Statement of Accounts

NORTH NORFOLK DISTRICT COUNCIL

2018/2019

1. Introduction

1.1 The Statement of Accounts for 2018/19 has been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom. This narrative statement aims to provide the reader with information on the authority, its main objectives and strategies and the principle risks we face and to provide a commentary on how the authority has used its resources to achieve our desired outcomes. It also helps to explain and highlight the linkages between the information contained within the narrative statement itself and the information presented within the financial statements. The accounting policies applied in production of the accounts can found on **pages 10 to 26**.

2. Statements included within the Accounts

2.1 The accounts consist of the following main statements:

- **Expenditure and Funding Analysis (pg 4)** – this shows how annual expenditure is used and funded from resources (government grants, rents, council tax and business rates etc) by local authorities in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the Authority's directorates/services/departments. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

- **Comprehensive Income and Expenditure Statement (pg 5)** – this statement shows the accounting cost of providing services in the year in accordance with generally accepted accounting practices, rather than the amount to be funded from local taxation.

- **Movement in Reserves Statement (pg 6)** – this statement shows the movement in the year on the different reserves held by the Authority analysed between:

  - 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and;
  - 'other reserves' which are maintained for accounting purposes.

  The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Authority's services in the year, more details of which are shown in the Comprehensive Income and Expenditure Statement. These differ from the statutory amounts required to be charged to the Authority's General Fund Balance for council tax setting purposes. The Net Increase/Decrease before Transfers to Earmarked Reserves line shows the movement in the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Authority.

- **Balance Sheet (pgs 7 - 8)** – this statement shows the value as at the balance sheet date of the assets and liabilities recognised by the Authority. It sets out the financial position of the Authority at the year-end, showing its balances, resources and long-term indebtedness, the net current assets employed in its operations, together with summarised information on the fixed assets held. The Balance Sheet is fundamental to the understanding of the Authority's year-end financial position.

- **Cash Flow Statement (pg 9)** - summarises all flows of cash from transactions with third parties for revenue and capital purposes. It shows the changes in cash and cash equivalents during the reporting period and how the Authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Authority are funded by taxation and grant income or from the recipients of services provided by the Authority. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Authority's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Authority.

- **Collection Fund (pg 99)** – As a billing authority the Authority is responsible for the billing, collection and distribution of council tax and National Non-Domestic Rates (NNDR). In accordance with the statutory requirement contained in Section 89 of the Local Government Finance Act 1988 (amended by Local Government Finance Act 1992 and the Local Government Finance Act 2012) billing authorities are required to establish and maintain a separate fund for the collection and distribution of amounts due in relation to council tax and NNDR. This statement, known as the Collection Fund, shows the total income collected by the Authority from council tax and NNDR and how this has been distributed to Central Government; the major precepting bodies of Norfolk County Council (NCC) and the Office of the Police and Crime Commissioner for Norfolk (OPCCN) and North Norfolk District Council (NNDC - which includes the local precepts for Parish and Town Councils). There will be a debtor or creditor position between the billing authority (NNDC), Central Government and the major preceptors (NCC & OPCCN) to be recognised at the end of each year. This is because the amounts paid out of the Collection Fund during the years will not exactly match the cash collected in council tax and NNDR.

- **Notes to the Accounts (pgs 10-97)** – The accounts are supported by various notes to the main statements which provide additional information to that contained in the core statements themselves.

3. Organisational overview and external environment

Our district

3.1 North Norfolk District consists of 962 km^2 of beautiful countryside and 73km of coastline. With a range of active village communities and seven busy market towns comprising of Wells-next-the-Sea, Fakenham, Holt, Sheringham, Cromer, North Walsham and Stalham, North Norfolk has a strong appeal for residents, visitors and businesses alike.

3.2 North Norfolk's population is expected to grow from the current **105,600** in 2019 to **107,400** by 2022 and the number of resident households is projected to grow to from **49,100** to **50,300** over the same timeframe. A large proportion of residents live in one of the market towns with the remainder living in rural village homes. This means that the district has a low population density (**110 persons per square kilometre**

compared to 427 for England as a whole). The area's rural nature is characterised by its 121 parishes, numerous villages and low crime rate which make North Norfolk one of the most attractive and safe places to live in the UK.

3.3 Residents work predominantly in the accommodation and food sector, retail, manufacturing and health. The largest numbers of businesses are in the agriculture, forestry and fishing sector followed by retail, construction, accommodation and food services and the professional, scientific and technical sectors.

Corporate Plan and priorities

3.4 The Authority has a Corporate Plan covering 2015 – 2019 and each year an Annual Action Plan is drawn up to cover the actions for the next year. The Annual Action Plan shows what the Authority will do to meet the needs and aspirations of residents and businesses. The plan sets out the Authority's priorities which are:

- **Jobs and the Local Economy -** A district with a thriving economy offering better jobs and prospects for local people.
- **Housing and Infrastructure** - To address housing and infrastructure for local people whilst meeting the market demand for housing.
- **Coast and Countryside** - A district where the beautiful natural environment is managed and protected for future generations.
- **Health and Well-Being -** A district with vibrant communities and where healthy lifestyles are accessible to all.
- **Delivering Service Excellence -** To make the Authority more efficient so that we can both deliver our priorities and offer value for money for local taxpayers.

3.5 The priorities define the medium term goals of the Authority and as such remain relatively constant from year to year, but the actions associated with them are set annually for each financial year.

Local government environment

3.6 The Authority operates within the local government framework, delivering both locally developed policy and central government policy, providing services ranging from waste collection and coast protection through to the administration of benefits and the local planning function. There are a number of policy changes currently being discussed which will impact on the future financial position of the Council including the Fair Funding Review, Spending Review and the localisation of business rates and the outcome from which is not known at the present time. There were however no fundamental changes which have impacted on the year currently under review although it is still not clear at the present time what impact the Brexit decision will have upon local government finances and operations in the future.

4. Governance

4.1 The Annual Governance Statement (AGS) is a statutory document which explains the processes and procedures in place to enable the Authority to carry out its functions effectively, this is supported by the Authority's Local Code of Corporate Governance. There have been no significant changes or issues surrounding governance during the current financial year. A full copy of the Statements AGS and the Code are available on the Authority's website and can be accessed **here**.

5. Operational model

5.1 Each year the Authority produces an Annual Report which highlights and celebrates the Authority's key achievements against the delivery of the Corporate Plan and Annual Action Plan and helps to demonstrate how the Authority has achieved its objectives and key priorities, the reports are available on the Authority's website and can be accessed **here**.

6. Risks and opportunities

6.1 As mentioned above there is still considerable uncertainty around future years funding forecasts and this position will not improve until the outcome from the Fair Funding Review, which will set new baseline funding allocations and responding to spending pressures and changes in service demand, and the review of the Local Retention of Business Rates, are concluded. The Comprehensive Spending Review, which sets out the expenditure limits over the coming years had been scheduled to commence before the summer parliamentary recess. This was conditional on an orderly Brexit being delivered on 29th March 2019 which did not happen. It is therefore possible that the Chancellor will decide to delay the Spending Review, which will have a knock on effect on the Fair Funding Review and any changes to the Business Rates Retention system.

6.2 Local Authority funding from business rates is open to risks around funding fluctuations due to increases and decreases in the rateable values (RV) of non-domestic properties through alterations of lists and appeals against the RV. The Valuation Office Agency (VOA), who settle the checks, challenged and appeals, currently have a backlog and are slow to clear these items, increasing the risk of the Council needing to pay out large refunds. The 2017/18 accounts also highlighted a contingent liability in respect of a claim received for mandatory Business Rates relief from a local NHS Trust on the basis of charitable status. No decision to grant relief to the Trust has yet been made and the case nationally is subject to ongoing investigation. The view of the Authority is that the claim is unfounded. The timing, probability and amount of any relief given are therefore uncertain at the current time although this issue remains as contingent liability until the case appeal is finalised.

6.3 The one year extension for the waste contract with Kier is now in place to enable the joint procurement exercise to be undertaken with Breckland District Council and Kings Lynn and West Norfolk Borough Council. No savings have been assumed at this point which may arise as part of the joint procurement being undertaken, although it is hoped that significant economies of scale will ultimately result in a lower contract cost. Until the final tender prices are received however the extent of any potential savings will not be known and the outcome of the process is due to be reported during the 2019/20 financial year with the new contract commencing in April 2020.

6.4 The market for recyclate (such as glass and paper) remains very volatile at the current time. To access recyclate markets improvements have had to be made to the quality of the materials being processed which has resulted in increased waste which then has to be disposed of at additional cost. The position continues to be monitored and will be considered as part of the budget monitoring process for 2019/20.

6.5 Following the elections in May 2019 a new Corporate Plan will be developed in conjunction with Members over the coming months to set the organisational priorities over the next for years. This could result in the refocusing of resources in terms of both staffing and financing and it is anticipated the new plan and associated project delivery plan will be agreed an in place later this year.

6.6 The Authority currently holds in excess of £20m in reserves which if required, some of which could be made available to support service budgets in the short to medium term although the use of reserves does not represent a sustainable funding mechanism for the longer term as these are one-off resources.

7. Strategy and resource allocation

7.1 The budget for 2019/20 was approved in February 2019. At the same time financial projections for the following three years to 2022/23 were also reported. The budget for 2019/20 includes new savings and additional income totalling £728k for 2019/20 which are expected to increase to £744k in 2020/21 onwards. These savings are based on a number of work streams such as digital transformation/business process review, commercialisation, efficiency improvements etc. As mentioned above they do not yet include any additional savings/income from phase two of the digital transformation programme or the Property Investment fund and more information about the Authority's savings strategy can be found within the 2019/20 budget report and associated papers **here**.

7.2 The forward financial projections from 2020/21 onwards make assumptions around funding from government and known commitments and changes to service expenditure. The table below provides a summary of the current reported funding gaps for the next three years.

Current Reported Funding Forecast			
	2019/20 £000	**2020/21 £000**	**2021/22 £000**
Current Funding Gap/(surplus)[1]	2,078	2,061	1,945

7.3 As part of the budget setting process for 2019/20 it was recommended that the Authority increase council tax by £4.95. Moving forward annual council tax increases were also recommended as another way to help address forecast budget deficits in future years, although these decisions will be taken annually in line with the budget setting process. The forward projections of expenditure and income will be updated to

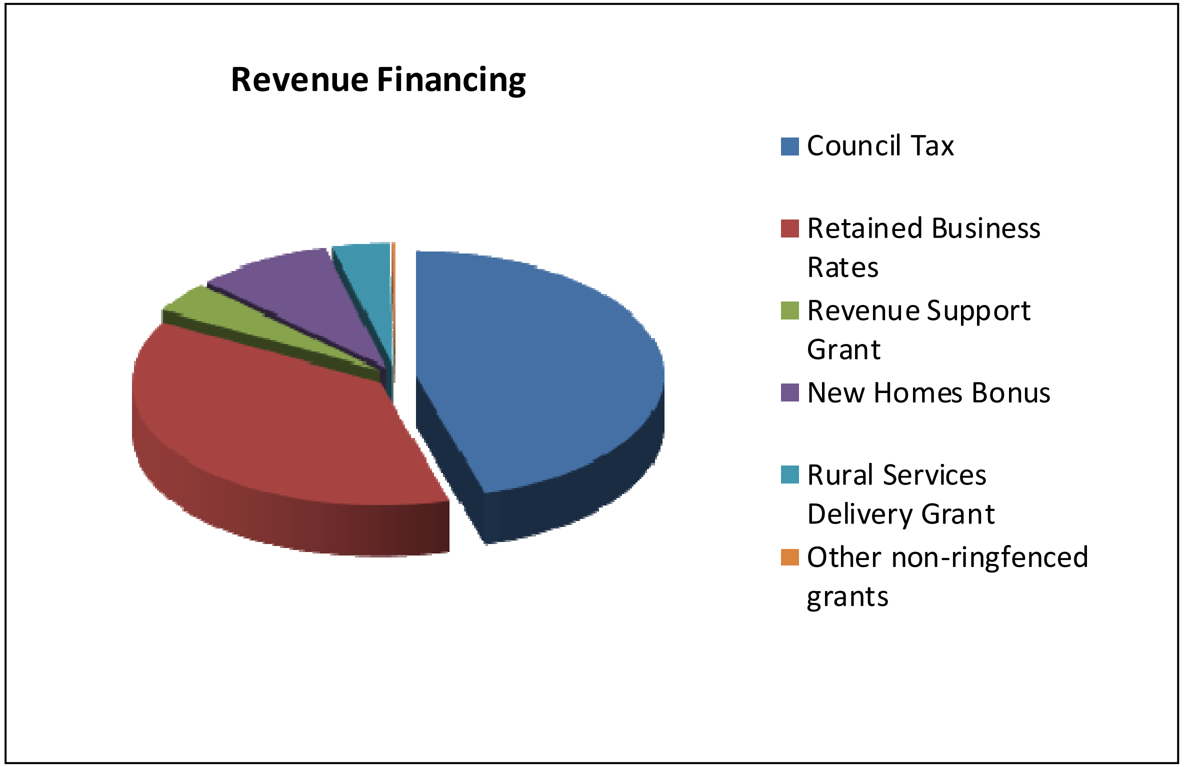
[1] As reported in the 2019/20 Budget Report, February 2019

take account of the outturn position and also other spending/income pressures that have been identified outside of the budget process. These will be reported to Members during 2019/20 as part of the MTFS update to enable early preparation for the 2020/21 budget process, the current version can be found **here**.

8. Performance

Revenue Activity

8.1 The following provides an overview of the resources available to the Authority during the year along with the outturn position compared to the budget. The tables below show how the revenue activity was financed during the year, highlighting that only around 16.8% of the net funding is from external sources, i.e. Revenue Support Grant (RSG), New Homes Bonus and Rural Services Delivery Grant, with the balance of 83.2% coming from council tax and locally retained business rates reflecting the continuing shift from central to local funding. This position is shown net of fees and charges service income and highlighted in the tables on the following page.



Revenue Financing

	2018/19 Actual £000	
Council Tax	(5,896)	44.3%
Retained Business Rates	(5,211)	39.2%
Revenue Support Grant	(536)	4.0%
New Homes Bonus	(1,150)	8.6%
Rural Services Delivery Grant	(484)	3.6%
Other non-ringfenced grants	(29)	0.2%
	(13,305)	

Financial Performance Against Budget 2018/19

8.2 The financial performance of the Authority has been monitored throughout the year by officers and Members with regular reports being presented to Cabinet and Overview and Scrutiny Committee. The summary below provides an overview of the outturn position compared to the updated budget (i.e. updated for virements and approved in-year updates). The overall outturn position for the financial year against budget was an underspend of £875k.

8.3 Transfers to and from reserves in the year are made in line with the Authority's policy framework for earmarked reserves as approved as part of the annual budget setting process. In addition some roll forward requests of budget underspends have been approved as part of the outturn report where there is no annual budget provision in 2020/21.

2018/19 Subjective Analysis	**2018/19 Updated Budget**	**2018/19 Outturn**	**Variance**	
	£000	**£000**	**£000**	**%**
Employee Costs	11,483	13,084	1,601	13.9
Premises	2,734	2,980	246	9.0
Transport Related Expenditure	302	335	33	10.9
Supplies & Services	10,179	10,444	265	2.6
Transfer Payments	25,896	24,734	(1,162)	(4.5)
Support Services - Charges In	10,186	11,102	916	9.0
Support Services - Charges Out	(10,481)	(11,378)	(897)	8.6
Capital Financing Costs	1,344	2,741	1,397	103.9
Income	(36,659)	(37,513)	(854)	2.3
Total cost of services	**14,984**	**16,530**	**1,545**	**10.3**

8.4 The 2018/19 outturn report covers the final budget position for the year and provides a detailed commentary covering the budget variances and the reasons behind some of these, a copy of which can be found on the June Cabinet agenda here. The reasons for some of the more significant movements included in the summary above in percentage terms are as follows:

- **Employee Costs –** there is a significant adjustment of £1.1m relating to pension costs showing against the staffing costs for the year, this represents the difference between the actual payments the Council has made to the pension fund during the year and the actual benefit obligation resulting from employee service on the current period. This does not have a bottom line impact within the General Fund but is reflected on the Authority's Balance Sheet which can be found on pages 7 and 8.

- **Premises** – The majority of this increase in expenditure relates to repairs and maintenance both programmed and reactive across a number of the Council's key assets including the pier pavilion, parks and open spaces and a number of public conveniences. The notes covering the Authority's assets can be found on pages 67-77.

- **Capital Financing Costs** – The main variance relates to additional depreciation and amortisation, and payments from the Community Housing Fund which were treated as revenue expenditure funded from capital under statute (REFCUS) above what had been budgeted. Other minor variances relate to slippage and re-profiling of the capital programme.

Business Rates Retention

8.5 The actual funding from business rate income has exceeded the budget for the year. The total variance for the year under the Business Rate Retention Scheme was £614k. This sum includes increased amounts receivable in respect of reliefs funded by central government using Section 31 grants of £719k; an increased levy payable to Norfolk County Council of (£405k); additional income from renewable energy schemes and relief in enterprise zones of £80k and £287k respectively and other minor variances. The Collection Fund can be found on page 97 along with the associated notes on pages 98-100.

8.6 The Authority is a member of the Norfolk Business Rates Pool which enables growth in the business rates collected in Norfolk to be retained locally, rather than being passed to central government. The growth is paid over in the form of a levy payment to Norfolk County Council as the lead authority for the Pool. The budget for the levy was £575k but this has increased by £405k to £981k at outturn. The increase is due to a higher business rate income figure as a result of central government increases in reliefs compared to the anticipated position when the NNDR1 Return was completed.

8.7 The Authority can retain all the income from renewable energy schemes, provided it granted planning permission for the scheme. It must include each year the amount it anticipates it will receive when completing the NNDR1. Any variation will be carried forward to the following year. The actual income receivable in 2017/18 from renewable energy schemes was £80k above the NNDR1 figure for that year and this additional income has been included in the 2018/19 outturn.

8.8 The Government has provided additional reliefs to business in successive Autumn Statements. These reliefs have been dealt with outside the Business Rate Retention Scheme and funded by Section 31 grants payable to District Councils. The reliefs actually granted to businesses for the year have resulted in an increase of £719k in grant received.

8.9 The business rate income is paid into the Collection Fund and then distributed to Central Government, the County Council and NNDC in accordance with the proportionate shares set out in the Scheme. The distribution is based on the NNDR1 return and any variances at outturn will produce a surplus or deficit on the Collection Fund which is then distributed in the following year. A surplus on the Collection Fund had been anticipated for 2018/19 and a significant Provision is required in the Accounts to cover against the provision for the alteration of lists and appeals following the rateable value revaluation exercise the results of which came into effect from April 2017 but due to capacity issues at the Valuation Office (VOA) these appeals have yet to come through.

9. Treasury Management and Economic Climate

9.1 The amount of surplus cash available for investment during the year was consistently higher than the level anticipated in the budget; although the overall rate of interest earned was 0.41% lower than budget. Slippage of £4.5m within the capital budget contributed to higher balances overall but the slight reduction in the rate of return forecast. In line with the Authority's Treasury Management Strategy for 2018/19 an additional £6m was invested in pooled funds. The income budget for 2018/19 anticipated £1.158m would be earned in interest from an average balance of £35.1m at a rate of 3.3%. A total of £1.295m was earned from investments over the year from an average balance of £44.7m at an average rate of interest of 2.89%. This resulted in a positive variance against the budget of £138k in respect of investment income.

9.2 The current economic climate along with the associated reductions in central government funding continues to have a direct impact on the finances of the Authority. Income from investments continues to deliver a revenue stream to the Authority and the key treasury management principles for investment continue to be security of the capital sum.

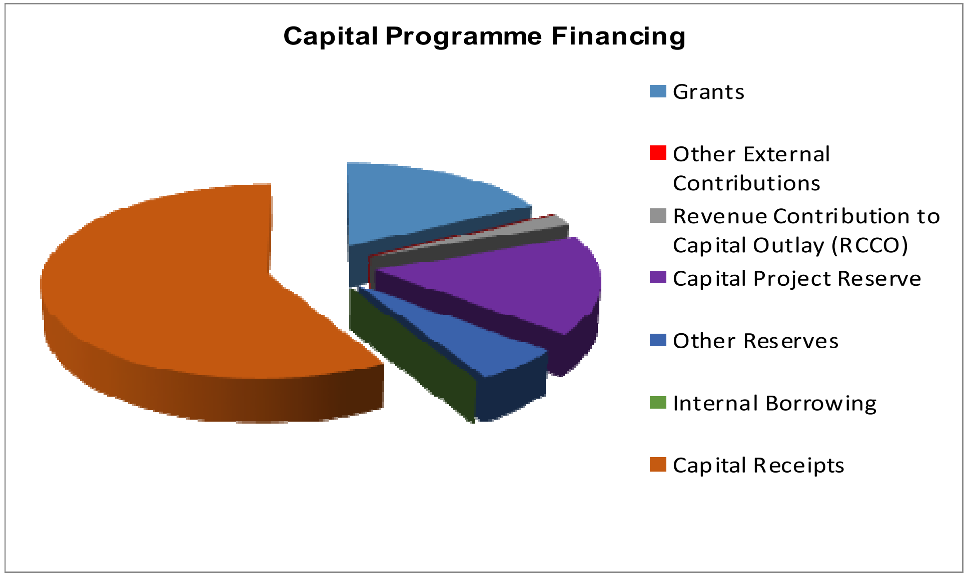
9.3 The Authority remained free of long term debt as at 31 March 2019. At present any short-term cash shortfall can easily be covered as short-term borrowing for cash flow purposes is readily available on the money markets, plus borrowing from other Local Authorities and the Public Works Loan Board.

10. Capital

10.1 Capital expenditure in the year amounted to £6.32m (£7.64m 2017/18), examples of some of the individual schemes include community housing schemes (£229k), payment of Disabled Facilities Grants (£1.0m), Cromer pier (£380k) and expenditure on the acquisition of long term empty properties (£489k). Overall expenditure was incurred against the areas identified on the following page and again more detail is provided within the 2018/19 outturn report.

Capital Activity Summary 2018/19 Outturn	2018/19 Updated Budget	2018/19 Outturn	Variance to Updated Budget
	£	£	£
Jobs and the Local Economy	942,566	947,182	4,616
Housing and Infrastructure	3,762,163	1,710,059	(2,052,104)
Coast, Countryside and Built Heritage	1,282,243	994,479	(287,764)
Health and Wellbeing	3,779,003	1,387,399	(2,391,604)
Service Excellence	1,672,498	1,280,794	(391,704)
Totals	**11,438,473**	**6,319,913**	**(5,118,560)**

10.2 Capital programme financing is shown below, of the £6.32m, £1.09m, equating to 17% (£1.61m or 21 % 2017/18) was financed externally from grants and contributions, with the balance of £5.23m (£6.03m 2017/18) coming from NNDC internal resources.



Capital Programme Financing	2018/19 Outturn £000	%
Grants	1,092	17.3%
Other External Contributions	-	0.0%
Revenue Contribution to Capital Outlay (RCCO)	123	1.9%
Capital Project Reserve	1,052	16.6%
Other Reserves	362	5.7%
Internal Borrowing	-	0.0%
Capital Receipts	3,691	58.4%
TOTAL FINANCING	**6,320**	**100.0%**

11. Reserves and Balances

11.1 The Authority holds a general reserve for which the recommended minimum balance is currently £1.9m, the balance at 31 March 2019 was £2.36m. The purpose of holding a general reserve is to provide a working balance to help cushion the impact of uneven cash flows to avoid temporary borrowing and to provide a contingency to help cushion the impact of unexpected events or emergencies. Each year alongside approval of the budget Members approve the policy framework for the earmarked reserves and assessment of the optimum level of general reserve. This is informed by a risk assessment of the budget that takes into account the context within which the budget has been established along with the financial risks facing the Authority. This will include factors such as, sensitivity of pay and price inflation and interest rates, levels of savings anticipated, demand led budgets (spend and income), future funding fluctuations and emergencies.

11.2 In addition to the general reserve the Authority holds a number of earmarked reserves held to meet known or predicted liabilities totaling £20.8m. The reserves also provides a means at the year-end for carrying funds forward to the new financial year to fund ongoing commitments and known liabilities for which no separate revenue budget exists, more detail can be found at note 9 on page 39-42 of the accounts.

11.3 There are a number of earmarked reserves that have balances, yet the timing of the use of the reserve is yet to be agreed. The Authority holds a 'Restructuring and Invest to Save Reserve', which the balance at 31 March 2019 was £1.9m. As the name suggests this reserve is held to fund one-off costs associated with restructuring which could include redundancy and pension strain, and also costs that will deliver future efficiencies and savings. This reserve is being used to fund costs associated with the Authority's Digital Transformation programme which will include one-off procurement costs and also some employee costs to support the programme. As part of the agreed programme individual business cases are brought forward for approval to release funds from this reserve.

12. Outlook

12.1 Several risks continue to face Local Authorities in terms of funding, i.e. local retention of business rates and responding to spending pressures and changes in service demand. Some of the more significant and current risks that continue to face the Authority are as follows:

- **Funding reductions** - Further funding reductions and the continued shift from central government support from Revenue Support Grant to local funding from retained business rate income and council tax and the potential impact of the ongoing Fair Funding Review and the Spending Review;

- **New Homes Bonus (NHB)** – There was no clarity as part of the 2019/20 settlement announcement as to whether there would be any future funding in respect of the NHB and it has therefore been removed from the budget projections from 2019/20 onwards pending any further information;

- **Business rates** – The risk of funding fluctuations from business rates continues to be a prevalent feature of the funding for local authorities. The impact of appeals only exacerbates this risk, although this is mitigated at a local level by the earmarked reserve. The implementation of localisation of business rates has also been delayed;

- **Savings/income** – the delivery of savings built into budget projections and income from demand led services i.e. planning;

- **Investment returns** – Interest rates continue to be low and the delivery of investment returns is problematic with the choice of counterparty and period of exposure needing to be weighed on a daily basis in line with the treasury management strategy. Sound principles underpinned by professional guidance from treasury management advisors allows for a cautious but not complacent approach to investment returns;

- **Housing benefit subsidy** – As a significant budget heading in the region of £25m per annum alone this presents a risk in terms of the accuracy of the claims and subsidy recovered. This is mitigated by an earmarked reserve that the Authority maintains;

- **Pay** – the budget has now been updated to reflect the pay review undertaken by the National Joint Council (NJC) along with annual increments;

- **Waste contract** – the one year extension with Kier is now in place to enable the joint procurement exercise to be undertaken with Breckland District Council and Kings Lynn and West Norfolk Borough Council. No savings have been assumed at this point which may arise as part of the joint procurement being undertaken, although it is hoped that significant economies of scales can be achieved and that ultimately this will result in a lower contract cost. Until the final tender prices are received however the extent of any potential savings will not be known.

12.2 The Authority does however have a number of work streams in place to help address these risks as discussed above within section 6 and also has a healthy reserve position to support in the short to medium term. Cash flows during the year were also positive with the interest received during the year being £138k over the original budget of £1.158m as outlined above. The cashflow can be found on page 9 with the associated notes on pages 51-52.

12.3 The disclosures required for the financial year ending 31 March 2019 in relation to the Authority's pension scheme are on pages 57 to 63 and show a Net Pension Liability of £50.6m as at 31 March 2019 (£40.9m at 31 March 2018). The liabilities show the underlying commitments that the Authority has in the long run to pay retirement benefits. However, statutory arrangements for funding the deficit mean that the financial position of the Authority remains healthy. At present the deficit on the scheme would be made good by increased contributions over the remaining working life of employees, as assessed by the scheme actuary.

13. Basis of preparation and presentation

13.1 As part of preparing the accounts the Authority needs to consider how ‘material’ or important a transaction might be or the value of a transaction on the understanding of the accounts and for the 2018/19 accounts these levels are as follows;

- Materiality (£0.907m) - materiality has been set at £0.907m, which represents 1.75% of the prior year’s gross expenditure on provision of services. This is the maximum amount by which the authority believe the statements could be misstated, by known or unknown error or fraud, and still not affect the decisions of reasonable financial statement users.

14. Further information

14.1 For further information about these accounts please contact the Head of Finance, North Norfolk District Council, Council Offices, Holt Road, Cromer, NR27 9EN or email accountancy@north-norfolk.gov.uk.

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The Authority's Responsibilities

The Authority is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Chief Finance Officer.
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- Approve the Statement of Accounts.

Certification

I confirm that this Statement of Accounts was approved by the Governance, Risk and Audit Committee at the meeting held on the 29th September 2020.

Signed on Behalf of North Norfolk District Council

The Chief Finance Officers Responsibilities

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

In preparing this Statement of Accounts, the Chief Finance Officer has:

- Selected suitable accounting policies and then applied them consistently.
- Made judgements and estimates that were reasonable and prudent.
- Complied with the Local Authority code.

The Chief Finance Officer has also:

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

Certificate by the Chief Finance Officer

I certify that this Statement of Accounts has been prepared in accordance with proper accounting practices and presents a true and fair view of the financial position of the Authority at the reporting date and of its expenditure and income for the year ended 31 March 2019.

Dated: 29th September 2020

Duncan Ellis BSc Hons CPFA, Head of Finance and Assets

THE
FINANCIAL STATEMENTS
2018/19

Expenditure and Funding Analysis (EFA)

The Expenditure and Funding Analysis (EFA) is a note to the Financial Statements, however, it is positioned here as it provides a link from the figures reported in the CIES below to the Council's management accounts. The EFA shows how annual expenditure is used and funded from resources (Government grants, rents, council tax and business rates) by Local Authorities in comparison with those resources consumed or earned by Authorities in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the Council's departments. The 2017/18 figures have been restated to reflect a change in the management reporting structure. Revenue Services now comes under Finance and Assets and not Customer Services and ICT.

2017/18 - Restated				2018/19		
Net Expenditure chargeable to the General Fund	Adjustments between Funding and Accounting basis	Net Expenditure in the Comprehensive Income and Expenditure Statement		Net Expenditure chargeable to the General Fund	Adjustments between Funding and Accounting basis	Net Expenditure in the Comprehensive Income and Expenditure Statement
£000	£000	£000		£000	£000	£000
261	100	361	CLT / Corporate	**218**	84	302
1,561	484	2,045	Customer Services & ICT	**1,086**	467	1,553
608	65	673	Legal & Democratic Services	**555**	77	632
1,807	1,164	2,971	Community, Economic Development and Coast	**2,960**	1,390	4,350
3,303	277	3,580	Environmental Health	**3,215**	335	3,550
2,777	(101)	2,676	Finance & Assets	**3,897**	(128)	3,769
1,758	178	1,936	Planning	**2,069**	249	2,318
12,075	**2,167**	**14,242**	**Cost of Services**	**14,000**	**2,474**	**16,474**
2,079	(1,884)	195	Other Operating Expenditure	**2,211**	(972)	1,239
(505)	1,104	599	Financing and Investment Income and Expenditure	**(1,266)**	1,122	(144)
(15,228)	(583)	(15,811)	Taxation and Non-Specific Grant Income	**(15,111)**	(663)	(15,774)
(13,654)	**(1,363)**	**(15,017)**	**Other Income & Expenditure**	**(14,166)**	**(513)**	**(14,679)**
(1,579)	**804**	**(775)**	**(Surplus) or Deficit on Provision of Services**	**(166)**	**1,961**	**1,795**
21,472			**Opening General Fund Balances**	**23,051**		
1,579			**Add surplus on GF in year**	**166**		
23,051			**Closing General Fund Balances at 31 March 2019**	**23,217**		

Comprehensive Income and Expenditure Statement (CIES)

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

2017/18 - Restated Gross Expenditure £000	2017/18 - Restated Gross Income £000	2017/18 - Restated Net Expenditure £000		Note	2018/19 Gross Expenditure £000	2018/19 Gross Income £000	2018/19 Net Expenditure £000
749	(388)	**361**	CLT / Corporate		361	(59)	**302**
2,495	(1,065)	**1,430**	Customer Services & ICT		2,638	(1,085)	**1,553**
673	0	**673**	Legal & Democratic Services		632	0	**632**
7,174	(4,203)	**2,971**	Community, Economic Development and Coast		8,839	(4,489)	**4,350**
7,067	(3,487)	**3,580**	Environmental Health		7,347	(3,797)	**3,550**
30,069	(26,778)	**3,291**	Finance & Assets		29,522	(25,753)	**3,769**
3,573	(1,637)	**1,936**	Planning		3,981	(1,663)	**2,318**
51,800	**(37,558)**	**14,242**	**Cost of Services**		**53,320**	**(36,846)**	**16,474**
		195	Other Operating Expenditure	10			1,239
1,539	(940)	599	Financing and Investment Income and Expenditure	11	1,152	(1,296)	(144)
		(15,811)	Taxation and Non-Specific Grant Income	12			(15,774)
		(775)	**(Surplus) or Deficit on Provision of Services**	7			**1,795**
		(479)	(Surplus) or Deficit on revaluation of Plant, Property and Equipment Assets	14a			(66)
		217	(Surplus) or Deficit on revaluation of Available for Sale Financial Assets	14 b,c,d			(255)
		(3,089)	Actuarial (gains)/losses on pension assets/liabilities	14f			7,279
		(3,351)	**Other Comprehensive Income and Expenditure**				**6,958**
		(4,126)	**Total Comprehensive Income and Expenditure**				**8,753**

Movement in Reserves Statement (MIRS)

This Statement shows the movement in the year on the different reserves held by the Authority, 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 Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund balance for council tax setting purposes. The Net Increase/Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Authority. The total Authority reserves at 31 March 2019 as shown in the MIRS agrees to the Balance Sheet value of £ 38.193 million.

2017/18 Figures	Note	General Fund Balance	Earmarked GF Reserves	Capital Receipts Reserve	Capital Grants Unapplied Account	Total Useable Reserves	Unusable Reserves	Total Authority Reserves
		£000	£000	£000	£000	£000	£000	£000
Balance at 1 April 2017		**2,331**	**19,141**	**7,448**	**0**	**28,921**	**13,900**	**42,821**
Movement in Reserves during 2017/18								
Total Comprehensive Income and Expenditure		775	0	0	0	775	3,351	4,126
Adjustments from Income and Expenditure charged under the accounting basis to the funding basis	8	804	0	1,563	0	2,367	(2,367)	0
Transfers (to)/from Earmarked Reserves	9	(1,714)	1,714	0	0	0	0	0
Increase or (decrease) in 2017/18		(135)	1,714	1,563	0	3,142	984	4,126
Balance at 31 March 2018 carried Forward		**2,196**	**20,854**	**9,011**	**0**	**32,062**	**14,884**	**46,946**
Movement in Reserves during 2018/19								
Total Comprehensive Income and Expenditure		(1,795)	0	0	0	(1,795)	(6,958)	(8,753)
Adjustments from Income and Expenditure charged under the accounting basis to the funding basis	8	1,961	0	(2,319)	0	(358)	358	0
Transfers (to)/from Earmarked Reserves	9	(2)	2	0	0	0	0	0
Increase or (decrease) in 2018/19		164	2	(2,319)	0	(2,153)	(6,600)	(8,753)
Balance at 31 March 2019 Carried Forward		**2,361**	**20,856**	**6,692**	**0**	**29,909**	**8,285**	**38,193**

Balance Sheet as at 31 March 2019

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

31 March 2018 £000		Note	31 March 2019 £000
53,013	Property, Plant and Equipment	30	55,145
875	Investment Property	27	923
449	Intangible Assets	28	574
29,371	Long Term Investments	39	33,371
3,234	Long Term Debtors	33/39	2,958
86,942	**Long Term Assets**		**92,972**
2,527	Short Term Investments	39	4,498
13	Inventories		20
3,496	Short Term Debtors	33	4,545
3,580	Cash and Cash Equivalents	18	3,287
894	Assets held for sale	32	719
10,510	**Current Assets**		**13,069**
0	Bank Overdraft	18	0
0	Short Term Borrowing	39	(3,001)
(7,999)	Short Term Creditors	34	(11,707)
(473)	Capital Grants Receipts in Advance	38	(784)
(1,097)	Short Term Provisions	35	(1,710)
(9,570)	**Current Liabilities**		**(17,203)**
(40,936)	Other Long Term Liabilities	24	(50,644)
(40,936)	**Long term Liabilities**		**(50,644)**
46,946	**Net Assets**		**38,193**

31 March 2018 £000		Note	31 March 2019 £000
	Usable Reserves:		
2,196	General Fund Balance		2,361
20,855	Earmarked Reserves	9	20,856
9,011	Capital Receipts Reserve		6,692
32,062	**Total Usable Reserves**		**29,909**
	Unusable Reserves:	14	
17,743	Revaluation Reserve	14(a)	17,651
1,116	Available for Sale Financial Instruments Reserve	14(b)	0
0	Financial Instruments Revaluation Reserve	14(c)	0
0	Pooled Fund Adjustment Account	14(d)	1,371
36,979	Capital Adjustment Account	14(e)	39,559
(40,936)	Pensions Reserve	14(f)	(50,644)
212	Collection Fund Adjustment Account	14(g)	617
(230)	Accumulated Compensated Absences Adjustment Account	14(h)	(270)
14,884	**Total Unusable Reserves**		**8,285**
46,946	**Total Reserves**		**38,193**

The Statement of Accounts presents a true and fair view of the financial position of the Authority at the accounting date and its income and expenditure for the year ended 31 March 2019. The notes on pages 10 to 97 form part of the financial statements

Dated: 29th September 2020 D. Ellis Duncan Ellis BSc Hons CPFA, Head of Finance and Assets

Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the Authority during the reporting period. The statement shows how the Authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Authority are funded by way of taxation and grant income or from the recipients of services provided by the Authority.

Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Authority's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the Authority.

31 March 2018 £000		Note	31 March 2019 £000
775	Net Surplus on the provision of services	7	(1,795)
(22)	Adjust Net Surplus/(Deficit) on the provision of services for non cash movements	15	6,351
(4,354)	Adjust for items included in the Net Surplus/(Deficit) on the provision of services that are investing and financing activities	15	(3,671)
(3,601)	**Net Cash Flows generated from (used in) Operating Activities**		**885**
(2,878)	Investing Activities	16	(6,407)
299	Financing Activities	17	5,229
(6,180)	**Net Increase or (Decrease) in Cash and Cash Equivalents**		**(293)**
9,760	Cash and Cash Equivalents at the beginning of the reporting period	18	3,580
3,580	Cash and Cash Equivalents at the end of the reporting period	18	3,287

1. Accounting Policies

A General Principles

The Statement of Accounts summarises the Authority's transactions for the 2018/19 financial year and its position at the year-end of 31 March 2019.

The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit (England) Regulations 2015. These practices primarily comprise the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 and the Service Reporting Code of Practice 2018/19 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.

A local authority’s Statement of Accounts are prepared on a going concern basis, this is, the accounts should be prepared on the assumption that the authority will continue in operational existence for the foreseeable future. This means in particular that the income and expenditure accounts and balance sheet assume no intention to curtail significantly the scale of the operation.

The accounting policies detailed below have been consistently applied within the Financial Statements.

B Accruals of Income and Expenditure

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

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

Where the Authority is acting as an agent for another party (e.g. in the collection of NNDR and Council Tax), income and expenditure are recognised only to the extent that commission is receivable by the Authority for the agency services rendered or the Authority incurs expenses directly on its own behalf in rendering the services.

C Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable on demand. Cash equivalents are highly liquid investments that are readily convertible to known amounts of cash on the Balance Sheet date, and which are subject to an insignificant risk of change in value.

D Changes in Accounting Policies and Estimates and Errors

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Authority's financial position or financial performance. Where a change is made, it is applied retrospectively by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change. Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period. There have been chnages to the accounting policies in the year relating to Financial Instruments to reflect the changes brought about by IFRS 9. There were no material errors from previous year requiring restatement.

E 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 non-current 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 assets attributable to the service.

The Authority is not required to raise Council Tax to cover depreciation, revaluation and impairment losses or amortisations.

F Employee Benefits

<u>Benefits Payable during Employment</u>

Short-term employee benefits (those that fall due wholly within 12 months of the year-end), such as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees, are recognised as an expense in the year in which employees render services to the Authority. An accrual is made against services in the Surplus or Deficit on the Provision of Services for the cost of holiday entitlements and other forms of leave earned by employees but not taken before the year-end and which employees can carry forward into the next financial year. The accrual is made at the remuneration rates applicable in the following financial year. Any accrual made is required under statute to be reversed out of the General Fund Balance by a credit to the Accumulating Compensated Absences Adjustment Account in the Movement in Reserves Statement.

Termination Benefits

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

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund balance to be charged with the amount payable by the Authority to the pension fund or 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 termination benefits related to pensions enhancements and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post-employment Benefits

Employees of the Authority are members of the Local Government Pensions Scheme (LGPS), administered by Norfolk County Council. The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Authority.

The Local Government Scheme is accounted for as a defined benefits scheme in accordance with the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2011, the Local Government Pension Scheme (Administration) Regulations 2009 and the Local Government Pension Scheme (Transitional Provisions) Regulations 2014.

- The liabilities of the Norfolk Pension Fund attributable to the Authority are included in the Balance Sheet on an actuarial basis using the projected unit method - i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc., and projections of projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate of 2.4% (2.7% in 2017/18). This rate is based on a corporate yield curve based on the constituents of the iBoxx Sterling Corporates AA index and using the UBS delta curve fitting methodology. In line with the adoption of IAS 19 – Employee Benefits, an individual discount rate is calculated for each employer, based on their own weighted average duration category. The weighted average duration is used to identify the appropriate category for each employer as shown in the table below:-

Weighted Average Duration	Discount Rate Category
Less than 17 years	Short
Between 17 and 23 years	Medium
More than 23 years	Long

- The change in the net pensions liability is analysed into seven components:
  - Current service cost - The increase in the present value of the defined benefit obligation resulting from employee service in the current period.
  - Past service cost – The increase in the present value of the defined benefit obligation for employee service in prior periods, resulting in the current period from the introduction of, or changes to, post-employment benefits or other long-term employee benefits. Past service cost may either be positive (where benefits are introduced or improved) or negative (where existing benefits are reduced).
  - Interest cost – The increase during a period in the present value of a defined benefit obligation which arises because the benefits are one period closer to payment.
  - Expected return on assets -The expected increase during a period in the value of assets, based on values and long term expected returns as at the start of the period.
  - Gains/losses on settlements and curtailments -the result of actions to relieve the Authority of liabilities or events that reduce the expected future service or accrual of benefits of employees - debited/credited to the Surplus/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs;
  - Actuarial gains and losses -changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions - debited to the Pensions Reserve. These are recognised under ‘other comprehensive income’;
  - Contributions paid to the Norfolk 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 Authority to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are 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 to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact on the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

Discretionary Benefits

The Authority 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.

G 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 are not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes to the accounts of the nature of the events and their estimated financial effect.

H Exceptional Items

When items of income and expense are material, their nature and amount is disclosed, 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 Authority’s financial performance.

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 transations, such as those relating to taxes, benefits and Government grants, do not give rise to financial instruments.

I Financial Liabilities

A financial liability is an obligation to transfer economic benefits controlled by the Authority and can be represented by a contractual obligation to deliver cash or financial assets or an obligation to exchange financial assets and liabilities with another entity which is potentially unfavourable to the Authority.

The majority of the Authority's financial liabilities held during the year are measured at amortised cost and comprised:

- Short term loans from other local authorities
- Overdrafts with Barclays bank
- Lease payables
- Trade payables for goods and services received

J Financial Assets

A financial asset is a right to future economic benefits controlled by the Authority that is represented by cash, equity instruments or a contractual right to receive cash or other financial assets or a right to exchange financial assets and liabilities with another entity that is potentially favourable to the Authority. The financial assets held by the Authority during the year are accounted for under the following three classifications:

Amortised Cost (where cash flows are solely payments of principle and interest and the Authority's business mdoel is to collect those cash flows) comprising:

- Cash in hand
- Bank current and deposit accounts with Barclays bank
- Loans to other local authorities
- Loans to small companies and housing associations
- Covered bonds issued by banks and building societies
- Trade receivables for goods and services provided

Fair value through profit and loss (all other financial assets) comprising:

- Money market funds
- Pooled bond, equity and property and multi-asset funds

Where loans are advanced at below market rates, they are classed as 'Soft Loans' and specific accounting requirements apply to them. The Authority has a very small number of car loans to employees and other loans to voluntary organisations to encourage leisure activities and economic development. The impact of accounting fully for the losses on these loans is considered to be immaterial and the special accounting requirements have not been applied.

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

K Government Grants and Contributions

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

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

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

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as payables. When conditions are satisfied, the grant or contribution is credited to the relevant service line (for 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 Account. Where it has been applied, it is posted to the Capital Adjustment Account. Amounts in the Capital Grants Unapplied Account are transferred to the Capital Adjustment Account once they have been applied.

Where general (non-ring fenced) revenue grants are allocated to the Authority by Central Government these are credited to Taxation and Non-Specific Grant Income in the Comprehensive Income and Expenditure Statement.

L Intangible Assets

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

Intangible assets are initially measured at cost. Amounts are only revalued where the fair value of the assets held by the Authority can be determined by reference to an active market. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service lines in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be impaired - any losses recognised are posted to the relevant service lines in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

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

M Inventories and Work in Progress

Inventories including bar stock are included in the Balance Sheet at the lower of cost and net realisable value. Cost is determined using the first-in, first-out (FIFO) method.

N Investment Properties

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

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

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

O 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 return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

<u>The Authority as Lessee</u>

Finance Leases

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

Lease payments are apportioned between:

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

Property Plant and Equipment recognised under finance leases is accounted for using the policies applied generally to such assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life.

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

Operating Leases

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

The Authority as Lessor

Finance Leases

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

Lease rentals receivable are apportioned between:

- A charge for the acquisition of the interest in the property -applied to write down the lease liability (together with any premiums received); and
- Finance income (credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement)

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

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

Operating Leases

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

P Overheads and Support Services

The costs of overheads and support services are charged to service segments in accordance with the authority’s arrangements for accountability and financial performance.

Q 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.

<u>Recognition</u>

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

A de-minimus level of £10,000 is applied to expenditure on assets.

Measurement

Assets are initially measured at cost, comprising:

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

The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition will not increase the cash flows of the Authority. In the latter case, the cost of the acquisition is the carrying amount of the asset given up by the Authority.

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

- Infrastructure, community assets and assets under construction - depreciated historical cost
- Surplus assets – fair value, determined by the measurement of the highest and best use value of the asset
- All other assets - fair value, determined by 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 is used as an estimate of 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. Valuations are carried out either by an internal or external qualified valuer.

Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a revaluation or impairment loss previously charged to a service.

Where decreases in value are identified, the revaluation loss is accounted for as follows:

- 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 insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

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

Impairment

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

Where impairment losses are identified, they are accounted for as follows:

- 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 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.

Disposals

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.

Assets Held for Sale are:

- immediately available for sale;
- where the sale is highly probable;
- actively marketed;
- expected to be sold within 12 months.

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 recognised losses. Depreciation is not charged on Assets Held for Sale.

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

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

Amounts received for a disposal in excess of £10,000 are generally categorised as capital receipts. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment. 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.

Depreciation

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

Deprecation is calculated on the following bases:

- Buildings - straight-line allocation over the useful life of the property as estimated by the valuer (typically 30 to 100 years);
- 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. The maximum useful life is 10 years and the minimum 4 years typically most assets have a useful life of 5 years;
- Infrastructure – straight line allocation over 20 years.
- Community and Surplus assets – The land element of these is not depreciated, any property is depreciated over its useful life.

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

Componentisation

Where an item of Property, Plant and Equipment asset has major components whose cost is significant (i.e. more than 30%) in relation to the total cost of the item, the components are depreciated separately.

Componentisation is considered for all new valuations, enhancement expenditure and acquisition expenditure carried out on or after 1 April 2011. Where a component is replaced or restored (i.e. enhancement expenditure) the carrying amount of the old component shall be de-recognised before reflecting the enhancement.

The Authority recognises the following levels of components:

- Substructure
- Superstructure
- Internal services
- External works

Componentisation is not applicable to land as land is non-depreciable and is considered to have an infinite life.

R Provisions, Contingent Liabilities and Contingent Assets

Provisions

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

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the Authority becomes aware of the obligation, and 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. Where the obligation is expected to be settled within 12 months of the Balance Sheet date the provision is recognised as a Current Liability in the Balance Sheet. Other provisions are recognised as Long Term Liabilities.

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 and 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.

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. Provisions for bad and doubtful debts are maintained in respect of possible losses from non-collection of amounts owing to the Authority. This includes council tax, business rates and other income. The provisions are recalculated each year based on age and category of outstanding debt at the end of the financial year, reflecting historical collection patterns, and are included in the Balance Sheet as an adjustment to receivables.

Contingent Liabilities

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

Contingent Assets

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

S Reserves

The Authority sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service and included against the Surplus/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 and retirement benefits and that do not represent usable resources for the Authority - these Unusable Reserves are explained elsewhere within the Accounting Statements.

T Revenue Expenditure Funded from Capital under Statute

Expenditure incurred during the year that may be capitalised under statutory provisions but 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 Authority has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a transfer in the Movement in Reserves Statement from the General Fund Balance to the Capital Adjustment Account then reverses out the amounts charged so that there is no impact on the level of Council tax.

U VAT

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

V Council Tax and Non-domestic Rate Income

Billing authorities in England are required by statute to maintain a separate fund for the collection and distribution of amounts due in respect of Council tax and Non-Domestic Rates (NDR). In its capacity as a Billing Authority, the Authority acts as an agent collecting and distributing Council tax and NDR income on behalf of the major preceptors and itself.

From 1 April 2009, the Authority has been required to show Council tax income in the Comprehensive Income and Expenditure Account as accrued income.

From 1 April 2013, the Authority has been required to show Non-Domestic Rate income in the Comprehensive Income and Expenditure Account as accrued income.

The Authority’s share of Collection Fund income and expenditure is recognised in the Comprehensive Income and Expenditure Statement in the Taxation and Non-Specific Grant Income and Expenditure section.

W Fair Value measurement

The Authority measures some of its non - financial assets such as surplus assets and investment properties and some of its financial instruments at fair value at the end of the reporting period. Fair value is the price that would be received to sell an asset or paid to transfer a liability at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either;

a) in the principal market for the asset or liability, or
b) In the absence of a principal market, in the most advantageous market for the asset or liability.

The Authority uses a combination of internal and external Valuers to provide valuations for its assets and liabilities in line with the highest and best use definition within the accounting standard. They are therefore using the same assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest. This would take into account the markets participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset at its highest and best use.

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

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

Level 1 – quoted prices (unadjusted) in active markets for identical assets or liabilities that the authority can access at the measurement date,

Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly,

Level 3 – unobservable inputs for the asset or liability.

2. Accounting Standards That Have Been Issued but Have Not Yet Been Adopted

The Code of Practice on Local Authority Accounting in the UK 2019/20 has introduced the following changes in accounting policy, which will need to be adopted fully by the Authority in the 2019/20 Financial Statements from 1 April 2019.

The Council is required to disclose information relating to the impact of the accounting changes on the financial statements as a result of the adoption by the Code of a new standard that has been issued, but is not yet required to be adopted by the Council. The Council is required to make disclosure of the estimated effect of the new standard in these financial statements.

The following accounting standards have minor changes next year, but these are either not relevant to the Council or the changes are expected to be minor and are not expected to make any change to the reported information in the accounts and will therefore not have a material effect:

a) amendments to IAS 40 *Investment Property:* Transfers of Investment Property

b) *Annual Improvements to IFRS Standards 2014-2016 Cycle*

c) IFRIC 22 *Foreign Currency Transactions and Advance Consideration*

d) IFRIC 23 *Uncertainty over Income Tax Treatments*

e) amendments to IFRS 9 *Financial Instruments:* Prepayment Features with Negative Compensation.

3. Critical Judgements in Applying Accounting Policies

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

- There is a high degree of uncertainty about future levels of funding for Local Government. However, the Authority has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to close facilities and reduce levels of service provision.
- Asset Categorisation - The Code classifies assets according to certain criteria. For example investment properties are classified as those assets that are held primarily to generate rental income or for capital appreciation, surplus assets are those assets that are surplus to service needs and do not meet the criteria for investment property or assets held for sale. Assets held for sale is usually restricted to property that is expected to be sold in 12 months. For the Authority, industrial rental units have been treated as other land and buildings based on the judgement that they are held for a service objective of Economic Development and regeneration.
- NNDR ratings list alterations- are estimates made for the expected loss of income as a result of alterations of ratings lists following the Check, Challenge, Appeal process. This based on currently outstanding checks, challenges and appeals and as well as expected further ones based on historical values.

4. Assumptions Made About the Future and Other Major Sources of Estimation Uncertainty

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

The items in the Authority's Balance Sheet at 31 March 2019 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if actual results differ from assumptions
Property Plant and Equipment	Asset valuation in the current economic climate is subject to significant stress. Impairment reviews by the Authority of its asset base have been undertaken in a robust way to reflect the changes in its asset values. Depreciation charges are related to the useful life of the assets and dependant on the level of repairs and maintenance that will be incurred in relation to individual assets.	It is important that the asset values in the Balance Sheet are kept under review. If the useful lives of the assets are reduced depreciation increases and the carrying value of the assets falls. Whilst there is a risk in any valuation exercise changes to useful lives and depreciation do not impact the Authority's useable reserves as depreciation charges do not fall on the Tax payer.
Fair Value Measurements	Where the fair value of financial assets and financial liabilities cannot be measured based on quoted prices in active markets (i.e. Level 1 inputs) their fair value is measured using valuation techniques (e.g. quoted prices for similar assets or liabilities in active markets or, the discounted cash flow). Where possible these inputs are based on observable data, but where this is not possible judgement is required in establishing fair values. This will typically include considerations such as uncertainty and risk. However changes to the assumptions used could affect the fair value of the Authority's assets and liabilities. Where Level 1 inputs are not available, the Authority has used relevant experts to identify the most appropriate valuation technique to determine fair value.	The authority uses the discounted cash flow (DCF), and 'market approach' (as defined in paragraphs B5 to B7 of IFRS 13) to measure the fair value of its assets. The inputs to this latter technique constitute Level 2 inputs, which are observable for the asset either directly or indirectly. If there were to be significant unobservable inputs, this could result in a significantly lower or higher fair value measurement for the investment properties and financial assets.

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. Actuaries are employed by the pension schemes administrators to provide expert advice about the assumptions to be applied.	The effects on the net pension liability of changes in individual assumptions can be measured, for example a 0.5% decrease in the real discount rate assumption would result in an increase of 10% in the pension liability which is approximately £12.46m. (i) A one year increase in member life expectancy would result in an increase of approximately 3 to 5% in the pension liability. In practice, the actual cost will depend on the structure of the revised assumption (i.e. if improvements to survival rates predominantly apply at younger or older ages). (ii) If salaries were to increase by 0.5% more than anticipated, the pension liability would increase by 1%, approximating to £1.721m. (iii) If pensions payable were to increase by 0.5% more than anticipated, the pension liability would increase by 9%, approximating to £10.531m.

5. Events after the Balance Sheet Date

The Statement of Accounts was authorised for issue by the Head of Finance and Assets on 29 September 2020. Events taking place after the accounts are authorised for issue are not reflected in the Financial Statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2019, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

Corona Virus

On 23rd March 2020, the Prime Minister announced that to limit the spread of the coronavirus he would be asking people to stay at home and where possible work from home and only essential journeys should be made. Effectively this meant that a lot of businesses became unable to carry on operating and many employees were 'furloughed' on 80% of their existing salary paid by central government.

The financial and social outcomes of this are not yet fully understood, however, it is anticipated that the condition will exist for the short to medium future and that it will have a significant impact upon the UK and global economy. As the condition did not exist at the 31 March 2019, this is therefore a non-adjusting event for which a limited estimate of its financial effect on the reporting entity can be made as at 31 March 2019, particularly with regards to financial impact for 2019/20 and future years and asset impairments, provision for impairment on receivables and pension valuations as at the balance sheet date.

6. Note to the Expenditure and Funding Analysis

	Adjustments between Funding and Accounting Basis 2018-19			
Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	**Adjustments for Capital Purposes (Note 1) £000**	**Net Change for the Pensions Adjustments (Note 2) £000**	**Other Differences (Note 3) £000**	**Total Adjustments £000**
CLT / Corporate	(25)	103	6	84
Customer Services & ICT	239	245	(17)	467
Legal & Democratic Services	3	68	6	77
Community, Economic Development and Coast	1,231	146	13	1,390
Environmental Health	189	148	(2)	335
Finance & Assets	(564)	412	24	(128)
Planning	53	186	10	249
Net cost of services	**1,126**	**1,308**	**40**	**2,474**
Other Operating Expenditure	(972)	0	0	(972)
Financing and Investment Income and Expenditure	0	1,122	0	1,122
Taxation and Non-Specific Grant Income	(258)	0	(405)	(663)
Other Income & Expenditure from the Expenditure and Funding Analysis	**(1,230)**	**1,122**	**(405)**	**(513)**
Difference between General Fund Surplus or Deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	**(104)**	**2,430**	**(365)**	**1,961**

6. Note to the Expenditure and Funding Analysis (cont'd)

	Adjustments between Funding and Accounting Basis 2017-18			
Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts	**Adjustments for Capital Purposes (Note 1) £000**	**Net Change for the Pensions Adjustments (Note 2) £000**	**Other Differences (Note 3) £000**	**Total Adjustments £000**
CLT / Corporate	(7)	107	0	100
Customer Services & ICT	192	292	0	484
Legal & Democratic Services	3	62	0	65
Community, Economic Development and Coast	1,027	137	0	1,164
Environmental Health	108	169	0	277
Finance & Assets	18	(119)	0	(101)
Planning	(27)	205	0	178
Net cost of services	**1,314**	**853**	**0**	**2,167**
Other Operating Expenditure	(1,884)	0	0	(1,884)
Financing and Investment Income and Expenditure	0	1,104	0	1,104
Taxation and Non-Specific Grant Income	(405)	0	(178)	(583)
Other Income & Expenditure from the Expenditure and Funding Analysis	**(2,289)**	**1,104**	**(178)**	**(1,363)**
Difference between General Fund Surplus or Deficit and Comprehensive Income and Expenditure Statement Surplus or Deficit on the Provision of Services	**(975)**	**1,957**	**(178)**	**804**

1) Adjustments for Capital Purposes

- **Adjustments for capital purposes –** this column adds in depreciation and impairment and revaluation gains and losses in the services line, and for:
- **Other operating expenditure** – adjusts for capital disposals with a transfer of income on disposal of assets and the amounts written off for these assets.
- **Taxation and non-specific grant income and expenditure –** capital grants are adjusted for income not chargeable under generally accepted accounting practices. Revenue grants are adjusted from those receivable in the year to those receivable without conditions or for which conditions were satisfied throughout the year. The Taxation and Non Specific Grant Income and Expenditure line is credited with the capital grants receivable in the year without conditions or for which conditions were satisfied in the year.

2) Net Change in Pensions Adjustments

Net change for the removal of pension contributions and the addition of IAS 19 Employee Benefits pension related expenditure and income.

- **For services** this represents the removal of the employer's pension contributions made by the authority as allowed by statute and the replacement with current service costs and past service costs.
- For **Financing and investment income and expenditure** – the net interest on the defined benefit liability is charged to the CIES.

3) Other Differences

Other differences between amounts debited/credited to the Comprehensive Income and Expenditure Statement and amounts payable/receivable to be recognised under statute.

- The charge under **Taxation and non-specific grant income and expenditure** represents the difference between what is chargeable under statutory regulations for Council Tax and NNDR that was projected to be received at the start of the year and the income recognised under generally accepted accounting practices in the code. This timing difference as any difference will be brought forward in future surpluses and deficits on the Collection Fund.

7. Expenditure and Income Analysed by Nature

The Authority's expenditure and income is analysed as follows:

	2017/18		2018/19
Expenditure/ Income	**£000**		**£000**
Expenditure			
Employee Benefits expenses	12,903		14,246
Other Services Expenses	37,159		36,856
Support Service Recharges	11,310		11,941
Depreciation, amortisation, impairment, DRF	4,049		4,278
Interest payments	53		35
Precepts and Levies	2,080		2,210
Gain on the disposal of assets	(1,885)		(972)
Total Expenditure	**65,669**		**68,594**
Income			
Fees, Charges and other service income	22,512		24,854
Interest and Investment Income	940		1,296
Income from Council tax, Non-Domestic Rates, district rate income	12,364		13,318
Government Grants and Contributions	30,628		27,331
Total Income	**66,444**		**66,799**
Surplus or Deficit on the Provision of Services	**(775)**		**1,795**

8. Movement in Reserves Statement - 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 Authority in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Authority to meet future capital and revenue expenditure.

2018/19	**General Fund Balance**	**Capital Receipts Reserve**	**Capital Grants Unapplied Account**	**Movement in Unusable Reserves**
	£000	**£000**	**£000**	**£000**
Adjustments involving the Capital Adjustment Account				
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:				
Charges for depreciation and impairment of non-current assets	2,127	0	0	(2,127)
Revaluation losses on Property, Plant and Equipment	470	0	0	(470)
Movements in the market value of Investment Properties	(4)	0	0	4
Amortisation of intangible assets	76	0	0	(76)
Capital Grants and Contributions that have been applied to capital financing	(258)	0	0	258
Revenue Expenditure Funded from Capital Under Statute	348	0	0	(348)
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	(971)	0	0	971
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:				
Statutory provision for the financing of capital investment	(354)	0	0	354
Capital expenditure charged against the General Fund	(1,537)	0	0	1,537

2018/19	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied Account £000	Movement in Unusable Reserves £000
Adjustments involving the Capital Receipts Reserve				
Transfers of sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	0	1,164	0	(1,164)
Use of the Capital Receipts Reserve to finance new capital expenditure	0	(3,483)	0	3,483
Adjustments involving the Pensions Reserve				
Reversal of items relating to post-employment benefits debited or credited to the surplus or deficit on the provision of services in the Comprehensive Income and Expenditure Statement	4,687	0	0	(4,687)
Employer's pensions contributions and direct payments to pensioners payable in the year	(2,258)	0	0	2,258
Adjustments involving the Collection Fund Adjustment Account				
Amount by which Council Tax and Business Rate income credited to the Comprehensive Income and Expenditure Statement is different from the Council Tax and Business Rate income calculated for the year in accordance with statutory requirements	(405)	0	0	405
Adjustments involving the Accumulating Compensated Absences Adjustment Account				
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	40	0	0	(40)
Total Adjustments	**1,961**	**(2,319)**	**0**	**358**

2017/18	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied Account	Movement in Unusable Reserves
	£000	£000	£000	£000
Adjustments involving the Capital Adjustment Account				
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:				
Charges for depreciation and impairment of non-current assets	2,126	0	0	(2,126)
Revaluation losses on Property, Plant and Equipment	166	0	0	(166)
Movements in the market value of Investment Properties	382	0	0	(382)
Amortisation of intangible assets	42	0	0	(42)
Capital Grants and Contributions that have been applied to capital financing	(405)	0	0	405
Revenue Expenditure Funded from Capital Under Statute	271	0	0	(271)
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	(1,885)	0	0	1,885
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:				
Statutory provision for the financing of capital investment	(333)	0	0	333
Capital expenditure charged against the General Fund	(1,339)	0	0	1,339

2017/18	General Fund Balance £000	Capital Receipts Reserve £000	Capital Grants Unapplied Account £000	Movement in Unusable Reserves £000
Adjustments involving the Capital Receipts Reserve				
Transfers of sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	0	2,668	0	(2,668)
Use of the Capital Receipts Reserve to finance new capital expenditure	0	(1,105)	0	1,105
Adjustments involving the Pensions Reserve				
Reversal of items relating to post-employment benefits debited or credited to the surplus or deficit on the provision of services in the Comprehensive Income and Expenditure Statement	4,047	0	0	(4,047)
Employer's pensions contributions and direct payments to pensioners payable in the year	(2,090)	0	0	2,090
Adjustments involving the Collection Fund Adjustment Account				
Amount by which Council Tax and Business Rate income credited to the Comprehensive Income and Expenditure Statement is different from the Council Tax and Business Rate income calculated for the year in accordance with statutory requirements	(178)	0	0	178
Adjustments involving the Accumulating Compensated Absences Adjustment Account				
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	0	0	0	0
Total Adjustments	**804**	**1,563**	**0**	**2,367**

General Fund Balance - The General Fund is the statutory fund into which all the receipts of an Authority are required to be paid and out of which all liabilities of the Authority are to be met, except to the extent that statutory rules might provide otherwise.

Capital Receipts Reserve – The Capital Receipts Reserve holds the proceeds from the disposal of land or other assets, which are restricted by statute from being used other than to fund new capital expenditure or to be set aside to finance historical capital expenditure. The balance on the reserve shows the resources that have yet to be applied for these purposes.

Capital Grants Unapplied – The Capital Grants Unapplied Account holds grants and contributions received towards capital projects from which the Authority has met the conditions that would otherwise require repayment of the monies but which have yet to be applied to meet expenditure. The balance is restricted by grant terms as to the capital expenditure against which it can be applied and/or the financial year in which this can take place.

9. Movement in Reserves Statement – Transfers to/from Earmarked Reserves

This sets out the amounts set aside from the General Fund balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2018/19.

	Balance at 1 April 2017 £000	Transfers Out 2017/18 £000	Transfers In 2017/18 £000	Balance at 31 March 2018 £000	Transfers Out 2018/19 £000	Transfers In 2018/19 £000	Balance at 31 March 2019 £000
Asset Management	501	(630)	987	858	(261)	960	1,557
Benefits	1,429	(134)	0	1,295	(13)	58	1,340
Broadband	1,000	0	0	1,000	0	0	1,000
Building Control	172	(12)	0	160	0	31	191
Business Rate Retention	2,527	(20)	0	2,506	(68)	0	2,438
Capital Projects Reserve	2,314	(264)	1,400	3,450	(1,064)	94	2,480
Coast Protection	203	0	0	203	(22)	0	181
Common Training	48	(48)	0	(0)	0	0	(0)
Communities	1,197	0	397	1,594	(63)	121	1,652
Economic Development & Regeneration	133	(37)	25	121	(10)	60	171
Election Reserve	43	0	40	83	0	40	123
Enforcement Board	103	(47)	141	197	(60)	0	137
Environmental Health	279	0	15	294	0	29	323
Grants	440	(7)	102	535	(112)	114	537
Grassed Area Deposits	350	0	21	371	0	0	371
Housing	2,522	(246)	225	2,500	(307)	341	2,534
Land Charges	233	0	41	274	0	15	289
Legal	144	(16)	0	129	(1)	1	129
LSVT Reserve	435	0	0	435	0	0	435
New Homes Bonus	1,835	(54)	225	2,006	(1,494)	0	512

	Balance at 1 April 2017 £000	Transfers Out 2017/18 £000	Transfers In 2017/18 £000	Balance at 31 March 2018 £000	Transfers Out 2018/19 £000	Transfers In 2018/19 £000	Balance at 31 March 2019 £000
Organisational Development	345	(4)	0	340	(26)	0	314
Pathfinder	206	(63)	0	143	0	0	143
Planning - Revenue	168	(123)	11	56	(32)	86	110
Restructuring and Invest to Save	2,435	(261)	117	2,291	(1,251)	843	1,883
Property Investment Fund	0	0	0	0	0	2,000	2,000
Sports Hall Equipment/Sports Facilities	12	0	0	13	(7)	0	6
Treasury (Property) Reserve	67	(67)	0	0	0	0	0
Total	**19,141**	**(2,033)**	**3,747**	**20,854**	**(4,791)**	**4,793**	**20,856**

Total transfers out during 2018/19	**(4,791)**
Total transfers in during 2018/19	**4,793**
Net Movement in Earmarked Reserves in 2018/19	**2**

The purpose of each earmarked reserves is explained below:

Asset Management - To support improvements to our existing assets as identified through the Asset Management Plan.

Benefits - To mitigate any claw back by the Department of Works and Pensions following final audited subsidy determination.

Building Control – Ring- fenced to cover any future deficits on the building control service.

Business Rates Retention – To be used to mitigate the impact of final claims and appeals in relation to business rates retention scheme.

Capital Projects Reserve - To provide funding for capital projects. This includes the VAT shelter income that is received in the year and not yet spent on projects.

Coast Protection - To support the on-going coast protection maintenance programme.

Common Training - To deliver the corporate training and development programme.

Communities – To support projects that communities identify where they will make a difference to the economic and social wellbeing of the area. This is funded from the return of the second homes funding from Norfolk County Council.

Economic Development and Regeneration: Service underspends rolled forward that relate to one off projects or expenditure not budgeted for in future years, including learning for everyone.

Election Reserve - Established to meet costs associated with district council elections, to smooth the impact between financial years.

Environmental Health - Earmarking of underspends and additional income to meet Environmental Health.

Grants – Earmarking of grants received in the year for which expenditure is yet to be incurred, for example due to the timing of the receipt.

Grassed Area Deposits - To finance ongoing commitments in relation to grounds maintenance contracts.

Housing – Includes Community Housing Fund grant received from the Ministry of Housing, Communities and Local Government (MHCLG) This is to support community led housing schemes and assisting in the delivery of affordable housing within the area.

Land Charges – To mitigate the impact of potential income reductions for the service.

Legal – Includes funding for Compulsory Purchase Order (CPO) work and other one-off work.

Local Strategic Partnership – Ring fenced from the former Local Strategic Partnership, earmarked for ongoing liabilities.

LSVT Reserve – To meet the cost of successful warranty claims not covered by bonds and insurance following the housing stock transfer.

New Homes Bonus (NHB) – Established for supporting communities with future growth and development and Plan review.

Organisational Development - To provide funding for organisation development to create capacity within the organisation, including the support of apprenticeship and intern programmes.

Pathfinder - To help coastal communities adapt to coastal changes. The balance represents grant funding that has been received that has been fully allocated to projects to deliver the Pathfinder objectives but has not yet been spent.

Planning – Additional Planning Income earmarked for Planning Initiatives including Plan Business Process Review.

Restructuring and Invest to Save - To be used for restructuring costs including one-off redundancy and pension strain costs and invest to save projects that will deliver efficiency savings.

Sports Hall Equipment and Sports Facilities - To support renewals for sports hall equipment. Transfers in the year represents over or under achievement of income target.

Treasury (Property) – To smooth the impact of fluctuations in returns from property investment.

10. Comprehensive Income and Expenditure Statement – Other Operating Expenditure

2017/18 £000		2018/19 £000
2,080	Parish Council Precepts	2,211
(1,885)	(Gains) on the disposal of non-current assets	(972)
195	**Total**	**1,239**

11. Comprehensive Income and Expenditure Statement – Financing and Investment Income and Expenditure

2017/18 £000		2018/19 £000
44	Interest payable and similar charges	23
1,104	Pensions interest cost and expected return on pensions assets	1,122
(931)	Interest receivable and similar income	(1,285)
382	Changes in the fair value of investment property	(4)
599	**Total**	**(144)**

12. Comprehensive Income and Expenditure Statement – Taxation and Non Specific Grant Income

2017/18 £000		2018/19 £000
(7,669)	Council Tax Income	(8,107)
(4,718)	Non Domestic Rates	(5,211)
(936)	Revenue Support Grant	(536)
(2,083)	Other Non ringfenced government grants	(1,662)
(405)	Capital grants and contributions	(258)
(15,811)	**Total**	**(15,774)**

13. Balance Sheet – Usable Reserves

Movements in the Authority's usable reserves are detailed in the Movement in Reserves Statement and notes 8 and 9.

14. Balance Sheet – Unusable Reserves

The following provides a summary of the details of the Authority's unusable reserves. Further details on each of the reserves are provided below.

2017/18 £000		2018/19 £000
17,743	Revaluation Reserve	17,651
1,116	Available for Sale Reserve	0
0	Financial Instruments Revaluation Reserve	0
0	Pooled Fund Adjustment Account	1,371
36,979	Capital Adjustment Account	39,559
(40,936)	Pensions Reserve	(50,644)
212	Collection Fund Adjustment Account	617
(230)	Accumulated Compensated Absences Adjustment Account	(270)
14,884	**Total Unusable Reserves**	**8,285**

14(a) Revaluation Reserve

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

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

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

2017/18 £000		2018/19 £000
17,612	**Balance at 1 April**	**17,743**
1,035	Upward revaluation of assets	1,016
(556)	Downward revaluation of assets and impairment losses not charged to the surplus/deficit on the provision of services	(950)
(151)	Difference between fair value depreciation and historical cost depreciation	(158)
(197)	Accumulated gains on assets sold or scrapped	0
17,743	**Balance at 31 March**	**17,651**

14(b) Available for Sale Reserve

This reserve is no-longer required under the new accounting standard for Financial Instruments, IFRS9. The 2017/18 accounts are not restated and the gains and losses recognised in the reserve have been moved in accordance with the Standard as shown below.

2017/18 £000		2018/19 £000
1,333	**Balance at 31 March**	**1,116**
	Transition to IFRS9:	
0	Re-classification FVOCI (FI Revaluation Reserve)	(1,119)
0	Re-classification FVPL (Pooled Adjustment Account)	6
0	Re-measurement to Amortised Cost	(3)
1,333	**Balance 1 April**	**0**
(217)	(Downward)/ Upward revaluation of investments not charged to the surplus/deficit on the provision of services.	0
1,116	**Balance at 31 March**	**0**

14(c) Financial Instruments Revaluation Reserve

The Financial Instruments Revaluation Reserve contains the gains made by the Authority arising from increases in the value of its strategic investments that it has elected to account at fair value through other comprehensive income. The balance is reduced when investments with accumulated gains are:

- revalued downwards or impaired and the gains are lost
- disposed of and the gains are realised

2017/18 £000		2018/19 £000
0	**Balance at 31 March**	**0**
0	Transition to IFRS9 - re-classification FVOCI	0
0	**Balance at 1 April**	**0**
0	(Downward)/ Upward revaluation of investments not charged to the surplus/deficit on the provision of services.	0
0	**Balance at 31 March**	**0**

14(d) Pooled Fund Adjustment Account

The Pooled Fund Adjustment Account contains the gains made by the Authority arising from increases in the value of its investments in pooled funds and are therefore accounted for under IFRS9 at fair value through profit and loss. A statutory override currently applies enabling gains or losses to be transferred to this unusable reserve, thereby protecting the Council Tax payer from changes in fair value on these investments. The balance is reduced when investments with accumulated gains are:

- revalued downwards or impaired and the gains are lost
- disposed of and the gains are realised

2017/18 £000		2018/19 £000
0	Balance at 31 March	0
0	Transition to IFRS9 - reclassified FVPL	1,113
0	**Balance at 1 April**	**1,113**
0	(Downward)/Upward revaluation of investments not charged to the surplus/deficit on the provision of services.	258
0	**Balance 31 March**	**1,371**

14(e) Capital Adjustment Account

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

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

The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.
Note 8 provides details of the source of all the transactions posted to the Account, apart from those involving the Revaluation Reserve.

2017/18 £000		2018/19 £000
37,219	**Balance at 1 April**	**36,979**
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
(1,921)	Charges for Depreciation and impairment on non-current assets	(2,127)
(371)	Revaluation losses on Property, Plant and Equipment	(470)
(42)	Amortisation of intangible assets	(76)
(271)	Revenue expenditure funded from capital under statute	(348)
(586)	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	(192)
34,028		33,765
151	Adjusting amounts written out of the revaluation reserve	158
34,179	Net written out amount of the cost of non current assets consumed in the year	33,923
	Capital Financing applied in the year:	
1,105	Use of capital receipts reserve to finance new capital expenditure	3,483
405	Capital grants and contributions credited to the Comprehensive Income and Expenditure Statements that have been applied to capital financing	258
333	Statutory provision for the financing of capital investment charged against the General Fund balance	355
1,339	Capital expenditure charged against the General Fund Balance	1,537
37,361		39,555
(382)	Movements in the market value of investment properties debited or credited to the Comprehensive Income and Expenditure Statement	4
36,979	**Balance at 31 March**	**39,559**

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

2017/18 £000		2018/19 £000
(42,068)	**Balance at 1 April**	**(40,936)**
3,089	Actuarial gains/(losses) on pensions assets and liabilities	(7,279)
(4,047)	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	(4,687)
2,090	Employer's pension contributions and direct payments to pensioners payable in the year	2,258
(40,936)	**Balance at 31 March**	**(50,644)**

14(g) Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the differences arising from the recognition of Council Tax and Business Rate income in the Comprehensive Income and Expenditure Statement as it falls due from Council Tax and Business Rate payers, compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

2017/18 £000		2018/19 £000
33	**Balance at 1 April**	**212**
179	Amount by which Council Tax and Business Rate income credited to the Comprehensive Income and Expenditure Statement is different from Council Tax and Business Rate income calculated for the year in accordance with statutory requirements	405
212	**Balance at 31 March**	**617**

14(h) Accumulating Compensated Absences Adjustment Account

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

2017/18 £000		2018/19 £000
(230)	**Balance at 1 April**	**(230)**
0	Settlement or cancellation of an accrual made at the end of the preceding year	230
0	Amounts accrued at the end of the current year	(310)
0	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	40
(230)	**Balance at 31 March**	**(270)**

15. Cash Flow Statement – Arising from Operating Activities

The cash flows for operating activities include the following items:

2017/18 £000		2018/19 £000
989	Interest Received	1,251
(44)	Interest Paid	(23)
945	**Net cash flows from operating activities**	**1,228**

2017/18 £000	The surplus or deficit on the provision of services has been adjusted for the following non-cash movements	2018/19 £000
1,921	Depreciation	2,127
372	Impairment and downward valuations	470
42	Amortisation	76
(1,902)	Increase in Creditors	2,269
(10)	(Decrease) in Interest and Dividend Debtors	(37)
(3,647)	Increase / (Decrease) in Debtors	(1,168)
13	Increase / (Decrease) in Inventories	(7)
1,957	Movement in Pension Liability	2,429
783	Carrying amount of non-current assets and non-current assets held for sale, sold or derecognised	192
449	Movement in Investment Property Values	0
(22)		**6,351**

2017/18 £000	Adjust for items included in the net surplus or deficit on the provision of services that are investing or financing activities	2018/19 £000
(239)	Capital Grants credited to surplus or deficit on the provision of services	(290)
(1,499)	Net adjustment from the sale of short and long term investments	(2,250)
(2,616)	Proceeds from the sale of property plant and equipment, investment property and intangible assets	(1,131)
(4,354)		**(3,671)**

16. Cash Flow Statement – Investing Activities

2017/18 £000		2018/19 £000
(2,402)	Purchase of property, plant and equipment, investment property and intangible assets	(4,362)
(47,750)	Purchase of short-term and long-term investments	(24,133)
2,616	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	1,131
44,749	Proceeds from short-term and long-term investments	20,448
(91)	Other receipts from investing activities	509
(2,878)	**Net cash flows from investing activities**	**(6,407)**

17. Cash Flow Statement – Financing Activities

2017/18 £000		2018/19 £000
0	Cash receipts of short-term and long-term borrowing	3,001
(688)	Cash payments for the reduction of the outstanding liabilities relating to finance leases.	(355)
987	Other payments for financing activities	2,583
299	**Net cash flows from financing activities**	**5,229**

18. Cash Flow Statement – Cash and Cash Equivalents

The balance of cash and cash equivalents is made up of the following elements:

2017/18 £000		2018/19 £000
3	Cash held by officers	3
115	Bank current accounts	1,083
3,462	Investments in liquidity Money Market Funds	2,201
3,580	**Total cash and cash equivalents**	**3,287**

19. Trading Operations

The Authority runs two service areas as trading services. Details of those services are as follows:

	2017/18		2018/19	
	£000	£000	£000	£000
The Council currently operates three general produce markets on two car park sites in Sheringham and Cromer. They are provided to meet local demands and to promote tourism. The trading objective is to minimise the deficit relating to the service.	(61)		(57)	
	97		83	
		36		**26**
The Council lets a total of 15 industrial units and self-occupies 2 over three sites in Catfield, North Walsham and Fakenham. The Catfield and North Walsham sites offer starter units which were developed jointly with EEDA, to provide opportunities for local business start-ups and developments. The trading objective is to minimise the deficit relating to the service.	(128)		(132)	
	187		134	
		59		**2**
Net (surplus) / deficit on trading operations:		**95**		**28**

Trading operations are incorporated into the Comprehensive Income and Expenditure Statement. Some are an integral part of one of the Council's services to the public (e.g. refuse collection), whilst others are support services to the Council's services to the public. The expenditure of these operations is allocated or recharged to the relevant service area within the CIES Cost of Services (Markets is within Community, Economic Development and Coast. The Industrial Units are within Finance & Assets).

The reduced deficit is due to lower service charges which reflect a more accurate allocation of staff time.

	2017/18	2018/19
	£000	£000
Net deficit/(surplus) on trading operations	95	28
Services to the public included in expenditure of continuing operations	(3)	(3)
Net deficit / (surplus) debited / (credited) to other operating expenditure	**92**	**25**

20. External Audit Costs

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

	2017/18 Ernst Young £000	2018/19 Ernst Young £000
Fees payable with regard to external audit services carried out by the appointed auditor for the year	54	45
Fees payable for the certification of grant claims and returns for the year	26	3
Total	**80**	**48**

21. Members Allowances

The Authority paid the following amounts to Members of the Authority during the year. Full details can be obtained by writing to, Information Services, Holt Road, Cromer, Norfolk, NR27 9EN.

2017/18 £		2018/19 £
331,752	Allowances	319,009
25,721	Expenses	27,591
357,473		**346,600**

22. Officers' Remuneration

The following table sets out the remuneration paid to the Authority's senior officers. A senior officer is defined as being a statutory chief officer as defined in the Local Government and Housing Act (LGHA) 1989 section 2(6); a non-statutory Chief officer as defined in the LGHA 1989 section 2(7); or someone with responsibility for the management of the Authority, being able to direct or control its major activities, whether solely or collectively.

For the period 1st April 2018 to 31st March 2019 Job Title		Salary, Fees and Allowance £	Bonuses £	Expenses Allowances £	Compensation for Loss of Office £	Sub-total	Pension Contribution £	Total £
1st April 2018 to 31st March 2019								
Corporate Director and Head of Paid Service	2018/19	100,593	0	963	0	101,556	14,586	**116,142**
Corporate Director and Head of Paid Service	2018/19	100,593	0	963	0	101,556	14,586	**116,142**
Section 151 Officer	2018/19	72,963	0	963	0	73,926	10,580	**84,506**
Monitoring Officer	2018/19	72,963	0	963	0	73,926	11,738	**85,664**
1st April 2017 to 31st March 2018								
Corporate Director and Head of Paid Service	2017/18	98,621	0	963	0	99,584	14,300	**113,884**
Corporate Director and Head of Paid Service	2017/18	98,621	0	963	0	99,584	14,300	**113,884**
Section 151 Officer	2017/18	70,058	0	963	0	71,021	10,158	**81,179**
Monitoring Officer	2017/18	64,792	0	963	0	65,755	8,237	**73,992**

The number of employees not falling into the category of senior officers shown above whose remuneration, excluding pension contributions was £50,000 or more in bands of £5,000 were:

2017/18 Number of Employees	Remuneration Band	2018/19 Number of Employees
5	£50,000 - £54,999	5
2	£55,000 - £59,999	4
0	£60,000 - £64,999	0
1	£65,000 - £69,999	1

23. Exit Packages

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

	2017/18				2018/19			
	Compulsory Redundancies	Other Departures			Compulsory Redundancies	Other Departures		
Bandings	Number of Employees	Number of Employees	Total Number of Employees	Total Amount £	Number of Employees	Number of Employees	Total Number of Employees	Total Amount £
£0 to £20,000	0	1	1	5,036	0	1	1	13,718
£20,001 to £40,000	0	1	1	35,000	0	0	0	0
£40,001 to £60,000	0	0	0	0	0	0	0	0
£60,001 to £80,000	0	0	0	0	0	0	0	0
£80,001 to £100,000	0	0	0	0	0	0	0	0
	0	**2**	**2**	**40,036**	**0**	**1**	**1**	**13,718**

24. Defined Benefit Pension Schemes

Participation in pension schemes

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

The Authority participates in two post- employment schemes:

- The Local Government Pension Scheme, administered locally by Norfolk County Council - this was a funded defined benefit final salary scheme up to 31/03/2014 then replaced with a Career Average Revalued Earnings (CARE) scheme from the 01/04/2014, The Authority and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

- Arrangements for the award of discretionary post-retirement benefits upon early retirement - this is an unfunded defined benefit final arrangement; under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet the pension's liabilities, and cash has to be generated to meet actual pension payments as they eventually fall due.

Transactions relating to post-employment benefits

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

Comprehensive Income and Expenditure Statement	Local Government Pension Scheme 2017/18 £000	Local Government Pension Scheme 2018/19 £000
Cost of Services:		
Current service cost	2,943	3,062
Past Service Costs loss	0	503
Financing and Investment Income and Expenditure:		
Interest cost	2,846	2,986
Expected return on scheme assets	(1,742)	(1,864)
Total post-employment benefit charged to the surplus/deficit on the provision of services	**4,047**	**4,687**
Other post-employment benefit charged to the Comprehensive Income and Expenditure Statement:		
Actuarial gains and (losses)	3,089	(7,279)
Total post-employment benefit (credited) / charged to the Comprehensive Income and Expenditure Statement	**(7,136)**	**2,592**
Movement in Reserves Statement:		
Reversal of net charges made to the surplus/deficit for the provision of services for post-employment benefits in accordance with the code	(4,047)	(4,687)
Actual amount charged against the general fund balance for pensions in the year:		
Employers' contributions payable to scheme	**2,090**	**2,258**

The cumulative amount of actuarial gains and losses recognised in the Comprehensive Income and Expenditure Statement to the 31 March 2019 is a loss of £35.203m (£28.289m at 31 March 2018).

Assets and liabilities in relation to post-employment benefits

Reconciliation of present value of the scheme liabilities (defined benefit obligation):

	Funded Liabilities Local Government Pension Scheme 2017/18 £000	Funded Liabilities Local Government Pension Scheme 2018/19 £000
Opening Balance at 1 April	109,451	110,282
Current service cost	2,943	3,062
Interest cost	2,846	2,986
Contributions by scheme participants	503	540
Actuarial (gains) and losses	(2,191)	9,219
Benefits paid	(3,034)	(3,097)
Unfunded Benefits paid	(236)	(249)
Past service costs	0	503
Closing Balance at 31 March	**110,282**	**123,246**

Reconciliation of fair value of the scheme (plan) assets:

	Local Government Pension Scheme 2017/18 £000	Local Government Pension Scheme 2018/19 £000
Opening balance at 1 April	67,383	69,346
Expected rate of return	1,742	1,864
Actuarial gains	910	1,935
Employers contributions	1,842	2,014
Contributions by scheme participants	503	540
Contributions in respect of Unfunded Benefits	236	249
Benefits paid	(3,034)	(3,097)
Unfunded Benefits paid	(236)	(249)
Closing balance at 31 March	**69,346**	**72,602**

Fair Value of Employer Assets

	31 March 2018				31 March 2019			
	Quoted Prices in active markets £(000)	**Quoted Prices not in active markets £(000)**	**Total £(000)**	**Percentage of Total Assets**	**Quoted Prices in active markets £(000)**	**Quoted Prices not in active markets £(000)**	**Total £(000)**	**Percentage of Total Assets**
ASSET CATEGORY								
Equity Securities:								
Consumer	4,559.4	0.0	4,559.4	7%	4,500.3	0.0	4,500.3	6%
Manufacturing	3,888.6	0.0	3,888.6	6%	3,717.9	0.0	3,717.9	5%
Energy & Utilities	1,237.4	0.0	1,237.4	2%	1,625.4	0.0	1,625.4	2%
Financial Institutions	3,868.6	0.0	3,868.6	6%	3,936.4	0.0	3,936.4	5%
Health & Care	1,270.7	0.0	1,270.7	2%	1,747.2	0.0	1,747.2	2%
Information Technology	2,174.6	0.0	2,174.6	3%	3,552.8	0.0	3,552.8	5%
Other	0.0	0.0	0.0	0%	2.5	0.0	2.5	0%
Debt Securities:								
Corporate Bonds (Investment Grade)	0.0	0.0	0.0	0%	0.0	0.0	0.0	0%
Corporate Bonds (Non-Investment Grade)	0.0	0.0	0.0	0%	0.0	0.0	0.0	0%
UK Government	1,043.8	0.0	1,043.8	2%	832.0	0.0	832.0	1%
Other	0.0	0.0	0.0	0%	0.0	0.0	0.0	0%
Private Equity:								
All	0.0	3,831.1	3,831.1	6%	0.0	4,482.3	4,482.3	6%

Fair Value of Employer Assets (cont'd)

	31 March 2018				31 March 2019			
	Quoted Prices in active markets £(000)	Quoted Prices not in active markets £(000)	Total £(000)	Percentage of Total Assets	Quoted Prices in active markets £(000)	Quoted Prices not in active markets £(000)	Total £(000)	Percentage of Total Assets
Real Estate:								
UK Property	0.0	6,083.2	6,083.2	9%	0.0	7,186.6	7,186.6	10%
Overseas Property	0.0	997.2	997.2	1%	0.0	1,387.2	1,387.2	2%
Investment Funds & Unit Trusts:								
Equities	18,565.6	0.0	18,565.6	27%	12,492.7	0.0	12,492.7	17%
Bonds	19,188.6	0.0	19,188.6	28%	25,138.9	0.0	25,138.9	35%
Derivatives:								
Foreign Exchange	105.8	0.0	105.8	0%	(20.0)	0.0	(20.0)	0%
Other	(52.7)	0.0	(52.7)	0%	207.2	0.0	207.2	0%
Cash & Cash Equivalents								
All	0.0	2,584.1	2,584.1	4%	0.0	1,812.6	1,812.6	2%
TOTALS	**55,850**	**13,496**	**69,346**	**100%**	**57,733**	**14,869**	**72,602**	**100%**

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

The liabilities show the underlying commitments that the Authority has in the long run to pay post-employment (retirement) benefits. The total liability of £50.6m has a substantial impact on the net worth of the Authority as recorded in the Balance Sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Authority remains healthy:

- the deficit on the local government scheme will be made good by increased contributions over the remaining working life of employees (i.e. before payments fall due), as assessed by the scheme actuary.

- finance is only required to be raised to cover discretionary benefits when the pensions are actually paid.

The total contributions expected to be made to the Local Government Pension Scheme by the Authority in the year to 31 March 2021 is £2.86m.

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. Both the Local Government Pension Scheme and Discretionary Benefits liabilities have been assessed by Hymans Robertson LLP, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation of the scheme as at 1 April 2019.

In relation to the Commutation Adjustment, an allowance is included for future retirements to elect to take 50% of the maximum additional tax-free cash up to HMRC limits for pre-April 2008 service and 75% of the maximum tax-free cash for post-April 2008 service.
The principal assumptions used by the actuary have been:

	Local Government Pension Scheme 2017/18	Local Government Pension Scheme 2018/19
Long-term expected rate of return on assets in the scheme:		
Equity investments	2.7%	2.4%
Bonds	2.7%	2.4%
Property	2.7%	2.4%
Cash	2.7%	2.4%
Mortality assumptions:		
Longevity at 65 for current pensioners:		
Men	22.1	22.1
Women	24.4	24.4
Longevity at 65 for future pensioners:		
Men	24.1	24.1
Women	26.4	26.4
Pension Increase Rate (CPI)	2.4%	2.5%
Rate of increase in salaries	2.7%	2.8%
Expected Return on Assets	2.7%	2.8%
Rate of discounting scheme liabilities	2.7%	2.4%

The Discretionary Benefits arrangements have no assets to cover its liabilities. The Local Government Pension Scheme's assets consist of the following categories, by proportion of the total assets held:

	31 March 2018 %	31 March 2019 %
Equities	57	50
Bonds	29	36
Property	10	10
Cash	4	4
	100	**100**

History of experience gains and losses

The actuarial gains identified as movements on the Pensions Reserve in 2018/19 can be analysed into the following categories, measured as a percentage of assets or liabilities at 31 March 2019.

	2019 %	2018 %	2017 %	2016 %	2015 %
Difference between the expected and actual return on assets	2.7	1.3	7.2	(0.7)	8.3
Experience gains and losses on liabilities	0.2	(0.1)	(1.2)	(1.8)	0.4

25. Related Parties

This disclosure note has been prepared using the Council’s Register of Members’ Declarations of interest in addition to a specific declaration obtained in respect of related party transactions from Members and Chief Officers.

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

Central Government

Central Government has effective control over the general operations of the Authority - it is responsible for providing the statutory framework, within which the Authority operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Authority has with other parties (e.g. Council tax bills, housing benefits). Grants received from Government departments are set out in the expenditure and income analysed by nature in note 7. Grant receipts outstanding at 31 March 2019 are shown in note 38.

Members & Officers

Members of the Authority have direct control over the Authority's financial and operating policies. The total of members' allowances paid in 2018/19 is shown in note 19. During 2018/19, works and services to the value of £891,736 were commissioned from companies in which 32 members had an interest. Contracts were entered into in full compliance with the Authority's standing orders.

The most significant total values for general expenditure were; £387,931 to Internal Drainage Boards in which seven members have an interest, £252,957 to NORSE in which one member has an interest and £102,219 to the RNLI in which one member had an interest.

In addition, the Authority paid grants totalling £246,236 to voluntary organisations in which 11 members had declared an interest. The most significant total values for grant expenditure were £109,000 to the Mid Norfolk Citizens Advice Bureau. There were no material expenditure transactions involving Chief Officers.

Income totalling £102,108 was received from entities in which 23 Members and 1 Corporate Director had an interest. There were no significant total values for income.

In all instances, the transactions were made with proper consideration of declarations of interest. The relevant persons linked to the above transactions did not take part in any discussion or decision relating to the expenditure/income. Details of all these transactions are recorded in the Register of Members' Interest, open to public inspection at the Council Offices during office hours.

26. Leases

Authority as Lessee

Finance Leases

The Authority has determined that the contracts with Kier Services - Environmental for waste collection and related services, and with the Borough Council of King's Lynn and West Norfolk for car parks management, contain embedded finance leases in respect of the vehicles and equipment used on the contracts. A deferred liability has been set up for the estimated lease rental charges included in the contract payments made to the contractors, and the assets are recognised on the balance sheet at net book value.

The vehicles subject to the lease are carried as property, plant and equipment in the balance sheet at the following net amounts:

	31 March 2018 £000	31 March 2019 £000
Property, Plant and Equipment	278	0
	278	**0**

The Authority is committed to making minimum payments under these leases comprising settlement of the long-term liability for the acquisition of the vehicles and finance costs which will be payable in future years while the liability remains outstanding. The minimum lease payments are made up of the following amounts:

	31 March 2018 £000	31 March 2019 £000
Finance Lease Liabilities (Net present value of minimum lease payments):		
- Current	354	0
- Non current	0	0
Finance costs payable in future years	22	0
Minimum Lease Payments	**376**	**0**

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

	Minimum Lease Payments		Finance Lease Liabilities	
	31 March 2018 £000	31 March 2019 £000	31 March 2018 £000	31 March 2019 £000
Not later than one year	377	0	354	0
Later than one year and not later than five years	0	0	0	0
	377	**0**	**354**	**0**

Operating Leases

The Authority leases property, land, vehicles and items of equipment, including printing and telephony equipment, as part of a number of operating leases. The future minimum lease payments due under non-cancellable leases in future years are:

	31 March 2018 £000	31 March 2019 £000
Not later than one year	66	70
Later than one year and not later than five years	36	171
Later than five years	8	206
	110	**448**

The expenditure charged to the Comprehensive Income and Expenditure Statement during the year in relation to these Leases was:

	31 March 2018 £000	31 March 2019 £000
Minimum Lease Payments	87	85
Contingent Rents	60	68
	146	**153**

Authority as Lessor

Operating Leases

The Authority leases out properties under operating leases for the following purposes:

- for the provision of community services, such as sports facilities, tourism services and community centres
- for economic development purposes to provide suitable affordable accommodation for local businesses

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

	31 March 2018 £000	31 March 2019 £000
Not later than one year	(216)	(257)
Later than one year and not later than five years	(706)	(748)
Later than five years	(92)	(411)
	(1,013)	**(1,417)**

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews.

27. Investment Properties

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

	2017/18 £000	2018/19 £000
Rental income from investment property	1	19
Direct operating expenses arising from investment property	(58)	(95)
Net gain/(loss)	**(57)**	**(76)**

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

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

	2017/18 £000	2018/19 £000
Opening Balance	515	875
Additions:		
- Purchases	582	237
Net gains/losses from fair value adjustments	(7)	(189)
Transfers:		
- To/from property, plant and equipment	(215)	0
Closing Balance	**875**	**923**

The changes identified in the table above are as a result of the properties being revalued in year. No further transfers, additions or disposals have taken place.

Fair Value hierarchy

The Authority’s investment properties have been value assessed as Level 2 on the fair value hierarchy for valuation purposes (see Accounting Policies for an explanation of the fair value levels).

Valuation Techniques Used to Determine Level 2 Fair Values for Investment Properties

The fair value of investment property has been measured using a market approach, which takes into account either direct or indirect observable inputs for the asset. These inputs took the form of analysed and weighted market evidence such as sales, rentals and yields in respect of comparable properties in the same or similar locations at or around the valuation date.

There has been no change in the valuation techniques used during the year for investment properties.

These assets have been revalued as at 31st March 2019, by Norfolk Property Services.

28. Intangible Assets

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

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Authority. The useful lives assigned to software currently used by the Authority are identified below:

	Internally Generated	Other Assets
5 years	None	All Software

The carrying amount of intangible assets is amortised on a straight-line basis. The amortisation of £76,457 charged to Revenue in 2018/19 (£41,703 in 2017/18) was charged to the following lines within the income statement; Planning Services (£32,327), Finance and Assets (£2,254), Customer Services (£20,108), CLT / Corporate (£19,268) and Legal and Democratic Services (£2,500).

The movement on intangible asset balances during the year is as follows:

	2017/18 Internally Generated Assets £000	2017/18 Other Assets £000	2017/18 Total £000	2018/19 Internally Generated Assets £000	2018/19 Other Assets £000	2018/19 Total £000
Opening Balance:						
Gross carrying amounts	0	1,557	1,557	0	1,754	1,754
Accumulated amortisation	0	(1,264)	(1,264)	0	(1,305)	(1,305)
Net carrying amount at start of year	**0**	**294**	**294**	**0**	**449**	**449**
Additions:						
- Purchases	0	197	197	0	200	200
Amortisation for the period	0	(42)	(42)	0	(76)	(76)
Closing Balance	**0**	**449**	**449**	**0**	**574**	**574**

There is one item of capitalised software that is individually material to the financial statements. This is a replacement IT system for the Planning Department, which has a carrying amount of £112,000 and will be amortised over the next 4 years. No significant contracts have been entered into during the financial year 2018/19.

29. Impairment Losses

An impairment review was undertaken for the financial year 2018/19. The review identified that due to the type and use of properties, and taking into consideration their location with Norfolk and the Eastern region, it was not considered that any economic changes within the period would result in the assets being affected by economic impairment. As such the Authority has not recognised any impairment losses within the financial accounts for 2018/19 (£0 in 2017/18).

30. Property, Plant and Equipment

Movement on Balances

Movement in 2018/19:

	Other Land and Buildings	Vehicles, Plant and Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property Plant and Equipment
	£000	£000	£000	£000	£000	£000	£000
Cost or Valuation:							
At 1 April 2018	38,011	13,557	16,891	2,138	228	3,512	80,824
Additions	526	416	0	0	0	3,625	4,567
Donations	0	0	0	0	0	0	0
Revaluation increases/(decreases) recognised in the revaluation reserve	272	0	0	0	0	0	272
Revaluation increases/(decreases) recognised in the surplus/(deficit) on the provision of services	(498)	0	0	0	5	0	(493)
Derecognition - disposals	0	0	0	0	0	0	0
Derecognition - other	0	0	0	0	0	0	0
Assets reclassified (to)/from held for sale	0	0	0	0	0	0	0
Other movements in cost or valuation	2	0	0	0	0	(80)	(79)
At 31 March 2019	**38,312**	**13,972**	**16,891**	**2,138**	**233**	**7,057**	**78,604**

Movement in 2018/19:

	Other Land and Buildings	Vehicles, Plant and Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property Plant and Equipment
	£000	£000	£000	£000	£000	£000	£000
Accumulated Depreciation and Impairment:							
At 1 April 2018	1,892	9,149	10,232	87	31	0	27,813
Depreciation charge	696	1,022	499	21	0	0	2,238
Depreciation written out to the revaluation reserve	0	0	0	0	0	0	0
Depreciation written out to the surplus/deficit on the provision of services	(103)	0	0	0	0	0	(103)
Impairment losses/(reversals) recognised in the revaluation reserve	0	0	0	0	0	0	0
Impairment losses/(reversals) recognised in the surplus/deficit on the provision of services	0	0	0	0	0	0	0
Derecognition - disposal	0	0	0	0	0	0	0
Derecognition - other	0	0	0	0	0	0	0
Eliminated on reclassification to assets held for sale	0	0	0	0	0	0	0
Other movements in depreciation and impairment	0	0	0	0	0	0	0
At 31 March 2019	**2,485**	**10,171**	**10,734**	**107**	**31**	**0**	**23,527**
Net Book Value							
At 31 March 2019	**35,895**	**3,802**	**6,157**	**2,031**	**202**	**7,057**	**55,145**
At 31 March 2018	**36,186**	**4,409**	**6,660**	**2,052**	**197**	**3,512**	**53,013**

Comparative Movements in 2017/18:

	Other Land and Buildings	Vehicles, Plant and Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property Plant and Equipment
	£000	£000	£000	£000	£000	£000	£000
Cost or Valuation:							
At 1 April 2017	43,879	12,878	16,636	2,098	228	3,198	78,899
Adjustment to opening balances	(6,487)						
Additions	105	409	255	80	0	976	1,824
Donations	0	0	0	0	0	0	0
Revaluation increases/(decreases) recognised in the revaluation reserve	90	0	0	20	0	0	110
Revaluation increases/(decreases) recognised in the surplus/(deficit) on the provision of services	(112)	0	0	(60)	0	0	(173)
Derecognition - disposals	(0)	0	0	(0)	0	0	(0)
Derecognition - other	0	0	0	0	0	0	0
Assets reclassified (to)/from held for sale	0	0	0	0	0	0	0
Other movements in cost or valuation	537	270	0	0	0	(662)	146
At 31 March 2018	**38,011**	**13,557**	**16,891**	**2,138**	**228**	**3,512**	**74,337**

Comparative Movements in 2017/18:

	Other Land and Buildings £000	Vehicles, Plant and Equipment £000	Infrastructure Assets £000	Community Assets £000	Surplus Assets £000	Assets Under Construction £000	Total Property Plant and Equipment £000
Accumulated Depreciation and Impairment:							
At 1 April 2017	7,669	8,186	9,739	65	31	0	25,673
Adjustment to opening balances	(6,422)						
Depreciation charge	680	963	494	21	0	0	2,157
Depreciation written out to the revaluation reserve	0	0	0	0	0	0	0
Depreciation written out to the surplus/deficit on the provision of services	(35)	0	0	0	0	0	(35)
Impairment losses/(reversals) recognised in the revaluation reserve	0	0	0	0	0	0	0
Impairment losses/(reversals) recognised in the surplus/deficit on the provision of services	0	0	0	0	0	0	0
Derecognition - disposal	0	0	0	0	0	0	0
Derecognition - other	0	0	0	0	0	0	0
Eliminated on reclassification to assets held for sale	0	0	0	0	0	0	0
Other movements in depreciation and impairment	0	0	0	0	0	0	0
At 31 March 2018	**1,892**	**8,186**	**9,739**	**65**	**31**	**0**	**19,913**
Net Book Value							
At 31 March 2018	**36,119**	**4,408**	**6,660**	**2,051**	**197**	**3,512**	**53,013**
At 31 March 2017	**36,210**	**4,692**	**6,897**	**2,033**	**197**	**3,198**	**53,228**

The adjustment to opening balances mainly relates to historical impairment and accumulated depreciation balances against revalued assets that had not been correctly written out. £5,986,841.58 relates to accumulated impairment written out, and £693,994.46 relates to accumulated depreciation written out. Other adjustments total (£258,768.45).

Capital Commitments

The major commitments relate to the following Schemes:

	2017/18	2018/19
	£	£
Bacton to Walcott Coast Management Scheme	500,000	500,000
North Norfolk Sports Hub	-	278,000
	500,000	778,000

Revaluations

The Authority carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years. During the intervening years reviews are conducted to ensure the carrying value of assets are not materially different from their fair values. Impairment reviews are also undertaken on the portfolio on an annual basis to ensure that the carrying value of assets is not overstated. For the 2018/19 accounts the programme of valuations have been carried out by Norfolk Property Services. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. Valuations of vehicles, plant and equipment are based on current prices where there is an active second hand market or latest list prices adjusted for the condition of the asset. Further details regarding the valuations are provided within the Statement of Accounting Policies which starts on page 10.

All revaluations have been undertaken as at 31st March 2019.

	Other Land and Buildings	Vehicles, Plant and Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property Plant and Equipment
	£000	£000	£000	£000	£000	£000	£000
Carried at historical cost	0	13,972	16,891	1,954	0	7,057	**39,875**
Valued at fair value as at:							
31 March 2019	21,383	0	0	0	8	0	**21,391**
31 March 2018	1,043	0	0	40	0	0	**1,083**
31 March 2017	4,336	0	0	144	0	0	**4,480**
31 March 2016	7,239	0	0	0	225	0	**7,464**
31 March 2015	4,312	0	0	0	0	0	**4,312**
Total Cost or Valuation	**38,312**	**13,972**	**16,891**	**2,138**	**233**	**7,057**	**78,604**

31. Capital Expenditure and Capital Financing

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

	2017/18	2018/19
	£000	£000
Opening Capital Financing Requirement	733	3,899
Capital Investment:		
Property, plant and equipment	1,627	4,377
Property, Plant and Equipment - embedded finance leases		
Investment properties	582	253
Intangible assets	390	296
Revenue expenditure funded from capital under statute	271	348
Long Term Debtor	3,500	0
Sources of finance:		
Capital receipts	(1,105)	(3,480)
Government grants and other contributions	(425)	(258)
Sums set aside from revenue:		
- Direct Revenue Contributions	(1,339)	(1,537)
- Minimum Revenue Provision	(333)	(355)
Sums set aside from Capital Receipts:		
- in lieu of MRP		(404)
Closing Capital Financing Requirement	**3,899**	**3,140**
Explanations of movements in year		
Increase in underlying need to borrow (supported by government financial assistance)	0	0
Increase in underlying need to borrow (unsupported by government financial assistance)	3,500	(0)
Capital receipts applied in lieu of MRP	0	(404)
Assets acquired under finance leases	(333)	(355)
(Decrease) in Capital Financing Requirement	**3,167**	**(759)**

32. Assets Held for Sale

During the financial year, no assets have been reclassified as Assets Held for sale. One asset classified as Held for Sale at 1st April 2018 was sold during the year.

	2017/18 £000	2018/19 £000
Balance Brought Forward	**1,680**	**894**
Assets Newly Classified as Held for Sale:		
Property, Plant and Equipment	0	0
Assets Sold	(783)	(192)
Other Movements	(3)	17
Balance Carried Forward	**894**	**719**

33. Receivables

Receivables represent the amounts owed to the Authority at 31 March 2019 and are analysed below. This figure is split between Long term, amounts not falling due within 1 year and Short Term, amounts falling due within 1 year of the Balance Sheet date.

The Authority makes an allowance for outstanding amounts for which recovery of receivables is not anticipated (bad debt provision). Receivables are shown net of the bad debt provision within the Balance Sheet.

	Long Term		Short Term	
	31 March 2018 £000	31 March 2019 £000	31 March 2018 £000	31 March 2019 £000
Central government bodies	0	0	936	2,380
Other local authorities	0	0	530	337
Other entities and individuals*	3,234	2,958	3,416	3,175
Sub Total	**3,234**	**2,958**	**4,882**	**5,892**
Less: Bad Debt Provision				
General Fund	0	0	(1,208)	(1,180)
Collection Fund	0	0	(178)	(167)
Sub Total	**0**	**0**	**(1,386)**	**(1,347)**
Total	**3,234**	**2,958**	**3,496**	**4,545**

*** Breakdown of Short Term Receivables - significant entries within the other entities and individuals category**

	31 March 2018	31 March 2019
	£	£
Insurance Contract Payment in Advance	161,079	174,552
Council Tax and Business Ratepayer Debtors	634,356	749,812
Housing Benefit Overpayments being recovered by invoice and deductions from ongoing benefit	1,332,682	1,255,137
Victory Houing Vat Sharing Agreement	84,543	21,272
Capital Contributions	0	182,382
Broadland Housing Association	290,730	134,615
Other smaller receivables	912,546	656,870
Total	**3,415,936**	**3,174,640**

34. Payables

Payables represent the amounts owed by the Authority at 31 March 2019.

	31 March 2018	31 March 2019
	£000	£000
Central government bodies	(2,208)	(3,958)
Other local authorities	(2,968)	(3,526)
Public corporations and trading funds	(3)	0
Other entities and individuals*	(3,293)	(5,007)
Sub Total	**(8,472)**	**(12,491)**
Less: Capital Receipts in Advance		
Central government bodies	470	697
Other local authorities	0	87
Public Corporations and Trading Funds	3	0
Sub Total	**473**	**784**
Total	**(7,999)**	**(11,707)**

*** Breakdown of significant entries within the other entities and individuals category**

	31 March 2018	31 March 2019
	£	£
Waste and recycling contract payments	356,919	377,727
Rent Allowance payments to benefit claimants	22,422	1,767,311
Council Tax and Business Rate payer prepayments	317,913	391,786
Planning Developer Contributions Receipts in Advance	524,448	430,134
NNDC Employee Accumulated Absences provision	229,670	269,862
Capital Creditors	166,444	726,820
Other smaller	1,675,899	1,043,767
Total	**3,293,715**	**5,007,407**

35. Provisions

The Authority has set aside a provision for potential liabilities as a result of alternations to Business Rates rateable values. The total liability is shared in accordance the Business Rate Retention Scheme proportionate shares of 40% for the Authority, 50% for Central Government and 10% for Norfolk County Council.

	Balance 1 April 2018	Additional Provisions Made in 2018/19	Amounts Used in 2018/19	Balance 31 March 2019
	£	£	£	£
NNDR Rating List Changes - Total Collection Fund	2,742,416	2,032,504	(498,676)	4,276,244
NNDC Share	1,096,966	813,002	(199,470)	1,710,498

The Authority has no other outstanding legal cases in progress or other potential liabilities that require provisions to be made.

36. Contingent Liabilities

At 31 March 2019, the Authority had the following material contingent liabilities:

(a) **Housing Stock Transfer** - As part of the legal agreements associated with the transfer of the housing stock to the Victory Housing Trust in 2006/07, the Authority provided a number of environmental and non-environmental warranties, guarantees and indemnities to the Trust and its Lenders.

The risks associated with these warranties and indemnities have been assessed following professional advice and where felt appropriate the Authority has, or is making, arrangements to transfer some of the potential risks. Specifically, insurance has been arranged in respect of the environmental warranties.

To the extent that claims have to be met some time in the future beyond those covered by the environmental warranty insurance and the pension bond, the Authority discloses a contingent liability. An earmarked reserve of £435,000 is held to mitigate such claims.

(b) **Benefits** - There is a risk of potential claw back from the Department of Works and Pensions following the final audit and sign off the year end subsidy claim. To mitigate the impact of any claw back there is an earmarked reserve for which the balance stood at £1,340,308 at 31 March 2019.

(c) **NNDR Mandatory Relief -** The Authority has received a claim for mandatory Business Rates relief from a local NHS Trust on the basis of charitable status. No decision to grant relief to the Trust has yet been made and is subject to ongoing investigation. The view of the Authority is that the claim is unfounded. The timing, probability and amount of any relief given are therefore uncertain at the current time.

37. Contingent Assets

In accordance with IAS 37 Provisions, Contingent Liabilities & Contingent Assets the Authority has identified the following contingent assets:

(a) **Freehold Reversions for Shared Equity Dwellings–** The Authority has acquired a share in the freehold reversions for shared equity dwellings. The Authority does not benefit from any ongoing rental income in relation to these properties, and will not realise the equity share unless the properties owners buy the Authority out of the agreement. As the value of these properties to the Authority is contingent upon this action the assets have not been recognised within the financial statements. The current market value of the properties is £4,880,011, with the Authority’s share amounting to £1,396,536.

38. Grant Income

The Authority credited the following grants, contributions and donations to the Comprehensive Income and Expenditure accounts in 2018/19.

		2017/18	2018/19
Credited to Taxation and Non Specific Grant Income		**£000**	**£000**
	Revenue Support Grant	(936)	(536)
	Business Rates	(4,718)	(5,211)
	New Homes Bonus	(1,695)	(1,150)
	Rural Services Delivery Grant	(388)	(484)
	Council Tax Family Annexe Discount	0	(29)
	Capital Grants and Contributions	(405)	(258)
	Total	**(8,142)**	**(7,667)**
Credited to Services			
	DWP - Rent Allowances	(25,411)	(24,466)
	DWP - Admin Subsidy	(439)	(387)
	DWP - IT Costs	(227)	0
		(26,077)	**(24,852)**
	Arts Council England	(10)	(20)
	Cabinet Office	(194)	(52)
	Dept. for Environment, Food & Rural Affairs (DEFRA)	(284)	0
	Ministry of Housing Communities and Local Govt (MHCLG)	(1,246)	(1,577)
	Norfolk County Council	(881)	(599)
	Sport England	9	(14)
	Other Grants & Contributions	(69)	(121)
	Total	**(28,752)**	**(27,234)**
	Total Revenue Grants Received	**(36,894)**	**(34,901)**

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

	31 March 2018	31 March 2019
	£000	£000
Capital Grants Receipts in Advance		
Travellers Site	100	61
DFG	370	586
Developers Contributions	3	0
Bacton Sandscaping	0	51
Egmere	0	36
Cromer West Prom	0	50
Total	**473**	**784**

39. Financial Instruments

Categories of Financial Instruments

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

FINANCIAL INSTRUMENTS - BALANCES

Long-term 31-Mar-18 £000	Current 31-Mar-18 £000	Financial Liabilities	Long-term 31-Mar-19 £000	Current 31-Mar-19 £000
		Loans at amortised cost:		
0	0	- Principal sum borrowed	0	3,000
0	0	- Accrued Interest	0	1
0	0	**Total Borrowing**	0	3,001
		Loans at amortised cost:		
0	0	- Bank overdraft	0	0
0	0	**Total Cash Overdrawn**	0	0
		Liabilities at amortised cost:		
0	2,978	- Trade payables	0	3,458
0	355	- Finance leases	0	0
0	3,333	**Included in Creditors**	0	3,458
0	3,333	**Total Financial Liabilities**	0	6,459

Long-term 31-Mar-18 £000	Current 31-Mar-18 £000	Financial Assets	Long-term 31-Mar-19 £000	Current 31-Mar-19 £000
		At amortised cost:		
2,257	2,322	- Principal	0	4,254
0	39	- Accrued Interest	0	13
0	0	- Loss Allowance	0	-1
		At fair value through profit & loss:		
0	166	- Accrued Interest	0	232
27,113	0	- Fair Value	33,371	0
29,370	2,527	**Total Investments**	33,371	4,498
		At amortised cost:		
0	115	- Principal	0	1,083
		At fair value through profit & loss:		
0	3,462	- Fair Value	0	2,201
0	3,577	**Total Cash and Cash Equivalents**	0	3,284
		At amortised cost:		
0	1,256	- Trade receivables	0	674
3,234	292	- Loans made for service purposes	2,958	135
3,234	1,548	**Included in Debtors**	2,958	806
32,604	7,652	**Total Financial Assets**	36,329	8,588

The debtors and creditors lines on the Balance Sheet include £3,536,493 short term debtors and £8,936,112 short term creditors that do not meet the definition of a financial instrument as they are non-exchange transactions.

Offsetting Financial Assets and Liabilities

Financial assets and liabilities are offset against each other where the Authority has a legally enforceable right to offset and it intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously. The table below shows those instruments that have been offset on the balance sheet. The Authority had no other financial assets or liabilities subject to an enforceable master netting arrangement or similar agreement.

	2017/18			2018/19		
	Assets	**Liabilities**	**Net position on Balance Sheet**	**Assets**	**Liabilities**	**Net position on Balance Sheet**
	£000	£000	£000	£000	£000	£000
Financial Assets						
- Bank accounts in hand	3,128	(3,013)	115	615	(507)	108
Financial Liabilities						
- Bank overdrafts	3,013	(3,013)	0	507	(507)	0

Income, Expense, Gains and Losses

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

		Financial Liabilities	Financial Assets		
	2017/18 Total	Amortised Cost	Amortised Cost	Fair Value through Profit & Loss	2018/19 Total
	£'000	£'000	£'000	£'000	£'000
Interest expense	(44)	(24)	0	0	(24)
Losses from changes in fair value	(217)	0	0	(6)	(6)
Impairment losses	0	0	(7)	0	(7)
Interest payable and similar charges	**(261)**	**(24)**	**(7)**	**(6)**	**(37)**
Interest income	28		169	50	219
Dividend income	904		0	1,076	1,076
Gains from changes in fair value	0		0	371	371
Losses from changes in fair value	0		0	(106)	(106)
Impairment loss reversals	0		3	0	3
Interest and investment income	**932**	**0**	**172**	**1,391**	**1,563**
Net impact on surplus/deficit on provision of services	**671**	**(24)**	**165**	**1,385**	**1,526**
Net Gain/(Loss) for the year	**671**	**(24)**	**165**	**1,385**	**1,526**

Fair values of Assets and Liabilities

Financial instruments, except those classified at amortised cost, are carried in the Balance Sheet at fair value. For most assets, including bonds, shares in money market funds and other pooled funds, the fair value is taken from the market price.

Financial instruments classified at amortised cost are carried in the Blance Sheet at amortised cost. Their fair values have been estimated by calculating the net present value of the remaining contractual cash flows at 31 March 2019. The fair value of short-term instruments, including trade payables and receivables, is assumed to approximate to the carrying amount given the low and stable interest rate environment.

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 31 March 2018 £000s		Fair Value Level	Balance Sheet 31 March 2019 £000s	Fair Value 31 March 2019 £000s
	Financial liabilities held at amortised cost:			
3,333	Liabilities for which fair value is not disclosed		6,459 *	
3,333	**Total Financial Liabilities**		**6,459**	
	Recorded on the balance sheet as:			
0	Short-term borrowing		3,001	
3,333	Short-term creditors		3,458	
3,333	**Total Financial Liabilities**		**6,459**	

* The fair value of short-term financial liabilities held at amortised cost, including trade payables, is assumed to approximate to the carrying amount.

Fair Value 31 March 2018 £000		Fair Value Level	Balance Sheet 31 March 2019 £000	Fair Value 31 March 2019 £000
	Financial assets held at fair value:			
3,462	Money Market Funds	1	2,201	
27,280	Pooled Funds	1	33,604	
	Financial assets held at amortised cost:			
4,618	Covered Bonds	1	2,259	2,251
35,360	**Total**		38,064	
4,781	Assets for which fair value is not disclosed		6,990 *	
40,141	**Total Financial Assets**		**45,054**	
	Recorded on the balance sheet as:			
29,371	Long-term investments		33,371	
3,234	Long-term debtors		2,958	
2,527	Short-term investments		4,498	
1,547	Short-term debtors		943	
3,462	Cash and Cash Equivalents		3,284	
40,141	**Total Financial Assets**		**45,054**	

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

Transition to IFRS 9

The Authority adopted the IFRS 9 Financial Instruments accounting standards with effect from 1st April 2018. The main changes include the reclassification and remeasurement of financial assets and the earlier recognition of the impairment of financial assets. The Authority had made use of the transitional provisions in IFRS 9 to not restate the prior year's financial statements, and the effect of the remeasurement is instead shown as a line in the Movement in Reserves Statement. The changes made on transition to the balance sheet are summarised below:

	IAS 39 31/3/18	Reclassification	Remeasurement	Impairment	IFRS 9 1/4/18
FINANCIAL ASSETS					
Investments					
L&R / Amortised cost	0	4,618	(3)	(2)	4,614
Available for sale / FVOCI	31,897	(31,897)	0	0	0
FVPL	0	27,279	0	0	27,279
Total Investments	31,897	0	(3)	(2)	31,893
Debtors					
L&R / Amortised cost	4,782	0	0	(5)	4,777
Available for sale / FVOCI	0	0	0	0	0
FVPL	0	0	0	0	0
Total Debtors	4,782	0	0	(5)	4,777
Cash & cash equivalents					
L&R / Amortised cost	0	0	0	0	0
Available for sale / FVOCI	3,462	(3,462)	0	0	0
FVPL	0	3,462	0	0	3,462
Total cash & cash equivalents	3,462	0	0	0	3,462
TOTAL FINANCIAL ASSETS	40,141	0	(3)	(7)	40,132
FINANCIAL LIABILITIES					
Creditors	0	0	0	0	0
Amortised cost	3,333	0	0	0	3,333
TOTAL FINANCIAL LIABILITIES	3,333	0	0	0	3,333
NET FINANCIAL ASSETS	36,808	0	(3)	(7)	36,799

40. Nature and Extent of Risks arising from Financial Instruments

The Authority complies with CIPFA's Code of Practice on Treasury Management and Prudential Code for Capital Finance in Local Authorities, both revised in December 2017.

To comply with the Treasury Management Code, the Authority approves a Treasury Management Strategy before the commencement of each financial year which sets out the parameters for the management of risks associated with Financial Instruments. The Authority also produces Treasury Management Practices specifying the practical arrangements to be followed to manage those risks.

The Treasury Management Strategy includes an Investment Strategy in compliance with Central Government's Investment Guidance to Local Authorities. The guidance defines a prudent investment policy as having the two objectives of security (protecting the capital sum from loss) and then liquidity (keeping adequate funds readily available for expenditure when needed). The Authority's Treasury Management Strategy and its Treasury Management Practices seek to achieve a suitable balance between risk and return or cost.

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

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

Credit Risk- Treasury Investments

The Authority manages this risk by ensuring that investments are placed with counterparties which have a high credit rating and for the maximum periods and amounts set out in the Treasury Management Strategy.

The security and liquidity of the funds invested are the primary objective of the Authority's treasury management activities. The Authority selects countries and the institutions within them as suitable counterparties for investment after analysis and careful monitoring of credit ratings and a range of economic indicators and financial information are taken into account.

The credit quality of £2.25m of the Authority's investments is enhanced by collateral held. These investments are in the form of covered bonds collateralised by residential mortgages. The collateral significantly reduces the likelihood of the Authority suffering loss on these investments.

The table below shows the credit criteria exposures of the Authority's investment portfolio by credit rating.

Credit Rating	Long Term 31 March 2018 £000	Short Term 31 March 2018 £000	Long Term 31 March 2019 £000	Short Term 31 March 2019 £000
AAA	6,757	5,989	4,497	2,201
AA+	0	0	0	0
AA	1,495	0	1,491	0
AA-	0	0	0	0
A+	0	0	0	0
A	0	0	0	0
A-	0	0	0	0
Unrated	0	0	0	2,007
Total	**8,252**	**5,989**	**5,988**	**4,208**
Credit Risk not applicable	21,119	0	27,359	0
Total Investments	**29,371**	**5,989**	**33,347**	**4,208**

Credit risk is not applicable to shareholdings and pooled funds where the Authority has no contractual right to receive any sum of money.

The Authority has no historical experience of counterparty default and the Authority does not anticipate any losses from default in relation to any of its current investments. No credit limits were exceeded in the financial year.

None of the above were identified as past due during the year.

Loss allowances on treasury investments have been calculated by reference to historic default data. A delay in cash flows is assumed to arise in the veent of a default. Investments are determined to have suffered a significant increase in credit risk where they have been downgraded by three or more credit rating notches or equivalent since initial recognition, unless they retain an investment grade credit rating. They are determined to be credit impaired when awarded a "D" credit rating or equivalent. At 31st March 2019, £656 (2018 £0) of loss allowances related to treasury investments.

Credit Risk – Loans

The Authority's has an exposure to credit risk through a loan to a housing association. This is collateralised by charges secured on residential property which are owned by the housing association. The value of the collateral is greater than 110% of the carrying value of the loan. The Authority assessed the credit quality of the housing association prior to advancing the loan and it was satisfactory. The Authority managed the credit risk inherent in its loans for service purposes in line with its published Investment Strategy.

Borrower	Exposure type	Balance Sheet 31/03/2019 £000	Risk Exposure 31/03/2019 £000	Balance Sheet 31/03/2018 £000	Risk Exposure 31/03/2018 £000
Broadland Housing Association	Loan at market rates	3,096	3,096	3,500	3,500
TOTAL		3,096	3,096	3,500	3,500

Loss allowances on loans for service purposes have been calculated by reference to indicative interest rates adjusted for current economic conditions. They are determined to have suffered a significant increase in credit risk where the counterparty has dropped by two or more rating notches, and the new rating is below investment grade. They are determined to be credit impaired when receiving a “D” indicative rating.

Credit Risk - Receivables

In addition to treasury investments, the Authority is exposed to credit risk from its customers. However the Authority has put in place appropriate debt recovery procedures to manage this risk and minimise any loss.

The age analysis of trade receivables which are past due date but are not impaired is shown below.

	31 March 2018 £000s	31 March 2019 £000s
Less than three months	456	27
Three months to one year	60	32
More than one year	24	73
	540	**132**

A loss allowance of £69,357 has been made against debts which are past their due date. The factors the Authority consider in determining if a trade debt is impaired include the age of the debt; the default history of the debtor; the proportion of the original debt which is still outstanding and the recovery stage of the debt. The Authority’s maximum exposure to trade debts is £274,476.

Liquidity risk

The Authority has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. The Authority 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 builing societies. There is no perceived risk that the Authority will be unable to raise finance to meet its commitments. The Authority does not currently have any long-term debt and therefore does not have any maturing liabilities for which funds would be required.

	2018/19			2017/18		
	Liabilities	**Assets**	**Net Assets**	**Liabilities**	**Assets**	**Net Assets**
Time to maturity (years)	£000	£000	£000	£000	£000	£000
Not over 1	(6,459)	8,725	2,266	(3,333)	7,536	4,203
Over 10	0	2,958	2,958	0	0	0
No fixed maturity	0	33,371	33,371	0	29,371	29,371
Total	(6,459)	45,054	38,595	(3,333)	36,907	33,574

Market risk

Interest rate risk

The Authority is exposed to risk in terms of its exposure to interest rate movements on its investments and borrowing. Movements in interest rates have a complex impact on the Authority. For instance, a rise in interest rates would have the following effect:

- Investments at variable rates – the interest income will rise.
- Investments at fixed rates – the fair value of the assets will fall.
- Borrowings at fixed rates – the fair value of the liabilities will fall
- Borrowings at variable rates – the interest expense will rise.

Investments measured at amortised cost and loans borrowed are not carried at fair value, so changes in their fair value will have no impact on the Comprehensive Income and Expenditure Statement. 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 fair value of fixed rate investments measured at fair value will be reflected in Other Comprehensive Income or the Surplus or Deficit on the Provision of Services as appropriate.

The Treasury Management Strategy aims to mitigate these risks by setting upper limits on its net exposures to fixed and variable interest rates. The money markets and interest rate forecasts are monitored to adjust exposures to fixed and variable rates appropriately. For example, during periods of falling interest rates fixed rate investments may be made for longer periods to secure better returns.

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

	31/03/2019 £000	31/03/2018 £000
Increase in interest payable on variable rate borrowings	0	0
Increase in interest receivable on vairable rate investments	37	0
Decrease in fair value of investments held at FVPL	(321)	(314)
Impact on the Surplus or Deficit on the Provision of Services	(284)	(314)
Decrease in fair value of invstments held at FVOCI	0	0
Impact on Comprehensive Income and Expenditure	(284)	(314)
Decrease in fair value of loans and investments at amortised cost	(5)	0
Decrease in fair value of fixed rate borrowing	0	0

Price risk

The market prices of the Authority's bond investments and its units in pooled funds are governed by prevailing interest rates and the price risk associated with these instruments is managed alongside interest rate risk. The Authority invests in funds with underlying assets in property, equity and bonds. A 1% rise in interest rise will reduce the fair value of pooled funds that invest in bonds by £321,059; a 5% fall in the price of equity would result in a £491,461 fall in fair value and a 5% fall in the price of property would result in a £353,795 fall. These changes would result in a charge to Other Comprehensive Income and Expenditure.

Foreign Exchange Risk

The Authority has no financial assets or liabilities denominated in foreign currencies and therefore there is no exposure to loss arising from movements in exchange rates.

41. Going Concern

The CIPFA Code confirms that local authority accounts must be prepared on a going concern basis. The Covid-19 restrictions have created significant issues for many businesses and residents and as a result from April 2020, Council income was affected detrimentally as payers sought to defer payments or were unable to pay at all. The government has provided some support for lost income and additional costs borne by authorities because of the crisis and the Council has received just over £1.1m in this regard.

Our most recent balances compared to the year-end reported in these statements is as follows.

Date	General Fund	Housing Revenue Account	Earmarked reserves
31/3/2019	£2.4m	£0m	£20.5m
31/3/2020	£2.0m	£0m	£16.2m

We have carried out an assessment of the impact of Covid-19 on our future finances and are satisfied that there is no material uncertainty relating to going concern. Through our assessment (which assumes the continuation of lockdown until the end of July 2020 and then taking account of any additional full year impacts on the budget) we have identified that we expect reductions in revenue in 2020/21 of c£2.1m relating to:

1. Car park income - where we have assumed a reduction of 71% (£0.9m) for the first 6 months of the year
2. Trade Waste – where we have assumed a reduction of 53% (£0.3m) for the first 6 months of the year
3. Investment income - where we have assumed a reduction of 53% (£0.3m) for the first 6 months of the year
4. Planning fees – we have assumed a 35% (£0.2m) loss for the first 6 months of the year.
5. Business rates and council tax – where we have assumed losing (£0.3m) for the year
6. Commercial Income – 48% (£0.1m) fall relating to lost rent on commercial investments for the first 6 months of the year

Additional costs relating to Covid-19 assumed at nearly £0.7m based on the expectations of the Council's Service leads.

If the lockdown arrangements are to extend beyond the 4 months window into 2020 that we have set out above, we have not assumed any additional central government grants within in our assumptions and we have yet to make any assessment of further additional costs due to the uncertainty.

The additional income pressures forecast above total c£2.1m and the additional cost pressures total c£0.7 million which totals £2.8m, the central government grant received to date totals £1.1m and therefore the net impact is current estimated to be in the region of £1.7m. Our forecast surplus for 2020/21 was £2.4m, therefore, we would expect our 2020/21 outturn to show a revised surplus – taking into account all the above factors of £0.7m. This would be added to the General Fund balance, which would then have a predicted balance of £2.6m at 31 March 2021 after allowing for budgeted movements during the 2020/21 financial year.

We then expect that the Fair Funding Review for 2021/22 to be delayed, so we are assuming a flat rate of Government settlement for 2021/22. However, to be prudent we have left our assumption for 2021/22 in line with our previous MTFS planning, which would show a deficit in 2021/22 on the provision of services of £1.8m. As a result, we were planning to draw on reserves to that extent in that year (if equivalent efficiencies and savings cannot be found) allocating £1.1m from the Business Rates reserve and £0.7m from the Asset Management Reserve. As a result, our GF balance at 31 March 2022 will remain at £2.6m, on a worst-case scenario. This still remains above our minimum level of GF balances as set by our CFO of £1.9 m.

COLLECTION FUND

2017/18	COLLECTION FUND		2018/19		
		Notes	Council Tax	Business Rates	Total
£000			£000	£000	£000
(1,034)	Opening Balance Surplus (-) / Deficit 1 April		(2,041)	978	(1,063)
	Income				
(65,923)	Council Tax	(4 & 5)	(71,381)		(71,381)
(26,357)	Business Rates	(2)		(29,099)	(29,099)
	Contributions to Previous Year Estimated Deficit				
(193)	- North Norfolk District Council			(180)	(180)
(48)	- Norfolk County Council			(45)	(45)
(242)	- Central Governement			(225)	(225)
(92,763)	**Total Income**		**(71,381)**	**(29,549)**	**(100,930)**
	Expenditure				
	Precepts and Demands:	(3)			
7,461	- North Norfolk District Council (including Parish Councils)		7,941		7,941
48,355	- Norfolk County Council		52,703		52,703
8,415	- Office of the Police & Crime Commissioner for Norfolk		9,130		9,130
	Proportionate Shares:				
10,093	- North Norfolk District Council			10,014	10,014
2,523	- Norfolk County Council			2,504	2,504
12,616	- Central Government			12,518	12,518
	Disregarded Amounts:				
121	- Enterprise Zone Growth			61	61
673	- Renewable Energy			624	624
	Distribution of Previous Year Estimated Surplus:	(3)			
140	- North Norfolk District Council		179		179
881	- Norfolk County Council		1,162		1,162
157	- Office of the Police & Crime Commissioner for Norfolk		202		202
216	Change in Allowance for Impairment	(7)	151	101	252
248	Allowance for Cost of Collection			248	248
(1,474)	Appeals Charged to Collection Fund			(499)	(499)
2,309	Change in Provision for Appeals			2,033	2,033
92,734	**Total Expenditure**		**71,468**	**27,604**	**99,072**
(29)	Movement in Collection Fund Balance During Year		87	(1,945)	(1,858)
(1,063)	**Closing Cumulative Surplus (-) / Deficit 31 March**	(6)	**(1,954)**	**(967)**	**(2,921)**

1. General

The Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the Billing Authority in relation to the collection from taxpayers of Council tax and National Non-Domestic Rates (NNDR) and its distribution to Local Government bodies and Central Government. The Collection Fund is consolidated with the other accounts of the billing authority for Balance Sheet purposes.

2. Income from Business Ratepayers

The Authority collects NNDR from ratepayers based on local rateable values provided by the Valuation Office Agency, multiplied by a uniform Business Rate in the £ set nationally by Central Government. The total rateable value for the District was £81,871,509 on 31 March 2019 (£80,351,699 on 31 March 2018). The national multipliers for 2018/19 were 48.0p for qualifying Small Businesses (46.6p in 2017/18), and the standard multiplier was set at 49.3p for all other businesses (47.9p in 2016/17).

The net income from Business Rate payers was £29,099,476 (£26,357,361 in 2017/18) after £1,926,190 of transitional protection payments due from Central Government. The transitional protection scheme provided protection to ratepayers from large changes in their bills following revaluations of their business by phasing in changes gradually. This meant that a billing authority collected more or less rates than would otherwise be the case, and Government Regulations make provision for adjusting payments to be made to or from billing authorities.

3. Precepts and Demands

The authorities that made a precept or demand on the Collection Fund are:

Net Payment 2017/18 £000		Precept / Demand £000	Collection Fund Surplus £000	Net Payment 2018/19 £000
7,600	North Norfolk District Council (including Parish Precepts)	7,941	180	8,121
49,236	Norfolk County Council	52,703	1,162	53,865
8,572	Office of the Police & Crime Commissioner for Norfolk	9,130	202	9,332
65,408	**Total**	**69,774**	**1,544**	**71,318**

4. The Council Tax Base for 2018/19 is as follows:

Therefore each £1 of Council Tax set was calculated to produce income of £39,844 (£38,748 in 2017/18).

Valuation Band	Number of Chargeable Dwellings Adjusted for Discounts		Equivalent Number of Band D Dwellings		Equivalent Number of Band D Dwellings Adjusted for Non-Collection	
	2017/18	**2018/19**	**2017/18**	**2018/19**	**2017/18**	**2018/19**
A	7,441	7,827	4,958	5,215	4,859	5,137
B	10,779	11,031	8,383	8,580	8,215	8,451
C	9,642	9,820	8,570	8,729	8,398	8,598
D	7,735	7,846	7,736	7,846	7,581	7,728
E	4,291	4,379	5,244	5,352	5,139	5,272
F	2,041	2,073	2,949	2,995	2,890	2,950
G	933	955	1,555	1,591	1,524	1,567
H	72	72	144	143	142	141
Total Tax Base	**42,934**	**44,003**	**39,539**	**40,451**	**38,748**	**39,844**

5. Band D Tax Rate

This Authority set a Council tax of £1,695.69 for a band D dwelling, (£1,603.98 in 2017/18), which consisted of £1,322.73 (£1,247.94 in 2017/18) for Norfolk County Council, £229.14 (£217.17 in 2017/18) for the Office of the Police & Crime Commissioner for Norfolk and £143.82 (£138.87 in 2017/18) for the District's requirements. Sums ranging from nil to £110.78 (nil to £109.42 in 2017/18) were charged in addition for parish and town council requirements.

The calculation of the District's Council tax is made by dividing its demand on the Collection Fund by the equivalent number of Band D dwellings in the area (the Tax Base). An adjustment is made to the Tax Base to take into account the anticipated non-collection of amounts due.

Discounts are given for empty and other properties, in respect of students, disabled people, single occupiers and those in receipt of support under the Local Council Tax Support Scheme. Since 2004/05 the Authority has implemented the provisions of the Local Government Act 2003 and exercised its discretionary powers to reduce or eliminate discounts on certain empty properties and second homes. Further reforms in the Local Government Finance Act 2012 gave the Authority new flexibilities to vary Council tax on second homes and empty dwellings, and to apply a premium on empty properties.

6. Balances

The total balance is attributed as follows:

31 March 2018 Total	Share of Balance	31 March 2019 Council Tax	31 March 2019 Business Rates	31 March 2019 Total
£		£	£	£
155,325	North Norfolk District Council	(222,414)	(386,718)	(609,132)
(1,440,376)	Norfolk County Council	(1,474,196)	(96,679)	(1,570,875)
(267,384)	Office of the Police & Crime Commissioner for Norfolk	(257,437)	(483,398)	(740,835)
489,109	Central Government	0	0	0
(1,063,326)	**Total**	**(1,954,047)**	**(966,795)**	**(2,920,842)**

7. Bad Debt Provision

The Collection Fund account provides for bad debts on arrears based on historical experience of non-payment and the age of debt.

Subject to Audit

Accruals - The accounting treatment that requires expenditure and income to be recognised in the period it is incurred or earned, not when the money is actually paid or received.

Amortisation - The process of spreading a cost to revenue over a number of years. For example Intangible Assets are amortised to revenue over their useful life.

Bad Debts - Amounts owed to the Authority which are considered unlikely to be recovered. An allowance is made in the accounts for this possibility.

Balance Sheet - The Authority's financial position at the year end. It summarises what the respective assets and liabilities are.

Business Rates - Business or National Non-Domestic Rates are collected from occupiers of business properties based upon a rateable value and a nationally set rate. They are collected by each authority and nationally determined proportionate shares are paid to the Government and Norfolk County Council with a share retained by the authority.

Capital Adjustment Account - An account which reflects the difference between the cost of fixed assets consumed and the capital financing set aside to pay for them. The balance represents the balance of capital resources set aside to finance capital expenditure (e.g. capital receipts, revenue contributions) awaiting consumption of resources e.g. from depreciation and impairment.

Capital Expenditure - Spending on the purchase or enhancement of significant assets which have an expected life of over a year - for example major improvements to the Authority's housing or construction of a car park.

Capital Financing Requirement (CFR) - The Capital Financing Requirement represents the Authority's underlying need to borrow for capital purposes.

Capital Receipts - Money received from the sale of assets. This can be used to finance capital expenditure or repay debt.

Collection Fund - The account which contains all the transactions relating to community charge, council tax and business rates together with the payments to this Authority, Norfolk County Council and Norfolk Police Authority to meet their requirements.

Contingent Assets - A Contingent Assets is a possible asset that arises from past events and whose existence will only be confirmed by the occurrence of one or more uncertain future events not wholly within the Authority's control.

Corporate and Democratic Core - Costs relating to the Authority's status as a multi-functional, democratic organisation.

Contingent Liabilities - A Contingent Liability is a possible obligation that arises from past events and whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Authority's control.

Deferred Capital Receipts - Representing the amounts that are not available as cash. They arise from Council house sales on mortgage to the Authority, and where repayments of principal sums due are received over a number of years.

Depreciation - A measure of the financial effect of wearing out, consumption or other reduction in the useful life of a fixed asset.

Earmarked Reserve - Amounts set aside for a specific purpose to meet future commitments or potential liabilities, for which it is not appropriate to establish provisions.

Financial Instruments - Any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another. The term covers both financial assets and financial liabilities. Examples of financial assets include bank deposits, equity instrument of another entity, e.g. shares, contractual right to receive cash or another financial asset from another entity, such as a trade receivable. Financial liabilities include for example, contractual obligations to deliver cash or another financial asset.

Fixed Assets - Representing, as fixed assets, the value of what the Authority owns in terms of property, land etc. and what is owed to the Authority in respect of debt.

General Fund - The account which summarises the revenue costs of providing services, which are met by the Authority's demand on the Collection Fund.

Impairment - Reduction in the value of a fixed asset below its amount included in the Balance Sheet.

Infrastructure - A classification of fixed assets which have no market value and which exist primarily to facilitate transportation and communication requirements (e.g. roads, street lighting).

Intangible Assets - Intangible Assets are non-financial fixed assets that do not have a physical substance and include for example software licences.

International Accounting Standard 19 (IAS 19) - The requirement for Local Authorities to include the forecast cost of future pensions in the accounts on a notional basis.

International Financial Reporting Standards (IFRS) – A set of international accounting standards stating how particular types of transactions and other events should be reported in Financial Statements. IFRS are issued by the International Accounting Standards Board.

Large Scale Voluntary Transfer (LSVT) - The process of transferring Council House stock from a local Authority to a Registered Social Landlord. North Norfolk District Council transferred its housing stock to North Norfolk Housing Trust in February 2006.

Leasing - A method of acquiring items such as vehicles and computer equipment by payment of a lease charge over a period of years. There are two types of lease.

- A finance lease is where the Authority effectively pays for the cost of an asset (it counts as Capital expenditure for control purposes and is included on our Balance Sheet). A primary lease period is that period for which the lease is originally taken out and a secondary period relates to any extension.
- An operating lease (a long-term hire) is subject to strict criteria and the cost can be charged as a running expense. The item leased must be worth at least 10% of its original value at the end of the lease and does not appear on the Balance Sheet.

Liabilities - This shows what the Authority owes for borrowing, payables etc. at the Balance Sheet date.

Minimum Revenue Provision - The minimum amount which must be charged to the revenue account each year and set aside as a provision to meet the rest of credit liabilities for example borrowing

National Non-Domestic Rate (NNDR) - National Non-Domestic Rate (NNDR) is set by the Government and collected by each authority and nationally determined proportionate shares are paid to the Government and Norfolk County Council with a share retained by the authority.

Non Distributed Costs - The cost of discretionary benefits awarded to employees retiring early and any depreciation and impairment losses chargeable on non-operational properties.

Payables - Amounts which the Authority owes to others for goods and services received before the year end of 31 March but which were not paid until after 1 April.

Precepts - The amount which the Norfolk County Council and Norfolk Police Authority require us to collect, as part of the Council tax, to pay for their services is called a precept. Town and Parish Councils also precept on the District Council to pay for their expenses.

Provisions - An amount set aside for potential liabilities which may arise or will be incurred, where there is uncertainty as to the amounts concerned or the dates on which these liabilities may arise.

Prudential Code - Professional code of practice developed by CIPFA which came into effect from the 1 April 2004 to ensure Local Authorities Capital investment plans are affordable, prudent and sustainable. 'The code allows authorities to undertake borrowing to finance capital expenditure as long as they can demonstrate affordability. '

Receivables - Sums which at 31 March are owing to the Authority.

Reserves - Accumulated balances built up from excess of income over expenditure or sums that have been specifically identified for a particular purpose which are known as earmarked reserves.

Revaluation Reserve - Net unrealised gains from the revaluation of fixed assets recognised in the balance sheet. Introduced in the 2007 SORP from 1 April 2007.

Revenue Contribution to Capital (or Direct Revenue Financing) - Use of revenue resources to finance capital expenditure.

Revenue Expenditure - The day to day running expenses on the services provided.

Revenue Expenditure Funded from Capital Under Statute - Expenditure incurred during the year that may be capitalised under statutory provisions but does not result in the creation of a fixed asset has been charged as expenditure to the relevant service revenue account in the year.

Revenue Income - Amounts receivable for such items as rents and charges for services and facilities.

Revenue Support Grant (RSG) - Grant paid by central government to aid Local Authority services in general as opposed to specific grants which may only be used for a specific purpose.

Soft Loans - Loans which are made at less than market rates or interest free. An authority will sometimes make soft loans to achieve a policy or service objective. For example an interest free loan to a voluntary organisation to provide upfront funding or car loans to employees.

Support Services - Activities of a professional, technical and administrative nature which are not Local Authority services in their own right, but support main front-line services.

Temporary Loans - Money borrowed on a short-term basis as part of the overall borrowing strategy.

VAT Shelter - A procedure agreed by the MHCLG and HM Revenues and Customs to ensure that following a housing stock transfer there is no impact on taxation. Had the Authority retained the housing stock and carried out the necessary works on the properties the VAT would have been reclaimed by the Authority, however the Housing Trust are unable to recover the VAT and the VAT shelter arrangement allows the VAT to be recovered and shared between the Authority and Victory Housing Trust.

GLOSSARY OF ACRONYMS

CFR	Capital Financing Requirement
CIPFA	Chartered Institute of Public Finance and Accountancy
IAS	International Accounting Standards
ICT	Information Communication Technology
IFRS	International Financial Reporting Standard
LSVT	Large Scale Voluntary Transfer
MRP	Minimum Revenue Provision
NNDC	North Norfolk District Council
REFCUS	Revenue Expenditure Funded from Capital Under Statute
RSG	Revenue Support Grant
SERCOP	Service Reporting Code of Practice
SORP	Statement of Recommended Practice
TIC	Tourist Information Centre
UK GAAP	United Kingdom - Generally Accepted Accounting Principles

Statement of Accounts

2018/2019

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