangement on Treasury Management functions. This has worked well with efficiencies and cost savings realised some time ago when that partnership was set up. It would seem a natural extension to the existing partnership on Treasury Management to look to HCC to provide interim audit cover.

#### **5. CONCLUSIONS**

- 5.1 It is essential to arrange appropriate interim cover following the departure of the Council's Principal Auditor. Whilst it will be necessary to look at how the Council provides its Audit Services in the longer term, it is important to ensure continuity in the interim. Accepting the offer from the Southern Internal Audit Partnership (operated by HCC) has been evaluated as the best option to ensure appropriate cover arrangements in the interim. It is envisaged that the interim cover will continue until 31 March 2018. However the arrangements will be kept under strict review.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 The cost of the interim cover arrangements can be contained within existing budgets and will be offset against the cost of the vacant Principal Auditor post.

## **7. RECOMMENDATIONS**

- 7.1 That the Audit Committee note the contents of this report.

### **For further information contact:**

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### **Background Papers:**

None

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AUDIT COMMITTEE - 25 AUGUST 2017

## TREASURY MANAGEMENT MID-YEAR MONITORING REPORT 2017/18

### 1. PURPOSE

- 1.1. The Treasury Management Strategy for 2017/18 is underpinned by the adoption of the Chartered Institute of Public Finance and Accountancy's (CIPFA) Code of Practice on Treasury Management 2011, which includes the requirement for determining a treasury strategy on the likely financing and investment activity for the forthcoming financial year.
- 1.2. The Code also recommends that members are informed of Treasury Management activities at least twice a year (a mid year and a year end report). This report therefore ensures that New Forest District Council (NFDC) is embracing best practice in accordance with CIPFA's recommendations.
- 1.3. Treasury management is defined as: "The management of investments and cash flows, banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

### 2. ECONOMIC BACKGROUND

- 2.1. The following section outlines the key economic themes currently in the UK against which investment and borrowing decisions have been made in the year to date.

#### **External Context**

- 2.2. UK Consumer Price Inflation (CPIH) for the year to June 2017 fell to 2.6%; downward contributions were mainly due to falling fuel prices. The most recent labour market data for May 2017 showed that the unemployment rate dropped to 4.5% (its lowest since July 1975) but the squeeze on real wages (i.e. after inflation) is intensifying and resulting in negative real wage growth. Quarter 1 GDP data released in April and revised in May and June showed economic activity growing at a much slower pace of 0.2%. Understandably, the Bank of England made no change to Bank Rate or its Quantitative Easing policy (QE) at its meeting on 2nd August 2017.
- 2.3. Prime Minister Theresa May called an unscheduled General Election in June, to resolve uncertainty and in the hope of gaining an enhanced mandate to enter the forthcoming Brexit negotiations. The surprise result has led to a minority Conservative government in a confidence and supply arrangement with the Democratic Unionist Party. This political impasse clearly results in an enhanced level of political uncertainty, however the potential for a so-called hard Brexit is now diminished,

reducing the associated economic headwinds for the UK economy from a 'no deal' or otherwise unfavourable trade agreement.

- 2.4. The reaction from the markets on the election's outcome has been fairly muted; business confidence now hinges on the progress of Brexit negotiations, whether new trade treaties and arrangements are successfully concluded and whether or not the UK continues to remain part of the EU customs union post the country's exit from the EU.
- 2.5. In the face of this uncertainty, the Council's treasury management advisor, Arlingclose, expects the Bank of England will look through periods of high inflation and maintain its low-for-longer stance on policy interest rates for an extended period.

#### **Financial markets**

- 2.6. Gilt yields displayed some volatility with a marked uptick in late June. This was largely due to the expectation of tapering of QE in the US and Europe, which also had an impact on gilts. The FTSE 100 reached a record high of 7548 in May but dropped off slightly towards the end of Quarter 1, but reached 7512 on 4 August.

#### **Credit background**

- 2.7. UK bank credit default swaps have continued their downward trend, reaching three year lows by the end of June. Bank share prices have not moved in any particular pattern.
- 2.8. Ring-fencing, which requires the larger UK banks to separate their core retail banking activity from the rest of their business, is expected to be implemented within the next year. The Council will work with Arlingclose to manage this situation as greater clarity is provided over the following months.

### **3. INVESTMENTS**

- 3.1. The Council has an investment portfolio consisting of reserves and short-term cash flows. The Council is currently investing according to a low risk, high quality lending list as outlined in its Treasury Management Strategy.
- 3.2. The Guidance on Local Government Investments in England gives priority to security and liquidity and the Council's aim is to achieve a yield commensurate with these principles.
- 3.3. The transposition of European Union directives into UK legislation places the burden of rescuing failing EU banks disproportionately onto unsecured local authority investors through potential bail-in of unsecured bank deposits. (The outcome of the EU referendum does not alter the UK's legislated bail-in resolution regime).
- 3.4. Given the increasing risk and continued low returns from short-term unsecured bank investments, it is the Council's aim to further diversify

into more secure and/or higher yielding asset classes. The majority of the Council's surplus cash was previously invested in short-term unsecured bank deposits, certificates of deposit and money market funds.

- 3.5. The Council's investment holding was £72.86m principal at 31 July 2017, which is £9.45m (14.9%) higher than the same time last year. The table below shows investment activity for the Council as at 31 July 2017. Asset values have been used rather than principal values to provide a better comparison to the reported investment activity as at 31 March 2017.

Table 1: Investment Activity in 2017/18

<b>Investments</b>	Asset value on 31/03/2017 £m	Asset value on 31/07/2017 £m	Average Rate/Yield on 31/07/17 %	Average Life on 31/07/17 years
Short term Investments				
- Banks and Building Societies:				
- Unsecured	7.0	15.6	0.34	0.27
- Secured	8.8	10.9	0.65	0.40
- Money Market Funds	12.3	5.5	0.23	0.00
- Local Authorities	12.0	18.0	0.73	0.45
- Corporate Bonds	2.6	1.5	0.66	0.38
	<b>42.7</b>	<b>51.5</b>	<b>0.54</b>	<b>0.35</b>
Long term investments				
- Banks and Building Societies:				
- Secured	11.8	10.5	0.62	2.10
- Local Authorities	3.0	3.0	1.17	2.14
	<b>14.8</b>	<b>13.5</b>	<b>0.74</b>	<b>2.11</b>
High yield investments				
- Pooled Property Funds*	3.2	4.1	4.44	n/a
- Pooled Equity Funds*	2.1	2.1	6.96	n/a
- Pooled Multi Asset Funds**	-	2.0	n/a	n/a
	<b>5.3</b>	<b>8.2</b>	<b>5.27</b>	<b>n/a</b>
<b>TOTAL INVESTMENTS</b>	<b>62.8</b>	<b>73.2</b>	<b>0.99</b>	<b>0.72</b>
Increase/ (Decrease) in Investments £m		10.4		

\* Yield represents the average of each investment's most recent dividend payment as a percentage of the asset value.

\*\* Due to the short period of time invested in this fund (initial investment was 29 June 2017), income yields are not yet available.

- 3.6. In this financial year to date the Council proportionately reduced its exposure to unsecured bank and building society investments by increasing its exposure to local authorities. The Council has also invested in further high yield investments by increasing its investments in the pooled property fund asset class, and by investing in pooled multi-asset funds

- 3.7. The investments in pooled property, equity and multi-asset funds allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. The funds which are operated on a variable net asset value (VNAV) basis offer diversification of investment risk, coupled with the services of a professional fund manager; they also offer enhanced returns over the longer term but are more volatile in the short-term. All of the Council's pooled fund investments are in the funds' distributing share classes which pay out the income generated.
- 3.8. Although money can be redeemed from the pooled funds at short notice, the Council's intention is to hold them for at least the medium term. Their performance and suitability in meeting the Council's investment objectives are monitored regularly and discussed with Arlingclose.

Table 2: High yield investments capital value at 31 July 2017

<b>High yield investments</b>	<b>Principal invested £m</b>	<b>Market value 31 July 2017 £m</b>	<b>Capital yield (per annum) %</b>
Pooled Property Funds	4.05	4.15	0.42
Pooled Equity Funds	2.00	2.06	2.83
Pooled Multi Asset Funds	2.00	1.99	-0.63
<b>Total</b>	<b>8.05</b>	<b>8.26</b>	<b>0.76</b>

- 3.9. Security of capital has remained the Council's main investment objective. This has been maintained by following the Council's counterparty policy as set out in its Treasury Management Strategy Statement for 2017/18.
- 3.10. Counterparty credit quality was assessed and monitored with reference to credit ratings (the Council's minimum long-term counterparty rating for institutions defined as having "high credit quality" is BBB+ across rating agencies Fitch, S&P and Moody's); credit default swap prices, financial statements, information on potential government support and reports in the quality financial press.
- 3.11. The average cash balances were £74.7m during the year to 31 July 2017. The average interest rate earned on the Council's investments at 31 July 2017 was 0.99%, which should be considered within the context of a low UK Base Rate of 0.25%, and very low short-term money market rates.

#### **4. BORROWING**

- 4.1. The Council's underlying need to borrow was measured by the Capital Financing Requirement (CFR) at 31 March 2017 as £147.9m. Affordability and the "cost of carry" remained important influences on the Council's borrowing strategy alongside the consideration that, for any borrowing undertaken ahead of need, the proceeds would have to be invested in the money markets at rates of interest significantly lower than the cost of borrowing.

- 4.2. For the Council the use of internal borrowing has, therefore, continued to be the most cost effective means of funding new capital expenditure. No new long-term borrowing has taken place to date in 2017/18, or is planned for the remainder of the year. This has lowered overall treasury risk by reducing both external debt and temporary investments.
- 4.3. As at 31 July 2017 the Council held £144.11m of loans, (which has reduced by £0.2m since 31 July 2016), with the vast majority relating to the funding of the Housing Revenue Account self-financing settlement from March 2012.
- 4.4. The premia that applies to the premature repayment of the Council's PWLB loans is still relatively expensive for the loans in the portfolio and therefore unattractive for debt rescheduling. As a consequence, no rescheduling activity has taken place. However, consideration will continue to be given to any advantageous opportunity for the council to reduce or restructure its debt portfolio.

## **5. MiFID II**

- 5.1. The European Union is changing its rules on how local authorities can access regulated financial services, through its Market in Financial Instruments Directive (MiFID II), aiming to improve the functioning of financial markets in light of the financial crisis and to strengthen investor protection. Although the UK has voted to leave the EU, MiFID II will still be implemented in the UK on 03 January 2018 for three reasons. Firstly, the UK's residents remain members of the EU and subject to its laws until the UK leaves; secondly, the UK government is in favour of strengthening investor protection; and thirdly, UK firms will wish to continue providing financial services across the EU after the UK has left the EU, so will need to comply with equivalent regulations.
- 5.2. The Financial Conduct Authority (FCA) has some discretion over how to implement this directive in the UK, and it released its final policy statement on the subject in July 2017.
- 5.3. Local authorities are currently all treated by financial services firms as "professional clients", the middle of three categories, and the same as similar-sized companies. But from January 2018, the default position will be that local authorities are to be treated as "retail clients", the same as individuals and small and medium-sized enterprises, which will entail some increased protection, but at the expense of higher fees, increased paperwork and reduced market access.
- 5.4. It is expected that "opting-up" will be the most favourable position for the Council as it will allow all investment opportunities detailed within the investment strategy to be accessed, whilst being a retail investor will limit investment opportunities, for example no access to money market funds or brokers. Opting up to professional status will also allow continued access to the current asset classes the Council is invested in, without the increased fees that retail asset classes demand. Opting up will mean the Council will not be able to take advantage of the increased protections available to retail clients (retail protections are available in Appendix 1 –

this list was provided by the Local Government Association and represents protections for all different types of investment, including investments not applicable under the current treasury management strategy). However, this will not be a change from the current status, as these protections are not currently afforded to professional clients.

- 5.5. Local authorities will be permitted to “opt-up” to professional client status, providing they meet the following criteria:
- the firm has assessed that the person authorised to carry out transactions on the local authority’s behalf has the expertise, experience and knowledge to give reasonable assurance in light of the nature of the transactions or services envisaged, that they are capable of making their own investment decisions and understanding the risks involved;
  - the size of the local authority’s investment portfolio (including cash deposits) exceeds £10 million; and
  - at least one of the following is true:
    - the local authority has carried out transactions, in significant size, on the relevant market at an average frequency of ten per quarter over the previous four quarters;
    - the person authorised to carry out transactions on behalf of the local authority works or has worked in the financial sector (including as a treasury manager) for at least one year in a professional position, which requires knowledge of the services envisaged; or
    - the local authority is a Local Government Pension Scheme administering authority and is acting in that capacity (this was not included in the consultation).
- 5.6. Considering these criteria, the Council should be able to opt up to professional client status to maintain the most favourable investment position possible, but this will be decided on a per investment basis in conjunction with the Council’s Finance team. Significant work will be undertaken over the months to January 2018 to achieve this aim. So as to enable the opt-up process a number of recommendations have been included at section 8 of this report.
- 5.7. Applications can be made in respect of either all of the services offered by the institution (even if not already being accessed) or a particular service only. A local authority may wish to do the latter where the institution offers a wide range of complex instruments which the authority does not currently use and there is no intention to use the institution again once the current relationship has come to an end. It is recommended that officers determine the most appropriate basis of the application, either via full or single service.
- 5.8. Authorities are not required to renew elections on a regular basis but will be required to review the information provided in the opt up process and

notify all institutions of any changes in circumstances which could affect their status.

## 6. COMPLIANCE WITH PRUDENTIAL INDICATORS

- 6.1. Within 2017/18 to date, the Council operated within the Prudential Indicators for 2017/18 which were originally set in February 2017 as part of the Council's Medium term Financial Plan, and Budget & Council Tax Report 2017/18.

### Authorised Limit and Operational Boundary for External Debt

- 6.2. CIPFA's Code of Practice requires authorities to set an authorised limit for external debt, defined as the sum of external borrowing and other long-term liabilities. The annual strategy report agreed in February 2017 set an authorised limit for external debt of £174.4m.
- 6.3. This limit is based on the estimated CFR in order to enable it to be financed entirely from external borrowing should the Council's internal reserves become depleted. The limit also includes an allowance for temporary borrowing to cover normal revenue cash flow requirements and unexpected outflows or delays in receiving cash.
- 6.4. The Council has set an operational boundary for external debt reflecting the more likely scenario and consistent with the Council's capital plans and Treasury Management Strategy. Temporary breaches of the 2017/18 operational boundary can take place for cash flow reasons, but any sustained breach will lead to further investigation. The Council approved an operational boundary for 2017/18 of £159.4m.

Table 3: Authorised Limit and Operational Boundary for External Debt 2017/18

	Authorised Limit £m	Operational Boundary £m	31 July 2017 Actual £m
Total Debt	174.4	159.4	144.1

- 6.5. During the period to 31 July 2017 borrowing remained well within the authorised limit and operational boundary, and no new long term borrowing has been taken out. Although there has been temporary borrowing where the Council has utilised its overdraft facility at Lloyds, these have been very small (less than £10,000), so the maximum total external debt in the period has remained at the total long-term borrowing amount, which is now £144.1m.

## 7. TREASURY MANAGEMENT INDICATORS

- 7.1. The Council measures and manages its exposures to treasury management risks using the following indicators.

### Interest Rate Exposures

- 7.2. The Council has to set an upper limit on its fixed and variable interest rate exposure for both total investments and total external debt. This indicator is set to control the Council's exposure to interest rate risk. The Council approved the following upper limits on fixed and variable rate interest rate exposures, expressed as the amount of net principal borrowed or invested. None of the limits have been exceeded.

Table 4: Interest Rate Exposures

	<b>2017/18 Limit</b>	<b>Maximum to 31 July 2017</b>
Upper limit on fixed interest rate investment exposure	£25m	£6.0m
Upper limit on variable interest rate investment exposure	£90m	£80.0m
Upper limit on fixed interest rate borrowing exposure	£174.4m	£144.1m
Upper limit on variable interest rate borrowing exposure		£0.0m

- 7.3. The limit for borrowing rate exposures has been set to enable maximum policy flexibility for the potential for refinancing e.g. from variable to fixed rate borrowing. The Council's entire long-term debt portfolio is currently made up of fixed interest loans.

- 7.4. The upper limit for exposure for investments rates is based on an extreme case of the total investment balances, and to allow for all of this to be held at variable rates (investments with a maturity of less than one year) if necessary.

#### **Maturity Structure of Borrowing**

- 7.5. The Code also requires the Council to set upper and lower percentage limits on the maturity structure of its long-term fixed rate borrowing during 2017/18. The following table shows the limits approved by the Council. These have been set to allow maximum flexibility in managing the debt portfolio and are consistent with the existing portfolio.

Table 5: Maturity Structure of Borrowing

	<b>Upper</b>	<b>Lower</b>	<b>Actual</b>
Under 12 months	25%	0%	2.8%
12 months and within 24 months	25%	0%	2.8%
24 months and within 5 years	25%	0%	8.5%
5 years and within 10 years	25%	0%	15.2%
10 years and above	100%	0%	70.7%



## **Principal Sums Invested for Periods Longer than 364 days**

7.6. The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. For 2017/18 the council restricted investments for periods of over a year to a maximum of £25m. At 31 July 2017 the Council had £21.6m of investments with over 364 days to their maturity.

### **8. RECOMMENDED:**

8.1. That the Audit Committee recommends the following to Cabinet:

- a) That the Cabinet notes the potential impact on investment strategy of defaulting to a retail client with effect from 3rd January 2018;
- b) That the Cabinet agrees to the immediate commencement of applications for elected professional client status with all relevant institutions in order to ensure it can continue to implement an effective investment strategy;
- c) In electing for professional client status the Cabinet acknowledges and agrees to forgo the protections available to retail clients attached as Appendix 1; and
- d) That the Cabinet approves delegated responsibility to the Section 151 Officer for the purposes of completing the applications and determining the basis of the application as either full or single service.

#### **For further information contact:**

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Andrew Bouflower (HCC)  
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#### **Background Papers:**

Treasury Management Strategy for  
2017/18 – 2019/20  
Annual Performance and Provisional  
Budget Outturn Report 2016/17

Published reports

## Warnings - loss of protections as a Professional Client

Professional Clients are entitled to fewer protections under the UK and EU regulatory regimes than is otherwise the case for Retail Clients. This document contains, for information purposes only, a summary of the protections that you will lose if you request and agree to be treated as a Professional Client.

### 1. Communicating with clients, including financial promotions

As a Professional Client the simplicity and frequency in which the firm communicates with you may be different to the way in which they would communicate with a Retail Client. They will ensure however that our communication remains fair, clear and not misleading.

### 2. Information about the firm, its services and remuneration

The type of information that the firm provides to Retail Clients about itself, its services and its products and how it is remunerated differs to what the firm provides to Professional Clients. In particular,

(A) The firm is obliged to provide information on these areas to all clients but the granularity, medium and timing of such provision may be less specific for clients that are not Retail Clients; and

(B) there are particular restrictions on the remuneration structure for staff providing services to Retail Clients which may not be applicable in respect of staff providing services to Professional Clients;

(C) the information which the firm provides in relation to costs and charges for its services and/or products may not be as comprehensive for Professional Clients as it would be for Retail Clients, for example, they are required when offering packaged products and services to provide additional information to Retail Clients on the risks and components making up that package; and

(D) when handling orders on behalf of Retail Clients, the firm has an obligation to inform them about any material difficulties in carrying out the orders; this obligation may not apply in respect of Professional Clients.

### 3. Suitability

In the course of providing advice or in the course of providing discretionary management services, when assessing suitability for Professional Clients, the firm is entitled to assume that in relation to the products, transactions and services for which you have been so classified, that you have the necessary level of experience and knowledge to understand the risks involved in the management of your investments. The firm will assess this information separately for Retail Clients and would be required to provide Retail Clients with a suitability report.

### 4. Appropriateness

For transactions where the firm does not provide you with investment advice or discretionary management services (such as an execution-only trade), it may be required to assess whether the transaction is appropriate. In respect of a Retail Client, there is a specified test for ascertaining whether the client has the requisite investment knowledge and experience to understand the risks associated with the

relevant transaction. However, in respect of a Professional Client, the firm is entitled to assume that they have the necessary level of experience, knowledge and expertise to understand the risks involved in a transaction in products and services for which they are classified as a Professional Client.

## 5. Dealing

A range of factors may be considered for Professional Clients in order to achieve best execution (price is an important factor but the relative importance of other different factors, such as speed, costs and fees may vary). In contrast, when undertaking transactions for Retail Clients, the total consideration, representing the price of the financial instrument and the costs relating to execution, must be the overriding factor in any execution.

## 6. Reporting information to clients

For transactions where the firm does not provide discretionary management services (such as an execution-only transactions), the timeframe for our providing confirmation that an order has been carried out is more rigorous for Retail Clients' orders than Professional Clients' orders.

## 7. Client reporting

Investment firms that hold a retail client account that includes positions in leveraged financial instruments or contingent liability transactions shall inform the Retail Client, where the initial value of each instrument depreciates by 10% and thereafter at multiples of 10%. These reports do not have to be produced for Professional Clients.

## 8. Financial Ombudsman Service

The services of the Financial Ombudsman Service may not be available to you as a Professional Client.

## 9. Investor compensation

Eligibility for compensation from the Financial Services Compensation Scheme is not contingent on your categorisation but on how your organisation is constituted. Hence, depending on how you are constituted you may not have access to the Financial Services Compensation Scheme.

## 10. Exclusion of liability

The FCA rules restrict the firm's ability to exclude or restrict any duty of liability which the firm owes to Retail Clients more strictly than in respect of Professional Clients.

## 11. Trading obligation

In respect of shares admitted to trading on a regulated market or traded on a trading venue, the firm may, in relation to the investments of Retail Clients, only arrange for such trades to be carried out on a regulated market, a multilateral trading facility, a systematic internaliser or a third-country trading venue. This is a restriction which may not apply in respect of trading carried out for Professional Clients.

## 12. Transfer of financial collateral arrangements

As a Professional Client, the firm may conclude title transfer financial collateral arrangements with you for the purpose of securing or covering your present or future, actual or contingent or prospective obligations, which would not be possible for Retail Clients.

### 13. Client money

The requirements under the client money rules in the FCA Handbook (CASS) are more prescriptive and provide more protection in respect of Retail Clients than in respect of Professional Clients.

It should be noted that at all times you will have the right to request a different client categorisation and that you will be responsible for keeping the firm informed of any change that could affect your categorisation as a Professional Client.

New Forest District Council

## **Audit results report**

Year ended 31 March 2017

Private and Confidential

25 August 2017

Dear Members

We have substantially completed our audit of New Forest District Council's (the Council) financial statements for the year ended 31 March 2017.

Subject to the adequate resolution of the outstanding matters listed in our report, we confirm that we anticipate being in a position to issue an unqualified audit opinion on the financial statements in the form that appears in Section 3, after your Audit Committee meeting on 25 August and well before the statutory deadline of 30 September 2017.

We have no matters to report about your arrangements to secure economy, efficiency and effectiveness in your use of resources.

This report is intended solely for the use of members and senior management, and should not be used for any other purpose nor given to any other party without our prior written consent.

We would like to thank your staff for the assistance provided to us during the engagement.

We look forward to the opportunity of discussing with you any aspects of this report or any other issues arising from our work.

Yours faithfully

Helen Thompson  
Executive Director

For and on behalf of Ernst & Young LLP  
United Kingdom

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**08** Appendices

In April 2015 Public Sector Audit Appointments Ltd (PSAA) issued "Statement of responsibilities of auditors and audited bodies". It is available from the via the PSAA website ([www.PSAA.co.uk](http://www.PSAA.co.uk)).

The Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The "Terms of Appointment (updated September 2015)" issued by the PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and in legislation, and covers matters of practice and procedure which are of a recurring nature.

This report is made solely to the Members of New Forest District Council and management of the Council in accordance with the statement of responsibilities. Our work has been undertaken so that we might state to the Council those matters we are required to state to them in this report and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the Council members and senior management for this report or for the opinions we have formed. It should not be provided to any third party without our prior written consent.



## Executive summary

### Overview of the audit

### Scope and materiality

In our Audit Plan, presented at the 27 January 2017 Audit Committee meeting, we provided you with an overview of our audit scope and approach for how we intended to carry out our responsibilities as your auditor. We carried out our audit in accordance with this plan.

We planned our procedures using materiality of £2,017,120. We have reassessed this based on the actual results for the financial year and have increased this amount to £2,051,380. The threshold for reporting audit differences has increased from £100,856 to £102,569. The basis of our assessment of materiality has remained consistent with prior years at 2% of gross expenditure.

We also identified areas where misstatement at a lower level than our overall materiality level might influence the reader and developed an audit strategy specific to these areas, including:

- ▶ Remuneration disclosures including exit packages [strategy applied: we agreed all disclosures in the remuneration report back to source data, and exit packages to the agreed and approved amounts]
- ▶ Related party transactions [strategy applied: we tested the completeness of related party disclosures and the accuracy of all disclosures by checking back to supporting evidence]

### Status of the audit

We are still in the process of completing our audit of the financial statements for the year ended 31 March 2017 and are performing the procedures outlined in our audit plan. Subject to satisfactory completion of the outstanding items we expect to issue an unqualified opinion on the Council's financial statements. However, it is possible that further matters requiring amendment may arise. We will provide an update to the Audit Committee at its meeting on 25 August 2017.

The following matters are outstanding at the time of writing this report:

- ▶ Receipt of the signed Letter of Representation.
- ▶ Review of the final version of the financial statements.
- ▶ Completion of subsequent events review.
- ▶ Approval of the accounts by the Audit Committee on 25 August 2017.

We expect to issue the audit certificate at the same time as the audit opinion after the Audit Committee meeting on 25 August 2017.





## Executive Summary

### Executive summary (continued)

#### Audit differences - Unadjusted

Management produced a comprehensive and good quality set of draft accounts. However, we have identified two errors above our reporting threshold of £102,569, which management has chosen not to adjust. These are:

- ▶ **Trade Payables:** Three creditor errors totalling £247,334 where expenditure has been recorded in 2017/18 when it should have been recorded in 2016/17.
- ▶ **Expenditure:** Two creditor overstatements, totalling £109,000, where expenditure was recorded in 2016/17 when it should have been recognised in the 2017/18 financial year.

#### Audit differences - Adjusted

There were no adjusted audit differences which we are required to report to the Audit Committee. However, the Council amended its disclosures in the financial statements to include the following:

- **Note 4: Uncertainties relating to assumptions and estimates used.** The Council has disclosed the key judgements and estimation uncertainty around the valuation of its housing stock over its five year rolling programme. If the House Price Index was used, each year, instead of the Council's Beacon index, the estimated impact may be some £19 million less compared to its current housing stock valuation of £359 million. This may also impact on the Revaluation Reserve and the impairment recorded in the HRA account.
- **Note 11: Property, Plant and Equipment.** The Council has better described its valuation methodology for the valuation of its council housing stock to include more detail on the basis of the Beacon methodology used in its five year programme of valuation.
- **Note 17: Short-term debtors:** Debtors have been reclassified so that "other debtors and payments in advance" have increased by £112,000 and Central Government Bodies, Other Local Authority, Public Corporations and Trading Funds debtors have decreased by £112,000.
- **Note 48: Financial instruments - assets:** Trade debtors were incorrectly disclosed, in error, as £5.442 million. The correct figure now disclosed is £3.107 million.



# Executive Summary

## Areas of audit focus

In our Audit Plan we identified a number of key areas of focus for our audit of the financial statements. This report sets out our observations and conclusions on these areas. Our consideration of these matters and others identified is summarised in the "Areas of audit focus" section of this report.

We ask you to review these and the other matters in this report to ensure that:

- ▶ there are no residual further considerations or matters that could have an impact on these issues;
- ▶ you agree with the resolution of the issue;
- ▶ there are no further significant issues known to you which need to be considered before the financial report is finalised.

There are no matters that we believe need to be brought to the Audit Committee's attention, other than those reported by management or disclosed in this report.

## Other reporting issues

We have reviewed the information presented in the Annual Governance Statement for consistency with our knowledge of the Council. We have no matters to report as a result.

For the Whole of Government Accounts, as the Council is below the specified audit threshold of £350 million, we did not perform any audit procedures on the consolidation pack. We have no matters to report.

We have no other matters we wish to report.

## Value for money

We have considered your arrangements for taking informed decisions, deploying resources in a sustainable manner, and working with partners and other third parties. In our audit plan we identified one significant risk around these arrangements in terms of the "delivery of a sustainable medium term financial plan.

As discussed, in Section 5, our work did not identify any issues that we needed to report to you in terms of your arrangements to secure economy efficiency and effectiveness in your use of resources.



# Executive Summary

## Control observations

We have adopted a fully substantive approach and so have not tested the operation of controls.

As part of our work, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. Although our audit was not designed to express an opinion on the effectiveness of internal control, we are required to communicate to you significant deficiencies in internal control identified during our audit.

There are no matters we wish to report.

## Independence

Please refer to Appendix B for our update on independence. There are no issues to report.

## Audit fees

Our planned fee, reported in the Audit Plan presented to the Audit Committee in January 2017, was £55,482. Our proposed final fee, of £56,462, will be confirmed following the presentation of this report at the Audit Committee, and subsequent agreement with Public Sector Audit Appointments Ltd. We have discussed and agreed the additional fee of £980, for the work our property experts carried out on the valuation of the Council's housing stock, with the Chief Executive and the Responsible (S151) Officer when we met on 31 July 2017. Please refer to Section 2 "Areas of audit focus" for further details on the work we carried out and Appendix B for our update on audit fees.

02

## Areas of Audit Focus



## Audit issues and approach: Management override – significant risk

### Management override

#### What are our conclusions?

We have not identified any material weaknesses in controls or evidence of material management override.

We have not identified any instances of inappropriate judgements being applied.

We did not identify any other transactions during our audit which appeared unusual or outside the Council's normal course of business

#### What is the risk?

##### Risk of management override

As identified in ISA 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We identify and respond to this fraud risk on every audit engagement.

#### What did we do?

Our approach focused on:

- ▶ testing the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements, e.g. senior managers entering journals (we would not normally expect this), journals posted at weekends and those not netting to zero, and journals with descriptions such as 'fraud' and 'error';
- ▶ reviewing accounting estimates for evidence of management bias in how they had been arrived at, e.g. understating assumptions about accruals; and
- ▶ evaluating the business rationale for significant unusual transactions, e.g. individual material items, anomalies in accounting treatment, transactions put through the ledger at unusual times.

We found no issues to report.



## Areas of Audit Focus

# Audit issues and approach: Valuation of housing stock – significant risk

### Valuation of housing stock

This significant risk was not included in our audit plan and was identified on our review of the Council's draft financial statements

### What is our conclusion?

We found the Council was compliant with the 'Beacon Approach to Valuation' as set out in the Department for Communities and Local Government ('DCLG') guidance for valuers 2016.

We recommend that in future years the current application of the 'Beacon Approach to Valuation' by the Council is revised slightly in order to enhance its robustness and perceived accuracy.

### What is the risk?

#### Risk of misstatement of the value of housing assets

Our review of the Council's draft financial statements showed that there was an 11.17% increase in the value of housing stock in 2016/17 compared to a 1.47% increase in 2015/16 and a 12.53% increase in 2014/15. Given that there has been a significant fluctuation in council house values over the last three years, we concluded that we needed to seek a view from our EY Real Estate Valuation specialists on the appropriateness of the valuation methodology used by the Council.

The valuation of the Council's housing stock is carried out by the Council's in-house Estates & Valuation Team. The valuer adopts the Beacon methodology to revalue the housing stock annually. The method adopted divides the District into five pools, with a single pool being used to inform the Beacon index each year on a cyclical basis. The index is then applied across the entire housing stock portfolio of 5,032 houses.

This process works well if the beacons across all five pools experience the same market conditions so their values move at a consistent rate, but if any of the beacons in one pool are significantly different in terms of their market position there is a risk that irregular movements between years could result. When applied across the whole portfolio, distortions could occur in the asset values of the housing stock.

### What did we do?

Our specialists:

- ▶ held various discussions with the in-house Estates & Valuation Team to discuss their approach; and
- ▶ completed corroborative procedures to identify the quantum of exposure concerned.

Using the Land Registry's Housing Price Index, as opposed to the beacon index generated by the Council, they calculated a high level valuation of £338 million for the housing stock as at 31 March 2017, in contrast to the Council's valuation of £357 million, which is some £19 million difference. The Council's Estates & Valuation Team stated that generally the properties are bought when individuals are not able to afford anything else in the market. It is therefore less relevant to compare to standard local market conditions. We concluded that the Council's valuation of its housing stock of £357 million is within a reasonable range of values, albeit towards the higher end of this range, based on our review procedures.

#### Management recommendation:

**To make the Council's valuation methodology more robust, we recommend in future that two pools of housing stock are fully valued, rather than one, on a revolving basis. For example, in year 1 pools A & B are fully valued, in year 2 pools B & C are fully valued and so on.**

We propose an additional fee of £980 for this work as discussed in Appendix B.



# Areas of Audit Focus

## Expenditure and funding analysis and comprehensive income and expenditure statement

### What is the risk?

Amendments have been made to the *Code of Practice on Local Authority Accounting in the United Kingdom 2016/17* (the Code) this year changing the way the financial statements are presented.

The new reporting requirements impact the Comprehensive Income and Expenditure Statement (CIES) and the Movement in Reserves Statement (MIRS), and include the introduction of the new 'Expenditure and Funding Analysis' note as a result of the '*Telling the Story*' review of the presentation of local authority financial statements.

The Code no longer requires statements or notes to be prepared in accordance with SeRCOP. Instead the Code requires that the service analysis is based on the organisational structure under which the Authority operates. We expect this to show the Authority's segmental analysis.

### What did we do?

Our approach focussed on:

- ▶ review of the Expenditure and Funding Analysis, CIES and new notes to ensure disclosures are in line with the Code;
- ▶ review of the analysis of how these figures are derived, how the ledger system has been re-mapped to reflect the Council's organisational structure and how overheads are apportioned across the service areas reported; and
- ▶ agreement of restated comparative figures back to the Council's segmental analysis and supporting working papers.

We have no issues to report in terms of the accuracy of the figures in the Expenditure and Funding Analysis (EFA). However, the EFA is currently positioned between two primary statements, the CIES and the MIRS, We have asked the Council to clarify in its annual financial report that the EFA is not a primary statement and that it is a supporting note to the CIES.

### What is our conclusion?

Overall our audit work did not identify any issues with the revised Comprehensive Income and Expenditure Statement reported by the Council.

The Council needs to clarify in its annual financial report that the Expenditure and Funding Analysis is not a primary statement and that it is a supporting note to the CIES.





# 03 Audit Report





# Audit Report

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF NEW FOREST DISTRICT COUNCIL

### Opinion on the New Forest District Council's financial statements

We have audited the financial statements of New Forest District Council for the year ended 31 March 2017 under the Local Audit and Accountability Act 2014. The financial statements comprise the Comprehensive Income and Expenditure Statement; Movement in Reserves Statement; Balance Sheet; Cash Flow Statement; and the related notes 1 to 55, including the Expenditure and Funding Analysis (on page 15); the Housing Revenue Account and related notes 1 to 7; and the Collection Fund and related notes 1 to 7.

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

This report is made solely to the members of New Forest District Council, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the New Forest District Council and the New Forest District Council's members as a body, for our audit work, for this report, or for the opinions we have formed.

### Respective responsibilities of the Responsible Financial (S151) Officer and auditor

As explained more fully in the Statement of Responsibilities set out on page 3, the Responsible Financial (S151) Officer is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17, and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

### Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the New Forest District Council's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Responsible Financial (S151) Officer; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Council's Annual Financial Report 2016/17 to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

### Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the financial position of New Forest District Council as at 31 March 2017 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.



# Audit Report

## Opinion on other matters

In our opinion, the information given in the Council's Annual Financial Report 2016/17 for the financial year for which the financial statements are prepared is consistent with the financial statements.

## Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Authority;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects.

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## Conclusion on the New Forest District Council's arrangements for securing economy, efficiency and effectiveness in the use of resources

### Council's responsibilities

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

### Auditor's responsibilities

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the National Audit Office (NAO) requires us to report to you our conclusion relating to proper arrangements.

We report if significant matters have come to our attention which prevent us from concluding that the Council has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

### Scope of the review of arrangements for securing economy, efficiency and effectiveness in the use of resources

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General in November 2016, as to whether the New Forest District Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider



# Audit Report

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under the Code of Audit Practice in satisfying ourselves whether the New Forest District Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2017.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to form a view on whether, in all significant respects, the New Forest District Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

**Conclusion**  
On the basis of our work, having regard to the guidance issued by the Comptroller and Audit General in November 2016, we are satisfied that, in all significant respects, New Forest District Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2017.

**Certificate**  
We certify that we have completed the audit of the accounts of New Forest District Council in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice issued by the National Audit Office.

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Helen Thompson (senior statutory auditor)  
for and on behalf of Ernst & Young LLP, Appointed Auditor

Southampton

xx August 2017

**[The following foot note should be added to the audit report when it is published or distributed electronically:**

The maintenance and integrity of the New Forest District Council's website is the responsibility of the directors; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the web site.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.]





# 04 Audit Differences





# Audit Differences

## Audit differences

### Summary of adjusted differences

In the normal course of any audit, we identify misstatements between amounts we believe should be recorded in the financial statements and the disclosures, and amounts actually recorded. These differences are classified as 'known' or 'judgemental'. Known differences represent items that can be accurately quantified and relate to a definite set of facts or circumstances. Judgemental differences generally involve estimation and relate to facts or circumstances that are uncertain or open to interpretation.

### Summary of unadjusted differences

We highlight the following misstatements in the financial statements and/or disclosures which were not corrected by management. We ask you to correct these uncorrected misstatements or give a rationale as to why they have not been corrected. This should be considered and approved by the Audit Committee and included in the Letter of Representation:

Management produced a comprehensive set of accounts. However, we have identified a couple of errors which management has chosen not to adjust for. These are:

- ▶ **Trade Payables:** We found three errors totalling £247,334 where housing expenditure has been recorded in 2017/18 when it should have been recorded in 2016/17.
- ▶ **Expenditure:** The valuation date on a capital scheme was 17 April 2017 which suggests that circa £109,000 of expenditure was recorded in 2017/18 when it should have been recognised in the 2016/17 financial year.



## Audit Differences

There were no adjusted audit differences in the figures which we are required to report to the Audit Committee. However, the Council amended its disclosures in the financial statements to include the following:

- **Note 4: Uncertainties relating to assumptions and estimates used.** The Council has disclosed the key judgements and estimation uncertainty around the valuation of its housing stock over its five year rolling programme. If the House Price Index was used, each year, instead of the Council's Beacon index, the estimated impact may be some £19 million less compared to its current housing stock valuation of £359 million. This may also impact on the Revaluation Reserve and the impairment recorded in the HRA account.
- **Note 11: Property, Plant and Equipment.** The Council has better described its valuation methodology for the valuation of its council housing stock to include more detail on the basis of the beacon methodology used in its five year programme of valuation.
- **Note 17: Short-term debtors:** Debtors have been reclassified so that "other debtors and payments in advance" have increased by £112,000 and Central Government Bodies and Other Local Authority debtors have decreased by £112,000.
- **Note 48: Financial instruments - assets:** Trade debtors were incorrectly disclosed, in error, as £5.442 million. The figure has been amended to £3.107 million.

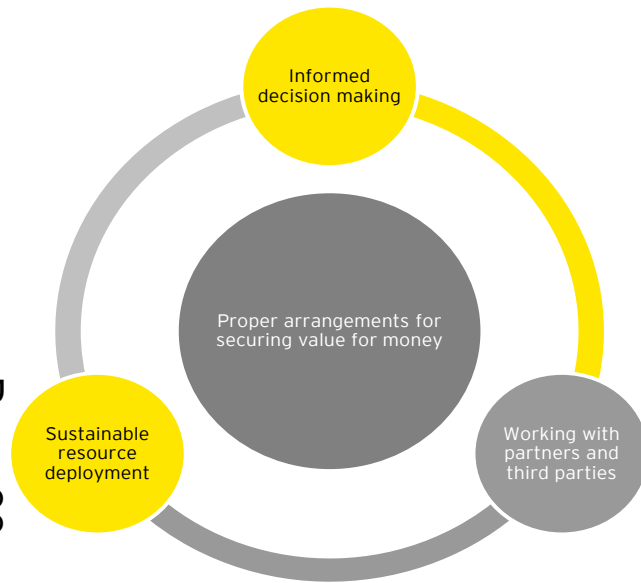


# 05 Value for Money



## Value for Money

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### Economy, efficiency and effectiveness

We are required to consider whether the Council has 'proper arrangements' to secure economy, efficiency and effectiveness in their use of resources. This is known as our value for money conclusion.

Proper arrangements are defined by statutory guidance issued by the National Audit Office. They comprise your arrangements to:

- ▶ take informed decisions;
- ▶ deploy resources in a sustainable manner; and
- ▶ work with partners and other third parties.

In considering your proper arrangements, we will draw on the requirements of the CIPFA/SOLACE framework for local government to ensure that our assessment is made against a framework that you are already required to have in place and to report on through documents such as your annual governance statement.

### Overall conclusion

We have considered your arrangements for taking informed decisions, deploying resources in a sustainable manner, and working with partners and other third parties. In our audit plan we identified one significant risk around these arrangements in terms of the "delivery of a sustainable medium term financial plan.

Our work focussed on the adequacy of the plans and arrangements the Council has put in place, in 2016/17, to secure financial resilience and the financial sustainability of the Council in the medium term.

As discussed, overleaf, our work did not identify any issues that we needed to report to you in terms of your arrangements to secure economy efficiency and effectiveness in your use of resources.





# Value for Money

## VFM risk - Sustainable Resource Deployment – achievement of savings requirement and financial planning for the medium term

We are only required to determine whether there are any risk that we consider significant within the Code of Audit Practice which defines significant as: *“A matter is significant if, in the auditor’s professional view, it is reasonable to conclude that the matter would be of interest to the audited body or the wider public”*

Our risk assessment supports the planning of enough work for us to deliver a safe conclusion on arrangements to secure value for money, and enables us to determine the nature and extent of any further necessary work. If we do not identify any significant risk, there is no requirement to carry out further work.

The table below presents the findings of our work in response to the risk area in our Audit Plan.

Work carried out on the significant VFM risk	What arrangements did this affect?	What are our findings?
--	------------------------------------	------------------------

Our work focussed on the adequacy of the plans and arrangements the Council has put in place, in 2016/17, to secure financial resilience and the financial sustainability of the Council in the medium term.

### Significant risk identification in the 2016/17 Audit Plan:

The Council has calculated that it has an anticipated reduction in grant funding over the next three year period amounting to some £4.129 million (39% reduction from 2016/17). The summary position for the Medium Term Financial Plan (MTFP), which takes into account all funding and budget assumptions, identifies a:

- balanced budget for 2017/18;
- deficit for 2018/19 of £620,000; and
- cumulative deficit of £809,000 in 2019/20.

The Council's Budget Stabilisation Strategy sets out, for each of the Council's Service Managers, a three year target equivalent to the originally anticipated £2.438m increase in costs. Other savings and income improvements are also expected to materialise over the period, resulting in total forecast savings of £4.129 million. However, there are risks around the delivery of savings and we will review the Council's arrangements for planning a sustainable financial future.

### Our findings:

- |   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>○ Reviewing the progress made in achieving the planned budget and required savings for 2017/18.</li> </ul> | <ul style="list-style-type: none"> <li>○ Taking informed decisions</li> <li>○ Deploying resources in a sustainable manner</li> </ul> | <p>At 31 March 2017, the Council reported a £2.390 million surplus against a forecast budgeted deficit of £306,000, compared to a net expenditure budget of £19.265 million. In February 2016, the Cabinet approved the Council's Delivery Plan, linked to the 2016 - 2020 Corporate Plan, which outlined the need to close the £1.136 million budget deficit over the medium term period to 2020. The Council successfully delivered £1.579 million of savings through its service reviews in 2016/17. For 2017/18, the significant financial challenges continue as managers are currently updating service plans, including their year two and three saving projections to address the known gap from 2018/19 onwards.</p> |
|---|--|---|



# Value for Money

Work carried out on the significant VFM risk	What arrangements did this affect?	What are our findings?
<p><b>Sustainable Resource Deployment – achievement of savings requirement and financial planning for the medium term</b> Assessing whether the Council has good systems and processes in place to manage its financial risks and opportunities effectively.</p>	<ul style="list-style-type: none"> <li>○ Taking informed decisions</li> <li>○ Deploying resources in a sustainable manner</li> <li>○ Working with partners and other third parties</li> </ul>	<p>The delivery of the Council's strategic priorities has been underpinned by good financial forecasts, risks and assumptions which have been disclosed and reported by management to Cabinet and Members throughout the 2016/17 financial year. The Council had appropriate processes for setting its 2016/17 and 2017/18 budgets. Budget assumptions are reasonable, although these are best estimates as there still are many uncertainties, particularly surrounding the impact of the new arrangements with Business Rates and the continuing uncertain economic climate. The Council currently has general fund reserves of £3 million, and a balance of £12.076 million in the capital programme reserve. The significant financial challenges continue for the Council and Members are well aware that for 2017/18, the Council needs to build on the good arrangements and outcomes put in place during 2016/17.</p>
<ul style="list-style-type: none"> <li>○ Assessing the robustness of financial plans for 2017/18 and in the medium term.</li> </ul>	<ul style="list-style-type: none"> <li>○ Taking informed decisions</li> <li>○ Deploying resources in a sustainable manner</li> <li>○ Working with partners and other third parties</li> </ul>	<p>The Council's medium term financial planning process is comprehensive and the figures in the plan can be agreed to detailed working papers with reasonable assumptions. The Council has made good progress in its medium term planning as it has further closed the funding gap since February this year. The forecast deficit for 2018/19 of £620,000 has been reduced to £143,000 and the forecast deficit for 2019/20 is lower at £447,000 in the latest MTFP approved by the Cabinet this July. The Council's financial plans appear to be robust in the medium term as the Council is successfully reducing its budget deficit, which at £1.300 million to 2022, is lower than the current level of Council's general fund reserves.</p>





# 06 Other reporting issues



## Other reporting issues

---

### Other reporting issues

#### **Consistency of other information published with the financial statements, including the Annual Governance Statement**

We must give an opinion on the consistency of the financial and non-financial information in the New Forest District Council Annual Financial Report 2016/17 with the audited financial statements.

- We found that the financial information in the New Forest District Council Annual Financial Report for the Year ended 31 March 2017 and published with the financial statements was consistent with the audited financial statements.

We must also review the Annual Governance Statement for completeness of disclosures, consistency with other information from our work, and whether it complies with relevant guidance.

- We have reviewed the Annual Governance Statement and can confirm it is consistent with other information from our audit of the financial statements and we have no other matters to report.



## Other reporting issues

### Other powers and duties

We have a duty under the Local Audit and Accountability Act 2014 to consider whether to report on any matter that comes to our attention in the course of the audit, either for the Council to consider it or to bring it to the attention of the public (i.e. “a report in the public interest”). We did not identify any issues which required us to issue a report in the public interest.

We also have a duty to make written recommendations to the Council, copied to the Secretary of State, and take action in accordance with our responsibilities under the Local Audit and Accountability Act 2014. We did not identify any issues.

### Whole of Government Accounts

For the Whole of Government Accounts, as the Council is below the specified audit threshold of £350 million, we did not perform any audit procedures on the consolidation pack. We have no matters to report.

### Other matters

As required by ISA (UK&I) 260 and other ISAs specifying communication requirements, we must tell you any findings from the audit or other matters significant to your oversight of the Council’s financial reporting process. This includes the following:

- ▶ Significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures;
- ▶ Any significant difficulties encountered during the audit;
- ▶ Any significant matters arising from the audit that were discussed with management;
- ▶ Related parties;
- ▶ External confirmations
- ▶ Going concern;
- ▶ Consideration of laws and regulations;;
- ▶ Written representations we have requested;
- ▶ Expected modifications to the audit report; and
- ▶ Any other matters significant to the overseeing of the financial reporting process.

We have no matters to report.





**07** **Assessment of Control Environment**



## Assessment of control environment

### Financial controls

It is the responsibility of the Council to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as auditor is to consider whether the Council has adequate arrangements to satisfy itself that the systems of internal financial control are both adequate and effective in practice.

As part of our audit of the financial statements, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. As we have adopted a fully substantive approach, we have not tested the operation of controls.

Although our audit was not designed to express an opinion on the effectiveness of internal control we are required to communicate significant deficiencies in internal control.

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in the Council's financial statements of which they are not aware.



# 08 Appendices








## Appendix A

# Required communications with the Audit Committee

There are certain communications that we must provide to the audit committees of UK clients. We have done this by:

### Our Reporting to you

Required communications	What is reported?	 When and where
Terms of engagement	Confirmation by the Authority of acceptance of terms of engagement as written in the engagement letter signed by both parties.	The statement of responsibilities serves as the formal terms of engagement between the PSAA's appointed auditors and audited bodies.
Planning and audit approach	Communication of the planned scope and timing of the audit, including any limitations.	27 January 2017 Audit Plan
Significant findings from the audit	<ul style="list-style-type: none"> <li>▶ Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures</li> <li>▶ Significant difficulties, if any, encountered during the audit</li> <li>▶ Significant matters, if any, arising from the audit that were discussed with management</li> <li>▶ Written representations that we are seeking</li> <li>▶ Expected modifications to the audit report</li> <li>▶ Other matters if any, significant to the oversight of the financial reporting process</li> </ul>	25 August 2017 Audit Results Report
Going concern	<p>Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern, including:</p> <ul style="list-style-type: none"> <li>▶ Whether the events or conditions constitute a material uncertainty</li> <li>▶ Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements</li> <li>▶ The adequacy of related disclosures in the financial statements</li> </ul>	No conditions or events were identified, either individually or in aggregate, to raise any doubt about the Council's ability to continue for 12 months from the date of our report
Misstatements	<ul style="list-style-type: none"> <li>▶ Uncorrected misstatements and their effect on our audit opinion</li> <li>▶ The effect of uncorrected misstatements related to prior periods</li> <li>▶ A request that any uncorrected misstatement be corrected</li> <li>▶ In writing, corrected misstatements that are significant</li> </ul>	25 August 2017 Audit Results Report



# Appendix A



## Our Reporting to you



### When and where

Required communications	What is reported?	When and where
Fraud	<ul style="list-style-type: none"> <li>▶ Asking the Audit Committee whether they have knowledge of any actual, suspected or alleged fraud affecting the entity</li> <li>▶ Unless all of those charged with governance are involved in managing the entity, any fraud that we have identified or information we have obtained that indicates that a fraud may exist involving:               <ul style="list-style-type: none"> <li>(a) management;</li> <li>(b) employees who have significant roles in internal control; or</li> <li>(c) others where the fraud results in a material misstatement in the financial statements.</li> </ul> </li> <li>▶ A discussion of any other matters related to fraud, relevant to Audit Committee responsibility.</li> </ul>	<p>We have asked management and those charged with governance about arrangements to prevent and/ or detect fraud.</p> <p>We have also focused our consideration of management override and revenue recognition towards higher risk areas, see Areas of audit focus in the report.</p> <p>We have not become aware of any fraud or illegal acts during our audit.</p>
Related parties	<p>Significant matters arising during the audit in connection with the entity's related parties including, when applicable:</p> <ul style="list-style-type: none"> <li>▶ Non-disclosure by management</li> <li>▶ Inappropriate authorisation and approval of transactions</li> <li>▶ Disagreement over disclosures</li> <li>▶ Non-compliance with laws and regulations</li> <li>▶ Difficulty in identifying the party that ultimately controls the entity</li> </ul>	We have no matters to report
Subsequent events	<ul style="list-style-type: none"> <li>▶ Asking the Audit Committee, where appropriate, about whether any subsequent events have occurred that might affect the financial statements.</li> </ul>	We have made enquiries of management and those charged with governance. We have no matters to report
Other information	<ul style="list-style-type: none"> <li>▶ Where material inconsistencies are identified in other information included in the document containing the financial statements and management refuses to make the revision.</li> </ul>	We have no matters to report
External confirmations	<ul style="list-style-type: none"> <li>▶ Management's refusal for us to request confirmations</li> <li>▶ Inability to obtain relevant and reliable audit evidence from other procedures.</li> </ul>	We have received all requested confirmations



# Appendix A

		Our Reporting to you
Required communications	What is reported?	When and where
Consideration of laws and regulations	<ul style="list-style-type: none"> <li>▶ Audit findings regarding non-compliance where the non-compliance is material and believed to be intentional. This communication is subject to compliance with legislation on tipping off.</li> <li>▶ Asking the Audit Committee about possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements.</li> </ul>	We have not identified any material instances or non-compliance with laws or regulations as a result of asking the Audit Committee and management.
Significant deficiencies in internal controls identified during the audit	<ul style="list-style-type: none"> <li>▶ Significant deficiencies in internal controls identified during the audit.</li> </ul>	25 August 2017 Audit Results Report
Independence	<p>Communication of all significant facts and matters that bear on EY's objectivity and independence.</p> <p>Communication of key elements of the audit engagement partner's consideration of independence and objectivity such as:</p> <ul style="list-style-type: none"> <li>▶ The principal threats</li> <li>▶ Safeguards adopted and their effectiveness</li> <li>▶ An overall assessment of threats and safeguards</li> <li>▶ Information about the general policies and process within the firm to maintain objectivity and independence</li> </ul> <p>Communications whenever significant judgments are made about threats to objectivity and independence and the appropriateness of safeguards put in place.</p>	27 January 2017 Audit Plan  25 August 2017 Audit Results Report
Fee Reporting	<p>Breakdown of fee information at the agreement of the initial audit plan</p> <p>Breakdown of fee information at the completion of the audit</p> <p>Any non-audit work undertaken</p>	27 January 2017 Audit Plan  25 August 2017 Audit Results Report
Certification work	Summary of certification work	Certification Report (due later this year)



## Independence

We confirm there are no changes in our assessment of independence since the confirmation in our audit plan of 27 January 2017.

We complied with the APB Ethical Standards and the requirements of the PSAA's Terms of Appointment. In our professional judgement the firm is independent and the objectivity of the audit engagement partner and audit staff has not been compromised within the meaning of regulatory and professional requirements.

We consider that our independence in this context is a matter which you should review, as well as us. It is important that you and your members consider the facts known to you and come to a view. If you would like to discuss any matters concerning our independence, we will be pleased to do this at the meeting of the Audit Committee on 25 August 2017.

As part of our reporting on our independence, we set out below a summary of the fees you have paid us for the year ended 31 March 2017.

We confirm that we have not undertaken non-audit work outside the PSAA Code requirements. We have adopted the necessary safeguards in our completion of this work and complied with Auditor Guidance Note 1 issued by the NAO in December 2016.

	Final fee 2015/16	Planned fee 2016/17	Scale fee 2016/17	Final fee 2016/17
Audit fee - code work	55,482	55,482	55,482	55,482
Certification of claims and returns	4,253	4,253	4,253	4,253**
Additional fee in relation to the valuation of housing stock.	0	0	0	980*
<b>Total audit fee</b>	<b>59,735</b>	<b>59,735</b>	<b>59,735</b>	<b>60,715</b>

\*The final fee for our audit work, of £56,462, will be confirmed following the presentation of this report at the Audit Committee. We have discussed and agreed the additional fee of £980, for the work our property experts carried out on the valuation of the Council's housing stock, with the Chief Executive and the Responsible (S151) Officer when we met on 31 July 2017.

We will also need to agree the additional fee of £980 with PSAA Ltd.

\*\* Our final fee for our work on the Housing Benefit subsidy claim will be confirmed following completion of the work by the deadline of 30 November 2017; and reported in our certification report.



## Appendix C

# Management representation letter

### Management Representation Letter

[To be prepared on the entity's letterhead]

25 August 2017

Helen Thompson  
Ernst & Young  
Wessex House,  
19 Threefield Lane,  
Southampton  
SO14 3QB,

Page 49

This letter of representation is provided in connection with your audit of the financial statements of New Forest District Council ("the Council") for the year ended 31 March 2017. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of (or 'present fairly, in all material respects,') the financial position of the Authority as of 31 March 2017 and of its financial performance (or operations) and its cash flows for the year then ended in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

#### A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations (England) 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.
2. We acknowledge our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position and of its expenditure and income of the Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 and are free of material misstatements, including omissions. We have approved the financial statements.



## Appendix C

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3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.
4. We believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 that are free from material misstatement, whether due to fraud or error
5. There are unadjusted audit differences identified during the current audit which the Council has decided not to amend for the following reason. Three invoices, totalling £247,334, received and paid in 2017/18 should have been recorded in 2016/17 via an accrual but were missed. Two invoices totalling £109,000 received and paid in 2016/17 should have been recorded in 2017/18 via an accrual but were missed. As the net effect of the missed adjustments is minor in comparison to the materiality level of the accounts they have been left unadjusted.

### **B. Fraud**

1. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
2. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
3. We have no knowledge of any fraud or suspected fraud involving management or other employees who have a significant role in the Council's internal controls over financial reporting. In addition, we have no knowledge of any fraud or suspected fraud involving other employees in which the fraud could have a material effect on the financial statements. We have no knowledge of any allegations of financial improprieties, including fraud or suspected fraud, (regardless of the source or form and including without limitation, any allegations by "whistleblowers") which could result in a misstatement of the financial statements or otherwise affect the financial reporting of the Council.

### **C. Compliance with Laws and Regulations**

1. We have disclosed to you all known actual or suspected noncompliance with laws and regulations whose effects should be considered when preparing the financial statements.

### **D. Information Provided and Completeness of Information and Transactions**

1. We have provided you with:
  - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters as agreed in terms of the audit engagement.
  - Additional information that you have requested from us for the purpose of the audit and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.



## Appendix C

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3. We have made available to you all minutes of the meetings of the Council, the Cabinet, and all committees including the Audit Committee.
4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.
5. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

### **E. Liabilities and Contingencies**

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel
3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent,

### **F. Subsequent Events**

1. There have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

### **G. Accounting Estimates**

1. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
2. Accounting estimates recognised or disclosed in the financial statements:
  - We believe the measurement processes, including related assumptions and models, we used in determining accounting estimates is appropriate and the application of these processes is consistent.
  - The disclosures relating to accounting estimates are complete and appropriate in accordance with the applicable financial reporting framework.
  - The assumptions we used in making accounting estimates appropriately reflects our intent and ability to carry out specific courses of action on behalf of the entity, where relevant to the accounting estimates and disclosures.
  - No subsequent event requires an adjustment to the accounting estimates and disclosures included in the financial statements.



## Appendix C

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### H Retirement benefits

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

### Use of the Work of an Expert

1. We agree with the findings of the experts engaged to evaluate the Local Government Pension Fund balances and have adequately considered the qualifications of the experts in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the experts with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the experts.

Yours Faithfully,

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\_\_\_\_\_  
Alan Bethune  
Responsible Financial (S151) Officer

I confirm that this letter has been discussed and agreed at the New Forest District Council's Audit Committee on 25 August 2017.

\_\_\_\_\_  
Councillor Alan O'Sullivan  
Chairman of the New Forest District Council's Audit Committee



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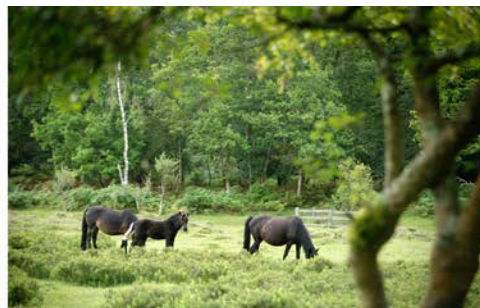
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Annual  
Financial  
Report  
**2016/2017**



**NEW FOREST DISTRICT COUNCIL**  
**ANNUAL FINANCIAL REPORT - YEAR ENDED 31ST MARCH 2017**

**CHAIRMAN OF THE COUNCIL**

Councillor Mrs C Ward

**LEADER OF THE COUNCIL**

Councillor B Rickman

**CHIEF EXECUTIVE** Mr R Jackson

**RESPONSIBLE FINANCIAL (S151) OFFICER** Mr A Bethune

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## STATEMENT OF RESPONSIBILITIES

### 1. The Authority's Responsibilities

The Authority is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Responsible Financial (s151) Officer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets; and
- approve the statement of accounts.

***I confirm that these accounts were approved by Members of the Audit Committee at the meeting held on 25 August 2017.***

**Cllr A O'Sullivan  
Chairman  
Audit Committee**

**25 August 2017**

### 2. The Responsible Financial (s151) Officer's Responsibilities

The Responsible Financial (s151) Officer is responsible for the preparation of the Authority's statement of accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code of Practice').

In preparing this statement of accounts, the Responsible Financial (s151) Officer has:

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

The Responsible Financial (s151) Officer 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.

***I certify that the statement of accounts presents a true and fair view of the financial position of New Forest District Council at 31 March 2017 and the income and expenditure for that year ended.***

**Mr A Bethune ACCA – Responsible Financial (s151) Officer    25 August 2017**

## NARRATIVE STATEMENT

### 1. The Council's Priorities and Achievements 2016/17

In February 2016 the Council agreed its Corporate Plan that aligned to the priorities of the then new administration. The Corporate Plan set out to be a real working document that addressed the needs of the special place which is the wider New Forest district. The priorities, and an overview of the performance achieved against these priorities during 2016/17 are as follows:



- Business Rates (Non-domestic rating income) grew to £67million in 2016/17, an increase of 6% from 2015/16.
- The level of employment of our resident population rose to 82,700; an increase of 4,300 on the previous year, which equates to a 3% increase in real terms.
- Local businesses continued to invest in the area, including Exxon Mobil's £28 million investment in new plant, contributing to the economic prosperity of the area.
- Hundreds of business people visited the second New Forest Business Expo, where 80 local companies showcased their products and services.
- The benefits to the local community from a thriving local business economy were also recognised this year as the theme for the Council's representation at the New Forest Show. At which the opportunity was also taken to showcase New Forest business to the Enterprise M3 Local Enterprise Partnership board.
- 21 New Forest businesses celebrated their success at the eleventh annual New Forest Brilliance in Business Awards. Seven businesses won awards.
- Over £90,000 is estimated to have been generated in the district by tv and film activity in the first year of our partnership with Creative England to encourage filming in the area. This also saw 50 more New Forest locations added to a database for filmmakers.



- Public consultation took place on the new Local Plan which is being developed to meet need and will likely include proposals for 10,000 new houses in the district over the next 20 years.
- With 144 households placed in bed and breakfast during the year, homelessness continued to be an issue.
- 299 households from the homesearch register were rehoused in 2016/17. However there are still over 3,000 applicants seeking council housing. We will continue to work hard to address this issue and are working on a revised housing strategy.
- The £5.8 million North Milton new homes project was completed and provided 21 new homes, as well as significant improvements to the whole estate.
- A grant award, based upon the number of second homes in the area, will allow the council to promote and assist the development of community housing schemes in the future.
- Action was taken to improve the management and standards of private sector leasing properties, which provide temporary accommodation to those in urgent housing need.



## NARRATIVE STATEMENT



- Over 10 million waste and recycling collections were made during the year with only 0.06% reported as missed.
- We made 1,263 planning decisions (1,312 2015/16) with 1,048 applications approved.
- Around 10,300 households were supported with housing benefit or council tax reduction, against 10,500 the previous year.
- 975 (1,075 2015/16) food hygiene inspections were carried out with ratings published allowing people to make informed choices about where they eat.
- Our community alarm service 'Appletree Careline' launched a new wristband service in response to customer suggestions. The service quickly gets help to an individual and around 600 people signed up to the new service.
- We continued to provide 24 hour monitoring of the 56 cameras across the district, responding to 1,075 incidents and assisting the Police in 48 arrests.
- 'RemindMe', a text message reminder service, aimed at improving glass recycling rates was launched. Within the first two weeks over 10,000 residents had registered for the service.
- As more public services move to digital delivery our 'digital champions' have helped over 150 people get online, including helping people find work, doing their business accounts online and claiming universal credit. We also provided training to many community groups on welfare reforms.
- We provided nearly 200 disabled facility grants at a cost of around £1 million to allow people to remain in their own homes.
- As part of our commitment to local services, construction started on two new public conveniences at New Milton and Lymington - continuing the modernisation and renovation of such facilities.



- The undertaking of several service reviews, additional income generation, and a review of our asset maintenance and replacement programme resulted in significant overall savings during the year against the original 2016/17 revenue budget.
- Despite significant reductions in central government support funding, a balanced budget for 2017/18 was set in February 2017, including £2.6million of on-going savings and income generation.
- NFDC Council Tax was set at £163.36 per annum, equivalent to £3.14 per week (average band D property) for the 2017/18 financial year.
- We developed and approved a new regeneration, redevelopment and income generation strategy. Work continues into 2017/18 in order to deliver the strategy objectives.
- There has been a reduction of 70 employees in the past two years, an equivalent of 47 full-time posts and 5.6% of the workforce.

## NARRATIVE STATEMENT



- The 'leave nothing but footprints' anti-litter drive was continued with the National Park Authority and the Forestry Commission, and the annual community litter-pick (this year 'The Great British Spring Clean') was supported by 245 volunteers over the course of a weekend.
- In response to an increase in reported fly tipping incidents (990 during the year) we launched the enviro-crime campaign to make our actions more visible to residents. We have also seen an increase in the number of abandoned vehicles with 60 being removed in 2016/17 against 26 the previous year.
- We removed over 10 tonnes of metal from World War II invasion defences at Hordle cliff beach.
- The grounds maintenance team continued to cut 500,000 square metres of grass every week during the grass cutting season – whilst securing a new agreement with the county council to maintain urban grass verges. 27,000 trees were also inspected during the year.
- To protect the local character of our place, planning enforcement served nine enforcement notices in 2016/17 in response to identified harmful breaches of planning control and investigated 650 potential enforcement cases.



- £459,500 in grants is to be awarded to local community and voluntary groups as part of the 2017/18 budget.
- The Chairman's volunteer awards celebrated 12 individuals and organisations who give their time as volunteers.
- Freedom of the district was awarded to the 17 Port and Maritime Regiment RLC with a community event held in Lyndhurst.
- Planning permission for 27 new rural affordable homes was granted as part of our work with the Hampshire Alliance for Rural Affordable Housing.

We continue to work in partnership with other local authorities and public sector partners to deliver a wide range of services, and are committed to the delivery of good public services to secure a better future for the New Forest.

## NARRATIVE STATEMENT

### 2. The Statement of Accounts

The accounts for 2016/17 comprise the following statements:

- **Comprehensive Income and Expenditure Statement**

This statement shows the accounting cost in the year of providing General Fund and Housing Revenue Account services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation and housing rents. The Council raises taxation and rents to cover expenditure in accordance with regulations. The taxation and rents position is shown in the Movement in Reserves Statement.

**Expenditure and Funding Analysis  
(supporting note to the Comprehensive Income and Expenditure Statement)**

The Expenditure and Funding Analysis shows how annual expenditure is used and funded from resources (government grants, rents, council tax and business rates) by the Council in comparison with those resources consumed or earned in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the Council's Portfolios. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

- **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, 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 and the Housing Revenue Account for council tax and dwellings rent setting purposes. The net increase/decrease before Transfers to Earmarked Reserves line shows the statutory General Fund and Housing Revenue Account balance before any discretionary transfers to or from earmarked reserves.

- **Balance Sheet**

This statement shows the value, as at the Balance Sheet date, of the Council's recognised assets and liabilities. The net assets of the Council (assets less liabilities) are matched by reserves held by the Council. Reserves are reported in two categories. The first category is usable reserves i.e. those reserves that the Council may use to provide services, subject to any statutory limitations and the need to maintain prudent reserve levels. The second category is reserves that the Council cannot use to provide services as this category includes reserves that record unrealised gains and losses and reserves that hold timing differences shown in the Movement in Reserves Statement line "Adjustments between accounting basis and funding basis under regulations".

## NARRATIVE STATEMENT

- **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 on 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 the 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 to the Council.

- **Housing Revenue Account (HRA) Income and Expenditure Statement**

This statement shows the economic cost in the year of providing Council Housing services in accordance with generally accepted accounting practices rather than the amount to be funded from rents. The Council charges rents to cover net expenditure incurred in accordance with regulations, which is different from the accounting cost. The increase or decrease in the year, on the basis of which rents are raised, is shown in the HRA section of the Movement in Reserves Statement.

- **Collection Fund**

This is an agent's statement that reflects the statutory obligation of the Council, as a billing Authority, to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection of council tax and non-domestic rates from taxpayers and the distribution of the income to local authorities and the Government. While there is only one Collection Fund, separate statements are shown for council tax and non-domestic rates due to the complexity of non-domestic rates transactions under the Retention Scheme that was introduced in 2013/14.

## NARRATIVE STATEMENT

### 3. Financial Performance during the Year

As at 31 March 2017 the Council had net assets of £263 million.

The majority of this net worth is in the Portfolio of Council Dwellings, valued at £368 million, offset with a debt liability of £144 million. Operational Land and Buildings total £66 million, and other long-term assets and investments total £32 million. Cash and short-term investments total £41 million. The council has a net pension liability of £87 million. This is explained in more detail in section 4 of this narrative statement.

Usable reserves total £52 million, an increase of £7.5 million from 2015/16, with £4 million of the total being earmarked to support the visible delivery of the General Fund (£3 million) and Housing Revenue Account (£1 million).

- **General Fund**

This section provides a summary of General Fund performance for the year in a simplified format that is consistent with the Council's published revenue budget and in a format used for operational budget monitoring throughout the year. All actual figures are included within the Comprehensive Income and Expenditure Statement.

The 2016/17 original net budget requirement for the General Fund was £19.813 million, a decrease of £1.854 million from 2015/16. This decrease was principally due to a reduction in Government Revenue Support Grant of £1.199 million. The Council's budget anticipated contributing £306,000 from Reserves (in comparison to £1.210 million in 2015/16) and provided for a 1.67% increase in Council Tax.

Net savings, efficiencies and improved income in Services in the year were £3.108 million, and additional tariff payments for business rates were £557,000. Other savings totalled £145,000. Overall the net savings enabled a transfer into the Capital Programme Reserve of £2.337 million.

	Original Budget	Actual	Variation
	£000	£000	£000
Net Service Expenditure	19,265	16,157	(3,108)
Revenue Financing of Capital	1,149	1,017	(132)
Interest Earnings (Net)	(600)	(605)	(5)
Net Budget Requirement	19,814	16,569	(3,245)
Council Taxpayers	(11,027)	(11,027)	(0)
Collection Fund adjustment from previous years	(141)	(141)	0
Non-Domestic Rates Redistribution	(4,259)	(3,702)	557
Revenue Support Grant	(1,765)	(1,765)	(0)
Other Unringfenced Government Grants	(2,316)	(2,324)	(8)
<b>(Surplus)/Deficit</b>	<b>306</b>	<b>(2,390)</b>	<b>(2,696)</b>
Transfer to/(from) Earmarked Revenue Reserves	83	53	(30)
Transfer to/(from) Capital Programme Reserve	(389)	2,337	2,726
<b>(Increase)/Decrease in General Fund Balance</b>	<b>0</b>	<b>0</b>	<b>(0)</b>

## NARRATIVE STATEMENT

- **Housing Revenue Account**

The Housing Revenue account surplus for 2016/17 was £4.175 million compared with an originally budgeted break-even position. This was mainly due to a reduction of £3.127 million in the revenue contribution to fund capital expenditure, due to rephasing of capital schemes and a higher level of the programme being funded by Capital Receipts and Developers' Contributions, in order to maximise resources. In addition, there was an under-spend of £534,000 in maintenance costs, £426,000 in supervision and management costs and other net budget savings were £88,000. The balance on the account as at 31 March 2017 was £1 million, after allowing for the transfer of £4.143 million to the earmarked Housing Acquisitions and Developments Reserve and £75,000 to the ICT Reserve. The budget for 2017/18 anticipates a break-even position for the year.

	<b>Original Budget</b>	<b>Actual</b>	<b>Variation</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Income	(28,113)	(28,132)	(19)
Expenditure:			
Repairs and Maintenance	4,770	4,236	(534)
Supervision and Management	5,016	4,590	(426)
Capital Financing Costs	4,488	4,484	(4)
Other Expenditure	172	107	(65)
	(13,667)	(14,715)	(1,048)
Revenue Financing of Capital	13,667	10,540	(3,127)
<b>(Surplus)/Deficit</b>	<b>0</b>	<b>(4,175)</b>	<b>(4,175)</b>
Transfer to/(from) Earmarked Revenue Reserves	0	4,218	4,218
<b>(Increase)/Decrease in Housing Revenue Account Balance</b>	<b>0</b>	<b>43</b>	<b>43</b>

#### 4. Pension Liability

The Council's Balance Sheet shows a net pension liability of £86.656 million. Whilst this has a substantial impact on the net worth of the Council, as recorded in the Balance Sheet, statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy, as the deficit on the scheme will be made good by increased contributions over the working lives of employees. The net liability has increased by £10.075 million from 31 March 2016. This is mainly due to the updating of assumptions used by the actuary to value the Pension Fund assets and liabilities, as a result the employer contributions are set to increase by 1% per annum between 2017/18 and 2020/21.

## NARRATIVE STATEMENT

### 5. Long Term Asset Impairments/Revaluations

In 2016/17 net increases in asset values credited to the Income and Expenditure Statement were £41.283 million, but these were offset by capital expenditure not enhancing value of £12.335 million, to arrive at a net impairment credit of £28.948 million. This compares with a net impairment debit of £1.918 million in 2015/16. These items are reflected in the Net Cost of Services. In addition, a net £12.657 million was credited to the Revaluation Reserve (£59,000 in 2015/16), predominantly in relation to a change in the Social Housing Existing Use Valuation percentage to 33%, from the previously used 32%.

	2015/16 £000	2016/17 £000
<b>Income and Expenditure Statement / Capital Adjustment Account</b>		
Revaluation Increases	(10,000)	(41,326)
Revaluation Decreases	447	43
Net Revaluation (Increases)/Decreases	(9,553)	(41,283)
Capital Expenditure not enhancing asset value	11,471	12,335
<b>Total Income and Expenditure Statement Impairments</b>	<b>1,918</b>	<b>(28,948)</b>
<b>Revaluation Reserve</b>		
Revaluation Increases	(369)	(12,709)
Revaluation Decreases	310	52
<b>Total Revaluation Reserve</b>	<b>(59)</b>	<b>(12,657)</b>
<b>Total Impairments/Revaluations</b>	<b>1,859</b>	<b>(41,605)</b>



## NARRATIVE STATEMENT

### 6. Capital Expenditure

The level of approved capital expenditure is reviewed regularly throughout the year, to ensure that it is achievable within the estimated resources available. The original budget was £20.669 million, which was supplemented by rephasings of £2.161 million from 2015/16. A review of the programme during the year reduced the approved budget by £2.987 million to £19.843 million. Actual expenditure of £18.154 million was £1.689 million less than the last approved budget, due to rephasings of £2.241 million of expenditure to 2017/18 and additional expenditure of £552,000 on other projects.

	Original Budget	Expenditure	Variance
	£000	£000	£000
<b>Housing</b>			
Major Repairs	6,120	4,266	(1,854)
Improvement Grants	742	698	(44)
Land	0	623	623
Enabling Activities	100	0	(100)
Environmental Enhancements	1,913	2,308	395
Acquisitions	4,000	4,136	136
New Build	4,503	2,552	(1,951)
	<b>17,378</b>	<b>14,583</b>	<b>(2,795)</b>
<b>Finance and Efficiency</b>			
Offices	0	24	24
Vehicles, Plant and Equipment	758	1,115	357
	<b>758</b>	<b>1,139</b>	<b>381</b>
<b>Environment</b>			
Coast Protection	205	282	77
Foreshores and Beach Huts	954	1,568	614
Cemeteries	0	39	39
	<b>1,159</b>	<b>1,889</b>	<b>730</b>
<b>Health and Leisure</b>			
Eling Tide Mill	515	32	(483)
	<b>515</b>	<b>32</b>	<b>(483)</b>
<b>Developers' Contributions</b>			
Transportation	300	37	(263)
Open Space	559	474	(85)
	<b>859</b>	<b>511</b>	<b>(348)</b>
	<b>20,669</b>	<b>18,154</b>	<b>(2,515)</b>

The actual expenditure of £18.154 million was financed by:

	£000	%
Revenue Contributions to Capital	5,178	28.52
Loan - General	1,116	6.15
Capital Receipts	4,414	24.32
Grant	1,385	7.63
Developers' Contributions	699	3.85
Other (HRA Repairs and Maintenance)	5,362	29.53
	<b>18,154</b>	<b>100.00</b>

## NARRATIVE STATEMENT

### 7. Funding of Future Capital Expenditure

The level of capital expenditure is reviewed and approved annually in accordance with the estimated resources available.

As at 31 March 2017 the Council had reserves/receipts in advance of £46.461 million for capital expenditure purposes (Earmarked Reserves £33.119 million, Developers' Contributions and Community Infrastructure Levy £5.440 million, Capital Receipts Reserve £7.561 million and Capital Grants £341,000). These reserves may be supplemented by loans raised under Prudential Borrowing, grants, new capital receipts and contributions from the revenue accounts.

The approved original capital expenditure budget for 2017/18 is £21.266 million, including £15.290 million of schemes to be funded from Housing Revenue Account resources. The estimated total resources for 2017/18 will be sufficient to finance the Council's planned expenditure.

During 2016/17, the Council approved a strategy to invest in commercial property. The strategy set out an initial intention to invest within the District, for the purpose of economic redevelopment and regeneration, or for the purposes of income generation or a mixture of both. The timing of prospective purchases is not known, and so the original budgets do not currently allow for any of this expenditure. The financing of the future capital expenditure in relation to the roll-out of this strategy will be an appropriate mix of use of capital reserves, internal and prudential borrowing.

### 8. Current Economic Climate / Future Service Delivery

The Council's general fund balance reserve is £3 million and is available to support future funding level and the delivery of visible services. It is supported by an efficiency plan and the continual development of the Council's Medium Term Financial Plan. Other General Fund earmarked reserves total £3.381 million and the Housing Revenue Account balance is £1 million, after transferring £4.143 million into the earmarked Housing Acquisitions and Development reserve in 2016/17. In addition, the Housing Revenue Account ICT reserve is £302,000 as at 31 March 2017.

Several service reviews have taken place in 2016/17 led by Service Managers across the Council, supported by the Executive Management Team. Each review has been conducted with the view to realising on-going savings and then fed into the budget setting process. A significant level of upfront savings materialised in 2016/17, partially offset by the costs of transition (namely employee termination payments).

Despite a reduction in government funding of some £1.7 million in 2017/18 in comparison to 2016/17, the Council was able to set a balanced budget for 2017/18. The Council's pro-active approach in identifying and realising efficiency savings across all services resulted in significant levels of on-going savings and improved income generation being identified playing a key part in the delivery of the balanced budget. The annual Council Tax was increased by £5 per band D property, resulting in annual Council Tax for 2017/18 for an average Band D property of £163.36 for the services provided by the District Council.

The Council continually revises its Medium Term forecast according to latest information received around likely funding levels and expenditure increases. Key officers are keeping up to date with the progression of the 100% business rate retention. The Council's current strong financial position and on-going efficiencies programme (including the development of new income generation), underpinned by the healthy General Fund reserve will enable the Council to respond to changes accordingly.

## COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

2015/16				2016/17			
Gross Expend £000	Gross Income £000	Net Expend £000		Note	Gross Expend £000	Gross Income £000	Net Expend £000
11,942	(2,563)	9,379	Environment		13,745	(2,673)	11,072
48,902	(44,737)	4,165	Finance and Efficiency		46,814	(43,691)	3,123
1,345	(571)	774	General Purposes and Licensing Committee		1,230	(622)	608
10,075	(7,114)	2,961	Health and Leisure		9,256	(6,784)	2,472
5,076	(2,793)	2,283	Housing and Communities		5,124	(3,974)	1,150
1,088	(371)	717	Leader's		847	(250)	597
4,528	(4,513)	15	Planning and Transportation		4,334	(4,166)	168
1,795	(651)	1,144	Planning Development Control Committee		1,755	(771)	984
84,751	(63,313)	21,438	General Fund		83,105	(62,931)	20,174
16,105	(28,280)	(12,175)	Housing Revenue Account		(16,279)	(28,028)	(44,307)
<b>100,856</b>	<b>(91,593)</b>	<b>9,263</b>	<b>Cost of Services</b>	5	<b>66,826</b>	<b>(90,959)</b>	<b>(24,133)</b>
			<b>Other Operating Expenditure</b>				
4,840			Town and Parish Council Precepts		5,135		
584			Payments to the Government Housing Capital Receipts Pool		579		
	(1,374)		(Gains)/Losses on the disposal of Non-Current Assets			(1,783)	
		<b>4,050</b>	<b>Total Other Operating Expenditure</b>				<b>3,931</b>
			<b>Financing and Investment Income and Expenditure</b>				
			Interest Payable and Similar Charges:				
46			- General Fund		40		
4,466			- HRA		4,467		
	(695)		Other Investment Income			(735)	
2,520			Net interest on the net defined benefit liability/(asset)	42	2,530		
	(170)		Income, expenditure and changes in the fair value of Investment Properties	12		(300)	
		<b>6,167</b>	<b>Total Financing and Investment Income and Expenditure</b>				<b>6,002</b>
			<b>Taxation and Non-Specific Grant Income</b>				
	(15,808)		Council Tax Income (incl. Parish precepts)			(16,378)	
	(4,139)		Non-Domestic Rates Income and Expenditure	44		(4,624)	
	(5,051)		Unringfenced Government Grants	44		(4,089)	
	(2,082)		Capital Grants and Contributions	44		(1,795)	
		<b>(27,080)</b>	<b>Total Taxation and Non-Specific Grant Income</b>				<b>(26,886)</b>
113,312	(120,912)	<b>(7,600)</b>	<b>(Surplus)/Deficit on the Provision of Services</b>		79,577	(120,663)	<b>(41,086)</b>
	(59)		(Surplus)/Deficit arising from the revaluation of Property, Plant and Equipment Assets			(12,657)	
	(100)		(Surplus)/Deficit on Revaluation of Available for Sale Financial Assets			(113)	
	(7,280)		Re-measurement of the defined benefit liability/(asset)	42	7,370		
		<b>(7,439)</b>	<b>Other Comprehensive Income and Expenditure</b>				<b>(5,400)</b>
		<b>(15,039)</b>	<b>Total Comprehensive Income and Expenditure</b>	5			<b>(46,486)</b>

Total Comprehensive Income and Expenditure has moved by £31.447 million between 2015/16 and 2016/17. The reasons for this are detailed in Note 6.

Mr A Bethune ACCA – Responsible Financial (s151) Officer

25 August 2017

**EXPENDITURE AND FUNDING ANALYSIS**  
(supporting note to Comprehensive Income and Expenditure Statement)

	Net Expenditure chargeable to General Fund and HRA Balances	Adjustments between Funding and Accounting Basis	Net Expend in the Comprehensive Income and Expenditure Statement
	£000	£000	£000
<b>2016/17:</b>			
Environment	8,892	2,180	11,072
Finance and Efficiency	4,234	(1,111)	3,123
General Purposes and Licensing Committee	536	72	608
Health and Leisure	2,120	352	2,472
Housing and Communities	905	245	1,150
Leader's	550	47	597
Planning and Transportation	(12)	180	168
Planning Development Control Committee	831	153	984
General Fund	18,056	2,118	20,174
Housing Revenue Account	(13,725)	(30,582)	(44,307)
<b>Cost of Services</b>	<b>4,331</b>	<b>(28,464)</b>	<b>(24,133)</b>
Total Other Operating Expenditure	5,135	(1,204)	3,931
Total Financing and Investment Income and Expenditure	3,772	2,230	6,002
Total Taxation and Non-Specific Grant Income	(25,091)	(1,795)	(26,886)
<b>(Surplus)/Deficit on the Provision of Services</b>	<b>(11,853)</b>	<b>(29,233)</b>	<b>(41,086)</b>
Other Comprehensive Income and Expenditure	5,288	(10,688)	(5,400)
<b>Total Comprehensive Income and Expenditure</b>	<b>(6,565)</b>	<b>(39,921)</b>	<b>(46,486)</b>
Opening General Fund and HRA Balances	(4,043)		
Less Deficit/(Surplus) on General Fund and HRA in Year	(6,565)		
Transfer to/ (from) Earmarked Reserves	6,608		
<b>Closing General Fund and HRA Balances</b>	<b>(4,000)</b>		
<b>2015/16:</b>			
Environment	8,220	1,159	9,379
Finance and Efficiency	5,333	(1,168)	4,165
General Purposes and Licensing Committee	675	99	774
Health and Leisure	2,566	395	2,961
Housing and Communities	1,874	409	2,283
Leader's	540	177	717
Planning and Transportation	(289)	304	15
Planning Development Control Committee	946	198	1,144
General Fund	19,865	1,573	21,438
Housing Revenue Account	(13,538)	1,363	(12,175)
<b>Net Cost of Services</b>	<b>6,327</b>	<b>2,936</b>	<b>9,263</b>
Total Other Operating Expenditure	4,840	(790)	4,050
Total Financing and Investment Income and Expenditure	3,817	2,350	6,167
Total Taxation and Non-Specific Grant Income	(24,998)	(2,082)	(27,080)
<b>(Surplus)/Deficit on the Provision of Services</b>	<b>(10,014)</b>	<b>2,414</b>	<b>(7,600)</b>
Other Comprehensive Income and Expenditure	3,630	(11,069)	(7,439)
<b>Total Comprehensive Income and Expenditure</b>	<b>(6,384)</b>	<b>(8,655)</b>	<b>(15,039)</b>
Opening General Fund and HRA Balances	(3,050)		
Less Deficit/(Surplus) on General Fund and HRA in Year	(6,384)		
Transfer to/ (from) Earmarked Reserves	5,391		
<b>Closing General Fund and HRA Balances</b>	<b>(4,043)</b>		

See Note 5 for further analysis

## MOVEMENT IN RESERVES STATEMENT

	General Fund Balance	Earmarked General Fund / HRA Reserves	Housing Revenue Account	Capital Programme Reserve	Capital Receipts Reserve	Community Infrastructure Levy Unapplied	Developers' Contributions Unapplied	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
	£000	£000	£000	£000	£000		£000	£000	£000	
<b>Balance at 31 March 2015</b>	<b>(2,036)</b>	<b>(14,936)</b>	<b>(1,014)</b>	<b>(9,867)</b>	<b>(6,032)</b>	<b>0</b>	<b>(2,845)</b>	<b>(36,730)</b>	<b>(165,138)</b>	<b>(201,868)</b>
<b><i>Movement in reserves during 2015/16</i></b>										
(Surplus)/deficit on the provision of services	2,341	0	(9,941)	0	0	0	0	(7,600)	0	(7,600)
Other comprehensive income and expenditure	0	0	0	0	0	0	0	0	(7,439)	(7,439)
<b>Total Comprehensive Income and Expenditure</b>	<b>2,341</b>	<b>0</b>	<b>(9,941)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(7,600)</b>	<b>(7,439)</b>	<b>(15,039)</b>
Adjustments between accounting basis and funding basis under regulations (note 8)	(4,485)	0	5,701	0	(1,340)	(267)	(203)	(594)	594	0
<b>Net (Increase)/Decrease Before Transfers to Earmarked Reserves</b>	<b>(2,144)</b>	<b>0</b>	<b>(4,240)</b>	<b>0</b>	<b>(1,340)</b>	<b>(267)</b>	<b>(203)</b>	<b>(8,194)</b>	<b>(6,845)</b>	<b>(15,039)</b>
Transfers to/(from) earmarked reserves (note 9/10)	1,180	(5,519)	4,211	128	0	0	0	0	0	0
<b>(Increase) / Decrease in Year</b>	<b>(964)</b>	<b>(5,519)</b>	<b>(29)</b>	<b>128</b>	<b>(1,340)</b>	<b>(267)</b>	<b>(203)</b>	<b>(8,194)</b>	<b>(6,845)</b>	<b>(15,039)</b>
<b>Balance at 31 March 2016</b>	<b>(3,000)</b>	<b>(20,455)</b>	<b>(1,043)</b>	<b>(9,739)</b>	<b>(7,372)</b>	<b>(267)</b>	<b>(3,048)</b>	<b>(44,924)</b>	<b>(171,983)</b>	<b>(216,907)</b>
<b><i>Movement in reserves during 2016/17</i></b>										
(Surplus)/deficit on the provision of services	297	0	(41,383)	0	0	0	0	(41,086)	0	(41,086)
Other comprehensive income and expenditure	0	0	0	0	0	0	0	0	(5,400)	(5,400)
<b>Total Comprehensive Income and Expenditure</b>	<b>297</b>	<b>0</b>	<b>(41,383)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(41,086)</b>	<b>(5,400)</b>	<b>(46,486)</b>
Adjustments between accounting basis and funding basis under regulations (note 8)	(2,687)	0	37,208	0	(189)	(507)	(216)	33,609	(33,609)	0
<b>Net (Increase)/Decrease Before Transfers to Earmarked Reserves</b>	<b>(2,390)</b>	<b>0</b>	<b>(4,175)</b>	<b>0</b>	<b>(189)</b>	<b>(507)</b>	<b>(216)</b>	<b>(7,477)</b>	<b>(39,009)</b>	<b>(46,486)</b>
Transfers to/(from) earmarked reserves (note 9/10)	2,390	(4,271)	4,218	(2,337)	0	0	0	0	0	0
<b>(Increase) / Decrease in Year</b>	<b>0</b>	<b>(4,271)</b>	<b>43</b>	<b>(2,337)</b>	<b>(189)</b>	<b>(507)</b>	<b>(216)</b>	<b>(7,477)</b>	<b>(39,009)</b>	<b>(46,486)</b>
<b>Balance at 31 March 2017</b>	<b>(3,000)</b>	<b>(24,726)</b>	<b>(1,000)</b>	<b>(12,076)</b>	<b>(7,561)</b>	<b>(774)</b>	<b>(3,264)</b>	<b>(52,401)</b>	<b>(210,992)</b>	<b>(263,393)</b>

## BALANCE SHEET AS AT 31 MARCH

2015/16		Notes	2016/17	
£000	£000		£000	£000
		<b>Long-Term Assets</b>		
		Property, Plant and Equipment:		
322,214		Council Dwellings	11	367,521
62,530		Other Land and Buildings	11	65,932
3,951		Vehicles, Plant and Equipment	11	3,926
5,019	393,714	Infrastructure	11	4,394
				441,773
	2,367	Investment Property	12	2,533
	19,677	Long-Term Investments	13	20,074
	1,956	Long-Term Debtors	14	1,787
	<u>417,714</u>	<b>Total Long-Term Assets</b>		<u>466,167</u>
		<b>Current Assets</b>		
242		Assets Held For Sale - Property	54	0
22,381		Short-Term Investments	15	29,459
395		Inventories	16	371
8,679		Short-Term Debtors	17	9,795
(2,249)		Bad Debt Provision	17	(2,238)
12,441		Cash and Cash Equivalents	18	11,850
	41,889	<b>Total Current Assets</b>		49,237
	<u>459,603</u>	<b>Total Assets</b>		<u>515,404</u>
		<b>Current Liabilities</b>		
(251)		Short-Term Borrowing	19	(4,351)
(14,616)		Short-Term Creditors	20	(16,540)
(2)		Developers' Contributions - Receipts in Advance	21	(50)
	(14,869)	<b>Total Current Liabilities</b>		(20,941)
		<b>Long-Term Liabilities</b>		
(144,109)		Long-Term Borrowing	22	(139,808)
(5,427)		Provisions	23	(2,913)
(204)		Capital Grants - Receipts in Advance	24	(341)
(1,506)		Developers' Contributions - Receipts in Advance	25	(1,352)
(76,581)		Net Pensions Liability	42	(86,656)
	(227,827)	<b>Total Long-Term Liabilities</b>		(231,070)
	<u>216,907</u>	<b>Net Assets</b>		<u>263,393</u>
		<b>Usable Reserves</b>		
3,000		General Fund Balance		3,000
20,455		Earmarked Reserves	10	24,726
1,043		Housing Revenue Account Balance		1,000
9,739		Capital Programme Reserve	9	12,076
7,372		Capital Receipts Reserve	26	7,561
267		Community Infrastructure Levy Unapplied	27	774
3,048	44,924	Developers' Contributions Unapplied	27	3,264
				52,401
		<b>Unusable Reserves</b>		
21,125		Revaluation Reserve	28	33,537
227,441		Capital Adjustment Account	29	262,914
140		Available For Sale Financial Instruments Reserve	30	253
511		Deferred Capital Receipts Reserve	31	567
(76,581)		Pensions Reserve	32	(86,656)
(402)		Collection Fund Adjustment Account	33	594
(251)	171,983	Accumulating Absences Adjustment Account	34	(217)
	<u>216,907</u>	<b>Total Reserves</b>		<u>210,992</u>
				<u>263,393</u>

Mr A Bethune ACCA – Responsible Financial (s151) Officer

25 August 2017

## CASH FLOW STATEMENT

2015/16 £000		Notes	2016/17 £000
(7,600)	Net (surplus) or deficit on the provision of services		(41,086)
(9,324)	Adjustments to net surplus or deficit on the provision of services for non-cash movements	35	21,026
3,663	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	35	5,083
(13,261)	Net cash flows from Operating Activities		(14,977)
18,773	Investing Activities	36	16,997
1,523	Financing Activities	37	(1,429)
7,035	Net (increase) or decrease in cash and cash equivalents		591
(19,476)	Cash and cash equivalents at the beginning of the reporting period		(12,441)
(12,441)	<b>Cash and cash equivalents at the end of the reporting period</b>	18	(11,850)



## NOTES TO THE ACCOUNTS

### 1. ACCOUNTING POLICIES

#### i) General Principles

The Statement of Accounts summarises the Council's transactions for the 2016/17 financial year and its position at the year end of 31 March 2017. The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015. These Regulations 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 2016/17 and the Service Reporting Code of Practice 2016/17 supported by International Financial Reporting Standards (IFRS).

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

#### ii) Accruals of Income and Expenditure (Debtors and Creditors)

The accounts of the Council are prepared on an accruals basis. This means that the sums due to or from the Council during the year are included in the accounts, whether or not the cash has actually been received or paid in the year in question. In particular:

- Income from fees, charges and rents is recognised when the Council provides the relevant goods or services.
- Supplies and services expenditure is recorded as expenditure when the supplies or services are consumed. Where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- 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 income or expenditure has 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.

Accruals have been made for all known material revenue and capital debtors and creditors for goods and services supplied by and to the Council during the year.

Exceptions to this policy are housing benefit payments, housing rents, utility costs and similar quarterly payments that are not apportioned when the period of charge does not coincide exactly with the end of the financial year. This policy is consistently applied each year and therefore does not have a material effect on the year's accounts.

## NOTES TO THE ACCOUNTS

### iii) 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 or can be called within 24 hours and that are readily convertible to known amounts of cash with insignificant risk of change in value.

The Council will treat the following as cash and cash equivalents:

- Instant Access Call Accounts
- Instant Access Money Market Funds
- Deposits with one day to maturity

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.

### iv) Changes in Accounting Policies, Material Errors and Changes in Accounting Estimates

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error.

**Changes in accounting policies** are only made when required by proper accounting practices or where 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 also corrected retrospectively by amending opening balances and comparative amounts for the prior period.

**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.

### v) Charges to Revenue for Non-Current Assets

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

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

The Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. Charges are therefore mitigated by way of an adjusting transaction with the Capital Adjustment Account via the Movement in Reserves Statement. The Council is however required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement. This is calculated on a prudent basis determined by the Council in accordance with statutory guidance.

## NOTES TO THE ACCOUNTS

### vi) **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.

### vii) **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.

### viii) **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 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. flexi time) 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 benefits are charged to revenue in the financial year in which the absence occurs.

## NOTES TO THE ACCOUNTS

### Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy. They are charged to services on an accruals basis 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 or payable to the pension fund and pensioners.

### Post Employment Benefits

Most employees of the Council are members of the Local Government Pensions Scheme, administered by Hampshire County Council.

Detailed regulations govern rates of contribution and scales of benefits, the latter normally being in the form of a lump sum and annual pension.

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

- \* The liabilities of the Hampshire pension fund attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of projected earnings for current employees.
  
- \* Liabilities are discounted to their value at current prices, using a calculated discount rate based on a series of calculations for high quality corporate bonds over a range of periods.

## NOTES TO THE ACCOUNTS

- \* The assets of Hampshire pension fund 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.
- \* The change in the net pensions liability is analysed into the following components:
- \* **Service cost comprising**
- **Current service cost** – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked.
  - **Past service cost** – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the Cost of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
  - **Net interest on the net defined benefit liability (asset)** – the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement. It is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period, taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.
- Re-measurements comprising**
- **Return on plan assets** – excluding amounts included in net interest on the net defined benefit liability (asset), charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
  - **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 – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
  - **Contributions paid to the Hampshire pension fund** – cash paid as employer’s contributions to the pension fund in settlement of liabilities - not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund balance to be charged with the amount payable by the Council to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid or payable to the pension fund and pensioners. 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.

## NOTES TO THE ACCOUNTS

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

### **ix) 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.

### **x) 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.

### **xi) Financial Instruments**

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Non-exchange transactions, such as those relating to taxes and government grants, do not give rise to financial instruments.

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.

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

## NOTES TO THE ACCOUNTS

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement.

Financial Assets are divided into two categories: Loans and Receivables and Available for Sale assets.

### **Loans and Receivables**

Loans and receivables (e.g. cash investments) are financial assets that have fixed or determinable payments and are not quoted in an active market. They are initially measured at their fair value and carried 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 interest rate for the instrument. For most of the loans that the Council has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credit to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

### **Available-for-sale assets**

Available for sale assets are financial assets that are held for an indefinite period of time, are quoted in an active market and are tradable, so ensuring liquidity.

### **xii) Foreign Currency Translation**

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



## NOTES TO THE ACCOUNTS

### **xiii) 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 Account 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-ring-fenced 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.

### **xiv) Heritage Assets**

The Council has concluded that obtaining valuations for currently held Heritage Assets would involve a disproportionate cost in comparison to the benefits to the users of Council's financial statements and therefore has not recognised the assets on the Balance Sheet. Should the Council obtain any additional Heritage Assets in the future each asset would be considered for inclusion at the time.

### **xv) Intangible Assets**

The Council accounts for expenditure on Intangible Assets, such as software licences and website development, as revenue expenditure and therefore there is no asset recognition on the Balance Sheet.

## NOTES TO THE ACCOUNTS

### **xvi) Inventories**

Stocks are recorded in the Balance Sheet and charged to services at actual cost and stores items at average cost. This is not materially different from the recommended practice of carrying them at the lower of cost or net realisable value. Care is taken to write out any obsolescent stocks.

### **xvii) 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 re-valued 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 the Capital Receipts Reserve.

### **xviii) 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.

## NOTES TO THE ACCOUNTS

### **The Council as Lessee**

#### Finance Leases

Where the Council leases a material asset under a finance lease it would be recognised in the accounts as if it were the Council's asset and then treated in the same way as any other Property, Plant and Equipment asset, other than depreciation being charged over the lease term if this is shorter than the asset's estimated useful life (where ownership of the asset does not transfer to the Council at the end of the lease period). The Council currently has no such Finance Leases.

#### 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.

### **The Council as Lessor**

#### Finance Leases

Where the Council grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. The rentals receivable are treated partly as capital receipts (for the principal element) and partly as revenue interest income. If not paid in full the balance due is held as a Long-Term Debtor in the Balance Sheet and is written down when payments are received.

#### 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 relevant service area in the Comprehensive Income and Expenditure Statement.

## NOTES TO THE ACCOUNTS

### xix) 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 2016/17 (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 multi-functional, 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.

### xx) 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 over a number of years and the cost of the item can be measured reliably. This determination will be made by the Responsible Financial Officer based upon a reasonable and prudent judgement. Leisure and ICT equipment will generally not be capitalised. 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.

A de minimis level is set for operational assets below which expenditure is not capitalised.

<u>Category of Property, Plant and Equipment Assets</u>	<u>De minimis level</u>
Council dwellings	£25,000
Other land and buildings	£10,000
Vehicles, plant and equipment	£10,000
Infrastructure assets	£10,000

## NOTES TO THE ACCOUNTS

### 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.

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

- Infrastructure, Vehicles, Plant and Equipment, 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 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 re-valued 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 or exceptionally to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.

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

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

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

## NOTES TO THE ACCOUNTS

### 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:

- 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 where the useful life is in excess of 50 years or where assets are 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:

- \* dwellings and other buildings – straight-line allocation over the useful life of the property as estimated by the valuer.
- \* vehicles, plant and equipment – a percentage of the value of each class of assets in the Balance Sheet, as advised by a suitably qualified officer.
- \* infrastructure – coast protection - straight-line allocation over 20 years.  
land drainage and public lighting - straight-line allocation over 40 years.

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.

Depreciation is applied in the year in which the asset is acquired and is charged using the straight-line method.

## NOTES TO THE ACCOUNTS

In respect of housing stock, the depreciation charge that has been made is equal to the Major Repairs Allowance. The Major Repairs Allowance represents a sum that is allowed annually to maintain the Council's housing stock. In 2016/17 the depreciation charge for the Council's housing stock was £5.357 million (£5.339 million in 2015/16). Had a depreciation charge been made based on 2.5% of the valuation of the stock at 1 April 2016, less the value of land which is not depreciated, it would have been approximately £6.270 million (£6.179 million at 1 April 2015).

### The Remaining Useful Life of the Council's Non-Current Assets

The Council's Property, Plant and Equipment are depreciated over the remaining useful life of the asset as determined by the Council's valuers. Any land owned by the Council is not deemed to have a finite life and is not depreciated.

Investment assets are not depreciated and have a remaining life of 50 years or more.

The following table indicates the estimated remaining useful life of each type of non-current asset owned by the Council. Each category of asset consists of different assets with varying remaining lives. Therefore the table shows the range.

Type of Asset	Remaining Useful Asset Life at 31 March 2017
Council Dwellings	Up to 99 years
Council Garages	60 years
Depots	50 years
Public Conveniences	Between 1 and 50+ years
Offices	Between 40 and 60 years
Cemeteries	An average of 44 years
Health and Leisure Centres	60 years
Equipment	Between 0 and 30 years
Coastal Protection Works	Up to 15 years
Land Drainage Works	Up to 28 years
Public Lighting Works	Up to 26 years
Residential Dwellings	An average of 46 years
Investment Properties	Between 50 and 60 years

### xxi) 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 re-valued 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.



## NOTES TO THE ACCOUNTS

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 are categorised as capital receipts. For Council Dwellings sold under the Right to Buy Scheme a proportion of the receipts, net of statutory deductions and allowances) are payable to the Government. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

### **xxii) Private Finance Initiative (PFI) and Similar Contracts**

The Council has not entered into any PFI schemes or similar contracts.

### **xxiii) 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 authority settles the obligation.

## NOTES TO THE ACCOUNTS

### **xxiv) 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 Authority – these reserves are explained in the relevant notes.

### **xxv) 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 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.

### **xxvi) Value Added Tax (VAT)**

All VAT collected is payable to HM Revenue and Customs and most VAT paid is recoverable. Income and expenditure in the Statement of Accounts excludes any amounts related to VAT other than any irrecoverable VAT which is charged to the service to which the supply related.

## NOTES TO THE ACCOUNTS

### 2. NEW ACCOUNTING STANDARDS YET TO BE ADOPTED

The Code requires that the disclosure of information relating to the expected impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. This applies to the adoption of the new or amended standards in the 2017/18 Code. There are no new standards in the 2017/18 Code which are likely to have a material impact on the accounts.

### 3. JUDGEMENTS MADE IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in this document the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events.

The critical judgements that have the most significant effect on the amounts in the financial statements are:

**Asset reclassifications** – the Council has made judgements on whether assets are classified as Investment Property or Property, Plant and Equipment. If the asset is used in the delivery of services or is occupied by third parties who are subsidised by the Council they are deemed to be Property, Plant and Equipment assets. If the asset is being held solely for capital appreciation or rental income, there is no subsidy and/or full market rent is being charged this would indicate that the asset is an Investment Property. The classification determines the valuation method to be used.

**Lease classifications** – the Council has made judgements on whether its lease arrangements are operating leases or finance leases. These judgements are based on a series of tests designed to assess whether the risks and rewards of ownership have been transferred from the lessor to the lessee. The results of the tests are taken “in the round” and a decision has been made. The accounting treatment for operating and finance leases is significantly different (see accounting policy on Leases) and could have a significant effect on the accounts.

## NOTES TO THE ACCOUNTS

**Contractual arrangements** – the Council has made judgements on whether its contractual arrangements contain embedded leases (i.e. arrangements that are not legally leases but take the form of payments in return for the use of specific assets).

**Future funding for local government** – 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.

**Providing for potential liabilities** – the Council has made judgements about the likelihood of pending liabilities and whether a provision should be made or whether there is a contingent liability. The judgements are based on the degree of certainty around the results of pending legal actions.

**Doubtful debts allowances** – the Council has made judgements about the level of doubtful debts allowances that it needs to provide for. These judgements are based on historical experience of debtor defaults adjusted for the current economic climate.

#### 4. UNCERTAINTIES RELATING TO ASSUMPTIONS AND ESTIMATES USED

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

The key judgements and estimation uncertainty that have a significant risk of causing material adjustment to the carrying amounts of assets and liabilities within the next financial year are as follows:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions/Estimates
Doubtful Debt Allowances	The Council has made allowances for doubtful debts of £2.238 million in 2016/17 (£2.249 million in 2015/16) based on what it believes to be a prudent but realistic level. The allowances are based on: Council Tax and Non-domestic rate payers – ranges from 5% of debts at bill stage to 50% of debts at Liability Order stage. Sundry Debtors including Overpaid Housing Benefits -100% of debts over 1 year. Housing Rents - Former tenants 95%, current tenants various percentages ranging from 0% on debts up to £100 and 95% on debts over £1,000.	If debt collection rates were to deteriorate or improve, a 5% change in the allowances would require an adjustment of £112,000 (£112,000 in 2015/16).

## NOTES TO THE ACCOUNTS

<b>Item</b>	<b>Uncertainties</b>	<b>Effect if Actual Results Differ from Assumptions/Estimates</b>
Pensions Liability	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 consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.	The effects on the net pensions' liability of changes in individual assumptions are detailed in Note 42e. During 2016/17, the Council's actuaries advised that the net pension liability for funded benefits had decreased by £3.39 million due to estimates being corrected, as a result of experience, but increased by £39.27 million due to updating of the assumptions used in the calculations.
Accumulating Absences	The calculated figure is comprised of annual leave entitlement and accrued flexi/lieu time. 62% of staff record annual leave and flexi/lieu days on the HR system. The carried forward leave on the system has been used to calculate the accrual for annual leave. The average number of days taken in flexi leave per month has been used as the base for calculating accrued flexi at the end of each relevant year. This average may not exactly match the accrued flexi days at 31 March each year but would not be materially different. The balance of staff do not have leave recorded on the system and do not accrue flexi leave.	The accumulated absences amount recorded for 2016/17 is £217,000. A 5% increase in the accrual would amount to £11,000. This would not impact on the usable reserves of the Council.
Business Rates Appeals Provision	The provision of £2.386 million made by the Council is its 40% share of an overall provision of £5.965 million provision made in the Collection Fund. The overall figure is based on a national estimate of 3.6% successful appeals on the gross rateable value, less appeals already settled and adjusted for major appeals that have been notified by the Valuation Office as being in hand and likely to be successful, but not yet settled.	The Council would be impacted by circa 20% of any under or over provision, but any loss would be restricted to a reduction in resources of £2.001 million before Safety Net Grant arrangements apply.

## NOTES TO THE ACCOUNTS

Item	Uncertainties	Effect if Actual Results Differ from Assumptions/Estimates
Housing Stock Valuation	The Council adopts the Beacon methodology to annually revalue the Housing stock owned by the Council. The method adopted divides the several areas within the district into 5 pools, with a single pool being used to inform the Beacon indices each year on a cyclical basis. The indices are then applied across the entire Portfolio. Each year, it is recognised that the area based pool approach may result in fluctuations in the Beacon indices when making a comparison against the national house price benchmark.	Over the 5 year period whereby each area is covered by valuation, the methodology does result in a fair market average valuation being carried in the Council's balance sheet. In any 1 year however, depending on the area sample, a variation in the Beacon indices in comparison to the national house price benchmark can result in a valuation difference. In 2016/17, the NFDC Beacon indices totaled 11.2%, whereas the national benchmark totaled 6.1%. The resultant difference in these figures equates to c£19m.

### 5. NOTES TO THE EXPENDITURE AND FUNDING ANALYSIS

This note provides a reconciliation of the main adjustments to Net Expenditure Chargeable to the General Fund and Housing Revenue Account balances to arrive at the amounts in the Comprehensive Income and Expenditure Statement. The relevant transfers between reserves are explained in the Movement in Reserves Statement.

#### Adjustments for Capital Purposes

- Depreciation, impairment and revaluation gains/losses on Property, Plant and Equipment and Investment Properties.
- Gains/losses on the Disposal of Non-Current Assets.
- Payments to the Government Housing Capital Receipts Pool.
- Capital grants, income and contributions.
- Provision for the financing of Capital Investment.
- Capital expenditure charged against the General Fund and Housing Revenue Account balances.

#### Net Change for Pensions Adjustments

- Replacement of employer pension contributions allowed by statute with current and past service costs.
- Net interest on the net defined benefit liability/(asset).
- Re-measurement of the defined benefit liability/(asset).

#### Other Differences

- Amount by which council tax and business rates income credited to the Comprehensive Income and Expenditure Statement is different from the amount calculated for the year in accordance with statutory requirements.
- Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from the amount chargeable in the year in accordance with statutory requirements.

## NOTES TO THE ACCOUNTS

### Adjustments from the General Fund to arrive at the Comprehensive Income and Expenditure Amounts:

	Adjustment for Capital Purposes	Net Change for the Pension Adjustments	Other Differences	Total Adjustments
	£000	£000	£000	£000
<b>2016/17:</b>				
Environment	1,889	301	(10)	2,180
Finance and Efficiency	24	(1,249)	114	(1,111)
General Purposes and Licensing Committee	0	75	(3)	72
Health and Leisure	74	283	(5)	352
Housing and Communities	39	208	(2)	245
Leader's	0	49	(2)	47
Planning and Transportation	(55)	243	(8)	180
Planning Development Control Committee	0	158	(5)	153
General Fund	1,971	68	79	2,118
Housing Revenue Account	(30,711)	106	23	(30,582)
<b>Net Cost of Services</b>	<b>(28,740)</b>	<b>174</b>	<b>102</b>	<b>(28,464)</b>
Other Income and Expenditure from the Expenditure and Funding Analysis	(20,113)	9,900	(1,244)	(11,457)
<b>Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services</b>	<b>(48,853)</b>	<b>10,074</b>	<b>(1,142)</b>	<b>(39,921)</b>
<b>2015/16:</b>				
Environment	837	364	(42)	1,159
Finance and Efficiency	(121)	(1,166)	119	(1,168)
General Purposes and Licensing Committee	0	97	2	99
Health and Leisure	86	307	2	395
Housing and Communities	190	214	5	409
Leader's	115	61	1	177
Planning and Transportation	0	296	8	304
Planning Development Control Committee	0	194	4	198
General Fund	1,107	367	99	1,573
Housing Revenue Account	1,157	210	(4)	1,363
<b>Net Cost of Services</b>	<b>2,264</b>	<b>577</b>	<b>95</b>	<b>2,936</b>
Other Income and Expenditure from the Expenditure and Funding Analysis	(7,298)	(4,760)	467	(11,591)
<b>Difference between General Fund surplus or deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services</b>	<b>(5,034)</b>	<b>(4,183)</b>	<b>562</b>	<b>(8,655)</b>

## NOTES TO THE ACCOUNTS

### Expenditure and Income Analysed by Nature:

2015/16		2016/17
£000		£000
	<b>Expenditure</b>	
27,004	Employee benefits expenses	26,264
62,623	Other services expenses	60,363
2,017	Support Service recharges	1,716
9,212	Depreciation, amortisation and impairment	(21,517)
7,032	Interest Payments	7,037
4,840	Precepts and Levies	5,135
584	Payments to Housing Capital Receipts Pool	579
<b>113,312</b>	<b>Total Expenditure</b>	<b>79,577</b>
	<b>Income</b>	
(45,343)	Fees, charges and other service income	(45,591)
(1,374)	Gain on the disposal of assets	(1,783)
(865)	Interest and investment income	(1,035)
(15,808)	Income from council tax	(16,378)
(57,522)	Government grants and contributions	(55,876)
<b>(120,912)</b>	<b>Total Income</b>	<b>(120,663)</b>
<b>(7,600)</b>	<b>Surplus or Deficit on the Provision of Services</b>	<b>(41,086)</b>

### Segmental Income:

	Government Grant and Other Income	Fees, Charges and Other Service Income	Total
	£000	£000	£000
<b>2016/17:</b>			
Environment	(422)	(2,251)	<b>(2,673)</b>
Finance and Efficiency	(42,575)	(1,116)	<b>(43,691)</b>
General Purposes and Licensing Committee	(29)	(593)	<b>(622)</b>
Health and Leisure	(505)	(6,279)	<b>(6,784)</b>
Housing and Communities	(1,649)	(2,325)	<b>(3,974)</b>
Leader's	0	(250)	<b>(250)</b>
Planning and Transportation	(180)	(3,986)	<b>(4,166)</b>
Planning Development Control Committee	(3)	(768)	<b>(771)</b>
<b>General Fund</b>	<b>(45,363)</b>	<b>(17,568)</b>	<b>(62,931)</b>
<b>Housing Revenue Account</b>	<b>(5)</b>	<b>(28,023)</b>	<b>(28,028)</b>
	<b>(45,368)</b>	<b>(45,591)</b>	<b>(90,959)</b>
<b>2015/16:</b>			
Environment	(456)	(2,107)	<b>(2,563)</b>
Finance and Efficiency	(43,795)	(942)	<b>(44,737)</b>
General Purposes and Licensing Committee	(58)	(513)	<b>(571)</b>
Health and Leisure	(902)	(6,212)	<b>(7,114)</b>
Housing and Communities	(576)	(2,217)	<b>(2,793)</b>
Leader's	(74)	(297)	<b>(371)</b>
Planning and Transportation	(389)	(4,124)	<b>(4,513)</b>
Planning Development Control Committee	0	(651)	<b>(651)</b>
<b>General Fund</b>	<b>(46,250)</b>	<b>(17,063)</b>	<b>(63,313)</b>
<b>Housing Revenue Account</b>	<b>0</b>	<b>(28,280)</b>	<b>(28,280)</b>
	<b>(46,250)</b>	<b>(45,343)</b>	<b>(91,593)</b>



## NOTES TO THE ACCOUNTS

### 6. MATERIAL ITEMS OF INCOME AND EXPENDITURE

The Total Comprehensive Income and Expenditure Statement reports a net income position of £46.486 million in 2016/17, an increase of £31.447 million from the £15.039 million net income position in 2015/16. The main reasons for the variation, most of which do not impact on usable resources, are as follows:

	2015/16	2016/17	Variation
	£000	£000	£000
Depreciation and Revaluation/Impairment of Non Current Assets	3,868	(26,878)	(30,746)
Capital Grants and Contributions	(3,818)	(2,963)	855
Revenue Expenditure Funded from Capital	2,039	1,209	(830)
Payments to the Housing Pooled Capital Receipts	584	579	(5)
(Gains)/Losses on Non Current Asset Disposals	(1,374)	(1,783)	(409)
Pension Fund Actuarial (Gains)/Losses	(7,280)	7,370	14,650
Other IAS19 Pension Adjustments	3,098	2,705	(393)
(Surplus)/deficit arising from the revaluation of Property, Plant and Equipment (Revaluation Reserve)	(59)	(12,657)	(12,598)
Other Items	(176)	(313)	(137)
<b>Items Not Affecting Council Tax / Housing Rents</b>	<b>(3,118)</b>	<b>(32,731)</b>	<b>(29,613)</b>
Equipment Purchases	1,017	435	(582)
Dwellings Depreciation	5,345	5,363	18
Non-Ringfenced Government Grants	(9,190)	(8,713)	477
Interest Payable and Similar Charges	4,512	4,507	(5)
Investment Income	(695)	(735)	(40)
Other Items	(12,910)	(14,612)	(1,702)
<b>Items Affecting Council Tax / Housing Rents</b>	<b>(11,921)</b>	<b>(13,755)</b>	<b>(1,834)</b>
<b>Total Comprehensive Income and Expenditure</b>	<b>(15,039)</b>	<b>(46,486)</b>	<b>(31,447)</b>

### 7. EVENTS AFTER THE REPORTING PERIOD

There have been no events after the Balance Sheet date that would affect the reported figures.

## NOTES TO THE ACCOUNTS

### 8. 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 proper accounting practice to the resources that are specified by statutory provisions as being available to the Council to meet future capital and revenue expenditure.

2016/17	Usable Reserves						Movement in Unusable Reserves
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Community Infrastructure Levy	Developers' Contributions Unapplied	
	£000	£000	£000	£000	£000	£000	£000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>							
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</b>							
Charges for depreciation and impairment of non-current assets	(1,900)	(4)	0	(5,362)	0	0	7,266
Revaluation Gains / (Losses) on Property, Plant and Equipment	17	41,100	0	0	0	0	(41,117)
Capital Expenditure not enhancing value	(1,945)	(10,390)	0	0	0	0	12,335
Movements in the market value of Investment Properties	166	0	0	0	0	0	(166)
Capital grants and contributions applied	1,643	0	0	0	0	0	(1,643)
Revenue expenditure funded from capital under statute	(1,209)	0	0	0	0	0	1,209
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(242)	(3,058)	0	0	0	0	3,300
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</b>							
Statutory provision for the financing of capital investment	1,017	0	0	0	0	0	(1,017)
Capital expenditure charged against the General Fund and HRA balances	0	5,178	0	0	0	0	(5,178)
<b>Adjustments primarily involving the Capital Grants / Developers' Contributions Unapplied Account:</b>							
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	976	188	0	0	(507)	(657)	0
Application of grants to capital financing transferred to the Capital Adjustment Account	0	0	0	0	0	441	(441)

## NOTES TO THE ACCOUNTS

2016/17	Usable Reserves						Movement in Unusable Reserves
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Community Infrastructure Levy	Developers' Contributions Unapplied	
	£000	£000	£000	£000	£000	£000	£000
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>							
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement (net of administration costs of disposal)	387	4,696	(5,083)	0	0	0	0
Transfer of cash proceeds from non PPE assets	64	35	(99)	0	0	0	0
Use of the Capital Receipts Reserve to finance new capital expenditure	0	0	4,414	0	0	0	(4,414)
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(579)	0	579	0	0	0	0
<b>Adjustments primarily involving the Deferred Capital Receipts Reserve:</b>							
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	0	56	0	0	0	0	(56)
<b>Adjustments primarily involving the Major Repairs Reserve:</b>							
Use of the Major Repairs Reserve to finance new capital expenditure	0	0	0	5,362	0	0	(5,362)
<b>Adjustments primarily involving the Pension Reserve:</b>							
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(5,986)	(1,272)	0	0	0	0	7,258
Employer's pensions contributions and direct payments to pensioners payable in the year	3,864	689	0	0	0	0	(4,553)

## NOTES TO THE ACCOUNTS

2016/17	Usable Reserves						Movement in Unusable Reserves
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Community Infrastructure Levy	Developers' Contributions Unapplied	
	£000	£000	£000	£000	£000	£000	£000
<b>Adjustments primarily involving the Collection Fund Adjustment Account:</b>							
Amount by which council tax and business rates income credited to the Comprehensive Income and Expenditure Statement is different from income calculated for the year in accordance with statutory requirements	997	0	0	0	0	0	(997)
<b>Adjustments primarily involving the Accumulating Absences Adjustment Account:</b>							
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	43	(10)	0	0	0	0	(33)
<b>Total Adjustments</b>	<b>(2,687)</b>	<b>37,208</b>	<b>(189)</b>	<b>0</b>	<b>(507)</b>	<b>(216)</b>	<b>(33,609)</b>

## NOTES TO THE ACCOUNTS

2015/16 Comparative Figures	Usable Reserves						Movement in Unusable Reserves
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Community Infrastructure Levy	Developers' Contributions Unapplied	
	£000	£000	£000	£000	£000	£000	£000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>							
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</b>							
Charges for depreciation and impairment of non-current assets	(1,905)	(2)	0	(5,346)	0	0	7,253
Revaluation Gains / (Losses) on Property, Plant and Equipment	(304)	9,816	0	0	0	0	(9,512)
Capital Expenditure not enhancing value	(499)	(10,973)	0	0	0	0	11,472
Movements in the market value of Investment Properties	41	0	0	0	0	0	(41)
Capital grants and contributions applied	1,449	40	0	0	0	0	(1,489)
Revenue expenditure funded from capital under statute	(2,039)	0	0	0	0	0	2,039
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(82)	(2,207)	0	0	0	0	2,289
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</b>							
Statutory provision for the financing of capital investment	1,019	0	0	0	0	0	(1,019)
Capital expenditure charged against the General Fund and HRA balances	317	4,897	0	0	0	0	(5,214)
<b>Adjustments primarily involving the Capital Grants / Developers' Contributions / Community Infrastructure Levy Unapplied Account:</b>							
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	1,053	1,208	0	0	(267)	(1,994)	0
Application of grants to capital financing transferred to the Capital Adjustment Account	0	0	0	0	0	1,791	(1,791)

## NOTES TO THE ACCOUNTS

2015/16 Comparative Figures	Usable Reserves						Movement in Unusable Reserves
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Community Infrastructure Levy	Developers' Contributions Unapplied	
	£000	£000	£000	£000	£000	£000	£000
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>							
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement (net of administration costs of disposal)	110	3,553	(3,663)	0	0	0	0
Transfer of cash proceeds from non PPE assets	55	0	(55)	0	0	0	0
Use of the Capital Receipts Reserve to finance new capital expenditure	0	0	1,794	0	0	0	(1,794)
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(584)	0	584	0	0	0	0
<b>Adjustments primarily involving the Deferred Capital Receipts Reserve:</b>							
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	0	12	0	0	0	0	(12)
<b>Adjustments primarily involving the Major Repairs Reserve:</b>							
Use of the Major Repairs Reserve to finance new capital expenditure	0	0	0	5,346	0	0	(5,346)
<b>Adjustments primarily involving the Pension Reserve:</b>							
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(6,149)	(1,331)	0	0	0	0	7,480
Employer's pensions contributions and direct payments to pensioners payable in the year	3,712	670	0	0	0	0	(4,382)

## NOTES TO THE ACCOUNTS

2015/16 Comparative Figures	Usable Reserves						Movement in Unusable Reserves
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Community Infrastructure Levy	Developers' Contributions Unapplied	
	£000	£000	£000	£000	£000	£000	£000
<b>Adjustments primarily involving the Collection Fund Adjustment Account:</b>							
Amount by which council tax and business rates income credited to the Comprehensive Income and Expenditure Statement is different from income calculated for the year in accordance with statutory requirements	(696)	0	0	0	0	0	696
<b>Adjustments primarily involving the Accumulating Absences Adjustment Account:</b>							
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	17	18	0	0	0	0	(35)
<b>Total Adjustments</b>	<b>(4,485)</b>	<b>5,701</b>	<b>(1,340)</b>	<b>0</b>	<b>(267)</b>	<b>(203)</b>	<b>594</b>

### 9. CAPITAL PROGRAMME RESERVE

This note sets out the amounts set aside from the General Fund to provide for financing of future years' capital expenditure.

	Balance 1 April 2015	Transfers Out 2015/16	Transfers In 2015/16	Balance 31 March 2016	Transfers Out 2016/17	Transfers In 2016/17	Balance 31 March 2017
	£000	£000	£000	£000	£000	£000	£000
Capital Programme	(9,867)	726	(598)	(9,739)	0	(2,337)	(12,076)
	<b>(9,867)</b>	<b>726</b>	<b>(598)</b>	<b>(9,739)</b>	<b>0</b>	<b>(2,337)</b>	<b>(12,076)</b>

## NOTES TO THE ACCOUNTS

### 10. EARMARKED RESERVES

This note sets out the amounts set aside from the General Fund and HRA balances to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and HRA expenditure in 2015/16 and 2016/17.

	<b>Balance 1 April 2015</b>	<b>Transfers Out 2015/16</b>	<b>Transfers In 2015/16</b>	<b>Balance 31 March 2016</b>	<b>Transfers Out 2016/17</b>	<b>Transfers In 2016/17</b>	<b>Balance 31 March 2017</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Quadrennial Election	(132)	134	(44)	<b>(42)</b>	0	(44)	<b>(86)</b>
Local Development Framework	(96)	32	(326)	<b>(390)</b>	31	0	<b>(359)</b>
Building Control Surplus	(112)	0	(5)	<b>(117)</b>	17	0	<b>(100)</b>
Historic Buildings	(7)	0	0	<b>(7)</b>	0	0	<b>(7)</b>
Lymington Synthetic Turf Pitch	(104)	0	(19)	<b>(123)</b>	0	(16)	<b>(139)</b>
Committed Schemes	(1,384)	1,242	(2,298)	<b>(2,440)</b>	2,298	(1,341)	<b>(1,483)</b>
Community Housing Fund	0	0	0	<b>0</b>	0	(976)	<b>(976)</b>
Private Housing Stock Condition Survey	(65)	0	(13)	<b>(78)</b>	0	(13)	<b>(91)</b>
Housing Needs Survey	(60)	0	(12)	<b>(72)</b>	0	(12)	<b>(84)</b>
Open Space Maintenance	(60)	3	(2)	<b>(59)</b>	3	0	<b>(56)</b>
<b>General Fund</b>	<b>(2,020)</b>	<b>1,411</b>	<b>(2,719)</b>	<b>(3,328)</b>	<b>2,349</b>	<b>(2,402)</b>	<b>(3,381)</b>
HRA ICT	(216)	0	(11)	<b>(227)</b>	0	(75)	<b>(302)</b>
Housing Acquisitions and Development	(12,700)	0	(4,200)	<b>(16,900)</b>	0	(4,143)	<b>(21,043)</b>
<b>Total Reserves</b>	<b>(14,936)</b>	<b>1,411</b>	<b>(6,930)</b>	<b>(20,455)</b>	<b>2,349</b>	<b>(6,620)</b>	<b>(24,726)</b>

### 11. PROPERTY, PLANT AND EQUIPMENT ASSETS AND IMPAIRMENTS

#### Valuation of Property, Plant and Equipment

The Council operates a rolling programme of property revaluations, which are carried out over a 5 year period. In 2016/17 this work was carried out by the Council's valuer, S. Yeo, MRICS. The revaluation programme for 2016/17 principally comprised the Council's car parks and 20% of dwellings using the Beacon method of valuation.

The several towns and parishes that make up the large New Forest District area are divided into 5 pools for the purposes of annual Beacon valuation. Each pool contains a mix of urban and rural conurbations. On a cyclical basis, a single pool is used to inform the Beacon indices, and then applied across the entire housing portfolio to arrive at a revaluation figure. This method results in every area being assessed at least every 5 years. As there is no prescriptive approach that authorities must adopt to ensure current values are used in the balance sheet, the Council has adopted the approach that best fits with the special nature of the large District, taking into account the resources available (in line with guidance from the DCLG 'Stock Valuation for Resource Accounting').



## NOTES TO THE ACCOUNTS

### a) Analysis of Assets

The following list gives an indication of the range and number of assets owned/leased by the Council.

2015/16		2016/17
5,042	Council Dwellings	5,032
2	Main Office Blocks	2
2	Other Offices	2
5	Depots and Administrative Buildings	5
5	Health and Leisure Centres	5
51	Car Parks	51
8	Cemeteries	8
25	Public Conveniences	25
199	Vehicles	199
1,800	Garages	1,796

### b) Valuation of Property, Plant and Equipment Assets carried at current value

The following statement shows the progress of the Council's rolling programme for the revaluation of non-current assets. The basis for valuation is set out in the Statement of Accounting Policies.

	Council Dwellings	Other Land and Buildings	Vehicles, Plant and Equipment	Infra- structure	Total
	£000	£000	£000	£000	£000
<b>Carried at Historic Cost (Net of Depreciation)</b>			3,926	4,394	<b>8,320</b>
<b>Valued at Fair Value as at:</b>					
2016/17	45,307	3,402			<b>48,709</b>
2015/16	4,343	(639)			<b>3,704</b>
2014/15	34,919	(186)			<b>34,733</b>
2013/14	12,217	4,438			<b>16,655</b>
Prior to 2013/14	270,735	58,917			<b>329,652</b>
<b>Total Cost or Valuation</b>	<b>367,521</b>	<b>65,932</b>	<b>3,926</b>	<b>4,394</b>	<b>441,773</b>

These valuations show the net current value after depreciation is applied.

## NOTES TO THE ACCOUNTS

### c) Movement on Property, Plant and Equipment Assets

Purchases and disposals during the year were as follows:

<b>Movements in 2016/17:</b>	<b>Council Dwellings</b>	<b>Other Land and Buildings</b>	<b>Vehicles, Plant and Equipment</b>	<b>Infrastructure</b>	<b>Total Property, Plant and Equipment</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Cost or Valuation</b>					
At 1 April 2016	322,214	62,664	9,351	19,839	<b>414,068</b>
Additions	13,261	718	1,116	1,850	<b>16,945</b>
Revaluation increases / (decreases) recognised in the Revaluation Reserve	9,727	2,930	0	0	<b>12,657</b>
Revaluation increases / (decreases) recognised in the Surplus / Deficit on the Provision of Services	35,743	17	0	0	<b>35,760</b>
Capital Expenditure not enhancing value recognised in the Surplus / Deficit on the Provision of Services	(10,366)	(118)	0	(1,851)	<b>(12,335)</b>
Derecognition - disposals	(3,058)	0	(447)	0	<b>(3,505)</b>
<b>At 31 March 2017</b>	<b>367,521</b>	<b>66,211</b>	<b>10,020</b>	<b>19,838</b>	<b>463,590</b>
<b>Accumulated Depreciation and Impairment</b>					
At 1 April 2016	0	(134)	(5,400)	(14,820)	<b>(20,354)</b>
Depreciation charge	(5,356)	(145)	(1,141)	(624)	<b>(7,266)</b>
Depreciation written out to the Revaluation Reserve	0	0	0	0	<b>0</b>
Depreciation written out to the Surplus / Deficit on the Provision of Services	5,356	0	0	0	<b>5,356</b>
Derecognition - disposals	0	0	447	0	<b>447</b>
<b>At 31 March 2017</b>	<b>0</b>	<b>(279)</b>	<b>(6,094)</b>	<b>(15,444)</b>	<b>(21,817)</b>
<b>Net Book Value</b>					
<b>at 31 March 2017</b>	<b>367,521</b>	<b>65,932</b>	<b>3,926</b>	<b>4,394</b>	<b>441,773</b>
<b>at 31 March 2016</b>	<b>322,214</b>	<b>62,530</b>	<b>3,951</b>	<b>5,019</b>	<b>393,714</b>

## NOTES TO THE ACCOUNTS

<b>Comparative Movements in 2015/16:</b>	<b>Council Dwellings</b>	<b>Other Land and Buildings</b>	<b>Vehicles, Plant and Equipment</b>	<b>Infrastructure</b>	<b>Total Property, Plant and Equipment</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Cost or Valuation</b>					
At 1 April 2015	317,874	63,404	9,224	19,839	<b>410,341</b>
Additions	13,047	11	536	487	<b>14,081</b>
Revaluation increases / (decreases) recognised in the Revaluation Reserve	0	(314)	0	0	<b>(314)</b>
Revaluation increases / (decreases) recognised in the Surplus / Deficit on the Provision of Services	4,473	(361)	0	0	<b>4,112</b>
Capital Expenditure not enhancing value recognised in the Surplus / Deficit on the Provision of Services	(10,973)	(11)	0	(487)	<b>(11,471)</b>
Derecognition - disposals	(2,207)	(65)	(409)	0	<b>(2,681)</b>
<b>At 31 March 2016</b>	<b>322,214</b>	<b>62,664</b>	<b>9,351</b>	<b>19,839</b>	<b>414,068</b>
<b>Accumulated Depreciation and Impairment</b>					
At 1 April 2015	(3)	(235)	(4,610)	(14,177)	<b>(19,025)</b>
Depreciation charge	(5,340)	(92)	(1,178)	(643)	<b>(7,253)</b>
Depreciation written out to the Revaluation Reserve	0	131	0	0	<b>131</b>
Depreciation written out to the Surplus / Deficit on the Provision of Services	5,343	57	0	0	<b>5,400</b>
Derecognition - disposals	0	5	388	0	<b>393</b>
<b>At 31 March 2016</b>	<b>0</b>	<b>(134)</b>	<b>(5,400)</b>	<b>(14,820)</b>	<b>(20,354)</b>
<b>Net Book Value</b>					
<b>at 31 March 2016</b>	<b>322,214</b>	<b>62,530</b>	<b>3,951</b>	<b>5,019</b>	<b>393,714</b>
<b>at 31 March 2015</b>	<b>317,871</b>	<b>63,169</b>	<b>4,614</b>	<b>5,662</b>	<b>391,316</b>

## NOTES TO THE ACCOUNTS

### d) Impairments

Valuation reductions of Property, Plant and Equipment Assets in 2016/17 were £95,000 (Car Parks £11,000 and Property £84,000), but valuation increases were £53.604 million (Council Dwellings £50.466 million, Other HRA Properties £360,000 and Car Parks £2.778 million).

Offsetting the net valuation increases was non-enhancing capital expenditure of £10.366 million on Council Dwellings, £23,000 on Housing Revenue Account Land and £1.946 million on General Fund Assets, which was impaired via the Comprehensive Income and Expenditure Statement in the year.

### e) Capital Expenditure Contract Commitments

As at 31 March 2017, the Council was committed through contracts to future capital expenditure in respect of the following major schemes:

	Period of investment	£000
<b>Environment</b>		
Milford-on-Sea Beach Hut Replacement / Environmental Enhancements	2017/18	528
Vehicles	2017/18	450
<b>Housing</b>		
Asbestos/Low Maintenance Eaves	2017/18	280
Balustrading	2017/18	60
Bathrooms	2017/18	115
Bin Stores	2017/18	25
Kitchens	2017/18	667
Marchwood Refurbishments	2017/18	150
Roofing	2017/18	1,730
Windows	2017/18	250
<b>Health and Leisure</b>		
Eling Experience	2017/18	25
<b>Total</b>		<b>4,280</b>

## NOTES TO THE ACCOUNTS

### 12. INVESTMENT PROPERTIES

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

2015/16		2016/17
£000		£000
(133)	Rental income from investment property	(137)
5	Direct operating expenses arising from investment property	3
(42)	Net (gains)/losses from fair value adjustments	(166)
<b>(170)</b>	<b>Net (gain)/loss</b>	<b>(300)</b>

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

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

2015/16		2016/17
£000		£000
2,325	Balance at start of the year	2,367
42	Net gains/(losses) from fair value adjustments	166
<b>2,367</b>	<b>Balance at end of the year</b>	<b>2,533</b>

### 13. LONG-TERM INVESTMENTS

The Council is permitted to invest and lend a proportion of its funds for more than 364 days. At 31 March 2017 the Council had 15 loans which had a remaining maturity term of more than one year.

2015/16				2016/17		
Loans and Receivables	Assets Available for Sale	Total		Loans and Receivables	Assets Available for Sale	Total
£000	£000	£000		£000	£000	£000
4,000	2,040	6,040	<b>Opening Balance</b>	7,000	12,677	19,677
3,000	10,509	13,509	Purchases	0	9,099	9,099
0	162	162	Revaluations Gains	0	180	180
0	(32)	(32)	Revaluations Losses	0	(35)	(35)
0	(2)	(2)	Repayments	0	(102)	(102)
0	0	0	Transfers to Short-Term Investments	(4,000)	(4,745)	(8,745)
<b>7,000</b>	<b>12,677</b>	<b>19,677</b>	<b>Closing Balance</b>	<b>3,000</b>	<b>17,074</b>	<b>20,074</b>

## NOTES TO THE ACCOUNTS

### 14. LONG-TERM DEBTORS

Long-term debtors includes deferred capital receipts for house purchases, loans to local trusts/organisations and staff car/cycle loans. During 2013/14 a long-term loan of £2.007 million was made to Lymington Harbour Commissioners. Of this £1.405 million was outstanding as at 31 March 2017, but £200,700 is due within 12 months and is therefore included within short-term debtors.

31 March 2016		31 March 2017
£000		£000
36	Car Loans	14
9	Trust Loans	6
0	Cycle Loans	1
1,405	Lymington Harbour Commissioners - Principal	1,204
506	Rent to Mortgages House Purchases	562
<b>1,956</b>	<b>Total</b>	<b>1,787</b>

### 15. SHORT-TERM INVESTMENTS

Short-term investments include all deposits with a term of less than one year other than Cash and Cash Equivalents.

2015/16				2016/17		
Loans and Receivables	Assets Available for Sale	Total		Loans and Receivables	Assets Available for Sale	Total
£000	£000	£000		£000	£000	£000
10,060	15,147	25,207	<b>Opening Balance</b>	8,048	14,333	22,381
8,000	62,768	70,768	Purchases	17,500	36,723	54,223
0	19	19	Revaluations Gains/(Losses)	0	(5)	(5)
(12)	(17)	(29)	Movement in Accrued Interest	3	(10)	(7)
(10,000)	(63,584)	(73,584)	Repayments	(13,500)	(42,377)	(55,877)
0	0	0	Transfers from Long-Term Investments	4,000	4,744	8,744
<b>8,048</b>	<b>14,333</b>	<b>22,381</b>	<b>Closing Balance</b>	<b>16,051</b>	<b>13,408</b>	<b>29,459</b>

## NOTES TO THE ACCOUNTS

### 16. INVENTORIES

Inventories are goods that are acquired in advance of their use in the provision of services or their resale. They are charged to the Comprehensive Income and Expenditure Statement in the year that they are consumed or sold.

2015/16		2016/17
£000		£000
339	<b>Balance at 1 April</b>	395
2,221	Purchases	1,987
(2,145)	Recognised as an expense in the year	(1,981)
(20)	Written off balances	(30)
<b>395</b>	<b>Balance at 31 March</b>	<b>371</b>

### 17. SHORT-TERM DEBTORS

An analysis of the Council's debtors and payments in advance as at 31 March is shown below:

31 March 2016		31 March 2017
£000		£000
684	Central Government Bodies a	1,637
	Other Local Authorities:	
562	Hampshire County Council b	598
83	New Forest National Park Authority	17
76	Other	40
14	Public Corporations and Trading Funds	13
	Other Entities and Individuals:	
421	Council Tax Payers	407
511	Business Rate Payers	488
677	Housing Tenants' Rents	572
5,651	Other Debtors and Payments in Advance c	6,023
<b>8,679</b>	<b>Total</b>	<b>9,795</b>

Short-term debtors were higher at the 31 March 2017 by £1.116 million when compared to 31 March 2016, the main contributing factors to this were:

- a Central Government Bodies debtors increasing by £953,000, of this £889,000 was regarding Housing Benefits Subsidy due from the Department of Works and Pensions.
- b Hampshire County Council debtors was higher by £36,000. This was due in the most part to £119,000 more accrued for Project Integra and recycling credits being £57,000 less.
- c Other Debtors and Payments in Advance have increased by £372,000 of this £237,000 was regarding contributions for the beach huts at Milford-on-Sea.

## NOTES TO THE ACCOUNTS

The bad debts provision is shown below:

31 March 2016		31 March 2017
£000		£000
(179)	Council Tax Payers	(173)
(167)	Business Rate Payers	(193)
(463)	Housing Tenants' Rents	(380)
(1,440)	Other Debtors	(1,492)
<b>(2,249)</b>	<b>Total</b>	<b>(2,238)</b>

### 18. CASH AND CASH EQUIVALENTS

The balance of Cash and Cash Equivalents is made up of the following elements:

31 March 2016		31 March 2017
£000		£000
44	Cash held by the Council	24
(1,377)	Bank current accounts	(1,426)
13,774	Short-Term deposits with building societies/banks and other financial institutions	13,252
<b>12,441</b>	<b>Total</b>	<b>11,850</b>

### 19. SHORT-TERM BORROWING

Short-term borrowing refers to loans that are repayable over a period of less than 12 months.

The Council has no short-term loans, but its long-term loans are repayable by equal instalments of principal. In 2012/13 the Council borrowed £142.7 million for Housing Revenue Account financing settlement. The first £4.1 million principal repayment instalment of this borrowing is due in 2017/18, so this has now been transferred from long-term to short-term borrowing, meaning a total of £4.301 million is now payable within 12 months.

In addition, total accrued interest of £50,270 on short-term and long-term borrowing is also payable within 12 months and is included in this category.

2015/16		2016/17
£000		£000
<b>(251)</b>	<b>Balance at 1 April</b>	<b>(251)</b>
201	Loans Repaid	201
(201)	Transferred from Long-Term Borrowing	(4,301)
<b>(251)</b>	<b>Balance at 31 March</b>	<b>(4,351)</b>



## NOTES TO THE ACCOUNTS

### 20. SHORT-TERM CREDITORS

An analysis of the Council's creditors and receipts in advance as at 31 March is shown below:

31 March 2016 £000		31 March 2017 £000
(5,056)	Central Government Bodies a	(5,901)
	Other Local Authorities:	
(2,193)	Hampshire County Council a	(2,408)
(110)	Police and Crime Commissioner for Hampshire	(203)
(150)	Hampshire Fire and Rescue Authority a	(164)
(1)	New Forest National Park Authority	(55)
(156)	Developers' Contributions Open Space Maintenance	(156)
(1,138)	Other b	(822)
(1)	NHS Bodies	0
(3)	Public Corporations and Trading Funds	(13)
	Other Entities:	
(253)	Council Tax Payers	(299)
(373)	Business Rate Payers	(1,054)
(5,182)	Other Creditors and Receipts in Advance c	(5,465)
<b>(14,616)</b>	<b>Total</b>	<b>(16,540)</b>

Short term creditors have increased by £1.924 million from 2015/16 to 2016/17.

- a Receipts in advance of £2 million for Business Rates have caused the main variations for Central Government Bodies, Hampshire County Council and Hampshire Fire and Rescue Authority.
- b Other Local Authorities is lower due to a reduction for accruals and payments in advance of £306,000 for coastal monitoring.
- c Other Creditors and Receipts in Advance has increased by £283,000. This was due in the main to accruals regarding public conveniences' rebuilds of £132,000, vehicles for £66,000 and leisure receipts in advance of £33,000.

## NOTES TO THE ACCOUNTS

### 21. DEVELOPERS' CONTRIBUTIONS – SHORT-TERM RECEIPTS IN ADVANCE

The Council has received Developers' Contributions that have yet to be recognised as income as they have conditions attached to them that will, if not met, require the monies to be returned to the contributor.

2015/16		2016/17
£000		£000
(8)	Balance at 1 April	(2)
8	Financing of Capital Expenditure	39
(2)	Transfer to/(from) other Developers' Contribution Categories	(87)
(2)	<b>Balance at 31 March</b>	<b>(50)</b>

### 22. LONG-TERM BORROWING

Long-term borrowing refers to loans that are repayable over a period in excess of 12 months.

At 1 April 2016 the Council was holding long-term debt of £144.109 million. This included a sum of £1.409 million from a loan raised in March 2014 to finance an equivalent loan made in 2013/14 to the Lymington Harbour Commissioners. At 31 March 2016 £200,700 of this was repayable within 12 months, as well as the first repayment of £4.1 million of the loan taken regarding the Housing Revenue Account financing settlement. Therefore a balance of long-term debt of £139.808 million was outstanding at the year end.

2015/16		2016/17
£000		£000
(144,310)	Balance at 1 April	(144,109)
201	Transferred to Short-Term Borrowing	4,301
(144,109)	<b>Balance at 31 March</b>	<b>(139,808)</b>

## NOTES TO THE ACCOUNTS

### 23. PROVISIONS

The Council maintains provisions to cover liabilities or losses that are anticipated to arise, but which cannot be quantified with certainty.

	Balance 1 April 2015	Additional Provisions Made 2015/16	Amounts Used 2015/16	Unused Amounts Reversed 2015/16	Balance 31 March 2016	Additional Provisions Made 2016/17	Amounts Used 2016/17	Unused Amounts Reversed 2016/17	Balance 31 March 2017
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Redundancy	(74)	(295)	73	0	(296)	(408)	262	34	(408)
Private Sector Leasing Dilapidations	(102)	0	0	0	(102)	0	0	0	(102)
Legislation Changes	(344)	0	153	0	(191)	0	34	140	(17)
Insurance	0	(28)	0	0	(28)	0	28	0	0
Business Rates	(4,120)	(759)	69	0	(4,810)	0	1,786	638	(2,386)
<b>Total Provisions</b>	<b>(4,640)</b>	<b>(1,082)</b>	<b>295</b>	<b>0</b>	<b>(5,427)</b>	<b>(408)</b>	<b>2,110</b>	<b>812</b>	<b>(2,913)</b>

#### Redundancy

The Redundancy provision is put in place once approval for the termination of employment has been agreed by the Council.

#### Private Sector Leasing Dilapidations

The Council is responsible for ensuring the repair of private sector houses that are leased. The Council had possible obligations on 110 properties at 31 March 2017. A revenue budget of £109,000 exists in 2017/18 for repairs and dilapidation costs but a provision of £102,000 is also held to cover the potential for additional costs should a large number of dilapidations occur in any particular year.

#### Legislation Changes

The ability to fully recover the cost of providing property search information was subject to challenge nationally, as a consequence of conflicting legislation. Whilst the legal claim has been fully settled, there will be some residual legal costs to be paid to the Local Government Association in due course.

#### Business Rates

On 1 April 2013 the Government introduced the Business Rates Retention Scheme, which required the Council to make a provision in the Collection Fund for successful appeals against rating valuations. The total provision made at 31 March 2017 was £5.965 million, of which £2.386 million relates to this Council's share of anticipated refunds.

## NOTES TO THE ACCOUNTS

### 24. CAPITAL GRANTS – RECEIPTS IN ADVANCE

The Council has received capital grants and contributions that have yet to be recognised as income as they have conditions attached to them that will, if not met, require the monies to be returned to the contributor. The balances and movements on contributions were as follows:

2015/16				2016/17		
Government Grants	Other Grants/Contributions	Total		Government Grants	Other Grants/Contributions	Total
£000	£000	£000		£000	£000	£000
(239)	(2)	(241)	Balance at 1 April	(204)	0	(204)
(900)	19	(881)	New Receipts	(1,089)	(434)	(1,523)
935	(17)	918	Financing of Capital Expenditure	952	434	1,386
<b>(204)</b>	<b>0</b>	<b>(204)</b>	<b>Balance at 31 March</b>	<b>(341)</b>	<b>0</b>	<b>(341)</b>

### 25. DEVELOPERS' CONTRIBUTIONS – LONG -TERM RECEIPTS IN ADVANCE

The Council has received Developers' Contributions that have yet to be recognised as income, as they have conditions attached to them that will, if not met, require the monies to be returned to the contributor.

2015/16		2016/17
£000		£000
(1,944)	Balance at 1 April	(1,506)
(125)	New Receipts	(197)
561	Financing of Capital Expenditure	219
2	Transfer to/(from) other Developers' Contribution Categories	132
<b>(1,506)</b>	<b>Balance at 31 March</b>	<b>(1,352)</b>

### 26. CAPITAL RECEIPTS RESERVE

The Capital Receipts Reserve principally reflects the proceeds from the disposal of Property, Plant and Equipment assets that have yet to be utilised on new capital expenditure.

2015/16		2016/17
£000		£000
(6,032)	Balance at 1 April	(7,372)
(3,718)	New Receipts (including interest)	(5,182)
584	Transfers to Government	579
1,794	Financing of Capital Expenditure	4,414
<b>(7,372)</b>	<b>Balance at 31 March</b>	<b>(7,561)</b>

## NOTES TO THE ACCOUNTS

### 27. DEVELOPERS' CONTRIBUTIONS / COMMUNITY INFRASTRUCTURE LEVY UNAPPLIED

The Developers' Contributions (DCs) and Community Infrastructure Levy (CIL) Unapplied accounts reflect contributions which have no conditions attached to them and have therefore been credited to the Reserve via the Comprehensive Income and Expenditure Account.

2015/16			2016/17	
CIL	DCs		CIL	DCs
£000	£000		£000	£000
0	(2,845)	Balance at 1 April	(267)	(3,048)
(303)	(2,084)	New Receipts	(611)	(728)
0	0	Transfers to/(from) other Developers' Contribution Categories	0	(45)
0	1,791	Financing of Capital Expenditure	0	441
16	90	Financing of Revenue Expenditure	33	116
20	0	Payments to Town and Parish Councils	71	0
<b>(267)</b>	<b>(3,048)</b>	<b>Balance at 31 March</b>	<b>(774)</b>	<b>(3,264)</b>

### 28. REVALUATION RESERVE

The Revaluation Reserve contains the gains made by the Council arising from increases in the value of its Property, Plant and Equipment, since 1 April 2007, the date the Reserve was created. Gains that arose before that date are included in the balance on the Capital Adjustment Account.

The balance on the Reserve is reduced when assets with accumulated gains are revalued downwards, impaired, or disposed of.

2015/16				2016/17		
General Fund	Housing Revenue Account	Total		General Fund	Housing Revenue Account	Total
£000	£000	£000		£000	£000	£000
(15,193)	(5,905)	(21,098)	Balance at 1 April	(15,141)	(5,984)	(21,125)
(258)	(111)	(369)	Upward revaluation of assets	(2,982)	(9,727)	(12,709)
310	0	310	Downward revaluation of assets and impairment losses not charged to Surplus/Deficit on the Provision of Services	52	0	52
52	(111)	(59)	Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	(2,930)	(9,727)	(12,657)
0	32	32	Accumulated gains on assets sold or scrapped	242	3	245
<b>(15,141)</b>	<b>(5,984)</b>	<b>(21,125)</b>	<b>Balance at 31 March</b>	<b>(17,829)</b>	<b>(15,708)</b>	<b>(33,537)</b>

## NOTES TO THE ACCOUNTS

### 29. CAPITAL ADJUSTMENT ACCOUNT

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for the consumption of non-current assets and for financing their acquisition or enhancement under statutory provisions. The account is debited with the costs of depreciation, impairment and amortisations as assets are consumed and credited with the amounts set aside by the Council for the financing of capital expenditure.

The account contains accumulated gains and losses on Investment Properties and gains on Property, Plant and Equipment assets arising before 1 April 2007.

The balance on the Capital Adjustment Account is matched by fixed assets within the Balance Sheet and does not represent actual funds available to the Council.

2015/16			2016/17	
£000	£000		£000	£000
	(224,256)	<b>Balance at 1 April</b>		(227,441)
		<b>Reversal of items relating to capital expenditure or credited to the Comprehensive Income and Expenditure Statement:</b>		
7,253		Charges for depreciation and impairment of non-current assets	7,266	
(9,512)		Revaluation (Gains) / Losses on Property, Plant and Equipment	(41,117)	
11,471		Capital Expenditure not enhancing value	12,335	
2,039		Revenue expenditure funded from capital under statute	1,209	
2,257		Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	3,055	
	13,508	Net written out amount of the cost on non-current assets consumed in the year		(17,252)
		<b>Capital financing applied in the year:</b>		
(1,794)		Use of the Capital Receipts Reserve to finance new capital expenditure	(4,414)	
(5,346)		Use of the Major Repairs Reserve to finance new capital expenditure	(5,362)	
(1,489)		Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(1,643)	
(1,790)		Application of grants / contributions to capital financing from the Capital Grant / Developers' Contributions Unapplied Accounts	(441)	
(1,019)		Provision for the financing of capital investment charged against the General Fund and HRA balances	(1,017)	
(5,214)		Capital expenditure charged against the General Fund and HRA balances	(5,178)	
	(16,652)	Movements in the market value of Investment Properties debited or credited to the Comprehensive		(18,055)
	(41)	Income and Expenditure Statement		(166)
	<b>(227,441)</b>	<b>Balance at 31 March</b>		<b>(262,914)</b>

## NOTES TO THE ACCOUNTS

### 30. AVAILABLE FOR SALE FINANCIAL INSTRUMENTS RESERVE

The Available for Sale Financial Instruments Reserve contains the gains made by the Council arising from increases in the value of its investments that have quoted market prices or otherwise do not have fixed or determinable payments. The balance is reduced when investments with accumulated gains are revalued downwards or impaired and the gains are lost, or disposed of and the gains are realised.

2015/16		2016/17
£000		£000
(40)	<b>Balance at 1 April</b>	<b>(140)</b>
(132)	Upward revaluation of investments	(148)
32	Downward revaluation of investments	35
(100)	(Surplus) or deficit on revaluation of investments not posted to the Surplus or Deficit on the Provision of Services	(113)
<b>(140)</b>	<b>Balance at 31 March</b>	<b>(253)</b>

## NOTES TO THE ACCOUNTS

### 31. DEFERRED CAPITAL RECEIPTS RESERVE

The Deferred Capital Receipts Reserve represents the amount of capital receipts owed to the Council that have not yet been received. Under statutory arrangements, the Council does not treat these gains as usable for financing new capital expenditure until they are backed by cash receipts. When the deferred cash settlement takes place, amounts are transferred to the Capital Receipts Reserve.

2015/16		2016/17
£000		£000
(499)	<b>Balance at 1 April</b>	(511)
(12)	New Receipts/Revaluations	(56)
<b>(511)</b>	<b>Balance at 31 March</b>	<b>(567)</b>

### 32. 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 debit balance on the Pensions Reserve therefore shows a shortfall in the benefits earned by past and current employees and the resources the Council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid. Full details of the Pension Scheme are set out in Note 42.

2015/16		2016/17
£000		£000
80,763	<b>Balance at 1 April</b>	76,581
(7,280)	Remeasurement of the net defined liability / (asset)	7,370
7,480	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	7,258
(4,382)	Employer's pensions contributions and direct payments to pensioners payable in the year	(4,553)
<b>76,581</b>	<b>Balance at 31 March</b>	<b>86,656</b>



## NOTES TO THE ACCOUNTS

### 33. COLLECTION FUND ADJUSTMENT ACCOUNT

The Collection Fund is a statutory fund in which the Council records transactions for council tax and business rates. The fund balance is allocated as follows:

31 March 2016				31 March 2017		
Business Rates	Council Tax	Total		Business Rates	Council Tax	Total
£000	£000	£000		£000	£000	£000
686	0	686	Central Government	(466)	0	(466)
123	(674)	(551)	Hampshire County Council	(85)	(1,029)	(1,114)
0	(102)	(102)	Police and Crime Commissioner for Hampshire	0	(153)	(153)
14	(40)	(26)	Hampshire Fire and Rescue Authority	(9)	(60)	(69)
823	(816)	7		(560)	(1,242)	(1,802)
549	(147)	402	New Forest District Council	(373)	(221)	(594)
<b>1,372</b>	<b>(963)</b>	<b>409</b>		<b>(933)</b>	<b>(1,463)</b>	<b>(2,396)</b>

The balances on each fund will be taken into account when calculating the council tax and business rates in future years. A £1.418 million surplus was taken into account in setting the 2017/18 Council Tax Levels (£0.928 million surplus for 2016/17), and a £0.864 million deficit for Business Rate Levels (£0.927 million deficit for 2016/17).

### 34. ACCUMULATING ABSENCES ADJUSTMENT ACCOUNT

This account represents the reversal of the accrual for compensated absences. The accrual is required under the Code but under regulations is not allowed to count as expenditure against the General Fund or Housing Revenue Account.

2015/16			2016/17	
£000	£000		£000	£000
	286	<b>Balance at 1 April</b>		251
(286)		Settlement or cancellation of accrual made at the end of the preceding year	(251)	
251		Amounts accrued at the end of the current year	217	
	(35)	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements		(34)
	<b>251</b>	<b>Balance at 31 March</b>		<b>217</b>

## NOTES TO THE ACCOUNTS

### 35. CASH FLOW STATEMENT – OPERATING ACTIVITIES

The surplus or deficit on the provision of services has been adjusted for the following non-cash movements:

2015/16		2016/17
£000		£000
(7,253)	Charges for depreciation and impairment	(7,266)
9,512	Revaluation Gains/(Losses) on Property, Plant and Equipment	41,116
13	Revaluation/Movement in Deferred Debtors	75
48	Revaluation Gains/(Losses) on Investments	25
(11,471)	Capital Expenditure not enhancing value	(12,335)
42	Movements in the value of Investment Properties	166
2,082	Capital grants applied to the financing of Capital Expenditure	1,795
(2,289)	Carrying amount of Non-Current Assets sold	(3,300)
56	Increase/(Decrease) in Inventories	(25)
1,458	Increase/(Decrease) in Debtors	1,116
(29)	Increase/(Decrease) in Investments Accrued Interest	(7)
(121)	(Increase)/Decrease in impairment for Provision for Bad Debts	11
2,472	(Increase)/Decrease in Creditors	(324)
41	Adjustment to Creditors re Capital Expenditure	169
(3,098)	Movement in Pension Liability	(2,705)
(787)	Other non-cash items charged to the net surplus or deficit on the provision of services	2,515
<b>(9,324)</b>	<b>Adjustment to Net Surplus or Deficit on the Provision of Services for Non-Cash Movements</b>	<b>21,026</b>

The surplus or deficit on the provision of services has been adjusted for the following items that are investing and financing activities:

2015/16		2016/17
£000		£000
3,663	Proceeds adjustment from the sale of property, plant and equipment and investment property	5,083
<b>3,663</b>	<b>Net cash flows from operating activities</b>	<b>5,083</b>

## NOTES TO THE ACCOUNTS

The cash flows for operating activities include the following items:

2015/16		2016/17
£000		£000
(791)	Investment interest received	(687)
4,507	Loan interest paid	4,501
<b>3,716</b>	<b>Net cash flows from operating activities</b>	<b>3,814</b>

### 36. CASH FLOW STATEMENT - INVESTING ACTIVITIES

2015/16		2016/17
£000		£000
14,042	Purchase of property, plant and equipment, investment property and intangible assets	16,776
84,277	Purchase of short-term and long-term investments	63,322
43	Other payments for investing activities	6
(3,663)	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(5,083)
(73,586)	Proceeds from short-term and long-term investments	(55,979)
(2,340)	Other receipts from investing activities	(2,045)
<b>18,773</b>	<b>Net cash flows from investing activities</b>	<b>16,997</b>

### 37. CASH FLOW STATEMENT - FINANCING ACTIVITIES

2015/16		2016/17
£000		£000
0	Other receipts from financing activities	(1,630)
201	Repayments of short- and long-term borrowing	201
1,322	Other payments for financing activities	0
<b>1,523</b>	<b>Net cash flows from financing activities</b>	<b>(1,429)</b>

## NOTES TO THE ACCOUNTS

### 38. AGENCY SERVICES

These figures include net expenditure on services that the Council provides on an agency basis for highways and on-street parking enforcement.

2015/16		2016/17		
Net Expenditure £000		Gross Expenditure £000	Income £000	Net Expenditure £000
	Hampshire County Council			
39	- Highways	538	(528)	10
181	- On-Street Parking	242	(106)	136
<b>220</b>	<b>Agency Expenditure</b>	<b>780</b>	<b>(634)</b>	<b>146</b>

### 39. CAPITAL EXPENDITURE AND CAPITAL FINANCING

Capital expenditure is paid for (financed) in various ways including borrowing, the use of internal resources, the receipt of grant and directly from revenue income. Capital expenditure on behalf of other authorities is recharged directly to them.

The Capital Financing Requirement shows the overall indebtedness of the Council. This debt need not be external loans that have been raised but can be internal funds that the Council has used temporarily instead of raising debt. The expectation is that borrowing may be required in the future.

## NOTES TO THE ACCOUNTS

This table sets out the transactions required for the financing of capital expenditure and permitted adjustments for each year.

	2015/16		2016/17	
	£000	£000	£000	£000
<b>Opening Capital Financing Requirement</b>		148,287		147,757
<b>Capital Investment</b>				
Property, Plant and Equipment Assets	14,083		16,945	
REFCUS	2,039	16,122	1,209	18,154
<b>Sources of Finance</b>				
Capital Receipts	(1,794)		(4,414)	
Government Grants	(918)		(1,386)	
Revenue Contributions	(5,214)		(5,178)	
Major Repairs Reserve	(5,346)		(5,362)	
Developers' Contributions	(2,361)	(15,633)	(699)	(17,039)
<b>Other Adjustments for the Repayment of Debt</b>				
Voluntary Revenue Provision		(1,019)		(1,017)
<b>Closing Capital Financing Requirement</b>		<b>147,757</b>		<b>147,855</b>

Explanation of movements in Year	2015/16	2016/17
	£000	£000
Increase in underlying need to borrow (unsupported by Government financial assistance)	489	1,115
Reduction (-)/increase in need to borrow because of Voluntary Revenue Provision and adjustments	(1,019)	(1,017)
	(530)	98

Where applicable the Council is required to set aside a revenue provision for the redemption of debt and for a future borrowing requirement if external debt has not actually been raised.

The Council has a choice in the method of calculating the provision and has chosen the one that represents the depreciation calculation of those assets financed by the debt. Therefore, when the value of the asset financed by debt has been fully depreciated the amount of the revenue provision that has been set aside will be sufficient to repay the loan for that asset.

New vehicles, plant and equipment, above a de minimis level of £10,000, are funded by a future borrowing requirement. In order to make a provision to repay this future requirement a voluntary revenue provision is made. This sum was £1.017 million in 2016/17 and was charged to the General Fund.

There is no requirement for a revenue provision to be charged on outstanding debt for the Housing Revenue Account (HRA).

## NOTES TO THE ACCOUNTS

### 40. CONTINGENT ASSETS

The Council is unaware of any Contingent Assets as at the Balance Sheet date.

### 41. CONTINGENT LIABILITIES

In April 2012 the Dibden Golf Course staff transferred to Mytime Active, who gained admitted body status to the Hampshire County Council Government Pension Scheme. New Forest District Council is the sponsoring body, acting as guarantor for any contributions to the Pension Fund should they not be paid by Mytime Active. As at the end of March 2017 no such guarantee has been exercised.

In November 2014 the Employment Appeal Tribunal ruled that holiday pay should include non-guaranteed overtime (i.e. overtime, which is not guaranteed by the employer, but the worker is obliged to work, if offered). This may have implications when employees are required to work overtime as a regular part of their job. The Council has put in place arrangements to calculate holiday payments required as a result of contractual standby. The Council is awaiting further case law regarding regular overtime (which is neither contractual nor guaranteed) which should give further details on the impact this may have. No provision has been made for this contingency.

### 42. DEFINED BENEFIT PENSION SCHEME

#### a) Participation in Pension Scheme

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

The Council participates in the Hampshire County Council Pension Scheme. This is a funded scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with the investment assets.

## NOTES TO THE ACCOUNTS

### b) Transactions Relating to Post-employment (Retirement) Benefits

The Council recognises the cost of retirement benefits in the Net Cost of Services when employees earn them, rather than when the benefits are eventually paid out as pensions. However, the charge required to be made against the General Fund is based on the cash payable in the year, so the real cost of retirement benefits is reversed out of the Comprehensive Income and Expenditure Account via the Movement in Reserves Statement. The following transactions have been made during the year:

	2015/16	2016/17
	£ million	£ million
<b>Comprehensive Income and Expenditure Statement</b>		
<b>Cost of Services</b>		
<b>Service cost comprising:</b>		
Current service cost	4.780	4.460
Past service cost	0.180	0.268
<b>Financing and Investment Income and Expenditure</b>		
Net Interest expense	2.520	2.530
<b>Total Post Employment Benefits Charged to the Surplus or Deficit on the Provision of Services</b>	7.480	7.258
<b>Other Post Employment Benefits Charged to the Comprehensive Income and Expenditure Statement</b>		
<b>Remeasurement of the net defined benefit liability comprising:</b>		
Return on plan assets (excluding the amount included in the net interest expense)	2.360	(28.510)
Actuarial (Gains) / Losses arising on changes in demographic assumptions	0.000	(3.080)
Actuarial (Gains) / Losses arising on changes in financial assumptions	(7.530)	42.350
Actuarial (Gains) / Losses due to liability experience	(2.110)	(3.390)
<b>Total Net Defined Benefit Liability Re-measured</b>	(7.280)	7.370
<b>Total Post Employment Benefits Charged to the Comprehensive Income and Expenditure Statement</b>	0.200	14.628
<b>Movement in Reserves Statement</b>		
Reversal of net charges made to the Surplus or Deficit on the Provision of Services for post employment benefits in accordance with the Code	4.182	(10.075)
<b>Actual amount charged against the General Fund</b>		
<b>Balance for pensions in the year</b>		
Employer's contributions payable to scheme	<b>4.382</b>	<b>4.553</b>

## NOTES TO THE ACCOUNTS

### c) Pensions Assets and Liabilities Recognised in the Balance Sheet

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

Assets and Liabilities	31 March 2016	31 March 2017
	£ million	£ million
Present value of the defined benefit obligation	(210.688)	(252.006)
Fair value of plan assets	134.107	165.350
<b>Net liability arising from defined benefit obligation</b>	<b>(76.581)</b>	<b>(86.656)</b>

The liabilities show the underlying commitments that the Council has in the long-run to pay post employment retirement benefits. The total net liability of £86.656 million has a substantial impact on the net worth of the Council as recorded in the Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy, as the deficit on the scheme will be made good by increased contributions over the remaining working life of employees, as assessed by the scheme actuary.

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

	2015/16	2016/17
	£ million	£ million
<b>Opening balance at 1 April</b>	(214.678)	(210.688)
Current Service Cost	(4.780)	(4.460)
Past Service Cost	(0.180)	(0.268)
Interest Cost	(6.780)	(7.060)
Contributions from scheme Participants	(1.250)	(1.240)
Remeasurement (Gains) and Losses:		
Actuarial Gains/(Losses) arising from changes in financial assumptions	7.530	(42.350)
Actuarial Gains/(Losses) due to liability experience	2.110	3.390
Actuarial Gains/(Losses) arising from changes in demographic assumptions	0.000	3.080
Benefits Paid	7.340	7.590
<b>Closing balance at 31 March</b>	<b>(210.688)</b>	<b>(252.006)</b>



## NOTES TO THE ACCOUNTS

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

	2015/16	2016/17
	£ million	£ million
<b>Opening fair value of scheme assets at 1 April</b>	133.915	134.107
Interest Income	4.260	4.530
<b>Remeasurement gain/(loss):</b>		
The return on plan assets, excluding the amount included in the net interest expense	(2.360)	28.510
Contributions from employer	4.382	4.553
Contributions from employees into the scheme	1.250	1.240
Benefits paid	(7.340)	(7.590)
<b>Closing fair value of scheme assets at 31 March</b>	<b>134.107</b>	<b>165.350</b>

### d) Local Government Pension Scheme assets (fair value) comprised

31 March 2016		Assets	31 March 2017	
£ million	%		£ million	%
6.30	4.7	Cash and Cash Equivalents	5.62	3.4
75.50	56.3	Equity Investments	99.71	60.3
34.47	25.7	Government Bonds	41.67	25.2
2.82	2.1	Corporate Bonds	2.31	1.4
11.00	8.2	Property	10.75	6.5
4.02	3.0	Other Assets	5.29	3.2
<b>134.11</b>	<b>100.0</b>	<b>Total Assets</b>	<b>165.35</b>	<b>100.0</b>

## NOTES TO THE ACCOUNTS

### e) Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. The liabilities have been assessed by AON Hewitt Limited, an independent firm of actuaries, estimates for the Fund being based on the latest full valuation of the scheme as at 31 March 2016.

The main assumptions used in their calculations have been:

Financial Assumptions	31 March 2016	31 March 2017
	%	%
Rate of inflation - RPI	2.9	3.1
- CPI	1.8	2.0
Rate of increase in salaries	3.3	3.5
Rate of increase in pensions	1.8	2.0
Rate of increase in deferred pensions	1.8	2.0
Rate of discounting scheme liabilities	3.4	2.6

Mortality Assumptions	31 March 2016	31 March 2017
	Years	Years
Longevity at 65 for current pensioners		
Males	24.6	24.0
Females	26.4	27.0
Longevity at 65 for future pensioners		
Males	26.7	26.0
Females	28.7	29.3

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

Impact on the Defined Benefit Obligation in the scheme	Increase in Assumption	Decrease in Assumption
	£ million	£ million
Longevity (increase or decrease in 1 year)	7.14	(7.12)
Rate of inflation (increase or decrease by 0.1%)	3.67	(3.61)
Rate of increase in salaries (increase or decrease by 0.1%)	0.89	(0.89)
Rate of increase in pensions (increase or decrease by 0.1%)	3.67	(3.61)
Rate for discounting scheme liabilities (increase or decrease by 0.1%)	(4.48)	4.57

## NOTES TO THE ACCOUNTS

### f) Impact on the Authority's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The County Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 20 years. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed on 31 March 2019.

The Council anticipates paying standard contributions of £4.32 million to the fund for the accounting period ending 31 March 2017. In addition, estimated Strain on Fund contributions will be £370,000.

The weighted average duration of the defined benefit obligation for scheme members is 18.4 years (17.8 years 2015/16).

Further information on the Pension Fund can be obtained from:

Pensions Services

Hampshire County Council

The Castle

Winchester

SO23 8UB Telephone: (01962) 845588

### 43. EXTERNAL AUDIT COSTS

The following fees payable to the external auditors, Ernst & Young LLP, relating to external audit and inspection were incurred.

2015/16		2016/17
£000		£000
56	External audit services carried out by the appointed auditor	56
5	Certification of grant claims and returns	4
<b>61</b>		<b>60</b>

## NOTES TO THE ACCOUNTS

### 44. GRANTS INCOME

Details of income credited to the Comprehensive Income and Expenditure Statement are as follows:

2015/16		2016/17
<b>£000</b>	<b>Service Specific Revenue Grants and Contributions (included in cost of services)</b>	<b>£000</b>
	Department for Communities and Local Government	
0	Community Housing Fund	(976)
(566)	Disabled Facilities Grants	(657)
(280)	NNDR Collection	(282)
0	Council Tax Benefits Admin	(162)
(41)	Family Annex Grant	(53)
(134)	Reward Recycling Scheme	0
(60)	New Burdens Housing Benefits Grant	0
(25)	Other DCLG	(54)
	Department for Work and Pensions	
(624)	Housing and Council Tax Benefit Administration	(440)
(42,608)	Housing Benefit Subsidy	(41,300)
(154)	Discretionary Housing Payments	(205)
(7)	Other DWP	(130)
	Other Government Grants	
(58)	Individual Electoral Registration	(29)
(71)	Repairs and Renewals Grant	0
<b>(44,628)</b>	<b>Total Government Grants</b>	<b>(44,288)</b>
	Other Grants and Contributions	
(322)	Project Integra - Recycling	(421)
(1,243)	Developers' Contributions	(627)
(9)	Improvement Grants	0
(11)	Universal Tax Credits (CAB)	0
(37)	Other	(32)
<b>(1,622)</b>	<b>Total Other Grants and Contributions</b>	<b>(1,080)</b>
<b>(46,250)</b>	<b>Total Service Revenue Grants and Contributions</b>	<b>(45,368)</b>

## NOTES TO THE ACCOUNTS

2015/16		2016/17
<b>£000</b>	<b>Non-Ringfenced Revenue Government Grants</b>	<b>£000</b>
	Non Domestic Rates Income and Expenditure	
22,522	Tariff	22,706
(24,851)	Retention Scheme Income	(24,761)
0	Surplus Business Rates Distributed from Pool	(1,194)
(1,810)	S31 Grant	(1,375)
<b>(4,139)</b>		<b>(4,624)</b>
	Department for Communities and Local Government	
(2,964)	Revenue Support Grant	(1,765)
(1,935)	New Homes Grant	(2,205)
0	Transition Grant	(111)
(117)	Council Tax Freeze Grant	0
(8)	Transparency Code Grant	(8)
(24)	New Burdens Assets of Community Value	0
(3)	Right To Move	0
<b>(5,051)</b>		<b>(4,089)</b>
<b>(9,190)</b>	<b>Total Non-Ringfenced Revenue Government Grants</b>	<b>(8,713)</b>
	<b>Capital Grants and Contributions</b>	
(254)	Coast Protection	(282)
0	Milford Beach Huts	(422)
(79)	Eling Tide Mill	(13)
(40)	Domestic Abuse	0
36	One Site	0
(1,411)	Developers' Contributions	(403)
(267)	Community Infrastructure Levy	(507)
0	Ringwood Gateway	(12)
(67)	Capital Receipts	(156)
<b>(2,082)</b>	<b>Total Capital Grants and Contributions</b>	<b>(1,795)</b>
<b>(57,522)</b>	<b>Total Grants and Contributions Income</b>	<b>(55,876)</b>

### 45. LEASES

#### Finance Leases with the Council acting as Lessee

In 2016/17 there were no rental payments to lessors for Finance Leases.

## NOTES TO THE ACCOUNTS

### Operating Leases with the Council acting as Lessee

The Council has acquired 18 properties by entering into operating leases. The assets are not owned by the Council and no asset is recorded in the Council's accounts.

Future minimum lease payments due under the non-cancellable leases in future years are:

Lease Rental Payments for:	31 March 2016	31 March 2017
	£000	£000
Not later than one year	93	96
Later than one year but not later than 5 years	339	338
Later than 5 years	668	572
<b>Total Lease Rentals</b>	<b>1,100</b>	<b>1,006</b>

Expenditure of £93,082 was charged to the Comprehensive Income and Expenditure Statement during the year (£106,808 in 2015/16).

### Operating Leases with the Council acting as Lessor

The Council leases out property and equipment under operating leases for the provision of community services and economic development.

The future minimum lease payments receivable under the material leases in future years are:

Lease Rental Payments for:	31 March 2016	31 March 2017
	£000	£000
Not later than one year	540	559
Later than one year but not later than 5 years	2,113	2,138
Later than 5 years	29,195	28,665
<b>Total Lease Rentals</b>	<b>31,848</b>	<b>31,362</b>

The portion of the lease rental for Hythe Marina that is based on a profit share basis has not been included in this table. As the profit cannot be accurately projected over the 972 year term of the lease any estimate will be inaccurate and therefore has been omitted. The income for 2016/17 was £124,193 (2015/16 £120,141).

There are 9 leases that are not included in this table, that have little value or contain an immediate break clause.

## 46. MEMBERS' ALLOWANCES

During 2016/17, payments to Members of the Council amounted to £476,122. For 2015/16 the equivalent amount was £477,740.

## NOTES TO THE ACCOUNTS

### 47. MINORITY INTEREST

At 31 March 2017, a New Forest District Council councillor was on the New Forest Enterprise Centre Ltd's board of 7 members with voting rights and therefore the Council had a minority interest.

### 48. NATURE AND EXTENT OF RISKS ARISING FROM FINANCIAL INSTRUMENTS

The Financial Liabilities and Financial Assets disclosed in the Balance Sheet are analysed across the following categories:

#### Financial Liabilities

The financial liabilities held by the Council during the year were long-term loans from the Public Works Loan Board and are measured at amortised cost.

FINANCIAL LIABILITIES	Long-Term		Current	
	31 March 2016	31 March 2017	31 March 2016	31 March 2017
	£000	£000	£000	£000
Loans at amortised cost:				
PWLB principal sum borrowed	144,109	139,808	200	4,301
Accrued Interest	0	0	51	50
<b>Total Borrowing</b>	<b>144,109</b>	<b>139,808</b>	<b>251</b>	<b>4,351</b>
Liabilities at amortised cost:				
Trade Creditors	0	0	5,285	5,414
<b>Total Financial Liabilities</b>	<b>144,109</b>	<b>139,808</b>	<b>5,536</b>	<b>9,765</b>

#### Financial Assets

The financial assets held by the Council during the year are held under the following classifications:

Loans and Receivables comprising:

- Cash
- Bank current and notice accounts
- Loans to other local authorities

Available for Sale Financial Assets comprising:

- Money market funds
- Pooled equity and property funds
- Certificates of deposit and covered bonds issued by banks and building societies
- Bonds issued by multilateral development banks and large companies

## NOTES TO THE ACCOUNTS

FINANCIAL ASSETS	Long-Term		Current	
	31 March 2016	31 March 2017	31 March 2016	31 March 2017
	£000	£000	£000	£000
Loans and receivables:				
Principal at amortised cost	7,000	3,000	8,000	16,000
Accrued Interest	0	0	48	51
Available-for-sale investments:				
Principal at amortised cost	12,677	17,074	14,321	13,406
Accrued Interest	0	0	12	2
<b>Total Investments</b>	<b>19,677</b>	<b>20,074</b>	<b>22,381</b>	<b>29,459</b>
Loans and receivables:				
Cash	0	0	(1,333)	(1,402)
Cash equivalents at amortised cost	0	0	2,760	1,000
Available-for-sale investments:				
Cash equivalents at fair value	0	0	11,010	12,250
Accrued Interest	0	0	4	2
<b>Total Cash and Cash Equivalents</b>	<b>0</b>	<b>0</b>	<b>12,441</b>	<b>11,850</b>
Loans and receivables:				
Trade Debtors	0	0	3,634	3,107
<b>Total Financial Assets</b>	<b>19,677</b>	<b>20,074</b>	<b>38,456</b>	<b>44,416</b>

Accrued interest is already accounted for in the Comprehensive Income and Expenditure Account.

The gains and losses recognised in the Comprehensive Income and Expenditure Account in relation to financial instruments only are made up as follows:

	2015/16				2016/17			
	Financial Liabilities Amortised Cost	Financial Assets Loans and Receivables	Available for sale Assets	Total	Financial Liabilities Amortised Cost	Financial Assets Loans and Receivables	Available for sale Assets	Total
	£000	£000	£000	£000	£000	£000	£000	£000
<b>Interest Expense</b>	<b>4,505</b>	<b>0</b>	<b>0</b>	<b>4,505</b>	<b>4,500</b>	<b>0</b>	<b>0</b>	<b>4,500</b>
Interest Income	0	(140)	(349)	(489)	0	(174)	(312)	(486)
Dividend Income	0	0	(145)	(145)	0	0	(184)	(184)
<b>Interest and Investment Income</b>	<b>0</b>	<b>(140)</b>	<b>(494)</b>	<b>(634)</b>	<b>0</b>	<b>(174)</b>	<b>(496)</b>	<b>(670)</b>
Gains on revaluation	0	0	(132)	(132)	0	0	(148)	(148)
Losses on revaluation	0	0	32	32			35	35
<b>Impact in Other Comprehensive Income and Expenditure</b>	<b>0</b>	<b>0</b>	<b>(100)</b>	<b>(100)</b>	<b>0</b>	<b>0</b>	<b>(113)</b>	<b>(113)</b>
<b>Net (Gain)/Loss for the year</b>	<b>4,505</b>	<b>(140)</b>	<b>(594)</b>	<b>3,771</b>	<b>4,500</b>	<b>(174)</b>	<b>(609)</b>	<b>3,717</b>



## NOTES TO THE ACCOUNTS

### Financial Instruments Key Risks

The Council has adopted CIPFA's Code of Practice on Treasury Management (and subsequent amendments) and complies with The Prudential Code for Capital Finance in Local Authorities (both revised in November 2011).

As part of the adoption of the Treasury Management Code, the Council approves a Treasury Management Strategy before the commencement of each financial year. The Strategy sets out the parameters for the management of risks associated with Financial Instruments. The Council also produces Treasury Management Practices specifying the practical arrangements to be followed to manage these risks.

The Treasury Management Strategy includes an Annual Investment Strategy in compliance with the Department for Communities and Local Government guidance on Local Government Investments. This Guidance emphasises that priority is to be given to security and liquidity, rather than yield. The Council's Treasury Strategy and its Treasury Management Practices, seek to achieve a suitable balance between risk and return or cost.

The main risks covered are:

- Credit Risk – the possibility that one party to a financial instrument will fail to meet its contractual obligations, causing a loss for the other party.
- Liquidity Risk – the possibility that the Council might not have the cash available to make contracted payments on time
- Market Risk – the possibility that an unplanned financial loss might arise for the Council as a result of changes in such measures as interest rate movements or equity prices.

While the Council maintains responsibility for the Treasury Strategy a contract is held with the Hampshire County Council Treasury Team to administer the day-to-day Treasury function on behalf of the Council.

### Credit Risk - Investments

The Council manages credit risk by ensuring that investments are only placed with organisations of high credit quality as set out in the Treasury Management Strategy. These include commercial entities with a minimum long-term credit rating of BBB+, the UK government and other local authorities. Recognising that credit ratings are imperfect predictors of default, the Council has regard to other measures including credit default swap and equity prices when selecting commercial organisations for investment.

A limit of £8 million of the total portfolio is placed on the amount of money that can be invested with a single counterparty (other than the UK Government). For unsecured investments in banks, building societies and companies, a smaller limit of £4 million applies. The Council also sets limits on investments in certain sectors. No more than £25 million in total can be invested for a longer period than one year. These limits were set for 2016/17 on 22 February 2016.

## NOTES TO THE ACCOUNTS

The Council's maximum exposure to credit risk in relation to its investments in banks and building societies cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all of the Council's deposits, but there was no evidence at 31 March 2017 that this was likely to crystallise.

The credit quality of £20.57 million of the Council's investments is enhanced by collateral held in the form of covered bonds collateralised by residential mortgages. The collateral significantly reduces the likelihood of the Council suffering a credit loss on these investments.

The tables below summarise the credit risk exposures, including accrued interest, of the Council's investment portfolio by investing period and credit rating.

Counterparty	Balance invested as at 31 March 2017					
	Call Accounts	Up to 1 month	> 1 month and < 6 months	> 6 months and < 12 months	> 12 months	Total
	£000	£000	£000	£000	£000	£000
Banks	1,000	0	4,003	0	0	5,003
Money Market Funds	12,252	0	0	0	0	12,252
Local Authorities	0	1,002	6,023	5,011	3,013	15,049
Certificates of Deposit	0	0	2,002	0	0	2,002
Bonds	0	2,010	2,059	7,337	11,804	23,210
Pooled Funds	0	0	0	0	5,269	5,269
<b>Total</b>	<b>13,252</b>	<b>3,012</b>	<b>14,087</b>	<b>12,348</b>	<b>20,086</b>	<b>62,785</b>

Bond Ratings	Long-term		Short-term	
	31 March 2016	31 March 2017	31 March 2016	31 March 2017
	£000	£000	£000	£000
AAA	9,485	11,804	4,802	8,766
AA+	0	0	3,018	0
AA-	0	0	2,760	1,000
A+	0	0	4,510	1,581
A	0	0	2,003	6,005
A-	0	0	0	1,059
AAA Money Market Funds	0	0	11,014	12,252
Unrated local authorities	7,032	3,013	8,017	12,036
Unrated pooled funds	3,192	5,269	0	0
<b>Total</b>	<b>19,709</b>	<b>20,086</b>	<b>36,124</b>	<b>42,699</b>

## NOTES TO THE ACCOUNTS

The following analysis summarises the Council's maximum exposure to credit risk on other financial assets (Trade Debtors), based on experience of default, adjusted to reflect current market conditions. The Council also receives income and holds debts from Council Tax, Business Rates and for Housing Benefit overpayments. However, these are statutory debts and whilst the Council endeavours to collect this income, it cannot choose who its counterparties are in relation to these debts. Such statutory debts are not classified as financial instruments, and for this reason no reference to statutory debts is contained within the following tables.

Bond Ratings	Amount at 31 March 2017	Historical experience of default	Market Conditions at 31 March 2017	Estimated maximum exposure to default
	£000	%	%	£000
Trade Debtors	3,107	0.73%	0.97%	30
<b>Total</b>	<b>3,107</b>			<b>30</b>

No breaches of the Council's counterparty criteria occurred during the reporting period and the Council does not expect any losses from non-performance by any counterparties in relation to deposits.

### Trade Debtors

The Council does not generally allow credit for its trade debtors. The amount that is past its due date can be analysed by age as follows:

	31 March 2016	31 March 2017
	£000	£000
Less than three months	2,568	2,116
Three months to one year	528	501
More than one year	538	490
<b>Total</b>	<b>3,634</b>	<b>3,107</b>

The Council initiates a legal charge on property where tenants have amounts due on a Council mortgage used for the purchase of their Council dwelling. The total collateral at 31 March 2017 was £5,186.

Sundry Debtors bad debt provisions are based upon service areas for invoices that are still unpaid one year after they fall due, then adjusted for known changes and experience. Housing Rents bad debt provisions are based on percentages of the value of arrears for current and former tenants.

## NOTES TO THE ACCOUNTS

### Liquidity Risk

The Council manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the treasury and investment strategy reports), also through cash flow management procedures required by the CIPFA Code of Practice. This seeks to ensure that cash is available when needed.

In the event of an unexpected cash requirement the Council has ready access to borrowings from the money markets to cover any day-to-day cash flow need, and the PWLB and money markets for access to longer-term funds. The Council is also required to provide a balanced budget through the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments.

The maturity analysis of financial assets excluding accrued interest and sums due from customers is as follows:

	<b>31 March 2016</b>	<b>31 March 2017</b>
	<b>£000</b>	<b>£000</b>
Less than one year	36,091	42,656
Between one and two years	8,745	3,000
Between two and three years	5,238	11,805
Between three and four years	2,502	0
No fixed maturity date	3,192	5,269
<b>Total</b>	<b>55,768</b>	<b>62,730</b>

All trade and other payables (£3.107 million) are due to be paid in less than one year and are not shown in the table above.

### Refinancing and Maturity Risk

The Council maintains a significant debt and investment portfolio. Whilst the cash flow procedures above are considered against the refinancing risk procedures, longer-term risk to the Council relates to managing the exposure to replacing financial instruments as they mature. This risk relates to both the maturing of longer-term financial liabilities and longer-term financial assets.

The Council has ready access to borrowing at favourable rates from the Public Works Loan Board and other local authorities, and at higher rates from banks and building societies. There is no perceived risk that the Council will be unable to raise finance to meet its commitments. It is however exposed to the risk that it may need to refinance a significant proportion of its borrowing at a time of unfavourably high interest rates. This risk is managed by maintaining a spread of fixed rate loans, limiting the amount of the Council's borrowing that matures in any one financial year.

## NOTES TO THE ACCOUNTS

The maturity analysis of financial liabilities is as follows, with the maximum and minimum limits for fixed interest rates maturing in each period as approved by Council in the Treasury Management Strategy:

	Approved maximum limits 2016/17		Actual 31 March 2016		Actual 31 March 2017	
	£m	%	£m	%	£m	%
Less than one year	45	25	0.2	0	4.3	3
Between one and two years	45	25	4.3	3	4.3	3
Between two and five years	45	25	12.9	9	12.9	9
Between five and ten years	41	25	21.1	15	20.9	15
Between ten and twenty years	178	100	41.0	28	41.0	28
Between twenty and thirty years	178	100	41.0	28	41.0	28
Over thirty but not over forty years	178	100	23.8	17	19.7	14
<b>Total</b>			<b>144.3</b>	<b>100</b>	<b>144.1</b>	<b>100</b>

The minimum limits have been set at zero and the maximum limit for more than 10 years at 100%. This is to facilitate the premature repayment and replacement of all PWLB loans with a longer maturity profile should this be required. The 25% maximum limit on the other periods of less than 10 years is to ensure an even maturity profile of short and medium term borrowing.

### Market Risk

**Interest rate risk** – The Council is exposed to risk in terms of its exposure to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the Council. For instance, a rise in interest rates would have the following effects:

- Borrowings at variable rates – the interest charged to the Comprehensive Income and Expenditure Statement will rise. This Council undertook no short term cash flow borrowing in 2016/17 therefore applying the 1% variation would make no difference to the interest paid;
- Borrowings at fixed rates – the fair value of the liabilities borrowing will fall (no impact on revenue balances);
- Investments at variable rates – the interest income credited to the Comprehensive Income and Expenditure Statement will rise; and
- Investments at fixed rates – the fair value of the assets will fall (no impact on revenue balances).

Investments classed as ‘loans and receivables’ and loans borrowed are not carried at fair value, so changes in their fair value will have no impact on Comprehensive Income and Expenditure. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Surplus or Deficit on the Provision of Services. Movements in the fair value of fixed rate investments classed as ‘available for sale’ will be reflected in Other Comprehensive Income and Expenditure.

The Treasury Management Strategy aims to mitigate these risks by setting upper limits on its net exposures to fixed and variable interest rates. At 31 March 2017, all of the £144.109 million of principal borrowed was at fixed rates. The Council’s investments with less than one year to maturity (£42.50 million including accrued interest at 31 March 2017), floating rate notes held over one year (£8.50 million at 31 March 2017) and pooled funds (£5.05 million at 31 March 2017) are classed as being held at variable rates and exposed to interest rate risk.

## NOTES TO THE ACCOUNTS

If all interest rates had been 1% higher (with all other variables held constant) the financial effect would be:

	2015/16	2016/17
	£000	£000
Increase in interest receivable on variable rate investments	(432)	(510)
<b>Impact on Surplus or Deficit on the Provision of Services</b>	<b>(432)</b>	<b>(510)</b>
Decrease in fair value of available for sale financial assets	41	28
<b>Impact on Comprehensive Income and Expenditure Account</b>	<b>41</b>	<b>28</b>
Decrease in fair value of fixed rate borrowings liabilities (no impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure)	18,710	20,719

The approximate impact of a 1% fall in interest rates would be as above but with the movements being reversed.

**Price Risk** – The market prices of the Council's fixed rate bond investments are governed by prevailing interest rates and the market risk associated with these instruments is managed alongside interest rate risk.

The Council's investments in pooled property funds are subject to the risk of falling commercial property prices. This risk is limited by the Council's investment strategy. A fall in commercial property prices would result in a charge to Other Comprehensive Income and Expenditure but this would have no impact on the General Fund until the investment was sold.

The Council's investments in pooled equity funds are subject to the risk of falling share prices. This risk is limited by the Council's investment strategy. A fall in share prices would result in a charge to Other Comprehensive Income and Expenditure but this would have no impact on the General Fund until the investment was sold.

**Foreign Exchange Risk** – The Council has no financial assets or liabilities denominated in foreign currencies. It therefore has no exposure to loss arising from movements in exchange rates.

**Guarantor Risk** – The Council acts as a guarantor to a loan held by the New Forest Enterprise Centre Ltd at Rushington. The current estimated guarantee is £1.379 million and has 4 years remaining on the initial 30 year guarantee. The Enterprise Centre's financial position is currently healthy, no payment has been made to date under the guarantee and the value of the building more than offsets the current loan liability. The Council therefore considers the guarantee risk to be very low and has made no charge against its Comprehensive Income and Expenditure Account.

### **Fair value of Assets and Liabilities carried at Amortised Cost**

Financial assets classified as available for sale and all derivative assets and liabilities are carried in the Balance Sheet at fair value. For most assets, including bonds and shares in money market funds and other pooled funds, the fair value is taken from the market price. The fair values of other instruments have been estimated calculating the net present value of the remaining contractual cash flows at 31 March 2017, using the following method and assumption:

- Certificates of deposit and forward loan contracts have been discounted at market interest rates for instruments of similar credit quality and remaining term to maturity

## NOTES TO THE ACCOUNTS

Financial assets classified as loans and receivables and all non-derivative financial liabilities are carried in the Balance Sheet at amortised cost (in long-term assets/liabilities with accrued interest in current assets/liabilities). Their fair values have been estimated by calculating the net present value of the remaining contractual cash flows at 31 March 2017, using the following assumptions:

- Loans from the PWLB have been valued by discounting the contractual cash flows over the whole life of the instrument at the appropriate market rate for local authority loans.
- No early repayment or impairment is recognised.
- The fair value of short-term investments, including trade payables and receivables is assumed to approximate to the carrying amount given the low and stable interest rate environment.
- The fair values of long-term investments have been discounted at the market rates for similar instruments with similar remaining terms to maturity on 31 March.

The fair values are shown in the table below, split by their level in the fair value hierarchy:

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

	Fair Value Level	31/03/2016		31/03/2017	
		Carrying £000	Fair value £000	Carrying £000	Fair value £000
PWLB debt	2	(144,310)	(155,428)	(144,109)	(170,828)
Accrued Interest		(50)	(50)	(50)	(50)
Trade Creditors		(5,285)	(5,285)	(5,414)	(5,414)
<b>Total Financial Liabilities</b>		<b>(149,645)</b>	<b>(160,763)</b>	<b>(149,573)</b>	<b>(176,292)</b>
Money Market Funds	1	11,014	11,014	12,252	12,252
Bond, Equity and Property Funds	1	3,192	3,192	5,269	5,269
Certificates of Deposit	2	5,512	5,512	2,002	2,002
Corporate, Covered and Government Bonds	2	18,306	18,306	23,210	23,210
Long-Term Loans to Local Authorities	2	7,031	7,094	3,013	3,045
Assets for which fair value is not disclosed		10,777	10,777	17,039	17,039
<b>Total Investments</b>		<b>55,832</b>	<b>55,895</b>	<b>62,785</b>	<b>62,817</b>
Other Cash and Cash Equivalents		(1,333)	(1,333)	(1,402)	(1,402)
Trade Debtors		3,634	3,634	3,107	3,107
Short-Term Debtors		245	245	226	226
Long-Term Debtors	2	1,956	2,050	1,787	1,864
<b>Total Financial Assets</b>		<b>60,334</b>	<b>60,491</b>	<b>66,503</b>	<b>66,612</b>

The fair value of financial liabilities held at amortised cost is higher than the carrying amount because the Council's portfolio of loans includes a number of loans where the interest rate payable is higher than the current rates available for similar loans as at the Balance Sheet date.

## NOTES TO THE ACCOUNTS

The fair value of financial assets held at amortised cost is higher than the balance sheet carrying amount because the interest rate on similar investments is now lower than that obtained when the investment was originally made.

The fair value of short-term financial assets, including trade receivables, is assumed to approximate to the carrying amount.

The fair value adjustment is a note to the accounts only; no accounting entry is required.

### 49. OFFICERS' REMUNERATION

The senior employees whose salary exceeded £50,000 per annum for 2016/17 are shown in the table below.

2016/17	Notes	Salary (including fees and allowances)	Compensation for loss of office	Total Remuneration excluding pension contributions	Pension contributions	Total Remuneration including pension contributions
		£	£	£	£	£
Chief Executive	a	108,767	0	108,767	14,248	123,015
Returning Officer	a	14,244	0	14,244	0	14,244
		123,011	0	123,011	14,248	137,259
Service Manager - Finance and Audit (S151)	b	51,534	0	51,534	6,634	58,168
Executive Head - Economy, Planning and Housing		76,837	0	76,837	10,066	86,903
Executive Head - Governance and Regulation		76,837	0	76,837	10,066	86,903
Executive Head - Operations (Deputy Chief Executive)		82,918	0	82,918	10,862	93,780
Executive Head - Resources		76,837	0	76,837	10,066	86,903
Head of Housing and Customer Services	c	1,586	55,037	56,623	168	56,791
		<b>489,560</b>	<b>55,037</b>	<b>544,597</b>	<b>62,110</b>	<b>606,707</b>

In 2016/17 and 2015/16 the Employer's Pension Contributions were 13.10%.  
There were no Bonuses or Benefits in Kind paid in 2016/17 or 2015/16.

- a) The Chief Executive undertook the Returning Officer role.
- b) The Service Manager – Finance and Audit (S151) commenced this post on 5 April 2016. The annualised salary for the post is £53,275. Up to 4 April 2016 the S151 role was undertaken by the Chief Executive.
- c) The Head of Housing and Customer Services left on 7/4/2016. The annualised salary for the post was £68,736.



## NOTES TO THE ACCOUNTS

The figures for 2015/16 were:

2015/16	Notes	Salary (including fees and allowances)	Compensation for loss of office	Total Remuneration excluding pension contributions	Pension contributions	Total Remuneration including pension contributions
		£	£	£	£	£
<b>New Structure:</b>						
Chief Executive (S151)	d	45,965	0	45,965	6,011	51,976
Executive Head - Economy, Planning and Housing	e	22,700	0	22,700	2,974	25,674
Executive Head - Governance and Regulation	f	22,700	0	22,700	2,974	25,674
Executive Head - Operations (Deputy Chief Executive)	g	24,409	0	24,409	3,198	27,607
Executive Head - Resources	h	22,700	0	22,700	2,974	25,674
<b>Previous Structure:</b>						
Chief Executive	i	73,288	0	73,288	0	73,288
Returning Officer	i	27,494	0	27,494	0	27,494
		100,782	0	100,782	0	100,782
Executive Director	j	49,788	57,100	106,888	6,979	113,867
Executive Director (S151)	k	53,009	0	53,009	6,673	59,682
Head of Communities and Employment	l	57,123	65,229	122,352	6,735	129,087
Head of Environment Services	m	46,965	0	46,965	5,898	52,863
Head of Housing and Customer Services	c	68,736	0	68,736	8,642	77,378
Head of Human Resources	n	46,965	0	46,965	5,898	52,863
Head of Information and Communication Technology	o	47,771	17,769	65,540	142,040	207,580
Head of Legal and Democratic Services	p	48,226	0	48,226	6,064	54,290
Head of Planning and Transportation	q	46,965	0	46,965	5,898	52,863
Head of Property Services	r	66,938	0	66,938	8,407	75,345
Head of Public Health and Community Safety	s	57,130	55,383	112,513	6,961	119,474
		<b>828,872</b>	<b>195,481</b>	<b>1,024,353</b>	<b>228,326</b>	<b>1,252,679</b>

- i) The former Chief Executive undertook the Returning Officer role in the previous structure for 2015/16.
- j) This Executive Director worked 22.5 of the 37 hours full-time equivalent.

## NOTES TO THE ACCOUNTS

Following the new Chief Executive commencing on 24 October 2015 there was a senior management review. The table below gives details of the annualised salaries, excluding pension contributions, for the posts in both the new and previous structures with regard to the table on page 89.

<b>New Structure:</b>		Post Commencement Date	Annualised Salary £
Chief Executive	d	24/10/2015	104,721
Executive Head - Economy, Planning and Housing	e	14/12/2015	76,076
Executive Head - Governance and Regulation	f	14/12/2015	76,076
Executive Head - Operations (Deputy Chief Executive)	g	14/12/2015	82,076
Executive Head - Resources	h	14/12/2015	76,076
			415,025
<b>Previous Structure:</b>		Post End Date	
Chief Executive	i	23/10/2015	122,370
Executive Director	j	04/01/2016	94,351
Executive Director	k	23/10/2015	94,351
Head of Communities and Employment	l	19/01/2016	66,938
Head of Environment Services	m	13/12/2015	66,938
Head of Housing and Customer Services	c	07/04/2016	68,736
Head of Human Resources	n	13/12/2015	66,938
Head of Information and Communication Technology	o	03/12/2015	66,938
Head of Legal and Democratic Services	p	13/12/2015	68,736
Head of Planning and Transportation	q	13/12/2015	66,938
Head of Property Services	r	31/03/2016	66,938
Head of Public Health and Community Safety	s	29/01/2016	66,938
			917,110

The other officers whose remuneration, including termination benefit costs but excluding pension contributions, was above £50,000 were:

Remuneration Band	Number of Employees			
	2015/16		2016/17	
	Left During Year	Total	Left During Year	Total
£ 50,000 - £ 54,999	0	13	0	14
£ 55,000 - £ 59,999	0	2	2	4
£ 60,000 - £ 64,999	1	1	2	2
£ 75,000 - £ 79,999	0	0	1	1
£100,000 - £104,999	0	0	1	1
	1	16	6	22

## NOTES TO THE ACCOUNTS

### 50. TERMINATION BENEFITS

The Council terminated the contracts of 38 employees in 2016/17, incurring costs of £972,945 (26 employees, £496,537 in 2015/16). Further provision at 31 March 2017 has been made for 13 terminations costing £350,000 which have been committed to, but for which payments will be incurred in 2017/18.

Exit Package Cost Band (including special payments)	Number of Compulsory Redundancies	Number of Other Departures Agreed	Total Number of Exit Packages by Cost Band	Total Cost of Exit Packages in Each Band £
<b>2016/17</b>				
£0 - £20,000	4	17	21	147,177
£20,001 - £40,000	3	7	10	302,031
£40,001 - £60,000	1	2	3	138,037
£60,001 - £80,000	0	2	2	136,360
£80,001 - £200,000	1	1	2	249,340
<b>Total</b>	<b>9</b>	<b>29</b>	<b>38</b>	<b>972,945</b>
<b>2015/16</b>				
£0 - £20,000	10	9	19	56,917
£20,001 - £40,000	1	1	2	61,714
£40,001 - £60,000	3	0	3	158,541
£60,001 - £200,000	0	2	2	219,365
<b>Total</b>	<b>14</b>	<b>12</b>	<b>26</b>	<b>496,537</b>

### 51. RELATED PARTIES

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

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 funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties. Details of transactions with government departments are set out in note 44.

During 2016/17 the Council provided office accommodation, financial services (including Internal Audit), human resources and geographical information system support to New Forest National Park Authority. The total income received, including these services, for 2016/17 was £302,000. In 2015/16 revenue was £367,000, as it included S151 Officer services and Tourism funding. The New Forest National Park Authority provided Trees and Ecology Services, other miscellaneous services and commenced providing Building Design and Conservation and Ranger services to the Council which cost £265,000 (£242,000 in 2015/16).

## NOTES TO THE ACCOUNTS

Members of the Council have direct control over the Council's financing and operating policies. The total of members' allowances paid is shown in note 46. During 2016/17 £440 (2015/16 £11,000) was paid to companies in which 1 member (2015/16 3 members) had an interest. In addition, payments of £57,630 (2015/16 £11,500) were paid to organisations in which members have an interest, but on which there is no Council representative. One member elected in May 2015 is employed by the Council's bank; this contract was tendered and commenced in December 2014. There were no material transactions with any chief officers during the year.

### 52. REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE

This note relates to capital expenditure that does not result in the Council owning tangible fixed assets. Such expenditure is required to be treated as revenue expenditure in accordance with the SORP but under statute can be funded from capital resources.

	Charged to revenue 2016/17 £000	Capital resource funding 2016/17 £000
Housing		
- Improvement Grants	698	698
General Fund		
- Leisure Schemes	474	474
- Transportation	37	37
	<b>1,209</b>	<b>1,209</b>

### 53. HERITAGE ASSETS

The Code of Practice on Local Authority Accounting in the United Kingdom adopted FRS 30 Heritage Assets in 2011/12. The Council considered its assets and identified 51 paintings and 37 other items of civic regalia which could fall within the definition of Heritage Assets. The Council believes that the value of these assets, which are insured for a sum up to £269,700, would not be material to the financial statements and that obtaining actual valuations for the assets would involve a disproportionate cost in comparison to the benefits to the users of the Council's financial statements. The assets have therefore not been recognised on the Balance Sheet. The Council has no intention of selling any of these assets.

### 54. ASSETS HELD FOR SALE

Land, which previously was used for the Cussens Centre, was included in Assets Held for Sale in 2015/16 and was sold during 2016/17.

### 55. AUTHORISATION OF ACCOUNTS FOR ISSUE

This Statement of Accounts was authorised for issue on 25 August 2017 by Cllr A O'Sullivan and Mr A Bethune. There have been no known material events after the Balance Sheet date.

**HOUSING REVENUE ACCOUNT  
INCOME AND EXPENDITURE ACCOUNT**

2015/16		Notes	2016/17
£000			£000
	<b>Income</b>		
(26,518)	Dwelling rents		(26,286)
(699)	Non-dwelling rents		(721)
(735)	Charges for services and facilities		(743)
(328)	Contributions towards expenditure		(279)
<b>(28,280)</b>			<b>(28,029)</b>
	<b>Expenditure</b>		
4,220	Repairs and maintenance	3	4,236
5,193	Supervision and management		4,633
36	Rents, rates, taxes and other charges		43
6,503	Depreciation, impairment and revaluation of non-current assets	4	(25,349)
18	Debt Management Costs		17
61	Movement in the allowance for bad debts		66
<b>16,031</b>			<b>(16,354)</b>
<b>(12,249)</b>	<b>Net Cost of HRA Services as included in the Comprehensive Income and Expenditure Statement</b>		<b>(44,383)</b>
74	HRA services' share of Corporate and Democratic Core		76
<b>(12,175)</b>	<b>Net Expenditure for HRA Services</b>		<b>(44,307)</b>
	<b>HRA share of the Operating Income and Expenditure included in the whole authority Net Expenditure of Continuing Operations but not allocated to specific services</b>		
(1,346)	(Gain) / Loss on sale of HRA non-current assets		(1,638)
4,466	Interest payable and similar charges		4,467
(64)	Interest and investment income		(90)
451	Net interest on the net defined benefit liability / (asset)	5	477
(13)	Income and expenditure in relation to investment properties and changes in their fair value		(13)
(1,260)	Capital Grants and Contributions Receivable		(279)
<b>(9,941)</b>	<b>(Surplus) or Deficit for the year on HRA services</b>		<b>(41,383)</b>

## NOTES TO THE HOUSING REVENUE ACCOUNT

### 1. HOUSING REVENUE ACCOUNT ASSETS

#### a) Categorised by type of accommodation

31 March 2017	Houses	Bungalows	Flats	Total
Bedsits	0	0	178	178
1 Bedroom	1	363	756	1,120
2 Bedrooms	717	501	409	1,627
3 Bedrooms	1,948	18	6	1,972
4+ Bedrooms	134	1	0	135
<b>Total</b>	<b>2,800</b>	<b>883</b>	<b>1,349</b>	<b>5,032</b>

31 March 2016	Houses	Bungalows	Flats	Total
Bedsits	0	0	194	194
1 Bedroom	1	363	760	1,124
2 Bedrooms	714	498	408	1,620
3 Bedrooms	1,947	18	6	1,971
4+ Bedrooms	132	1	0	133
<b>Total</b>	<b>2,794</b>	<b>880</b>	<b>1,368</b>	<b>5,042</b>

#### b) Open Market Value with vacant possession

The following analysis shows the value of dwellings within the HRA if they were sold on the open market with vacant possession.

	1 April 2015	1 April 2016
	£000	£000
<b>Council Housing Assets</b>		
Standard Dwellings	888,292	901,899
Restricted Housing	67,499	68,356
Special Housing	3,093	3,017
Garages	8,928	8,715
	<b>967,812</b>	<b>981,987</b>
<b>Other Assets</b>		
Investment Property	183	183
Land and Other Buildings	595	705
Community Centre	57	57
	<b>835</b>	<b>945</b>
	<b>968,647</b>	<b>982,932</b>

## NOTES TO THE HOUSING REVENUE ACCOUNT

### c) Gross Value and Number by Type of HRA Assets

This analysis shows the gross value and number by types of dwelling within the HRA. The Balance Sheet value is less than the open market value as it reflects the economic cost to government of providing council housing at less than open market rents.

	1 April 2016		31 March 2017	
	Number of Units	Value £000	Number of Units	Value £000
<b>Council Housing Assets</b>				
Standard Dwellings	4,455	288,608	4,480	331,163
Restricted Housing	568	21,874	533	24,415
Special Housing	19	3,017	19	3,247
Garages	1,800	8,715	1,796	8,696
	<b>6,842</b>	<b>322,214</b>	<b>6,828</b>	<b>367,521</b>
<b>Other Assets</b>				
Investment Property	1	183	1	183
Land and Other Buildings	10	595	12	1,305
Community Centre	1	57	1	57
	<b>12</b>	<b>835</b>	<b>14</b>	<b>1,545</b>
<b>Total</b>	<b>6,854</b>	<b>323,049</b>	<b>6,842</b>	<b>369,066</b>

### d) Capital Expenditure

	2015/16	2016/17
	£000	£000
Planned Maintenance of Housing Revenue Account Properties	4,279	4,266
Environmental Enhancements	630	2,308
New Build	1,125	2,551
New Standard Housing	7,061	4,136
Acquired Land	0	623
<b>Total</b>	<b>13,095</b>	<b>13,884</b>

### e) Funding of HRA Capital Expenditure

	2015/16	2016/17
	£000	£000
Revenue Contributions	4,897	5,178
Major Repairs Reserve	5,346	5,362
Developers' Contributions/Grant	1,248	188
Capital Receipts	1,604	3,156
<b>Total</b>	<b>13,095</b>	<b>13,884</b>

## NOTES TO THE HOUSING REVENUE ACCOUNT

### 2. RENT ARREARS

	31 March 2016	31 March 2017
	£000	£000
Rent Arrears		
- current tenants	325	315
- former tenants	352	257
	<b>677</b>	<b>572</b>
Less provision for bad debts	(463)	(380)
<b>Anticipated collectable arrears of rent</b>	<b>214</b>	<b>192</b>

### 3. HOUSING REPAIRS

The following table shows expenditure for the different categories of work undertaken on housing repairs:

	2015/16	2016/17
	£000	£000
Cyclical Maintenance	1,073	1,109
Reactive Maintenance	2,539	2,576
Disabled Facilities Grants	608	551
<b>Total</b>	<b>4,220</b>	<b>4,236</b>

The Council also undertook £4.266 million of housing works, which were treated as capital expenditure. The main categories of work were central heating, roof replacement and kitchen and bathroom modernisations.

### 4. HRA DEPRECIATION AND IMPAIRMENT OF FIXED ASSETS

#### a) Depreciation

The figures below show the depreciation charged to the Housing Revenue Account analysed over type of asset.

	2015/16	2016/17
	£000	£000
Standard Accommodation	4,913	4,930
Restricted Accommodation	373	374
Special Housing	53	52
	<b>5,339</b>	<b>5,356</b>
Other Buildings	6	6
	<b>5,345</b>	<b>5,362</b>
Offices (included in Supervision and Management costs)	1	1
<b>Total</b>	<b>5,346</b>	<b>5,363</b>



## NOTES TO THE HOUSING REVENUE ACCOUNT

### b) Impairment

In 2016/17 there was a net increase in Housing asset values credited to the Housing Revenue Account of £41.1 million but these were offset by capital expenditure not enhancing value of £10.389 million, to arrive at a net impairment credit of £30.711 million. This compares to a net debit of £1.158 million in 2015/16. In 2016/17 other net Housing asset valuation increases credited to the Revaluation Reserve were £9.727 million (£111,000 in 2015/16), predominantly in relation to a change in the Social Housing Existing Use Valuation percentage to 33%, from the previously used 32%.

	2015/16	2016/17
	£000	£000
<b>Housing Revenue Account/Capital Adjustment Account</b>		
Revaluation Increases	(9,891)	(41,100)
Revaluation Decreases	76	0
Net Revaluation (Increases)/Decreases	(9,815)	(41,100)
Capital Expenditure not enhancing asset value	10,973	10,389
<b>Total Housing Revenue Account Impairment</b>	<b>1,158</b>	<b>(30,711)</b>
<b>Revaluation Reserve</b>		
Revaluation Increases	(111)	(9,727)
<b>Total Revaluation Reserve</b>	<b>(111)</b>	<b>(9,727)</b>
<b>Total HRA Impairments/Revaluations</b>	<b>1,047</b>	<b>(40,438)</b>

### 5. HRA CONTRIBUTION TO/FROM THE PENSION RESERVE

The Council has applied IAS19 to the Housing Revenue Account. This means that service expenditure reflects the appropriate allocation of retirement costs earned in the year rather than actual employer's contributions made. An appropriation has been made from the Pensions Reserve to negate the impact on the Housing Revenue Account balance of all items. The following transactions have been made in the HRA:

	2015/16	2016/17
	£000	£000
Net Cost of Services:		
Current service cost	856	771
Past service cost	24	24
Net Operating Expenditure:		
Net Interest Expense	451	477
Amounts to be met from Government Grants and Local Taxation		
Movement on pensions reserve	(661)	(583)
<b>Actual amount charged against dwelling rents for pensions in the year:</b>		
<b>Employers' contributions payable to scheme</b>	<b>670</b>	<b>689</b>

## NOTES TO THE HOUSING REVENUE ACCOUNT

### 6. MAJOR REPAIRS RESERVE

The following table shows the movements on the Major Repairs Reserve.

	2015/16	2016/17
	£000	£000
<b>Balance 1 April</b>	<b>0</b>	<b>0</b>
Transferred to Reserve	5,346	5,362
Debits in respect of capital expenditure on land, houses and other property	(5,346)	(5,362)
<b>Balance 31 March</b>	<b>0</b>	<b>0</b>

### 7. CAPITAL RECEIPTS

Total Capital Receipts in respect of the Housing Revenue Account in 2016/17 amounted to £4.731 million (2015/16 was £3.556 million) after adjusting for administration and other costs.

The amount that was due to be paid over to the DCLG under the Local Government Act 2003, and included in this total, amounted to £0.579 million (2015/16 was £0.584 million), leaving Usable Capital Receipts of £4.152 million (2015/16 was £2.972 million).

	2015/16	2016/17
	£000	£000
Sale of Land	309	850
Sale of Council Houses	3,247	3,846
Discount Repaid	0	35
<b>Total Capital Receipts</b>	<b>3,556</b>	<b>4,731</b>
Payments due to DCLG (Local Government Act 2003)	(584)	(579)
<b>Usable Capital Receipts</b>	<b>2,972</b>	<b>4,152</b>

## COLLECTION FUND

The Collection Fund is an agent's statement that shows the transactions of the billing authority in relation to the collection of council tax and non-domestic rates from taxpayers and the distribution of the income to local authorities and the Government. While there is only one Collection Fund, separate statements have been shown for council tax and non-domestic rates due to the additional complexity of non-domestic rates transactions following the introduction of the Retention Scheme in 2013/14.

### COLLECTION FUND – COUNCIL TAX

The Council collects council tax for its own spending needs and on behalf of Hampshire County Council, Police and Crime Commissioner for Hampshire, Hampshire Fire and Rescue Authority and local town and parish councils.

2015/16			2016/17	
£000	£000		£000	£000
	(103,945)	<b>Income</b>		
		Income from Council Tax		(108,437)
		Transfers to / (from) General Fund:		
(9)		Flood Relief	(4)	
(39)		Family Annex Relief	(50)	
1	(47)	Transitional Relief	1	(53)
	<b>(103,992)</b>	<b>Total Income</b>		<b>(108,490)</b>
		<b>Expenditure</b>		
		Precepts:		
71,815		Hampshire County Council	75,153	
10,886		Police and Crime Commissioner for Hampshire	11,173	
4,247		Hampshire Fire And Rescue Authority	4,359	
15,618		New Forest District Council (including	16,162	
	102,566	town and parish council requirements)		106,847
		Bad and Doubtful Debts		
183		Write-offs	208	
(2)	181	Increase / (decrease) in provisions	7	215
		Contributions:		
	1,546	Previous year's estimated council tax surplus		928
	<b>104,293</b>	<b>Total Expenditure</b>		<b>107,990</b>
	<b>301</b>	<b>Movement on fund balance</b>		<b>(500)</b>
	(1,264)	(Surplus) / Deficit at 1 April		(963)
	301	Movement on fund balance for year		(500)
	<b>(963)</b>	<b>(Surplus) / Deficit at 31 March</b>		<b>(1,463)</b>

## COLLECTION FUND

### COLLECTION FUND – BUSINESS RATES

The Council collects business rates for its own spending needs and on behalf of the Government, Hampshire County Council and Hampshire Fire and Rescue Authority.

2015/16			2016/17	
£000	£000		£000	£000
		<b>Income</b>		
	(63,593)	Income collectable from Business Ratepayers Current System		(61,495)
	(1,614)	Transitional Protection Payments		(36)
	<u>(65,207)</u>	<b>Total Income</b>		<u>(61,531)</u>
		<b>Expenditure</b>		
31,865		Payments to DCLG - Business Rates Retention	32,806	
25,492		New Forest District Council	26,245	
5,735		Hampshire County Council	5,905	
637		Hampshire Fire And Rescue Authority	656	
280		Costs of Collection	282	
35		NFDC - Renewable Energy Schemes	25	
	64,044			65,919
		Bad and Doubtful Debts		
168		Write-offs	228	
18		Increase / (decrease) in provisions	66	
1,725		Appeals Provision	(6,060)	
	1,911			(5,766)
		Contributions:		
	41	Previous year's estimated business rates surplus		(927)
	<u>65,996</u>	<b>Total Expenditure</b>		<u>59,226</u>
	<u>789</u>	<b>Movement on fund balance</b>		<u>(2,305)</u>
	248	(Surplus) / Deficit at 1 April		1,372
	789	Movement on fund balance for year		(2,305)
	335	Government safety net contribution - New Forest District Council		0
	<u>1,372</u>	<b>(Surplus) / Deficit at 31 March</b>		<u>(933)</u>

## NOTES TO THE COLLECTION FUND

### 1. GENERAL

Any surplus or deficit in respect of Council Tax at the end of the year is, during the next year distributed between the billing authority and major precepting authorities in proportion to their precepts in the year the surplus or deficit occurred.

Any surplus or deficit in respect of Business Rates at the end of the year is distributed in accordance with the percentage allocations set out in note 5.

### 2. CALCULATION OF THE TAX BASE

The Council Tax charge for the year is calculated by dividing the Council's budget requirement by the Council's tax base.

The tax base is the number of chargeable dwellings in each valuation band (adjusted for dwellings where discounts apply) converted to an equivalent number of band D dwellings.

New Forest District Council's tax base for tax setting purposes was calculated as follows:

Band	Estimated number of Taxable Properties *	Ratio	Number of Band D Equivalent Properties
Disabled A	23.25	5/9	12.90
A	5,547.32	6/9	3,698.40
B	10,485.42	7/9	8,155.70
C	16,180.70	8/9	14,382.90
D	17,481.28	9/9	17,481.90
E	12,319.47	11/9	15,057.30
F	6,352.98	13/9	9,176.70
G	4,181.41	15/9	6,969.20
H	533.50	18/9	1,067.10
<b>Total</b>	<b>73,105.33</b>		<b>76,002.10</b>
Less: Adjustment for collection rates			843.90
Less: Council Tax Reduction Scheme			5,525.90
<b>Council Tax Base</b>			<b>69,632.30</b>

\* after adjusting for the effects of discounts and anticipated changes during the year for new properties, demolitions, disabled persons relief, exempt properties and successful appeals against valuations.

### 3. ACCOUNTING FOR THE COLLECTION FUND BALANCE – COUNCIL TAX

The opening balance on the Collection Fund for 2016/17 was a £963,000 surplus. The surplus at the end of the year is split between Hampshire County Council, New Forest District Council, Police and Crime Commissioner for Hampshire and Hampshire Fire and Rescue Authority.

In the Balance Sheet at 31 March 2017, the Council included the £1.463 million surplus on a disaggregated basis as a creditor of £1.242 million and a £221,000 attributable surplus within the Collection Fund Adjustment Account balance.

## NOTES TO THE COLLECTION FUND

### 4. PRECEPTS AND DEMANDS ON THE COLLECTION FUND – COUNCIL TAX

2015/16				2016/17		
Precept	Share of Surplus / (Deficit)	Total		Precept	Share of Surplus / (Deficit)	Total
£000	£000	£000		£000	£000	£000
71,815	674	72,489	Hampshire County Council	75,153	1,029	76,182
10,886	102	10,988	Police and Crime Commissioner for Hampshire	11,173	153	11,326
4,247	40	4,287	Hampshire Fire and Rescue Authority	4,359	60	4,419
15,618	147	15,765	New Forest District Council (including town and parish council requirements)	16,162	221	16,383
<b>102,566</b>	<b>963</b>	<b>103,529</b>		<b>106,847</b>	<b>1,463</b>	<b>108,310</b>

### 5. INCOME FROM BUSINESS RATEPAYERS

Under the arrangements for business rates, the Council collects non-domestic rates for its area, which are based on local rateable values multiplied by a uniform rate determined by the Government. The total amount, less certain reliefs and other reductions, is paid into the Collection Fund before being distributed to Central Government (50%), New Forest District Council (40%), Hampshire County Council (9%) and Hampshire Fire and Rescue Authority (1%).

The total non-domestic rateable value at 31 March 2017 was £155.531 million. The national non-domestic multiplier was 49.7p. This gave a potential business rate yield of £77.299 million. After allowing for items such as rateable value amendments, empty properties, small property reductions and transitional and charitable reliefs, the net amount of business rates collectable was £61.495 million.

### 6. ACCOUNTING FOR THE COLLECTION FUND BALANCE – BUSINESS RATES

The 2016/17 year end surplus balance on the Collection Fund was £933,000. The Council's share is a surplus of £373,000 and Central Government, Hampshire County Council and Hampshire Fire and Rescue Authority share a surplus balance of £560,000. Within the balance sheet the Council's share is shown within the Collection Fund Adjustment Account balance and the partners' share is netted off within creditors.

### 7. DEMANDS ON THE COLLECTION FUND – BUSINESS RATES

2015/16				2016/17		
Demand	Share of Surplus / (Deficit)	Total		Demand	Share of Surplus / (Deficit)	Total
£000	£000	£000		£000	£000	£000
31,885	(686)	31,199	Central Government	32,806	467	33,273
5,739	(123)	5,616	Hampshire County Council	5,905	84	5,989
638	(14)	624	Hampshire Fire and Rescue Authority	656	9	665
25,508	(549)	24,959	New Forest District Council	26,245	373	26,618
<b>63,770</b>	<b>(1,372)</b>	<b>62,398</b>		<b>65,612</b>	<b>933</b>	<b>66,545</b>

## **GLOSSARY OF TERMS**

### **Budget**

The Council's plans set out in financial terms. Both revenue and capital budgets are prepared, and are used to control and monitor expenditure and performance.

### **Capital Expenditure**

Expenditure on the purchase of assets, which will be of use or benefit to the Council/Community for longer than one year.

### **Capital Financing**

The raising of money to pay for capital expenditure.

### **Capital Receipts**

Proceeds from the sale of long-term assets e.g. land or buildings.

### **Direct Revenue Financing**

Financing of capital expenditure by a direct charge to a revenue account. This method of finance avoids borrowing.

### **Financial Reporting Standards (FRS)**

Accounting practices recommended by the major accounting bodies.

### **General Fund**

The section of the Council's accounts that covers services paid for by the Council Tax, Non-Domestic Rate and Revenue Support Grant.

### **Housing Revenue Account**

The account, which records all of the income and expenditure relating to the provision of council housing.

### **Impairment**

At the end of each year each asset is reviewed. Impairment is accounted for if there is evidence that there has been a reduction in value.

### **Lease**

A method of financing capital expenditure where a rental charge is paid for the use of an asset over a specified period of time. This rental covers a proportion of the capital cost of the asset, together with a return on the finance provided by the leasing company.

### **Long- term Assets**

An asset that has a life of more than one year.

## **GLOSSARY OF TERMS**

### **Long-term Investments**

Loans that the Council has given that are repayable after 364 days of the start of the financial year.

### **PWLB Debt**

Borrowing that is raised from the Public Works Loan Board, a UK Central Government organisation.

### **Revenue Support Grant (RSG)**

Grant paid by the Government to local authorities to help them finance the cost of their services. The system is designed so that if all local authorities spend at the level determined by the Government, the council tax would be the same across the country.

### **Revenue Expenditure/Income**

The costs or income relating to the day-to-day provision of services.

### **Short-term Investments**

Investments that the Council has made that are repayable within 364 days from the date of the original investment.

### **Short-term Loans**

Loans that the Council has raised that are repayable within 364 days of the start of the financial year.

### **Support Services**

The costs of professional, administrative and technical support given to the departments that provides services to the public.



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**THE ANNUAL GOVERNANCE STATEMENT  
NEW FOREST DISTRICT COUNCIL  
2016/17**

## 1. Scope of Responsibility

New Forest District Council is responsible for ensuring that its business is conducted in accordance with the law, proper standards are adhered to and that public money is safeguarded, properly accounted for and used economically, efficiently and effectively. It 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 best value. In discharging this overall responsibility New Forest District Council is required to have in place proper arrangements for the Governance of the Council's affairs, facilitating the effective exercise of its functions and arrangements for the management of risk.

New Forest District Council has approved and adopted a code of good governance, which is consistent with the principles of the CIPFA/SOLACE Framework "Delivering Good Governance in Local Government". This statement explains how New Forest District Council has complied with the code and also meets the requirements of regulation 13 of the Accounts & Audit Regulations 2015 in relation to the publication of a statement of corporate governance.

## 2. The Purpose of the Governance Framework

The governance framework comprises the systems and processes, as well as the culture and values, by which the authority is directed and controlled and its activities, through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievements 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 that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure in delivery of policies, achieving aims and objectives and can therefore only provide 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 materialising and the impact should they be realised, and to manage them efficiently, effectively and economically.

## 3. The Governance Framework

The good governance framework centres on the following 7 core principles:

<b>A</b>	Behaving with integrity, demonstrating strong commitment to ethical values and respecting the rule of law.
<b>B</b>	Ensuring openness and comprehensive stakeholder engagement.
<b>C</b>	Defining outcomes in terms of sustainable economic, social and environmental benefits.
<b>D</b>	Determining the interventions necessary to optimize the achievement of the intended outcomes.
<b>E</b>	Developing the entity's capacity, including the capability of its leadership and the individuals within it.
<b>F</b>	Managing risks and performance through robust internal control and strong public financial management.
<b>G</b>	Implementing good practices in transparency, reporting and audit to deliver effective accountability.

The Council's Corporate Plan "Delivering for our Communities", sets out the Council's overarching vision, values and strategy and sets out what the Council aims to achieve for the period 2016 - 2020. The Council aims to deliver good quality services that provide value for money and which are aligned to the needs and priorities of the local community.

The Council has in place a delivery plan of corporate plan aims, for which responsibility rested with the Service Managers during 2016/17 to deliver with their teams. The Executive Management Team oversees the performance and progress made against the delivery plan.

The Council is concerned to ensure quality of service delivery and uses a variety of mechanisms to assess this. This helps inform future service delivery.

The Council continually revises its Medium Term forecast according to latest information received around likely funding levels and expenditure increases. The Council's current strong financial position and on-going efficiencies programme (including the development of new income generation), in order to protect the front-line service delivery, underpinned by the healthy General Fund reserve will enable the Council to respond to changes accordingly.

The Council has also developed, over the years, a number of successful joint or collaborative working arrangements with the public and other agencies. This has continued into 2016/17 with the New Forest National Park Authority, the Ringwood Gateway and continued management arrangements for Internal Audit within three Dorset Councils.

The Council's Constitution sets out how the Council operates, including the roles, responsibilities and relationships between Council, the Executive (Cabinet), Audit Committee and other bodies such as the Overview and Scrutiny Panels and Officers in respect of policy and decision-making processes. There is a comprehensive scheme of delegations to officers to ensure timely decision-making. The Constitution also sets out details on Codes of Conduct and key policies such as Financial Regulations and Contract Standing Orders as to Contracts. It is important that the Council operates efficiently and transparently and is accountable to the local people.

The Constitution is reviewed and updated where opportunities for improvement are identified.

The Risk Management Framework is in place to ensure that risks to the Council in achieving its strategic objectives, both at a corporate and service level, are more consciously identified, assessed and managed. It aligns risk with existing arrangements, in particular the performance management framework with an assessment of risk forming part of the Service Planning processes.

In 2016 CIPFA/SOLACE carried out a review of their framework to ensure that it still reflects the environment in which Councils are operating and to also reflect the International framework which had been developed by CIPFA and the International Federation of Accountants (IFAC) in 2014. As a result of their review in April 2016 CIPFA/SOLACE published a new framework document "Delivering Good Governance in Local Government Framework 2016 Edition" with the key focus of governance processes and structures centring on the attainment of sustainable economic, societal and environmental outcomes. Council approved the revised code in April 2017 which follows the recommended text in the CIPFA/SOLACE framework.

#### **4. Review of Effectiveness**

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of senior officers within the authority who have responsibility for the development and maintenance of the governance environment, the Internal Audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

This Council has always maintained a strong internal control environment. It has long established principles on the way its business is conducted enabling good governance and control of risk. Factors that influence the control environment include; integrity, ethics, operating style and the way management and members assign responsibility and authority.

The review concluded:

1. The Constitution and other Council Policies were reviewed and improvements implemented including:
  - Service Risk Registers developed in line with Service restructure
  - Development of the Local Plan
  - Counter Fraud Strategy and Policy
2. Following the review initially conducted in 2015/16, the final appointments to the Council's new Executive and Service Management Team were made during 2016/17. Two adaptations were made within the year to the previously adopted structure, demonstrating the Council's willingness to be flexible and adapt to specific needs and requirements:
  - Due to the important work being undertaken in the Estates & Valuations Team, specifically with regard to income generation strategies being developed, a temporary Service Manager appointment was made in this area utilising existing in-house expertise from within the Legal Team.
  - An opportunity to realise an additional efficiency saving resulted in the 'Service Manager – Compliance & Coast' leaving the authority.
3. The Council's arrangements for financial management and reporting are sound and are well documented. Proposals for expenditure and income are supported by a business case. These are scrutinised initially by EMT and the Service Portfolio Holder prior to inclusion as a formal bid to Cabinet and the Council. The planning process also includes a review of proposals by the relevant Overview and Scrutiny Panels, before final proposals and the council tax levels are considered and approved by the Council each year.
4. Financial monitoring is achieved by regular budgetary control reports to nominated budget holders, Executive Management Team, the relevant Portfolio Holder, and the Cabinet. All elected Members have access to Cabinet Agendas and the financial reports; a process is in place to enable members to request additional, more detailed information and question any financial issues. Strong Overview and Scrutiny arrangements in place with an annual report published to Cabinet.
5. In line with the continuous improvement culture of the Council, it is recognised that all Members and Officers of the Council must have the skills, knowledge and capacity that they need to discharge their responsibilities effectively.
6. Following appointment in April the responsibility of S151 (Chief Financial Officer) was placed with the Service Manager – Finance & Audit. The Executive Head of Governance and Regulation is the Monitoring Officer. All committee reports are reviewed by members of the Executive Management Team, as well as being provided to the Executive Head of Governance and Regulation (who is also the Council's Solicitor), prior to any decisions being made. This safeguards the Council to ensure legal decisions are taken and that decisions consider the Council's corporate priorities and risks.
7. The Council's financial management arrangements conform to the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010). A review of the Council's Financial Regulations has been included on previous Annual Governance Statements. The Council's new Chief Financial Officer, having now been in post for a full 12 month period (a full cycle from budget setting to closedown), will complete this review with a targeted completion date of March 2018.

8. The Performance Management framework ensures strategic monitoring with a focus on organisational and service based indicators reflecting the aims and objectives of the Corporate Plan. Performance indicators are reviewed during the year.
9. The Audit Committee met regularly and training has been provided. Training is available to all members to ensure they are clear in their responsibilities in providing an independent assurance to the Council in relation to the effectiveness of the Council's internal control environment. In accordance with Regulation 6 of the Accounts and Audit (England) Regulations 2015.
10. Internal Audit forms part of the internal control framework. It is a mandatory function whose primary aim is to ensure that the Chief Financial Officer's responsibilities, to maintain proper control over the Council's financial affairs as defined by Section 151 of the Local Government Act 1972, are fully met. The Audit Committee has reviewed and approved the risk based audit plan and progress reports against the audit plan throughout the year. This risk based audit plan was also approved by the Section 151 Officer. The Committee has also received reports and updates from the External Auditor.
11. The Internal Audit team operates to the Standards as set out in the Public Sector Internal Audit Standards. Internal Auditors are trained and have acted independently, objectively and ethically at all times. The Internal Audit Charter was approved during the year.
12. The Principal Auditor's annual opinion report, concluded that whilst Internal Audit are unable to give absolute assurance, the results of the reviews completed during the year have resulted in an overall opinion that:
  - Arrangements are in place to ensure there is an adequate and effective framework of governance, risk management and control in place
  - Systems and internal control arrangements continue to be effective and agreed policies and regulations have been complied with in the majority cases. There have been some weaknesses identified during the year; however recommendations have been made to address these with progress of their implementation monitored. Internal Audit is content that management are implementing the required actions to strengthen controls. These actions have been taken into account whilst forming the overall opinion. Where delay of high priority audit recommendation implementation is identified, these are reported regularly to Audit Committee.
  - Managers are aware of the importance of maintaining internal controls and accept recommendations made by Internal Audit to improve controls
13. Ernst & Young acts as the Council's independent external auditor. The Section 151 Officer and Chair of Audit Committee have responded openly to the External Auditor under the requirements of the International Auditing Standards.
14. There have been no significant governance or internal control issues raised by Senior Management.
15. All organisations, worldwide face increasing cyber related threats. The Council maintains sound standards and continually reviews opportunities to further strengthen these. ICT and Internal Audit will work together to review and develop the ICT Security Policy to include emerging Cyber Security risks.
16. Internal Audit has reported an adequate opinion on the overall control environment; however the following audit areas have received high priority recommendations that have not been resolved promptly:
  - Payment Card Industry Data Security Standard Accreditation
  - Business Continuity- whilst some Services have a Business Continuity plan a stronger Corporate approach is required.

17. The Council will need to develop an accurate and up to date partnership register to ensure the terms of reference, the risks of collaborative working and the added value of partnership working is reviewed and suitably documented.
18. The Council's access to information policy requires updating in term of roles and responsibilities.
19. A review of the Council's publication scheme is required to ensure information available online reflects current policies, working practices, and responsibilities.

#### 5. Significant Governance Issues

Whilst there have been a number of improvements made throughout the year, the Council constantly strives for continuous improvement. The following significant areas will be included in the action plan:

1. Completion of the Financial Regulations review
2. Implementation of uncompleted high priority audit recommendations
3. Review and develop the ICT Security Policy to include emerging Cyber Security risks

#### 6. CERTIFICATION

To the best of our knowledge, governance arrangements, as defined above, have been in place at New Forest District Council for the year ended 31<sup>st</sup> March 2017 and up to the date of approval of the annual report and statement of accounts.

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

Signed: B Rickman  
.....

Leader of the Council

Signed: R Jackson  
.....

Chief Executive

Date: 26/06/17  
.....

Date: 23 JUNE 2017  
.....



**Annual Governance Statement 2016/17 Action Plan**

Financial Regulations	To review and update Financial Regulations	Financial Services Manager (S151 Officer)	March 2018
Business Continuity Arrangements	To review Business Continuity arrangements	Service Manager (Business Improvement & Customer Services) Civil Contingencies and CCTV Manager	December 2017
Audit Recommendations	Implementation of uncompleted high priority audit recommendations	Relevant Service Managers	September 2017
ICT Security Policy/ Cyber Risk	Review and develop the ICT Security Policy to include emerging Cyber Security risks	ICT Security Manager Principal Auditor	March 2018
Partnerships	To review partnership arrangements to:- develop terms of reference, identify risks in collaborative working, ensure added value of partnership working is explicit, produce accurate and up to date Partnerships Register	Executive Head – Resources	March 2018
Access to Information	To update Roles and Responsibilities	Service Manager (Legal)	December 2017
Publication Scheme	Review and update	Service Manager (Legal)	December 2017

**Section 151 Officer**

Helen Thompson  
Ernst & Young  
Wessex House  
19 Threefield Lane  
Southampton  
SO14 3QB

My Ref:  
Your Ref:

Date: 25 August 2017

Dear Helen

This letter of representation is provided in connection with your audit of the financial statements of New Forest District Council ("the Council") for the year ended 31 March 2017. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of (or 'present fairly, in all material respects,') the financial position of the Authority as of 31 March 2017 and of its financial performance (or operations) and its cash flows for the year then ended in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify – nor necessarily be expected to disclose – all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:-

**A. Financial Statements and Financial Records**

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations (England) 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17.

2. We acknowledge our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position and of its expenditure and income of the Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 and are free of material misstatements, including omissions. We have approved the financial statements.

**[newforest.gov.uk](http://newforest.gov.uk)**

Appletree Court, Beaulieu Road, LYNDHURST, SO43 7PA



3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.

4. We believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2016/17 that are free from material misstatement, whether due to fraud or error.

5. There are two unadjusted audit differences identified during the current audit and pertaining to the latest period presented.

- Three invoices totalling £247,334 received and paid in 2017/18, should have been recorded in 2016/17 via an accrual, but were missed.
- Two invoices totalling £109,000 received and paid in 2016/17 should have been recorded in 2017/18 via an accrual, but were missed.

As the net effect of these missed adjustments is minor in comparison to the materiality level of the accounts, they have been left unadjusted.

## **B. Fraud**

1. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.

2. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

3. We have no knowledge of any fraud or suspected fraud involving management or other employees who have a significant role in the Council's internal controls over financial reporting. In addition, we have no knowledge of any fraud or suspected fraud involving other employees in which the fraud could have a material effect on the financial statements. We have no knowledge of any allegations of financial improprieties, including fraud or suspected fraud, (regardless of the source or form and including without limitation, any allegations by "whistleblowers") which could result in a misstatement of the financial statements or otherwise affect the financial reporting of the Council.

## **C. Compliance with Laws and Regulations**

1. We have disclosed to you all known actual or suspected noncompliance with laws and regulations whose effects should be considered when preparing the financial statements.

## **D. Information Provided and Completeness of Information and Transactions**

1. We have provided you with :-

- Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters as agreed in terms of the audit engagement
- Additional information that you have requested from us for the purpose of the audit and
- Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence

2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.

3. We have made available to you all minutes of the meetings of the Council, the Cabinet, and all committees including the Audit Committee.

4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.

5. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

## **E. Liabilities and Contingencies**

### All Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.

2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.

3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent.

## **F. Subsequent Events**

1. There have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

## **G. Accounting Estimates**

1. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

2. Accounting estimates recognised or disclosed in the financial statements.

- We believe the measurement processes, including related assumptions and models, we used in determining accounting estimates are appropriate and the application of these processes is consistent.
- The disclosures relating to accounting estimates are complete and appropriate in accordance with the applicable financial reporting framework.
- The assumptions we used in making accounting estimates appropriately reflects our intent and ability to carry out specific courses of action on behalf of the entity, where relevant to the accounting estimates and disclosures.
- No subsequent event requires an adjustment to the accounting estimates and disclosures included in the financial statements.

## **H. Retirement Benefits**

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

## **I. Use of the Work of an Expert**

1. We agree with the findings of the experts engaged to evaluate the Local Government Pension Fund balances and have adequately considered the qualifications of the experts in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the experts with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the experts.

Yours faithfully

---

Alan Bethune  
Responsible Financial (S151) Officer

I confirm that this letter has been discussed and agreed at the New Forest Council's Audit Committee on 25<sup>th</sup> August 2017.

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Councillor Alan O'Sullivan  
Chairman of the New Forest District Council's Audit Committee

AUDIT COMMITTEE – 25 AUGUST 2017

## PROCUREMENT RULES, REGULATIONS & CONTRACT STANDING ORDERS – WAIVERS 2016/17

### 1. PURPOSE OF REPORT

- 1.1 This report updates Members on waivers to Procurement Rules, Regulations & Contract Standing Orders approved during 2016/17.

### 2. BACKGROUND

- 2.1 The Procurement Rules, Regulations & Contract Standing Orders provide the rules to be followed for the procurement of goods, services and works and ensure that the Council complies with Procurement Legislation whilst obtaining Value for Money in Purchasing.
- 2.2 Procurement Rules, Regulations & Contract Standing Orders must be followed by all individuals responsible for Procurement for, or on behalf of the Council.
- 2.3 The Regulations provide for limited exceptions to the prescribed rules which include the following:
- Procurement through a Consortium or similar body that the Council is a member of
  - Works carried out under an Agency arrangements which states that the Standing Orders of the Principal Authority apply
  - Appointment of specialist experts for legal matters and proceedings
  - Appointment of Counsel by Legal Services.
- 2.4 Where the above exceptions do not apply and a Procuring Officer has a valid reason for not complying with the Regulations, an application for a waiver may be submitted for approval. Table 1 shows the level of approval required for waivers for 2016/17:

Table 1 – Delegated authority to approve waivers

Value of Contract	Approval Required
<b>01/04/2016 – 22/09/2016</b>	
£0 - £10,000	Head of Service
£10,000 – EU Procurement Levels	Head of Service and any member of EMT
<b>23/09/2016 onwards</b>	
£0 – EU Procurement Levels	Principal Auditor or Service Manager Legal

### 3. WAIVERS GRANTED 2016/17

- 3.1 There were 39 approved applications for a waiver against the Procurement Rules, Regulations and Contract Standing Orders between 1 April 2016 and 31 March 2017. The total value of all approved waivers was £2,964,979.96. This compares with 36 applications submitted during 2015/16, with approved waivers totalling £786,280.60
- 3.2 These waiver applications, together with the values are detailed in Appendix 1. A summary of the total number and value by waived standing order is detailed in Table 2.

Table 2 – Applications by standing order waived

Standing order number and detail	Number of approved applications	Total value £'000
12 Requirement to use in-house services where the Council has an established in-house service expertise in the function.	1	1
16 Minimum required numbers for invitation to quote or tender and receipt of quotation or tender.	33	2,729
67 Maximum value of variations on individual contract	5	235
<b>All</b>	<b>39</b>	<b>2,965</b>

3.3 Three waivers were over £100,000 in value.

3.4 There were 4 waivers that were rejected during the year by the Principal Auditor. The reason for the majority of rejections was due to lack of detailed information provided to make a decision.

#### **4. FINANCIAL IMPLICATIONS**

4.1 Procurement Rules, Regulations and Contract Standing Orders ensure that the most economically advantageous price is obtained in Procurement. Waivers sought need to demonstrate that where tenders or quotations are not obtained, that Value for Money can still be demonstrated.

#### **5. CRIME & DISORDER IMPLICATIONS**

5.1 Procurement Rules, Regulations and Contract Standing Orders provides procedures to limit the risk of collusive tendering (bid rigging)

#### **6. ENVIRONMENTAL IMPLICATIONS**

6.1 Procurement Rules, Regulations and Contract Standing Orders provide for tender evaluation models to include environmental and sustainability policies.

#### **7. EQUALITY & DIVERSITY IMPLICATIONS**

7.1 None

#### **8. RECOMMENDATIONS**

8.1 That the Audit Committee notes the Waivers to the Council's Procurement Rules, Regulations and Contract Standing Orders approved during the financial year 2016/17.

#### **For further information contact:**

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#### **Background Papers:**

Procurement Rules, Regulations and Contract Standing Orders

Appendix 1

Ref	Standing order to be waived	Description of Contract	Waiver Value	Date
1/16/17	SO16	0288-13 Lift and Stair Lift Servicing and Maintenance	£ 15,507.00	08/04/16
2/16/17	SO16	CCTV Maintenance	£ 5,585.00	26/04/16
3/16/17	SO16	Barfields Lighting - B12482	£ 26,981.74	29/04/16
4/16/17	SO16	Supply of wave buoy spares	£ 72,000.00	09/05/16
5/16/17	SO16	Heating Upgrade at Corbin Court	£ 56,000.00	19/05/16
6/16/17	SO16	Barton on Sea Preliminary Study	£ 7,790.00	20/06/16
7/16/17	SO16	CCTV Transmission Contract	£ 80,000.00	22/06/16
8/16/17	SO16	Project Support with Production of Joint LATC Full Business Case	£ 18,000.00	23/06/16
9/16/17	SO16	Air Quality Servicing and Maintenance Contract	£ 3,507.50	01/07/16
11/16/17	SO16	Electoral Registration Annual Canvass Printing and Despatch	£ 14,000.00	08/07/16
12/16/17	SO16	Electoral Registration Annual Canvass Automated Household Response	£ 6,000.00	08/07/16
13/16/17	SO16	ATC Lower Car Park Re-instatement works	£ 25,748.61	14/07/16
14/16/17	SO16	Demolition of 2No public conveniences	£ 30,100.00	20/07/16
15/16/17	SO16	Purchase of laser scanner	£ 26,250.00	26/07/16
16/16/17	SO16	Rectification and commissioning works to Powermatic Heaters at MLD Vehicle Workshop	£ 15,000.00	28/07/16
17/16/17	SO16	Ceiling grid replacement	£ 7,726.00	05/08/16
18/16/17	SO12	Dry change and Toilet works	£ 900.00	09/08/16
19/16/17	SO16	PDP TripAdvisor Campaign Pilot - Sept 16/August 17	£ 12,000.00	01/09/16
20/16/17	SO16	Mains Electrical Panel test Certificates	£ 17,500.00	08/09/16
21/16/17	SO16	Electrical Fixed Wiring Tests	£ 15,000.00	09/09/16
22/16/17	SO16	Air Con Servicing	£ 5,200.00	15/09/16
23/16/17	SO16	To provide viability advice on planning applications	£ -	23/09/16
24/16/17	SO16	Oracle Support and Managed Service	£ 18,900.00	23/09/16
26/16/17	SO67	Applemore Health and Leisure Centre - Pre School Play Area	£ 6,509.12	10/10/16
28/16/17	SO67	Local Plan Advice - Land Use Consultants	£ 27,044.00	14/10/16
29/19/17	SO67	Cemetery Design Services	£ 9,500.00	26/10/16
30/16/17	SO16	Refurbishment and reinstatement following fire damage	£ 50,000.00	15/11/16
31/16/17	SO16	Reconstruction of existing public conveniences at Old Milton Road, New Milton & Bath Road, Lymington	£ 572,938.99	25/11/16
32/16/17	SO67	Kitchen Refurbishments - HS42/14	£ 183,333.00	16/12/16
35/16/17	SO16	Replacement bin stores	£ 25,226.00	25/01/17

36/16/17	SO16	Repair road bridge at Eling	£ 8,840.00	25/01/17
37/16/17	SO67	Selima (Envoy Central)	£ 8,500.00	26/01/17
38/16/17	SO16	Fitting multibeam survey system to survey vessel	£ 19,610.00	17/02/17
39/16/17	SO16	Disabled Facility Grants & Home Repair Loans	£ 1,511,536.00	20/02/17
40/16/17	SO16	Development of project for Ringwood Gym Extension	£ 16,950.00	23/02/17
41/16/17	SO16	Land registry shape files	£ 5,945.00	13/03/17
42/16/17	SO16	Ezytreev Asset Management System	£ 5,692.00	13/03/17
43/16/17	SO16	Deployment of speed indicator device / speed limit reminder / speed data recorder	£ 24,000.00	21/03/17
44/16/17	SO16	Open space assessment	£ 9,660.00	29/03/17
			£ 2,964,979.96	

## **AUDIT COMMITTEE – 25 AUGUST 2017**

### **PROGRESS AGAINST THE 2017/18 AUDIT PLAN**

#### **1. INTRODUCTION**

- 1.1. The purpose of this report is to inform members of the Audit Committee of progress made against the 2017/18 audit plan, which was approved in March 2017.

#### **2. RESOURCES**

- 2.1 The Principal Auditor has resigned and an external unsuccessful recruitment process has been undertaken. Discussions are now taking place regarding interim arrangements to provide the necessary cover in this position until the end of March 2018.
- 2.2 The Audit/Accountancy apprentice has recently been appointed and will start in September.

#### **3. INTERNAL AUDIT PLAN 2016/17 PROGRESS**

- 3.1. Appendix 1 shows the progress made against the 2017/18 internal audit plan to end of July 2017. Progress is demonstrated by recording the current status of each audit assignment, the audit opinion and a summary of the number of recommendations made.
- 3.2. The majority of work undertaken includes;
- Assurance and risk based service areas
  - Review of contract payment certificates
  - Stock takes, cash ups and petty cash checks
  - Follow up of audit recommendations
  - Work with third parties including:
    - Completed two Town Council audits
    - External Auditor's Subsidy testing
    - Dorset Audit Partnership
    - New Forest National Park audits

#### **4. PROGRESS ON HIGH PRIORITY RECOMMENDATIONS**

- 4.1. Progress on the implementation of high priority recommendations is monitored and any uncompleted recommendations are reported to Audit Committee. Currently the following high priority recommendations are outstanding;
- Payment Card Industry Data Security Standards (PCI DSS) compliance  
Action: Agresso have recently released an upgrade for Income Manager which will comply with the requirements of PCI DSS. A report was brought to EMT in November 2016 from the ICT Service Manager confirming that an upgrade plan and details of all associated costs will be in place by the end of May 2017. The latest position is that the upgrade will take place in February/March next year and at this point in time the costs are unknown. New guidance documents on scoping and segmentation specifically



around voice-over-IP installations (telephone systems) are due to be released mid-2017 and it could result in significant changes to compliance requirements. It has been decided to wait until the new guidance is issued before any further action with regard to telephone payments is taken. As at the end of May 2017 the new guidance has not been released.

- **Business Continuity**

To ensure that all business units, that are deemed to have Critical Activities, have up to date Business Continuity Plans

To ensure Disaster Recovery Plans are created for each Critical System

High level of responsibility needs to be taken for creating and implementing business continuity plans and ensuring they are kept up to date

Action: The Service Manager for Business Improvement and Customer Services became responsible for this area in December and following training these points will be addressed. An audit of Business Continuity will take place during 2017/18.

## **5. FINANCIAL IMPLICATIONS & CRIME AND DISORDER IMPLICATIONS**

- 5.1. There are no direct implications arising from this report, however inadequate audit coverage may result in areas of control weakness, unacceptable risks or governance failings as well as the increased potential for error and fraud.

## **6. ENVIRONMENTAL MATTERS & EQUALITY AND DIVERSITY IMPLICATIONS**

- 6.1. There are no matters arising directly from this report.

## **7. RECOMMENDATION**

- 7.1. The Audit Committee note the content of the report and raise any further areas of assurance coverage that they require.

### **For Further Information Please Contact:**

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### **Background Papers:**

Internal Audit Plan 2017/18

## AUDIT COMMITTEE – 25 August 2017

### AUDIT COMMITTEE - WORK PLAN

#### 1.0 WORK PLAN

- 1.1 This report details the draft work plan for the Audit Committee for 2017/18.
- 1.2 The work plan may evolve during the year, due to, for example, any changes in legislation, change relating to the External Auditor timetables, or new reports which need to be brought to the attention of the Committee.

#### 2.0 FINANCIAL IMPLICATIONS

- 2.1 There are no financial consequences directly arising from this report.

#### 3.0 EQUALITY & DIVERSITY, CRIME AND DISORDER AND ENVIRONMENTAL MATTERS

- 3.1 There are no equality and diversity, crime or disorder or environmental matters directly associated with this report.

#### 4.0 RECOMMENDATIONS

- 4.1. That the Audit Committee considers and approves the Work Plan as appended and informs Officers of any requested changes.

For Further Information Contact:

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## Audit Committee Work Plan 2017/18

<b>DATE</b>	<b>WORK / REPORTS</b>
25 August 2017	External Auditor – Audit Results Reports External Auditor - Opinion on the Statement of Accounts & Value for Money Statement of Accounts Annual Governance Statement Governance Action Plan Follow up Treasury Management Mid Year Monitoring Report 2017/18 Internal Audit Progress report against the audit plan Q2 Outstanding high priority audit recommendations Annual Waivers - Procurement
26 January 2018	External Auditor Grant Claim Certification External Audit 2017/18 Audit Plan External Auditor's Annual Audit Letter Treasury Management Strategy 18/19 Internal Audit Progress report against the audit plan Q3 Outstanding high priority audit recommendations Annual RIPA Report Strategic Risk Register
23 March 2018	External Audit Progress Report Internal Audit Progress report against the audit plan Q4 (provisional) Internal Audit Charter & Internal Audit Plan