



# Statement of Accounts

## 2006/2007

Stratford-on-Avon District Council



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# Statement of Responsibilities for the Statement of Accounts

## The Authority's Responsibilities

The authority is required:

- i) 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 Head of Resources;
- ii) to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- iii) approve the statement of accounts (England and Wales only).

## The Head of Resources Responsibilities


The Head of Resources 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 Head of Resources has:

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

The Head of Resources has also:

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



D Buckland  
Head of Resources

Date: 28 September 2007

# Statement of Responsibilities for the Statement of Accounts

## Statement on Internal Control

### 1. Scope of Responsibility

Stratford-on-Avon DC (SDC) is responsible that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. SDC also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, whilst having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, SDC is also responsible for ensuring that there is a sound system of internal control, which facilitates the effective exercise of SDC functions and includes arrangements for the Management of Risk.

### 2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to:

- identify and prioritise the risks to the achievement of Stratford-on-Avon DC's policies, aims and objectives;
- to evaluate the likelihood of those risks happening;
- the impact should they happen;
- managing these risks efficiently, effectively, economically, and as far as is reasonably practicable.

The system of internal control has been in place at Stratford-on-Avon DC for the year ended 31 March 2007 and up to the date of approval of the accounts.

### 3. The Internal Control Environment

#### 3.1 Monitoring Arrangements

Stratford-on-Avon DC has well developed Monitoring Arrangements to ensure that the Council establishes and achieves its objectives. This process is summarised as follows:

- > During the past year regular monitoring reports detailing progress towards the achievement of the Corporate Strategy have been considered by the Management Team and the Executive, with corrective action identified and implemented where required;
- > The Council has also continued to implement the Council Improvement Plan, which was drawn up following the Corporate Performance Assessment in 2004/2005. During the last year the Council has also subjected itself to a "peer" review in light of the progress made, and has requested a formal re-evaluation by the Audit Commission during 2007/2008;
- > Establishment and adoption by Council of Service Plans for all of the Council's services, detailing how specific initiatives link to the Council's Corporate Strategy. Significant work has been undertaken to ensure that the Service Plans are relevant in managing the activities whilst providing clear links to the Council's overall objectives;

There are reports on performance in key services (e.g. Planning; Revenues) through the Council's monthly information sheets;

- > The Council also produces and agrees a Best Value Performance Plan annually, which establishes targets and measures the Council's performance in these areas. This document is prepared by the Executive and adopted by Council, which for the last three years has been unqualified.
- > In relation to Internal Control the Council has significantly strengthened this through the establishment of an Audit Committee during 2005/2006. This committee was established in line with the recommendations from CIPFA and will consider items such as external audit reports and the Statement on Internal Control.

# Statement of Responsibilities for the Statement of Accounts

- > The Council has also developed a Statement on Internal Control Action plan which is considered by the Council's Senior Management Team on a quarterly basis to ensure that areas have been addressed;
- > During 2005/2006 Assurance Statements were introduced for the Council's Senior Management in order to seek confirmation that Internal Control systems are in place and are being adhered to.

## 3.2 Policy and decision-making

The Council has established processes, which have been developed in order to facilitate policy and decision-making processes. These are detailed below:

- > Every report that is considered by the Executive follows the same standard format. This ensures that all reports contain sufficient information and options to allow for robust and well-informed decision-making. The areas covered by each report include:
  - Purpose and Aim of the Report
  - Background information and Detailed Considerations
  - Options for consideration
  - Identification of issues covering:
    - Legal Implications
    - Financial Implications
    - Personnel Implications
    - Risk Management Issues/(Ethical Implications where appropriate)
    - Environmental Impact (where appropriate)
  - Comments from Portfolio Holder and Shadow
  - Comments from Management Team
  - Summary and Conclusion
  - Recommendation

The process for decision-making is fully detailed within Article 13 of the Council's constitution.

## 3.3 Corporate Governance and Risk Management

This is defined as 'the systems by which local authorities direct and control their functions and relate to their communities'.

To achieve good governance we will need to ensure:-

- > Stratford-on-Avon District Council focuses on our Corporate Strategy and on outcomes for citizens and service users;
- > Stratford-on-Avon District Council performs effectively in clearly defined functions and roles;

Stratford-on-Avon District Council promotes values for the whole organisation and demonstrates values of good governance through behaviour;

- > Stratford-on-Avon District Council takes informed, transparent decisions and manages risk;
- > Stratford-on-Avon District Council develops the capacity and capability of governing bodies to be effective (this includes ourselves and the Council);
- > Stratford-on-Avon District Council engages stakeholders and makes accountability real;
- > Stratford-on-Avon District Council ensures all of its actions are legal, properly considers government guidance and in accordance with its Constitution.

At the meeting of Council on 22 April 2002, a new constitution was adopted. This document details the procedures and regulations that govern the Council operation of Council business. These rules and procedures provide the legal and financial framework for the Council to operate within. There are seven sections included in the Constitution:

# Statement of Responsibilities for the Statement of Accounts

1. Summary and Explanation
2. Articles of the Constitution
3. Responsibility for Functions
4. Rules of Procedures
5. Codes and Protocols
6. Members' Allowances Scheme
7. Management Structure

All Councillors and Officers of the Council adhere to the Constitution and codes of conduct. The duty to ensure compliance is predominantly the responsibility of the Council's three statutory officers:

- > Head of the Paid Service (Chief Executive)
- > Monitoring Officer
- > Chief Financial Officer (Head of Resources)

The constitution is under constant review and during 2006/2007 the Council approved revisions to the document in relation to Contract Standing Orders, the scheme of officer delegation and Member/Officer Protocol. Currently work is on-going to review the remainder of the documents.

The Audit Committee is the member forum that is responsible for reviewing and monitoring Corporate Governance in relation to Risk and Audit matters.

Further work has been undertaken during 2006/2007 in relation to the implementation of risk management to ensure that it is embedded across the Council. The Council's Risk Management Strategy is currently being reviewed to ensure that it remains fit for purpose.

Internal Audit has used a risk assessment methodology in order to prioritise resources and establish a five-year audit programme. Elements used in the assessment of risk include:

- > Stability
- > Level of internal control
- > The risk of fraud

These factors are then measured against sensitivity and materiality in order to establish an overall ranking as to the priority areas for investigation.

## Other Risk Management

Formal training on the identification of risk has been provided to a number of risk management champions within the authority and further training will be provided in the future to enable staff to be equipped to manage risk in a way appropriate to their authority and duties.

## 3.4 Best Value

The Council has an obligation to ensure that the best use is made of public money. The Council is constantly striving to deliver economy, efficiency and effectiveness. The Council has well developed procedures for undertaking Best Value reviews of particular themes (cross-cutting activities), services and functions at the Council.

During 2006/2007, the Council undertook a review in relation to Partnership working. The report was presented to the Overview and Scrutiny Committee on 17 March 2007 and the findings were reported to the Executive on 2 April 2007.

## 3.5 Financial Management

It is the responsibility of the Council's Chief Financial Officer (CFO), to ensure that adequate controls are in place to ensure the safe custody and utilisation of public funds. Within Part 4 of the Constitution, there are specific rules relating to the management of public funds.

# Statement of Responsibilities for the Statement of Accounts

During 2006/2007 the Audit Commission has undertaken the Use of Resources inspection. This inspection considers a wide range of factors in making an assessment on how well the Council manages financial and other resources. The assessment made by the Audit Commission is as follows:-

- > Financial Reporting – 3
- > Financial Management – 3
- > Financial Standing – 2
- > Internal financial control – 3
- > Value for Money – 2

Overall the Council has received a level 3, which is an improvement on the level 2 that was obtained during 2005/2006.

The Council formally reviews financial management through budget control reports on a monthly basis to the Council's Executive. Any significant variance (as defined by Council) has to be explained and remedial action proposed. This is undertaken for both Revenue and Capital accounts.

In addition to the CFO, Internal Audit has a key role in ensuring that these rules are adhered to across the Council. If the internal auditors have any concerns relating to financial management they have direct reporting lines to the CFO, Monitoring Officer, the Chief Executive and, if necessary, senior Members.

Finally, the Council's external auditors undertake periodic reviews on the Financial Governance arrangements in place. These reviews make recommendations on improvements to Financial Management, which are agreed and then implemented.

## 3.6 Performance Management

The Council has a well developed procedure for the reporting of performance management. Robust and rigorous procedures are in place at the Council in order to measure and improve the performance of the Council's services. The formal reporting of performance management is undertaken by monitoring reports to the Management Team, the Council's Executive, with members' call-in and/or scrutiny by the relevant Overview and Scrutiny Committee. The areas reported include:

- > Performance against key Performance and Best Value Indicators;
- > Measurement against locally agreed Performance Indicators;
- > Progress towards Service Plan targets;
- > Progress against Financial targets;
- > Best Value Performance Plan.

There is a dedicated team within Change and Performance Service to undertake this activity, the procedures have previously been reviewed by the Council's external auditors and were assessed as "Best Practice". During the coming year a Performance Management System will be fully implemented across the Council.

## 4 Review of Effectiveness

Stratford-on-Avon DC has responsibility for conducting, at least annually, a review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the:

- Findings and recommendations of Internal Audit;
- Updates by the managers within the authority who have responsibility for the development and maintenance of the internal control environment;
- Findings and recommendations by the external auditors and other review agencies and inspectorates.

The Council has well developed procedures in place for the identification and reporting upon the adequacy of the internal control at Stratford-on-Avon DC. These are detailed overleaf.

# Statement of Responsibilities for the Statement of Accounts

The Council's Chief Financial Officer has the overall responsibility to ensure that the internal control environment is effective and adhered to. This is delivered through the Internal Audit service. Internal Audit undertake regular reviews of all of the Council's systems and produce reports containing recommendations for improvement wherever necessary, in line with their 5-year audit plan. The Council's Internal Audit operates using the CIPFA Code of Practice Standards 2003.

## Reporting Process for Internal Audit

- > When undertaking a review, the internal auditors produce a report for the Head of Service concerned, the relevant Director, the Council's Chief Financial Officer, and the Chief Executive.
- > A summary report, containing the "high importance" recommendations is also prepared and sent to all Members of the Council. These items are then considered by the Council's Audit Committee.
- > If a recommendation impacts upon the level of resources required to undertake an activity, the report will also be considered by the Council's Executive. These arrangements have been agreed and adopted by Council.

The Council's external audits rely significantly upon the professional work undertaken by the Internal Audit service. Due to the high standard of work undertaken internally, the Council incurs a lower audit fee from the external auditors. This allows the external auditors to have assurance on the internal control arrangements at the Council.

External audit reports are reviewed and considered by the Audit Committee and the Council's Management Team: -

- > In relation to audits on the Financial Aspects of Corporate Governance, the Annual Audit Letter and/or any other Corporate Governance issue the Audit Committee considers these reports;
- > In relation to resources or changes in procedures reports would be considered by the Council's Executive, with recommendations being considered by Council.

In addition to the reviews detailed above, the Council is also subject to formal review by other inspectorates, these reviews are considered by the Council's Executive. Examples of external scrutiny are:

- > Department of Work and Pensions, through the Benefit Fraud Initiative;
- > Investors in People;
- > Compliance towards the Council's Eco-Management Audit – through the EMAS verification;
- > Food Standards Agency;
- > Health and Safety Commission;
- > Audit Commission reports. In 2006/2007, there were key reports on the Housing and Planning Services.

The authority has been advised on the implications of the result of the review of the effectiveness of the Council system of internal control by the Council, the Executive and the Overview and Scrutiny Committee. Improvement plans are in place and being implemented to address weaknesses and ensure continuous improvement of systems.

## 5. Significant Internal Control Issues

In the Statement of Internal Control for 2005/2006 a number of issues were identified which required improvement during 2006/2007, the following progress has been made in these areas:

- > The Council has made good progress in relation to the Council Improvement Plan and received positive comments from the Peer Review team, a formal revaluation by the Audit Commission will be undertaken during 2007/2008;
- > The Council continues to implement the Corporate Strategy, a review to take the Corporate Strategy beyond 1 April 2008, will be undertaken during 2007/2008;
- > The Council continues with the Base Budget Review process to ensure greater sustainability to the Council's Medium Term Financial Plan;
- > The Council undertook the Best Value Review on Partnerships and will be implementing the recommendations arising during the coming year;
- > Reviewed and implemented a revised scheme of delegation and contract standing orders;



# Statement of Responsibilities for the Statement of Accounts

- > The implementation of the findings in relation to the ethical governance audit;
- > Training has been arranged in relation to all contract management and monitoring arrangements;

Continuation of the Leading Continual Process Improvement initiative to ensure that the Council operates effectively and efficiently;

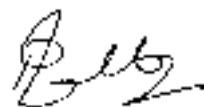
The main issues, which are being or need to be addressed during the coming year, include:

- > Preparing for the formal review by the Audit Commission in relation to the Comprehensive Performance Assessment;
- > Continuation of the implementation of the Corporate Strategy and preparation for the new Corporate Strategy;
- > The identification of the area to be the subject of a Best Value Review if appropriate;
- > To ensure that there are sufficient Internal Control and Corporate Government arrangements in place in relation to the Local Area Agreements.
- > Procedures in relation to the administration of Housing Benefits claims particularly with reference to referrals to the rent officer for determination and "netting off".
- > Ensuring the arrangements in relation to the physical security of the Council's IT and custodial areas are continued;
- > Ensuring that the contract variations and contract conditions are controlled effectively;
- > Ensuring that the improvements that have been made in relation to the income reconciliations are maintained following the implementation of the new Cash Receipting and Income Management system;
- > Improvement in the documentation of systems following implementations;
- > Further improvements in relation to the information surrounding the reconciliations of the Council Tax and Non Domestic Rate Systems;
- > Ensuring that robust procedures are in place in relation to the acquisition and disposal of land, and ensuring that these procedures are in line with the Local Government Ombudsman's best practice guidance;
- > Demonstrating under the Use of Resources arrangements that the Council is performing well in relation to Value for Money;
- > Implementing the recommendations identified arising from the Audit Commission's report on the Planning Service;
- > Implementing the recommendations identified arising from the Audit Commission's report on the Housing Service;
- > Implementation of the findings from the Audit in relation to Data Protection;
- > Implementation of the findings of the Audit in relation to Environmental Management.

Internal Control is central to the effective management of the Council, and at Stratford-on-Avon DC we take this responsibility extremely seriously. We will continue to review where necessary policies and procedures to ensure that such systems are secure and robust.



Les Topham  
Leader



Paul Lankester  
Chief Executive

June 2007

# A Financial Review from the Leader (2006/2007) and the Head of Resources

For 2006/2007 the District Council approved a net Revenue expenditure Budget of £12.3m (before the addition of town/parish precepts).

The overall position on revenue net expenditure for all of the Council's services was £12,094k against a revised budget of £12,363k resulting in an underspend of £269k. However, as a result of £274k slippage, the Council has an effective net overspend of £5k (0.04%) in 2006/2007. During the year the Council has taken positive action to implement and achieve all budgeted savings by consolidating budget management and control processes. This underspend enabled a contribution to reserves of £230.6k.

Major income received was £6.6m from general Government Grant and the National Non-Domestic Rate pool, plus £5.8m from Council Tax payers. The Government contribution was £794.8k higher than the previous year (13.7%). The Council Tax levy at Band D was increased by 3.7% from £110.79 to £114.93 per domestic property per year.

The 2006/2007 Capital expenditure Amended Estimate (original budget plus 2005/2006 slippage) was £10.9m, including, £3.1m for Affordable Housing, £1.2m for E-Government, £1.2m for World Class Stratford, £1.2m for Wellesbourne Community Hall and £671k for Stratford Football Club. Some spending on several major projects was deferred until 2007/2008. This was mainly due to circumstances beyond the control of the Council, including progress by external bodies or organisations. The final 2006/2007 capital expenditure was £5.8m.

At 31 March 2007 the Council held £2m in Revenue balances, £22m in available Capital resources and had no outstanding debt.

# Foreword

## Introduction

1. This foreword provides an explanation of the financial aspects of the Council's activities and endeavours to provide an understandable guide to the significant matters reported in the accounts.
2. All local authority income and expenditure is classified as either revenue or capital.
  - i) Revenue income and expenditure for the year is summarised within the Income and Expenditure Account. This Account details the net operating expenditure or the running costs of the Council for the year and the extent to which this has been financed from Government grant and local taxpayers. Expenditure of a revenue nature must be financed in the year of that expenditure as the goods and services bought are deemed to have also been consumed in the year. A separate revenue account is maintained for the Collection Fund, which includes income and expenditure in respect of Council Tax, Non-domestic Rates ('Business Rates') and residual Community Charge. Transactions between the Income and Expenditure Account and this account are shown "below the line" within the Income and Expenditure Account.
  - ii) Capital expenditure is expenditure that results in the creation or enhancement of fixed assets. The benefits resulting from this expenditure are deemed to last for more than one year. Capital income comes from receipts due to the sale of assets, and also grants and contributions towards specific capital projects. Capital income and expenditure are recorded within the Balance Sheet. There are implications for revenue accounts in respect of the amount of capital expenditure financed by revenue resources.

## Revenue Income and Expenditure

3. The net District Expenditure for 2006/2007 was £12,094k compared to a budgeted £12,363k. This meant that the utilisation of reserves in the year was £269k less than anticipated. However, in the closure of the accounts, slippage has been identified totalling £274k that will be financed in 2007/2008. This therefore leads to an effective overspend of £5k for 2006/2007.

The major variances contained within the income and expenditure account include: -

	£000s
Building Control	(119)
Off-Street Parking	(142)
Housing	(116)
Regulatory Services (Development Control)	197
Council Tax	85
Miscellaneous Refuse Collection	51
Local Land Charges	42
Other Services – Various Minor Overspend	7
	—————
Total	5
	—————

# Foreword

4. The Income and Expenditure Account details the gross costs of service provision amounting to £46,184,454. This expenditure has been analysed as follows:



Employee expenses comprise all payments to and on behalf of the Council's employees. It includes salaries, employer's national insurance and superannuation contributions, training, professional subscriptions, recruitment, and health and safety costs.

Service costs are running expenses and include the cost of maintaining buildings, operating vehicles and the purchase of goods.

Third Party Payments are payments to others in respect of the provision of services and include mainly contract payments to companies providing services on the Council's behalf.

Transfer payments are payments made to others for which no goods or services are received and are principally in respect of housing and council tax benefits.

Support services are provided mainly by the Monitoring Officer, Member Services, Change and Performance, Customer Services and Resources to direct services of the Council.

Capital charges comprise depreciation and represent the real cost of using assets to provide services.

5. The gross income of £27,235,233 shown in the Income and Expenditure Account has been analysed as follows:



# Foreword

Government grant income includes £23,174,433 towards the cost of Council Tax Benefits, Housing Benefits, their administration and National Non-Domestic Rate administration.

Rent income comprises mainly rents in respect of industrial and commercial properties.

Income from sales, fees and charges, building control fees, planning fees, land charges fees and licencing fees.

6. The net cost of services within the Income and Expenditure Account is £18,949,221. The services provided for this amount are summarised below:

	£000's	
Central Services	4,257	
Cultural, Environmental and Planning Services	11,318	
Highways, Roads and Transport Services	717	
Housing	2,657	
<b>Total</b>	<b>18,949</b>	

Precepts to town and parish councils, investment income, income from Council Tax payers, and Government grant to finance overall Council expenditure, along with various appropriations, are shown below the net cost of services within the Income and Expenditure Account. After these items, there is a surplus, i.e. a contribution to reserves, for the year of £230k. This compares to a budgeted use of reserves of £88k.

## Euro Costs

7. There are no significant Euro costs to disclose in the 2006/2007 Statement of Accounts.

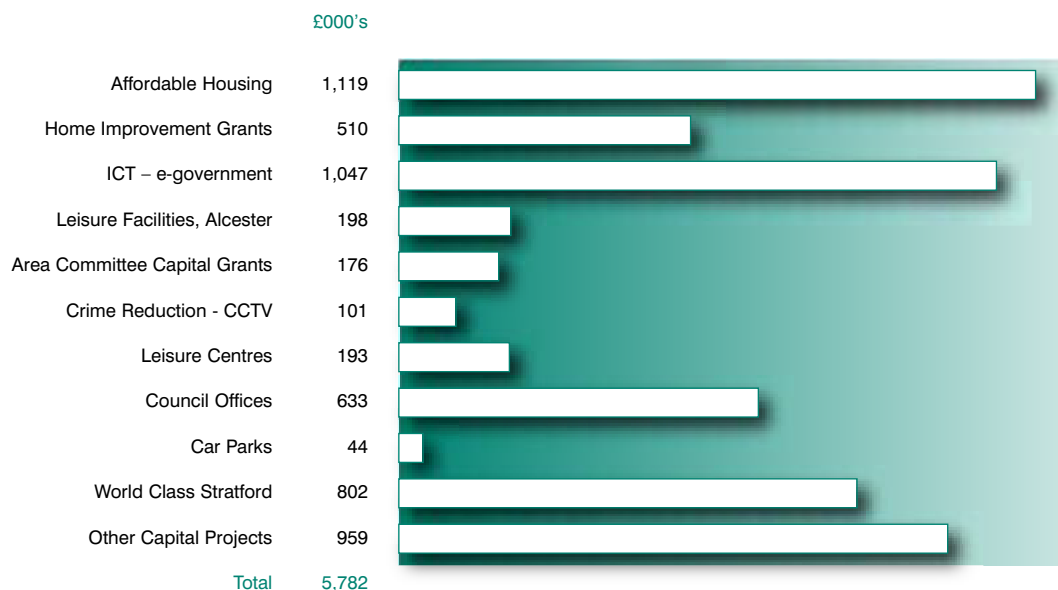
## Capital Expenditure

8. Capital expenditure amounted to £5,782k in 2006/2007. This compares to an original estimate of £10.1m which was subsequently revised to £10.9m.

The underspend, compared to revised estimates, of (£5,185k) is largely attributable to delays in expenditure, notably Affordable Housing (£2,003k), IT Development (£50k), Wellesbourne Community Hall (£1,287k), Grants to Area Committees (£263k), Southam Area Office Study (£112k), Strategic Property (£581k) and Stratford Football Club (£586k).

# Foreword

9. A summary of capital expenditure in 2006/2007 is shown below:



Capital grants include payments to village halls and other voluntary organisations within the District as contributions towards capital expenditure incurred.

10. Capital income amounted to £3,259k in 2006/2007. This figure mainly comprises: Right to Buy Receipts (£487k), Sale of land at Lighthorne Heath (£505k), Sale of land at the Bridgetown Development (£1,357k) and various grants (£897k).

The level of capital receipts held as at the year end was £22,076k; this was £2,707k more than estimated. Assuming the slippage of £5,892k is approved, which would be financed from accumulated capital receipts, the adjusted level of receipts would be £16,184k.

The Capital Programme was underspent by £5,185k in 2006/2007, after allowing for slippage, the overspend on projects will net to £707k overall. The level of capital receipts after slippage will be £16,184k, £3,185k below estimate.

## The Future

11. The Council has adequate revenue balances to provide financial security and a safety mechanism for unforeseen events. The General Revenue Account balance stood at £2m as at 31 March 2007. However this is reduced to £1.7m after allowing for revenue slippage (£274k). This includes £200k for the risk management reserve.
12. Usable capital receipts amounted to over £22m at 31 March 2007. The Council plans to spend and finance over £5.6m on capital schemes in 2007/2008 which will include the E-Government Action Plan, Affordable Housing Investment Programme, Disabled Facilities Grants, CCTV Equipment and World Class Stratford.
13. The Council have been working very closely with their Registered Social Landlord partners and has enabled the provision of new social housing units being supported with funds from the Council.

# Foreword

## The Accounting Statements

14. The Council's accounting statements for the year 2006/2007 are as follows:

Page

- 20 **The Income and Expenditure Account.** This account brings together all the functions of the authority and summarises all of the resources that the authority has generated, consumed or set aside in providing services during the year.
- 21 **Statement of the Movement on the General Fund Balance.** This statement compares the council's spending against the council tax that it has raised for the year, taking into account the use of reserves built up in the past and contributions to reserves for future expenditure.
- 21 **Statement of Total Recognised Gains and Losses.** This statement brings together all the recognised gains and losses of the council for the year and shows the aggregate increase in its net worth.
- 22 **The Balance Sheet.** This statement sets out the financial position of the Council as at the 31 March 2007. It shows the assets and liabilities of the Council as a whole including those relating to the Collection Fund.
- 23 **The Cash Flow Statement.** This statement summarises the inflows and outflows of cash arising from transactions with third parties for revenue and capital purposes.
- 46 **The Collection Fund.** This is concerned with Council Tax, Business Rates and residual Community Charge. Stratford-on-Avon District Council is responsible for collecting local taxes on behalf of Warwickshire County Council, Warwickshire Police Authority and the District Council itself. Town and parish council precepts are included within the District Council's demand on the Collection Fund.

Where relevant, equivalent figures for the previous year 2005/2006 are shown for comparative purposes.

## Further Information

15. Further information about the functions of the Council is contained within the Annual Report for 2006/2007.

16. Further information about the Council's finances is available from:

Head of Resources  
Stratford-on-Avon District Council  
Elizabeth House  
Church Street  
Stratford-upon-Avon  
CV37 6HX

e-mail address – [finance@stratford-dc.gov.uk](mailto:finance@stratford-dc.gov.uk)

# Statement of Accounting Policies

## 1. General

The accounts have been prepared in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom, published in June 2002. The Code of Practice is based on approved accounting standards, except where these conflict with specific statutory accounting requirements. The following accounting statements "present fairly" the financial position and transactions of Stratford-on-Avon District Council for the year ended 31 March 2007.

## 2. Accruals of Income and Expenditure

All revenue expenditure and capital transactions are accounted for on an accrual basis. That is, sums due to or from the Council during the year are recorded whether or not the cash has actually been received or paid during the year.

## 3. Estimation Techniques

In some instances it has been necessary to make certain estimates in order to prepare the Statement of Accounts. Where this applies an informed decision has been made to ensure that these estimates are as accurate as could reasonably be expected.

## 4. Government Grants

- **Capital grants** and contributions are credited to capital grants/contributions unapplied when they are due. The credits are transferred into capital grants/contributions deferred when the grants or contributions are used to finance capital expenditure and as the assets to which they relate depreciate, the credits are transferred to the Income and Expenditure Account to offset depreciation charged.
- **Revenue grants** are accrued and credited to the accounts in the same period in which the expenditure to which they relate is charged. Where claims were not settled, the best estimate of the grant income is used.

## 5. Overheads

Support services expenditure includes the following:

- i) most of the salaries and operating expenses of the Monitoring Officer, Member Services, Change and Performance, Customer Services and Resources. These costs are allocated to services on the basis of agreed charges with direct departments (including Corporate Management under Corporate & Democratic Core (CDC)), reflecting the actual work of support staff and related expenses.
- ii) the cost of public office buildings, mainly Elizabeth House, Stratford-upon-Avon and the various area offices is recharged on the basis of office space occupied in relation to each service.
- iii) central expenses, including bank charges, audit fees and general insurances. Majority of the costs are charged to Corporate Management (CM).



# Statement of Accounting Policies

## 6. Fixed Assets

Fixed Assets are valued on the basis recommended by CIPFA and in accordance with the Statements of Asset Valuation Principles and Guidance Notes issued by The Royal Institution of Chartered Surveyors (RICS). Fixed Assets are classified into the groupings required by the 1998 Code of Practice on Local Authority Accounting.

Fixed assets are included in the Balance Sheet on the following basis: -

- i) **Land, operational properties and other operational assets** have been valued on the basis of open market value for the existing use or, where this could not be assessed because there was no market value for the subject asset, the depreciated replacement cost;
- ii) **Non-operational assets, including investment properties and assets** have been valued on the basis of open market value; and
- iii) **Infrastructure assets and community assets** are included in the Balance Sheet at historical cost, net of depreciation, where applicable.

## 7. Depreciation

Depreciation is provided for on all fixed assets with a finite useful life (in accordance with FRS 15), which can be determined at the time of acquisition or revaluation, according to the following policy: -

- freehold land and non-operational investment properties are not depreciated;
- newly acquired assets are not depreciated in the year of acquisition, and assets in the course of construction are not depreciated until they are brought into use; and
- for all other assets, depreciation is calculated using the straight line method over the estimated average useful life of the class of the asset.

## 8. Impairment

The value at which each category of assets is included in the balance sheet has been reviewed as at 31 March 2007 and where there is reason to believe that its value has changed materially, the valuation has been adjusted accordingly.

## 9. Charges to Revenue

Charges have been made to revenue for depreciation on the use of assets. This depreciation, where applicable has been calculated and charged using the straight-line method.

## 10. Intangible Fixed Assets

Intangible fixed assets are payments of a capital nature where no fixed asset is created for the Council but which may properly be financed over a number of years. They may be written off to revenue over an appropriate period so that the value of assets carried in the Balance Sheet is not overstated. In 2006/2007, the intangible fixed assets were written down in line with this policy. The balance outstanding represents IT software and training costs, which are being written down over a five year period.

# Statement of Accounting Policies

## 11. Capital Receipts

The treatment of capital receipts arising from the sale of assets is determined by the requirements of the Local Government and Housing Act 1989. This Act requires the apportionment of all capital receipts between 'usable' and 'reserved' capital receipts, according to regulations. Usable capital receipts can be used to finance expenditure of a capital nature whereas reserved capital receipts must be set aside each year as part of a provision for credit liabilities or used instead of new borrowing. A more detailed explanation of capital expenditure financing is given in the Notes to the Core Financial Statements.

## 12. Investments

The Council now has one investment manager with a £20m investment portfolio as at 31 March 2007. Investments were made in accordance with the Council's strict criteria and guidelines, with capital preservation as priority. Investments are shown in the Balance Sheet at the net realisable value. The method of valuation used provides for a more appropriate valuation of the investments. The fund manager repays funds valued in excess of £20m half yearly.

## 13. Stocks and Work-in-Progress

Stocks and work-in-progress are shown in the Balance Sheet at the lower of cost or net realisable value in accordance with the requirements of the Code of Practice and SSAP 9.

## 14. Reserves

The Council maintains reserves for revenue balances, earmarked revenue functions, fixed asset restatement, capital financing and usable capital receipts. These are detailed in the Balance Sheet and accompanying notes.

## 15. Provisions and Contingencies

- i) The Local Government and Housing Act 1989 requires local authorities to pay for all expenditure from revenue, except for those items classed as capital. Special funds to meet future extraordinary expenditure cannot be maintained.
- ii) Provisions in respect of bad and doubtful debts are maintained. Potential bad debts include amounts in respect of Council Tax and Business Rate arrears. Provisions have been estimated in accordance with recommended practice and past experience. Provisions for bad and doubtful debts reduce the value of total debtors shown on the Balance Sheet.
- iii) Provisions for insurance claims outstanding, commuted sums and Council Tax appeals are raised when required.
- iv) Where the Council can estimate, with a degree of certainty, that a future event will confirm a contingent loss (cost) it has been included in the financial statements.
- v) Where a material contingent loss cannot be accurately estimated or an event is not considered sufficiently certain it has not been included within the financial statements but shown in Disclosure Note 36 (page 42).
- vi) Contingent gains are not accrued for within the accounting statements.

# Statement of Accounting Policies

## 16. Pensions

The Code governing Local Authority accounts requires authorities to account for their pension costs in accordance to FRS 17 Retirement Benefits. The Council has accounted for its pension costs arising from the Local Government Pension Scheme, and for all unfounded discretionary benefits which it has granted, as defined benefit schemes.

The Local Government Superannuation Scheme is a funded, defined benefits scheme administered by Warwickshire County Council.

For those schemes treated as defined contribution schemes, pension fund assets are accounted for at fair value (i.e. market value for investments and properties). Pension liabilities are measured on an actuarial basis using the projected unit method. This requires the Council's actuaries to make various assumptions about future events.

Within the Income and Expenditure Account, service revenue accounts and trading services have been charged with their current service cost, which represents the extent to which pensions liabilities have increased as a result of employee service during the year. Past service costs, settlements and curtailments have been charged to non-distributable costs. The interest cost and expected return on assets have been included in net operating expenditure.

As required by legislation, an appropriation to the Pension Reserve has been made, which reverses out the FRS 17 based pension costs in the Income and Expenditure Account and replaces them with the actual pension related payments made in the year. This ensures that the amount to be funded from Council Tax for the year is equal to the employer's pension contributions payable and payments made directly to pensioners.

## 17. Exceptional items, extraordinary items and prior year adjustments

Any material exceptional or extraordinary items are included within the cost of the relevant individual service or separately identified on the face of the revenue account. Details of any such items are given in the explanatory notes.

Material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors are accounted for by restating the comparative figures for the preceding period in the statement of accounts and notes and by adjusting the opening balance of reserves for the cumulative effect.

## 18. Post balance sheet events

Any material post balance sheet events, which provide additional evidence relating to conditions existing at the balance sheet date or indicate that application of the going concern concept is not appropriate, have been included in the accounts.

Any material post balance sheet events that concern conditions that did not exist at the balance sheet date have been disclosed as a separate note to the accounts.

## 19. Value Added Tax (TAX)

Value Added Tax is included within the accounts only to the extent that it is irrecoverable and therefore charged to service expenditure or capital expenditure as appropriate.

## 20. Bad debt provisions

Provisions have been made for doubtful debts, and known uncollectable debts have been written off in full.

# Statement of Accounting Policies

## 21. Leases

Rentals payable under operating leases are charged to revenue on a straight-line basis over the term of the lease. In addition operating leases' rentals payable are accounted for net of benefits received or receivable.

## 22. Associated and subsidiary companies, group accounts

The local authority group is defined as the local authority and its interests in entities, except where such entities are local authorities, which would be regarded as its subsidiaries or associates or joint ventures if the local authority was subject to the Companies Acts. Stratford-on-Avon DC has no financial relationships with any entity that can be considered as a subsidiary, or an associate, or a joint venture, or as a simple investment. The Authority does not have a right to share in profits, a liability to contribute to losses, or an obligation to contribute to debts or expenses in winding-up of any entity.

The Authority has an agreement with the South Warwickshire Tourism Limited (SWT) relating to the carrying out of Tourism Functions. SWT act as principals not agents and consequently the relevant transactions form part of their company accounts and not those of the Authority. The Authority pay for all work done and services provided in respect of the Undertaking by providing 21.18% of the organisation core funding. Although, the Authority have influence over the organisation by providing some of its funds, this is not considered sufficient to generate a formal interest in the entity's (SWT) assets, liabilities or reserves.

## 23. Whole of Government Accounts

The Government will publish a fully audited **Whole of Government Accounts** for 2006/2007, covering the whole of the United Kingdom public sector.

In order to comply with the above and also the Accounts and Audit Regulations 2003, the deadline for having the authority's accounts for 2006/2007 approved is the end of June and published by the 30th September 2007.

# Income and Expenditure Account

2005/2006 Net expenditure £000's		2006/2007 Gross expenditure £000's	2006/2007 Gross income £000's	2006/2007 Net expenditure £000's
	<b>Services</b>			
1,701	Central Services	8,477	(6,669)	1,808
11,979	Cultural, Environmental and Planning Services	14,739	(3,421)	11,318
368	Highways, Roads and Transport Services	728	(11)	717
2,265	Housing	19,778	(17,121)	2,657
2,258	Corporate and Democratic Core	2,363	(13)	2,350
(426)	Non Distributed Costs	99	-	99
<b>18,145</b>	<b>Net cost of services</b>	<b>46,184</b>	<b>(27,235)</b>	<b>18,949</b>
-	(Gains)/losses on the disposal of fixed assets			(105)
1,879	Precepts paid to town/parish councils			2,149
(1,183)	(Surplus)/Deficit from trading operations (note 1)			(1,148)
12	Interest payable			13
62	Contribution to Housing Pooled Capital Receipts (note 14)			16
(1,505)	Interest and Investment Income			(1,334)
355	Pensions interest cost and expected return on pensions assets			114
<b>17,765</b>	<b>Net operating expenditure</b>			<b>18,654</b>
(7,446)	Precepts / demands on the Collection Fund			(7,988)
42	Collection fund balance			87
(2,451)	Revenue support grant			(1,098)
(3,328)	Contribution from National Non-Domestic Rates pool			(5,475)
<b>4,582</b>	<b>(Surplus) / Deficit for the year</b>			<b>4,180</b>

\*

See note 42 on page 45 for explanation of Prior Period Adjustment between comparative figures for 2005/2006 and the 2005/2006 published Statement of Accounts comparative figures.

# Statement of the Movement on the General Fund Balance

31 March 2006 £000's		31 March 2007 £000's
	(Surplus) / Deficit for the year on the Income and Expenditure Account	
4,582	Net additional amount required by statute and non-statutory proper practices to be debited or credited to the General Fund Balance for the year (Note 15)	4,180
(3,992)		(4,389)
<hr/>		
590	(Increase) / Decrease in General Fund Balance for the year	(209)
(2,393)	General Fund Balance brought forward	(1,803)
<hr/>		
<b>(1,803)</b>	<b>General Fund Balance carried forward</b>	<b>(2,012)</b>
<hr/> <hr/>		

# Statement of Total Recognised Gains and Losses

31 March 2006 £000's		31 March 2007 £000's
	(Surplus) / Deficit for the year on the Income and Expenditure Account	
4,582	Surplus arising on revaluation of fixed assets (Note 16)	4,180
(3,074)	Actuarial (gains) / losses on pension fund assets and liabilities	(2,255)
(577)	Other (gains) / losses	(2,782)
445		44
<hr/>		
<b>1,376</b>	<b>Total recognised (gains) / losses for the year</b>	<b>(813)</b>
<hr/> <hr/>		

# Balance sheet

As at 31 March 2006 £000's		As at 31 March 2007 £000's	As at 31 March 2007 £000's
	Fixed assets - operational (note 16)		
30,802	Other land and buildings	31,280	
1,544	Vehicles, plant, furniture and equipment	1,246	
937	Infrastructure assets	1,268	
316	Community assets	326	
12,082	Fixed assets - non-operational (note 16)	12,403	
	Investment properties		
<hr/>		<hr/>	46,523
45,681			
1,318	Intangible Fixed Assets (note 22)		1,782
68	Long term debtors - mortgages		47
<hr/>			<hr/>
47,067	<b>Total long term assets</b>		<b>48,352</b>
	Current assets		
50	Stock and work-in-progress (note 23)	50	
22,000	Investments (note 24)	21,400	
48,445	Pension Asset (note 35)	50,639	
8,168	Debtors (note 25)	9,263	
890	Debtor - Collection Fund	31	
-	Cash and bank	164	
<hr/>		<hr/>	81,547
79,553			
(2,090)	Current liabilities	(4,855)	
(1,843)	Creditors (note 26)	(2,006)	
(63,669)	Accruals (note 27)	(63,726)	
(903)	Pension Liability (note 35)	-	
<hr/>		<hr/>	(70,587)
(68,505)			
<hr/>			
11,048	<b>Net current assets</b>		10,960
<hr/>			<hr/>
58,115	<b>Total assets less current liabilities</b>		<b>59,312</b>
(68)	Deferred credits (note 28)	(47)	
(229)	Capital grants / contributions unapplied (note 29)	(229)	
(3,146)	Capital grants / contributions deferred (note 29)	(3,518)	
(173)	Provisions (note 31)	(206)	
<hr/>		<hr/>	(4,000)
(3,616)			
<hr/>			<hr/>
54,499	<b>Total assets less liabilities</b>		<b>55,312</b>
10,533	Fixed asset restatement Account (note 32)		10,035
(53,945)	Capital Financing Account (note 33)		(54,378)
15,224	Pension Reserve (note 35)		13,087
(24,598)	Usable capital receipts reserve (note 34)		(22,049)
	Revenue balances		
	General Revenue Account		
(200)	Earmarked (Insurances)	(200)	
(1,561)	General	(1,792)	
(42)	Building Control Reserve	(20)	(2,012)
<hr/>		<hr/>	(55,317)
(54,589)			
90	Collection Fund		5
<hr/>			<hr/>
(54,499)	<b>Total Equity</b>		<b>(55,312)</b>
<hr/>			<hr/>



D M Buckland  
Head of Resources

# Cash Flow Statement

2005/2006 £000's		2006/2007 £000's
	<b>REVENUE ACTIVITIES</b>	
	<b>Cash Outflows</b>	
10,466	Cash paid to and on behalf of employees	10,697
14,822	Other operating cash payments	14,052
15,166	Housing benefit (Rent allowances) paid out	16,539
38,140	National Non-Domestic Rate payments to National Pool	40,605
55,836	Precepts paid	58,936
62	Payments to capital receipts pool	16
<u>134,492</u>		<u>140,845</u>
	<b>Cash Inflows</b>	
(1,058)	Rents (after benefits)	(1,230)
(55,564)	Council Tax receipts	(59,189)
-	Community Charge income	-
(3,328)	National Non-Domestic Rate receipts from National Pool	(5,475)
(35,603)	Non-Domestic Rate receipts	(43,405)
(2,451)	Revenue Support Grant / SSA Reduction Grant	(1,098)
(20,489)	Government grants for benefits (note 40)	(22,207)
(1,039)	Other Government grants (note 40)	(1,416)
(5,784)	Cash Received for goods and services	(6,207)
(1,449)	Other operating cash receipts	(2,104)
<u>(126,765)</u>		<u>(142,331)</u>
	<b>Returns on investments and Servicing of Finance</b>	
	<b>Cash Outflows</b>	
12	Interest paid	13
-	Interest Element of Finance Lease Rental Payments	
	<b>Cash Inflows</b>	
(1,504)	Interest received	(1,335)
<u>6,235</u>	<b>Net cash outflow / (inflow) from Revenue Activities (note 38)</b>	<u>(2,808)</u>
	<b>CAPITAL ACTIVITIES</b>	
	<b>Cash Outflows</b>	
2,705	Purchase of fixed assets	1,691
4,522	Other Capital Payments	3,909
<u>7,227</u>		<u>5,600</u>
	<b>Cash Inflows</b>	
(3,227)	Capital Receipts	(2,362)
(1,292)	Capital grants received	(897)
<u>(4,519)</u>		<u>(3259)</u>
8,943	<b>Net cash outflow / (inflow) before financing</b>	(467)
	<b>FINANCING</b>	
-	Repayments of amounts borrowed	-
<u>8,943</u>	<b>Decrease / (increase) in cash and equivalents (note 39)</b>	<u>(467)</u>



# Notes to the Core Financial Statements

## 1. Trading Operations

Trading operations are activities of the Council of a commercial nature that are financed substantially by income from tenants. Avenue Farm Depot, Mason's Road and Timothy's Bridge Road Industrial Estates and various commercial properties (Corporate Estate) in Stratford-upon-Avon are operated on such a basis. The financial results of each are summarised below: -

Total Trading Operations 2005/2006 £000's		Avenue Farm Depot 2006/2007 £000's	Industrial Estates 2006/2007 £000's	Corporate Estate 2006/2007 £000's	Rec Grounds 2006/2007 £000's	Parking 2006/2007 £000's	Total Trading Operations 2006/2007 £000's
(741)	Income from commercial rents	(222)	(70)	(421)	(122)	(47)	(882)
<u>(3,411)</u>	Fees and charges income	<u>(1)</u>	<u>(4)</u>	<u>(58)</u>	<u>-</u>	<u>(3,769)</u>	<u>(3,832)</u>
(4,152)	Total income	(223)	(74)	(479)	(122)	(3,816)	(4,714)
<u>2,654</u>	Expenditure	<u>50</u>	<u>20</u>	<u>203</u>	<u>10</u>	<u>2,605</u>	<u>2,888</u>
(1,498)	Surplus on trading	(173)	(54)	(276)	(112)	(1,211)	(1,826)
315	Notional asset rental charge	2	34	412	3	227	678
<u>(1,183)</u>	(Surplus) / Deficit after asset rental charge	<u>(171)</u>	<u>(20)</u>	<u>136</u>	<u>(109)</u>	<u>(984)</u>	<u>(1,148)</u>

## 2. Members' Allowances

Expenditure for the 2006/2007 on members' allowances is detailed below: -

2005/2006 £000's	Members' Allowances	2006/2007 £000's
323		329
<u>323</u>		<u>329</u>

A document detailing the Members' Allowances Scheme is available from the Head of Resources, Elizabeth House, Church Street, Stratford-upon-Avon, CV37 6HX. Details of amounts paid to individual members are also open to public inspection by prior arrangement with Resources, telephone 01789 260425. Members' Allowances were set in line with the recommendations of the report by the Independent Remuneration Panel in autumn 2001.

# Notes to the Core Financial Statements

## 3. Minimum Revenue Provision – Commutation Adjustment

The authority is debt free and as such is not required to charge a Minimum Revenue Provision (MRP) for the repayment of debt. However, in October 1992, Renovation Grants were repaid as a commuted sum by the Government and used to repay Public Works Loans Board (PWLB) long-term debt. The MRP Commutation Adjustment represents a calculated revenue loss between Renovation Grants that would have been paid to the Council offset by interest payment savings from debt that was repaid in 1992.

## 4. Finance and Operating Leases

During 2006/2007 no payments were made in respect of finance leases and there were no future commitments under finance leases as at 31 March 2007. Payments under operating leases amounted to £107k in 2006/2007.

## 5. Employees' Remuneration

The Accounts and Audit Regulations 1996 require disclosure of certain information about officers' pay and other benefits in accounting statements. The relevant information for this Council is as follows: -

Remuneration in 2006/2007	Number of Officers
£80,000 - £90,000	1
£70,000 - £80,000	2
£60,000 - £70,000	-
£50,000 - £60,000	1

# Notes to the Core Financial Statements

## 6. Pension Costs

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

The authority participates in a defined benefit scheme, administered by Warwickshire County Council. A funded scheme means that the authority and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets.

We recognise the cost of retirement benefits in the Net 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 retirement benefit is reversed out of the I & E after Net Operating Expenditure. The following transactions have been made in the I & E during the year:

Revenue Items	2005/2006 £000's	2006/2007 £000's
<b>Net Cost of Services</b>		
Current Service Cost	1,275	1,503
Past Service Cost	(708)	-
<b>Net Operating Expenditure</b>		
Expected Return on Assets	(2,630)	(3,009)
Interest on Pension Liabilities	2,985	3,123
<b>Amounts to be met from Government Grants and Local Taxation</b>		
Movement on pensions reserve	922	1,617
<b>Actual amount charged against council tax for pensions in the year</b>		
Employers contributions payable to scheme	(992)	(972)
<b>Total charged to I + E</b>	<b>(70)</b>	<b>645</b>

The current service cost figure of £1,503k represents 19.5% of pensionable payroll.

Further details on pension liabilities are provided in note 35.

Details of movement in the reserve are shown in the Reserves note on page 38.

Further information can be found in Warwickshire County Council's Superannuation Fund Actuarial Report, which is available on request from the County Treasurer, Warwickshire County Council, P.O. Box 3, Shire Hall, Warwick, CV34 4RH.

# Notes to the Core Financial Statements

## 7. Section 137 (as amended) Expenditure

In 2006/2007 Section 137 expenditure amounted to £184,715 (£139,371 in 2005/2006). It is used largely to provide grants to voluntary bodies serving the community and is included within miscellaneous expenditure in the Income and Expenditure Account.

## 8. Publicity Expenditure

Local authority expenditure on publicity is required to be recorded by Section 5 of the Local Government Act 1986. In 2006/2007 expenditure on advertising was £19,965 (£37,728 in 2005/2006). In addition, the gross expenditure of the Public Relations Unit (excluding advertising costs) was £134,391 (£93,581 in 2005/2006). Elements of this expenditure are included within each of the Council's services shown in the Income and Expenditure Account.

## 9. Building Control

The Local Authority Building Control Regulations require the disclosure of information regarding the setting of charges for the administration of the building control function. However, certain activities performed by the Building Control unit cannot be charged for, such as providing general advice and liaising with other statutory authorities. The statement below shows the total cost of operating the Building Control unit divided between chargeable and non-chargeable activities. The chargeable deficit has been transferred to the Building Control Balance Account on the Balance Sheet, which had a balance of £42k at the start of the year.

Building Control – Trading Account 2006/2007	Chargeable 2006/2007 £000's	Non Chargeable 2006/2007 £000's	Total 2006/2007 £000's
<b>Expenditure</b>			
Employee Expenses	330	140	470
Transport	26	11	37
Supplies & Services	19	6	25
Third Party Payments	5	5	10
Transfer Payments	18	8	26
Support Service Charges	138	60	198
Capital Charges	-	-	-
<b>Total Expenditure</b>	<b>536</b>	<b>230</b>	<b>766</b>
<b>Income</b>			
Building Regulation Charges	(515)	(7)	(522)
Miscellaneous Income	-	-	-
<b>Total Income</b>	<b>(515)</b>	<b>(7)</b>	<b>(522)</b>
<b>(Surplus) / Deficit</b>	<b>21</b>	<b>223</b>	<b>244</b>

# Notes to the Core Financial Statements

## 10. Agency Income and Expenditure

There are no significant Agency costs to disclose in the 2006/2007 Statement of Accounts.

## 11. Related Parties

It is a requirement that the Statement of Accounts of an authority, contains disclosure of any transactions with a related party, this includes non-financial transactions. This is in order that any reader is aware of the possibility that the financial position and results of an authority may have been affected by material transactions with related parties. A related party is defined as being an organisation with which the authority has dealings, and where either officers or members of the authority have a controlling interest in that organisation.

The information as relates to this Authority for 1 April 2006 to 31 March 2007 is as follows:

### Financial Transactions

	Transactions £000's	Balance 31 March 2007 £000's
South Warwickshire Housing Association - excludes Benefit Payments (note a)	670	-
Pensions Service	1,342	-
Warwickshire County Council - excludes Precepts (note b)	1,713	1
South Warwickshire Tourism (note d)	289	-
South Warwickshire Business	14	-
Stratford Town Management Trust	34	-

a. There were three District Councillors who served on the board of the South Warwickshire Housing Association namely:-

- Charles Bates
- Trevor Russel
- Roger Wright

The majority of the transactions were in respect of infrastructure maintenance, i.e., cost of works incurred, and fees for supervising works.

b. There are eight District Councillors who were also County Councillors namely:-

- John Appleton
- Peter Barnes
- Richard Hobbs
- Susan Main
- Mike Perry
- Chris Saint
- Isobel Seccombe
- Robert Stevens

# Notes to the Core Financial Statements

c. There are also two District Councillors who are also Members of the Police Authority namely: -

- Richard Hobbs
- Isobel Seccombe

d. There were three District Councillors who were also on the Board of South Warwickshire Tourism namely: -

- Clive Higgs
- Mike Perry
- Trevor Russel

The transaction with South Warwickshire Tourism is in the form of a contribution towards their activities.

e. Other Public Bodies:

The Council collects precepts on behalf of Warwickshire County Council, Warwickshire Police Authority, and the Town and Parish Councils.

Some Stratford-on-Avon District Council Councillors are also members of these bodies – major transactions (over/above £5k) between SDC and other Parishes are shown below:

Parish Councils	Number of Members	Payments other than Precepts £000's
Salford Priors	1	7
Shipston On Stour	2	13

## Non-Financial Transactions

None of which the Council is aware.

# Notes to the Core Financial Statements

## 12. Audit Costs

In 2006/2007 Stratford-on-Avon District Council incurred the following fees relating to external audit and inspection:

	2005/2006 £000's	2005/2006 £000's
Fees payable to the Audit Commission with regard to external audit services carried out by the appointed auditor	88	97
Fees payable to the Audit Commission in respect of statutory inspection	13	7
Fees payable to the Audit Commission for the certification of grant claims and returns	37	41
Fees payable in respect of any other services provided by the appointed auditor	9	6
<b>Total Audit Costs</b>	<b>147</b>	<b>151</b>

## 13. Income and Expenditure Under the Local Authority (Goods and Services) Act 1970

The Council is required to provide details of work carried out by Council departments for other public bodies. The purpose of this disclosure is to demonstrate the extent to which the Council is engaged in trading activities which would not otherwise be part of its function as a Local Authority.

The Act allows the Council to provide services to other local authorities and public bodies. Under this act, the Council did not have any income and expenditure in respect of these activities, nor any costs/income included in the Council's Income and Expenditure Accounts.

## 14. Housing Pooled Capital Receipts

With effect from 2004/2005 local authorities in England have to pay a proportion of specified housing related capital receipts (75%) into a Government pool for redistribution. This is then offset by an appropriation from usable capital receipts. In the case of Stratford-on-Avon DC the receipts arise from the repayment of principal on mortgages.

# Notes to the Core Financial Statements

## 15. Breakdown of Reconciling Items in the Statement of Movement on the General Fund Balance

The amounts in addition to the Income and Expenditure Account surplus or deficit for the year that are required by statute and non-statutory proper practices to be charged or credited to the General Fund in determining the movement on the General Fund Balance for the year are as follows:-

As at 31 March 2006 £000's		As at 31 March 2007 £000's	As at 31 March 2007 £000's
	<b>Amounts included in the Income and Expenditure Account but required by statute to be excluded when determining the Movement on the General Fund Balance for the year</b>		
(2,760)	Amortisation of intangible fixed assets	(2,736)	
(1,480)	Depreciation and impairment of fixed assets	(1,406)	
351	Government Grants Deferred	313	
-	Net (gains) / loss on sale of fixed assets	105	
(922)	Net charges made for retirement benefits in accordance with FRS17	(1,617)	
<u>(4,811)</u>			<u>(5,341)</u>
	<b>Amounts not included in the Income and Expenditure Account but required by statute to be included when determining the Movement on the General Fund Balance for the year</b>		
(85)	Minimum Revenue Provision – Commutation Adjustment	(27)	
6	Financing of Capital Expenditure	2	
(62)	Transfer from Usable Capital Receipts (Housing Pooled Capital Receipts)	(16)	
992	Employer's contributions payable to the Warwickshire County Council Pension Fund	972	
<u>851</u>			<u>931</u>
	<b>Transfers to or from the General Fund Balance that are required to be taken into account when determining the Movement on the General Fund Balance for the year</b>		
(32)	Net transfer to Building Control Trading Account (Surplus) / Deficit		21
<u>(32)</u>			
<u><u>(3,992)</u></u>	<b>Net additional amount required to be credited to the General Fund Balance for the year</b>		<u><u>(4,389)</u></u>



# Notes to the Core Financial Statements

## 16. Movement of Fixed Assets 2006/2007

	Other land and buildings £000's	Vehicles, plant and equipment £000's	Infrastructure assets £000's	Community assets £000's	Investment properties £000's	Total £000's
Certified valuation at 31 March 2006	33,810	5,672	1,384	399	12,082	53,347
Accumulated depreciation and impairment	(3,008)	(4,128)	(447)	(83)	-	(7,666)
Net book value of assets at 31 March 2006	<u>30,802</u>	<u>1,544</u>	<u>937</u>	<u>316</u>	<u>12,082</u>	<u>45,681</u>
<i>Movement in 2006/2007</i>						
Additions	868	329	515	11	27	1,750
Disposals	-	-	(1,757)	-	-	(1,757)
Revaluations	345	-	1,616	-	294	2,255
Depreciation	(735)	(627)	(43)	(1)	-	(1,406)
Impairments	-	-	-	-	-	-
Net book value of assets at 31 March 2007	<u><u>31,280</u></u>	<u><u>1,246</u></u>	<u><u>1,268</u></u>	<u><u>326</u></u>	<u><u>12,403</u></u>	<u><u>46,523</u></u>

Depreciation of £1,406k has been charged to services using the Straight Line method. In general, buildings and public conveniences are depreciated over 40 years and equipment over five years.

## 17. Fixed Asset Valuation

Other land and buildings and investment properties have been valued by an external independent valuers (Gerald Eve Chartered Surveyors) in accordance with the Statement of Asset Valuation Practice and Guidance Notes of the Royal Institute of Chartered Surveyors. All these assets are valued in line with current accounting practice on an open market value, existing use value or depreciated replacement cost basis depending on the nature of the asset.

Properties regarded by the Authority as operational were valued on the basis of open market value for existing use or, where this could not be assessed because there was no market value for the subject asset, the depreciated replacement cost.

Properties regarded by the Authority as non-operational have been valued on the basis of open market value. Detailed valuation work carried out during 2006/2007 (i.e. March 2007) has revealed revaluations of £639k in the value of Other Land and Buildings and Investment Properties. Vehicles, plant and equipment are valued at historic cost, net of depreciation. Infrastructure assets and community assets are valued at historical cost, net of depreciation. Infrastructure assets surplus to requirements have been revalued to the value of £1,616k.

Valuations were carried out during 2006/2007 in line with the Council's five year rolling programme of asset valuation, which includes the requirements of FRS15 following the introduction of SORP 2000. All fixed assets included in the Balance Sheet are in accordance with the requirements of SORP 2002. The programme for future valuations of the Council's main assets is as follows:-

Leisure Centres between March 2007 & 2008;  
Car Parks in March 2008;  
Public Conveniences and various investment properties in March 2009; and  
Avenue Farm Depot and various investment properties in March 2010.

# Notes to the Core Financial Statements

## 18. Capital Expenditure and Financing

Capital Expenditure is expenditure on the acquisition of a fixed asset or expenditure, which adds to and not merely maintains the value of an existing fixed asset. The Council's de-minimis level is currently set at £5,000, which means relevant expenditure amounting to less than £5,000 will be included in the accounts as revenue expenditure rather than capital expenditure.

Capital expenditure is detailed below:

2005/2006 £000's		2006/2007 £000's
	Capital expenditure adding to fixed asset valuation:	
1,256	Leisure facilities	193
93	Car parks	44
518	Information technology development	223
17	Crime Reduction - CCTV	101
612	Improvement / refurbishment of Council offices	633
31	Industrial development	-
151	Other	556
<u>2,678</u>	Additions to fixed assets	<u>1,750</u>
	Capital expenditure not adding to fixed asset valuation:	
4,402	Intangible Fixed Assets (see note 22)	4,032
<u>4,402</u>		<u>4,032</u>
<u>7,080</u>	Total capital expenditure	<u>5,782</u>
	Financed by:	
6	Direct revenue financing	2
1,440	Grants / contributions	897
5,782	Capital receipts	4,536
(148)	Movement in creditors	347
<u>7,080</u>		<u>5,782</u>

## 19. Capital Commitments

The Council has Capital Commitments of approximately £2.9m, relating to Social Housing (£2m), Stratford Football Club (£336k), World Class Stratford (£266k), Capital Grants (£234k) and various miscellaneous (£144k), as at 31 March 2007. These will be financed from 2007/2008 resources in accordance with recommended practice.

# Notes to the Core Financial Statements

## 20. Information on Assets Held

An analysis of the main fixed assets owned by the Council is shown below:

31 March 2006		31 March 2007
	<b>Operational buildings</b>	
1	Council offices	1
3	Area offices	3
1	Depot	1
25	Car parks and coach parks	25
4	Leisure centres	4
12	Public conveniences	12
1	Sports pavilions	1
1	Gypsy caravan site	1
	<b>Vehicles, plant and equipment</b>	
3	Vehicles	3
approx 771	Information technology equipment (items)	approx 807
	<b>Community assets</b>	
102	Parks and recreation land (hectares)	102
	<b>Investment properties</b>	
24	Commercial properties	24
13	Land available for development (plots)	13

## 21. Finance Leases

The Council does not currently finance capital expenditure through credit arrangements.

# Notes to the Core Financial Statements

## 22. Intangible Fixed Assets

	Balance at 1 April 2006	Expenditure in year	Expenditure met by grant income	Accounts written off to Income and Expenditure Account	Balance at 31 March 2007
	£000's	£000's	£000's	£000's	£000's
Improvement Grants	-	510	(241)	(269)	-
Capital Grants	-	556	-	(556)	-
Recreational Amenities	-	36	(17)	(19)	-
Disabled Adaptations	-	67	(37)	(30)	-
S.106 Agreements	-	42	(42)	-	-
SWHA Infrastructure	-	98	-	(98)	-
Affordable Housing	-	1,119	-	(1,119)	-
Other Small Misc.	-	349	(64)	(285)	-
World Class Stratford	-	431	(431)	-	-
IT Software & Training	1,318	824	-	(360)	1,782
	<u>1,318</u>	<u>4,032</u>	<u>(832)</u>	<u>(2,736)</u>	<u>1,782</u>

Any intangible asset not yet amortised to the Income and Expenditure Account are held as intangible assets on the balance sheet. Intangible assets' costs include capital grants, IT software & training, and other capital expenditure that does not generate a fixed asset. IT Software and Training costs are recognised/amortised in the revenue account over five years and one year respectively during which the Authority derives benefit from the expenditure.

## 23. Stocks

31 March 2006 £000's		31 March 2007 £000's
32	Departmental Stationery and other consumable stocks	32
9	Sports Equipment Bank	11
2	General Stationery stock	1
4	Environmental Health poison stock	6
3	Registration of Electors postage stock	-
<u>50</u>	<b>Total Stocks</b>	<u>50</u>

# Notes to the Core Financial Statements

## 24. Investments

31 March 2006 £000's		31 March 2007 £000's
22,000	Externally Managed Investments	20,000
0	Internally Managed Investments	1,400
<b>22,000</b>	<b>Total Investments</b>	<b>21,400</b>

## 25. Debtors

31 March 2006 £000's		31 March 2007 £000's
929	Amounts falling due in one year	
148	Central Government	754
2,146	HM Customs and Excise	295
4,641	Council Taxpayers	3,712
124	Business Ratepayers	4,057
13	Housing Benefit Overpayments	171
1,551	Mortgagors	13
166	Sundry debtors	1,794
9,718	Prepayments	141
		<b>10,937</b>
18	Amounts falling due after one year	
9,736	Employee car loans	17
		<b>10,954</b>
(110)	Provisions for bad and doubtful debts	
(18)	General Revenue Account	(80)
(1,440)	Housing Benefit Overpayments	(35)
	Collection Fund	(1,545)
<b>8,168</b>	<b>Total debtors</b>	<b>9,294</b>

# Notes to the Core Financial Statements

## 26. Creditors

2005/2006 £000's		2006/2007 £000's
(143)	Central Government	(450)
(260)	Inland Revenue	(269)
(22)	Other Local Authorities	(10)
(3)	Mortgagors	(2)
(106)	Council Taxpayers	(523)
(66)	Business Ratepayers	(1,856)
(1,490)	Other	(1,745)
<u>(2,090)</u>	<b>Total creditors</b>	<u>(4,855)</u>

## 27. Accruals

2005/2006 £000's		2006/2007 £000's
(1,843)	Provisional creditors General Revenue Account	(2,006)
<u>(1,843)</u>	<b>Total</b>	<u>(2,006)</u>

## 28. Deferred Credits

Deferred Credits represent income of a capital nature derived from the sale of assets that will be received in instalments over agreed periods of time. They arise principally from mortgages on sales of Council dwellings, which form the main part of mortgages under long term debtors.

## 29. Capital Grants / Contributions Unapplied and Deferred

All capital grants and contributions are credited to capital grants / contributions unapplied when they are due. The credits are transferred into capital grants / contributions deferred when the grants or contributions are utilised to finance capital expenditure. When the assets to which the capital grants / contributions relate are depreciated, the credits are transferred to the Income and Expenditure Account to offset the depreciation charged.

# Notes to the Core Financial Statements

## 30. Reserves

The Council keeps a number of reserves in the Balance Sheet. Some are required to be held for statutory reasons, some are needed to comply with proper accounting practice, and others have been set up to earmark resources for future spending plans.

	Balance at 1 April 2006	Net Movement in year	Balance at 31 March 2007	Purpose of Reserve	Further Detail of Movements
	£000's	£000's	£000's		
Fixed Asset Restatement Account	10,533	(498)	10,035	Revaluation of fixed assets	Note 32
Capital Financing Account	(53,945)	(433)	(54,378)	Capital resources set aside	Note 33
Usable Capital Receipts Reserve	(24,598)	2,549	(22,049)	Proceeds of fixed asset Sales	Note 34
Pensions Reserve	15,224	(2,137)	13,087	Pensions Liability in the Balance Sheet	Note 35
General Fund	(1,803)	(209)	(2,012)	Resources available to meet future expenditure	Note 15 & Statement of Movement on General Fund Balance
Collection Fund	90	(85)	5		Page 46
	<u>(54,499)</u>	<u>(813)</u>	<u>(55,312)</u>		

# Notes to the Core Financial Statements

## 31. Provisions

	Balance at 1 April 2006	Expenditure in year	Write-back to Revenue Account	Additions in year	Balance at 31 March 2007
	£000's	£000's	£000's	£000's	£000's
Insurances - Outstanding Claims	(6)	1	-	-	(5)
Open Spaces - Commuted Sums	(127)	19	-	(53)	(161)
Council Tax provision for previous years debt	(40)	-	-	-	(40)
	<u>(173)</u>	<u>20</u>	<u>-</u>	<u>(53)</u>	<u>(206)</u>

### Insurances

The insurance provision covers all insurance claims for which the Council has a potential legal liability.

### Commuted Sums

Amounts received from developers for the future maintenance of open spaces. These amounts are generally written down to the General Fund over 20 years.

### Council Tax

Amount set aside for the previous years debit.

## 32. Fixed Asset Restatement Account

	£000's
<b>Balance at 1 April 2006</b>	10,533
Uplift for new valuation of fixed assets	(498)
<b>Balance at 31 March 2007</b>	<u>10,035</u>

The balance on the Fixed Asset Restatement Account equals the difference between the value of assets under the old system of capital accounting and their "new" value on 1 April 1994. Since that date, the Account has been reduced by the balance sheet value of assets that were sold. Adjustments have also been made to take account of any changes to the value of assets during the year.



# Notes to the Core Financial Statements

## 33. Capital Financing Account

	£000's
<b>Balance at 1 April 2006</b>	(53,945)
2006/2007 capital financing	
from capital receipts	(5,068)
from revenue	(2)
2006/2007 depreciation provision	1,406
2006/2007 MRP - commutation adjustment	(27)
Write down of grants and contributions deferred	(313)
Adjustment for Intangible Fixed Assets	3,571
<b>Balance at 31 March 2007</b>	<u>(54,378)</u>

The capital financing account includes the amounts which are required by statute to be set aside from capital receipts for the repayment of loans - the provision for credit liabilities.

## 34. Usable Capital Receipts Reserve

	£000's
<b>Balance at 1 April 2006</b>	(24,598)
Capital receipts received	(2,378)
Capital receipts used for financing	4,911
Appropriation to I + E - Housing Pooled Capital Receipts	16
<b>Balance at 31 March 2007</b>	<u>(22,049)</u>

The usable capital receipts account represents capital receipts available to finance capital expenditure in future years. In accordance with best practice, expenditure incurred in generating capital receipts has been used to offset gross capital receipts and thereby reduce the amount required by statute to be set aside.

# Notes to the Core Financial Statements

## 35. Pensions

The Council operates a defined benefit pension scheme for its staff under the Superannuation Act 1972 and is subject to the Local Government Superannuation Regulations 1995. The scheme is managed on the Council's behalf by Warwickshire County Council as part of its superannuation fund. The date of the last full Actuarial Valuation was 31 March 2004.

Note 6 to the Income and Expenditure Account contains details of the Authority's participation in the Local Government Pension Scheme (administered by Warwickshire County Council) in providing the Authority's employees with retirement benefits.

The underlying assets and liabilities for retirement benefits attributable to the authority at 31 March 2007 are as follows: -

	2005/2006 £000's	2006/2007 £000's
Estimated liabilities in scheme	(63,669)	(63,726)
Estimated assets in scheme	48,445	50,639
Net asset/(liability)	<u>(15,224)</u>	<u>(13,087)</u>

The estimated position as at 31 March 2007, indicates that there is a deficit on the pension fund of around £13m, this is compared with a figure of £15.2m, on the previous year.

The Stratford-on-Avon DC Pension Fund is managed over a significant period and an estimated deficit position on the pension fund at this stage has no direct impact upon the level of the Council's General Fund Reserves.

Assets in the County Council Pension Fund are valued at fair value and consist of the following categories: -

	Equities £000's	Government Bonds £000's	Other Bonds £000's	Other £000's	Total £000's
Assets in the scheme	40,107	6,127	4,051	354	50,639

In order to produce the accounts within the requisite timescale it has been necessary for the actuary to estimate the value of assets using the actual return on assets to December 2006 and included an estimated return for January to March 2007. The final three months were based on an estimated rate of return of 5.4%.

# Notes to the Core Financial Statements

ACTUARIAL ASSUMPTIONS	2005/2006	2006/2007
<b>Split of assets between investment categories</b>		
Equities	77.5%	79.2%
Government Bonds	12.6%	12.1%
Other Bonds	8.9%	8.0%
Property	0%	0%
Other	1%	0.7%
<b>Financial Assumptions</b>	Beginning of year	End of year
Rate of inflation	2.9%	3.1%
Rate of increase in salaries	4.65%	4.85%
Rate of increase in pensions	2.9%	3.1%
Discount rate	4.9%	5.4%
<b>Expected rate of return on assets</b>	Beginning of year	End of year
Equities	7.0%	7.5%
Government Bonds	4.3%	4.7%
Other Bonds	4.9%	5.4%
Property	6.0%	6.5%
Cash/Liquidity	4.5%	5.25%
Other	7.5%	N/A

## 36. Contingent Liabilities

The Department of Work & Pensions are currently considering the position in relation to the Council's 2005/2006 claim for Housing and Council Tax Benefit Subsidy. It has been highlighted through the audit of the claim undertaken by the Audit Commission on behalf of the DWP that there are potential issues in relation to referrals to the Rent officer for determination and the "netting off" of overpayments. Although the Council has provided further evidence to the DWP to support the stance that there has been no "loss" to the public purse in respect of these issues, the Council could be in a position where it is required to make a repayment of subsidy but as yet this has not been quantified. This issue is currently with the Secretary of State for their consideration.

# Notes to the Core Financial Statements

## 37. Section 106

31 March 2006 £000's		31 March 2007 £000's
(579)	<b>Balance at 1 April</b>	(201)
-	S.106 monies received in year	(427)
(579)		(628)
200	Used to finance expenditure:-	
98	Leisure Facilities	27
80	Community Halls	16
	Affordable Housing	-
(201)	<b>Balance at 31 March</b>	(585)

Section 106 receipts are monies paid to the Council by developers as a result of the grant of planning permission where works are required to be carried out or new facilities provided as a result of that permission. The sums are restricted to being spent only in accordance with the agreement concluded with the developer.

The balances are included within other creditors (See Note 26).

## 38. Reconciliation of (Surplus) / Deficit to Net Cash Inflow from Revenue Activities

2005/2006 £000's		2006/2007 £000's
590	<b>(Surplus) / deficit for the year</b>	
(187)	Consolidated Revenue Account	(209)
	Collection Fund	(975)
403		(1,184)
(221)	<b>Non cash transactions</b>	(105)
182		(1,289)
	<b>Accruals basis items</b>	
(18)	Increase / (Decrease) in stocks	-
3,820	Increase / (Decrease) in debtors	1,218
2,170	(Increase) / Decrease in creditors	(2,764)
6,154		(2,835)
81	<b>Items classified elsewhere in the Cash Flow Statement</b>	27
6,235	<b>Net cash outflow / (inflow) from revenue activities</b>	(2,808)

# Notes to the Core Financial Statements

## 39. Decrease in Cash and Cash Equivalents

	As at 31 March 2006 £000's	As at 31 March 2007 £000's	Movement in year £000's
(Cash and bank) / bank overdraft	(903)	(164)	(1,067)
Temporary investments	22,000	21,400	600
<b>Decrease/(increase) in cash and cash equivalents</b>			<b>(467)</b>

## 40. Specific Government Grants

2005/2006 £000's		2006/2007 £000's
(5,219)	<b>Grants for benefits</b>	
(15,270)	Council Tax benefits	(5,440)
	Housing benefits	(16,767)
<u>(20,489)</u>		<u>(22,207)</u>
(214)	<b>Other Government grants</b>	
(311)	Council Tax benefits - administration	(381)
(435)	Housing benefits - administration	(322)
(79)	Other grants / adjustments	(713)
	Verification Framework	-
<u>(1,039)</u>		<u>(1,416)</u>

## 41. Post Balance Sheet Events

There are no post balance sheet events to report.

# Notes to the Core Financial Statements

## 42. Prior Period Adjustment

In accordance with the Code of Practice on Local Authority Accounting in the UK the Council has had to adopt three significant new accounting policies that impact on the comparative figures for 2005/2006 in the Income and Expenditure Account:

- Capital financing charges for the use of fixed assets are no longer made to service revenue accounts, support services and trading accounts;
- Credits for government grants deferred are now posted to service revenue accounts, support services and trading accounts rather than credited as a corporate income item;
- Gains and losses on the disposal of fixed assets are recognised in the Income and Expenditure Account.

The impact of these changes to the comparative figures for 2005/2006 compared to those published in the 2005/2006 Statement of Accounts are shown in the table below:-

	Consolidated Revenue Account in 2005/2006 Statement of Accounts £000's	Removal of capital financing charges £000's	Relocation of government grants deferred credits £000's	2005/2006 Comparatives in Income and Expenditure Account £000's
Central Services	1,986	(86)	(199)	1,701
Cultural, Environmental and Planning Services	12,793	(694)	(120)	11,979
Highways, Roads and Transport Services	370	(2)		368
Housing	2,358	(61)	(32)	2,265
Corporate and Democratic Core	2,258			2,258
Non Distributed Costs	(426)			(426)
<b>Impact on Net Cost of Services</b>	<b>19,339</b>	<b>(843)</b>	<b>(351)</b>	<b>18,145</b>
Parish Council Precepts	1,879			1,879
(Surplus)/deficit on Trading Operations	(409)	(774)		(1,183)
Interest payable and similar charges	(1,968)	1,629	351	12
Contribution of Housing Capital Receipts to Government Pool	62			62
Interest and investment income	(1,493)	(12)		(1,505)
Pension interest costs and expected return on pension assets	355			355
	<b>17,765</b>	<b>0</b>	<b>0</b>	<b>17,765</b>

# Collection Fund

2005/2006 £000's		2006/2007 £000's
	<b>Income</b>	
(55,671)	Income from Council Taxpayers (note 2)	(60,280)
(5,094)	Transfers from General Revenue Account	
3	Council Tax benefits	(5,514)
(38,279)	Transitional reduction scheme	-
	Income from Business Ratepayers (note 3)	(40,784)
	Contributions	
	Adjustments of previous years' Community Charges (note 5)	-
(364)	Contributions to estimated Collection Fund deficit (note 4)	
(50)	Warwickshire County Council	(747)
(42)	Warwickshire Police Authority	(104)
	Stratford-on-Avon District Council	(87)
<b>(99,497)</b>	<b>Total income</b>	<b>(107,516)</b>
	<b>Expenditure</b>	
	Precepts and demands	
47,712	Warwickshire County Council	50,611
6,659	Warwickshire Police Authority	7,059
7,446	Stratford-on-Avon District Council	7,987
	Contributions from estimated Collection Fund surplus (note 4)	
	Stratford-on-Avon District Council	-
	Business rates	
38,139	Payable to the national pool	40,605
204	Costs of Collection Allowance	205
	Movement in provision for Council Tax appeals (note 7)	-
	Provisions for bad and doubtful debts	
215	Council Tax	190
(111)	Council Tax write offs (note 8)	(59)
378	Business Rates	222
(442)	Business Rates write offs (note 8)	(248)
<b>100,200</b>	<b>Total expenditure</b>	<b>106,572</b>
<b>703</b>	<b>(Surplus) / Deficit for the year</b>	<b>(944)</b>
277	Balance at 1 April	980
703	(Surplus) / Deficit for the year	(944)
<b>980</b>	<b>(Surplus) / Deficit balance at 31 March</b>	<b>36</b>

# Notes to the Collection Fund

## 1. General

This account reflects the statutory requirement for billing authorities to maintain a separate Collection Fund. The Collection Fund shows transactions relating to Council Tax, Business Rates and residual Community Charge. In addition, it illustrates the way in which the income is distributed.

## 2. Council Tax

Council Tax is calculated by estimating the amount of income required from the Collection Fund by the District Council, Warwickshire County Council and Warwickshire Police Authority for the forthcoming year and dividing this by the Council Tax base.

The Council Tax base for 2006/2007 was estimated as follows (figures have been rounded):-

	Number of properties	Adjustment for discounts	Notional properties	Band "D" ratio	Band "D" equivalents
Band "A"*	17	(1)	16	5/9	9
Band "A"	2,977	(472)	2,505	6/9	1,670
Band "B"	7,012	(899)	6,113	7/9	4,755
Band "C"	14,265	(1,406)	12,859	8/9	11,431
Band "D"	8,608	(793)	7,815	9/9	7,815
Band "E"	8,074	(579)	7,495	11/9	9,162
Band "F"	4,789	(278)	4,511	13/9	6,517
Band "G"	4,377	(204)	4,173	15/9	6,955
Band "H"	701	(44)	657	18/9	1,314
Total	<u>50,820</u>	<u>(4,676)</u>	<u>46,144</u>		<u>49,629</u>
Estimated change to band 'D' equivalent net of discount. (New properties)					553
Gross estimate of new tax base 2006/2007					<u>50,182</u>
Multiplied gross estimate by the assumed collection rate of 99.6%					49,982
Add estimated contributions in lieu of Ministry of Defence properties					70
Add increase for change in discount to long term empty properties					570
Add increase for change in second homes discount					178
<b>Tax base</b>					<u><u>50,800</u></u>

The basic amount of Council Tax for a Band 'D' property is multiplied by the relevant ratio above to calculate the amount due for each property band.

Band 'A'\* - represents those taxpayers that are eligible for a disabled reduction. They are charged on the next lower band because there is not a band lower than 'A'. They get a reduction that is calculated as five ninths of the Band D charge.



# Notes to the collection fund

## 3. Business Rates

Subject to the effects of transitional arrangements, local businesses pay an amount equivalent to the rateable value of property multiplied by the Government specified national non-domestic rate multiplier for the year. With effect from April 2006 the non-domestic rate multiplier was 42.6p for small businesses and 43.3p for larger businesses. The total non-domestic rateable value at 31 March 2007 for the District Council area was £111,947,328 (£112,422,873 at 31 March 2006).

The Non-Domestic Rate Pool is maintained by Central Government. All Business Rates are paid into this Pool, with the money being re-distributed to local authorities based on population.

## 4. Collection Fund – Estimated Surplus and Deficits

The estimated surplus or deficit on the Collection Fund at the end of each year is required to be distributed to the District Council, Warwickshire County Council and Warwickshire Police Authority. An estimated deficit in respect of Council Tax was identified in 2005/2006. The estimated deficit totalling £938,174 at 31 March 2006 was shared in 2006/2007 according to the respective amounts of precepts made on the Collection Fund in 2005/2006:

	£000's
Warwickshire County Council	747
Warwickshire Police Authority	104
Stratford-on-Avon District Council	87
	<hr/>
	938
	<hr/> <hr/>

## 5. Adjustment of Previous Years' Community Charges

All Community Charge debt has now been written off.

## 6. Town and Parish Councils

The District Council's demand on the Collection Fund includes an amount in respect of Town and Parish Councils which precept directly on the Council's Income and Expenditure Account (page 207). In 2006/2007 this amount was £2,149,448 (£1,878,566 in 2005/2006).

## 7. Provision for Council Tax Appeals

In addition to provisions for bad and doubtful debts, provision is also made for Council Tax appeals, based on the estimated outcome of those appeals.

# Notes to the collection fund

## 8. Council Tax & Business Rates Written Off

In accordance with generally accepted accounting principles, a charge for provision for bad and doubtful Council Tax and Business Rate debts is made to the Collection Fund Revenue Account. Council Tax written off against this provision amounted to £58,998 in 2006/2007 (£110,781 in 2005/2006). This amount is included within the £60,279,506 included under Income from Council Taxpayers (page 46). Business Rates written off against this provision amounted to £248,139 in 2006/2007 (£442,077 in 2005/2006). This amount is included within the £40,783,954 detailed under Income from Business Ratepayers (page 46).

Summarised provisions that have been made against possible non-collection of debt relating to the Collection Fund:

Description	Council Tax £000's	NNDR £000's
Brought forward 1 April 2006	(659)	(782)
Add provision made in year	(190)	(221)
Less amounts written off	59	248
<b>Provision 31 March 2007</b>	<b><u>(790)</u></b>	<b><u>(755)</u></b>

## 9. Collection Fund Balance

The Collection Fund Balance represents the overall balance of the council tax due but not recovered from the precepting authorities. The deficit is to be shared amongst the precepting authorities (prorata to the amount of the total precepts). The amount attributable to Stratford-on-Avon District Council is £5k (13.8%). this amount is shown within the Equity in the Balance Sheet as a Collection Fund Balance. The remainder is shown within debtors (see under Current Assets on page 22).

2005/2006 £000's		2006/2007 £000's
90	Stratford-on-Avon District Council Collection Fund balance	5
890	Debtor - Other Precepting Bodies	31
<b><u>980</u></b>		<b><u>36</u></b>

# Independent Auditor's Report to Stratford-on-Avon District Council

## Opinion on the financial statements

I have audited the financial statements of Stratford-on-Avon District Council for the year ended 31 March 2007 under the Audit Commission Act 1998, which comprise the Explanatory Foreword, Income and Expenditure Account, Statement of the Movement on the General Fund Balance, the Balance Sheet, the Statement of Total Recognised Gains and Losses, the Cash Flow Statement, the Collection Fund and the related notes. These financial statements have been prepared under the accounting policies set out within them.

This report is made solely to Stratford-on-Avon District Council in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 36 of the Statement of Responsibilities of Auditors and of Audited Bodies, prepared by the Audit Commission.

## Respective responsibilities of the Chief Finance Officer and auditors

The Chief Finance Officer's responsibilities for preparing the financial statements in accordance with applicable laws and regulations and the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2006 are set out in the Statement of Responsibilities.

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the financial statements present fairly the financial position of the Authority in accordance with applicable laws and regulations and the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2006.

I review whether the statement on internal control reflects compliance with CIPFA's guidance 'The statement on internal control in local government: meeting the requirements of the Accounts and Audit Regulations 2003' issued in April 2004. I report if it does not comply with proper practices specified by CIPFA or if the statement is misleading or inconsistent with other information I am aware of from my audit of the financial statements. I am not required to consider, nor have I considered, whether the statement on internal control covers all risks and controls. I am also not required to form an opinion on the effectiveness of the Authority's corporate governance procedures or its risk and control procedures.

I read the other information published with the financial statements, and consider whether it is consistent with the audited financial statements. This other information comprises only the explanatory foreword. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the financial statements. My responsibilities do not extend to any other information.

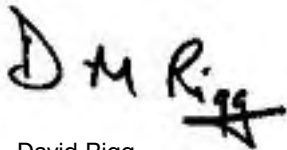
## Basis of audit opinion

I conducted my audit in accordance with the Audit Commission Act 1998, and the Code of Audit Practice issued by the Audit Commission and International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the Authority in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Authority's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of the information in the financial statements.

## Opinion

In my opinion the financial statements present fairly, in accordance with applicable laws and regulations and the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2006, the financial position of the Authority as at 31 March 2007 and its income and expenditure for the year then ended.

A handwritten signature in black ink that reads "D M Rigg". The signature is written in a cursive style with a horizontal line under the name.

David Rigg  
District Auditor

Audit Commission  
No1 Friarsgate  
1011 Stratford Road  
Solihull  
B90 4EB

Date 28th September 2007

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