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Together we make a difference....

**wyre**  
council

# Setting the Scene

The Accounts must...

- Be prepared and approved by the responsible financial officer by 31 May
- Be published on the website, with the Auditor's Report, no later than 30 September
- Comply with Accounts and Audit Regs 2015 (as amended in July 2022)
- Comply with the Code of Practice on Local Authority Accounting



# Setting the Scene

The Accounts must...

- Be audited by External Auditors (Deloitte)
- Be available for electors to inspect for a single period of 30 working days between 1 June and 12 July (including the first 10 working days of June)...
- ...Electors can question the External Auditor about the accounts but the Auditor does not have to answer questions about the Council's policies, finances, procedures or anything else that is not relevant to the accounts



# Setting the Scene

Members in their role as governors ...

- Are requested to approve and authorise the statements
- Need to reasonably understand the statements that they are approving
- Must approve the accounts as the Executive (Cabinet) and Overview and Scrutiny Committee are statutorily precluded from doing so





# What must the Statement include?

- Narrative Report (includes an Explanatory Foreword and non-financial information about the council, performance, area etc.)
- Statement of Responsibilities
- Independent Auditor's Report
- Annual Governance Statement
- Comprehensive Income and Expenditure Statement
- Movement in Reserves Statement
- Balance Sheet



# What must the Statement include?

- Cash Flow Statement
- Notes to the Financial Statements
  - Expenditure and Funding Analysis
  - Collection Fund Account
- Notes to the Collection Fund
- Glossary of Accounting Terms
- Links to Other Financial Information (i.e. the Council's website showing council budgets and spending)





# The Narrative Report



# The Narrative Report

- “...should offer interested parties a concise and easily understandable effective guide to the most significant matters reported in the accounts.”
- Not formally part of the Statement of Accounts
- Its content and style should be a matter of local judgement...
- ...but they recommend eight elements with numerous sub-analysis points for inclusion!







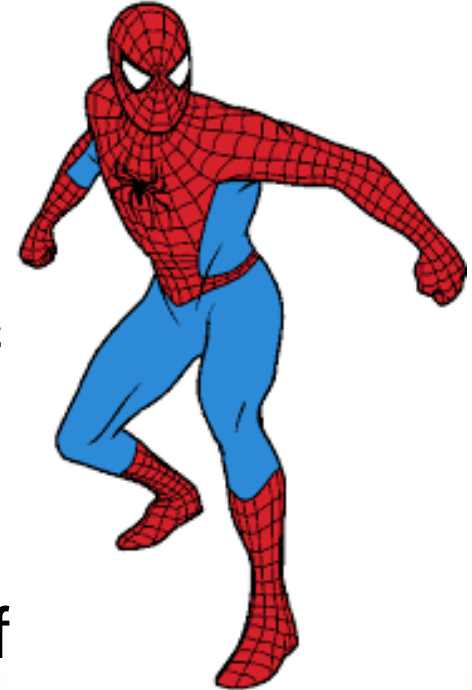
# Statement of Responsibilities



# Statement of Responsibilities

**The Authority** is required:

- To make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs.  
(Corporate Director Resources – Chief Financial Officer)
- To manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- To approve the Statement of Accounts



# Statement of Responsibilities

**The Chief Financial Officer** is required:

- To prepare the Statement of Accounts in accordance with proper practices
- To select suitable accounting policies and apply them consistently
- To make judgements and estimates that are reasonable and prudent
- To comply with the Code of Practice on Local Authority Accounting
- To keep proper accounting records that are up to date
- To take reasonable steps to prevent and detect fraud and other irregularities

# Statement of Responsibilities

The **Chief Financial Officer** in accordance with the 2016 CIPFA publication 'The Role of the Chief Financial Officer in Local Government' is also responsible for:

- Ensuring appropriate advice is given on all financial matters, for keeping financial records and accounts and for maintaining an effective system of financial control
- Publishing annual accounts on a timely basis to communicate the organisation's financial position and performance



# Statement of Responsibilities

Accounts to be signed and dated by:

- Responsible Financial Officer to certify that the accounts present a 'true and fair view of the financial position and its income and expenditure' in May and again prior to Audit Cttee in September
- Presiding Member (Chairman) at the Committee meeting at which the accounts were approved.



# Independent Auditor's Reports

# Independent Auditor's Report

- Prepared in accordance with:
  - Local Audit and Accountability Act 2014
  - National Audit Office's Code of Audit Practice
- Evidence that the accounting statements:
  - Give a true and fair view of the financial position
  - Have been prepared properly in accordance with the Code of Practice on Local Authority Accounting
- Report to those charged with governance (the Audit Committee) thereby complying with the International Standard on Auditing (ISA260).
- Accounts production and audit process requires the Auditors to communicate their views about the significant qualitative aspects of the Authority's accounting practices and financial reporting (ISA260).



# Value for Money (VFM) Commentary

- New 'VFM Commentary' from 1 April 2020 not 'VFM Conclusion'.
- Good VFM is the optimal use of resources to achieve the intended outcomes. 'Optimal' means 'the most desirable possible given expressed or implied restrictions or constraints'. VFM is not about achieving the lowest initial price.
- The Council is responsible for putting in place proper arrangements to secure **economy, efficiency and effectiveness** in its use of resources.
- The Auditors have a responsibility to satisfy themselves that proper arrangements have been made having regard to relevant criteria specified by the NAO.
- They will plan their work based on consideration of the significant risks of giving a wrong conclusion; and will carry out as much work as is appropriate to enable them to give a safe conclusion on the arrangements to secure VFM.





# Annual Governance Statement

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18 10  
12 50  
9 45  
17 05  
10 20

34 60  
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18 10  
12 50  
9 45  
17 05  
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# Annual Governance Statement

- Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to carry out an annual review of the effectiveness of the system of internal control and prepare an AGS
- The AGS should be approved in advance by Audit Committee and published alongside the Statement of Accounts
- Acknowledgement of our responsibility/purpose

# Annual Governance Statement

- Compliance with '*Delivering Good Governance in Local Government: A Framework*' published by CIPFA/SOLACE
- How we meet the core principles
- Our approach to Risk Management
- A review of effectiveness
- Value for Money Commentary
- Significant governance issues
- How we review and report





# Comprehensive Income and Expenditure Statement



# Comprehensive Income and Expenditure Statement (I&E)

- Shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices (GAAP), rather than the amount to be funded from taxation
- It has two distinct sections showing all gains and losses/the movement in net worth...
  - Surplus/Deficit on the Provision of Services (resulting from expenditure incurred or income generated)
  - Other Comprehensive Income & Expenditure (resulting from changes in valuation of assets and gains/losses on pension assets and liabilities)



# Movement in Reserves Statement

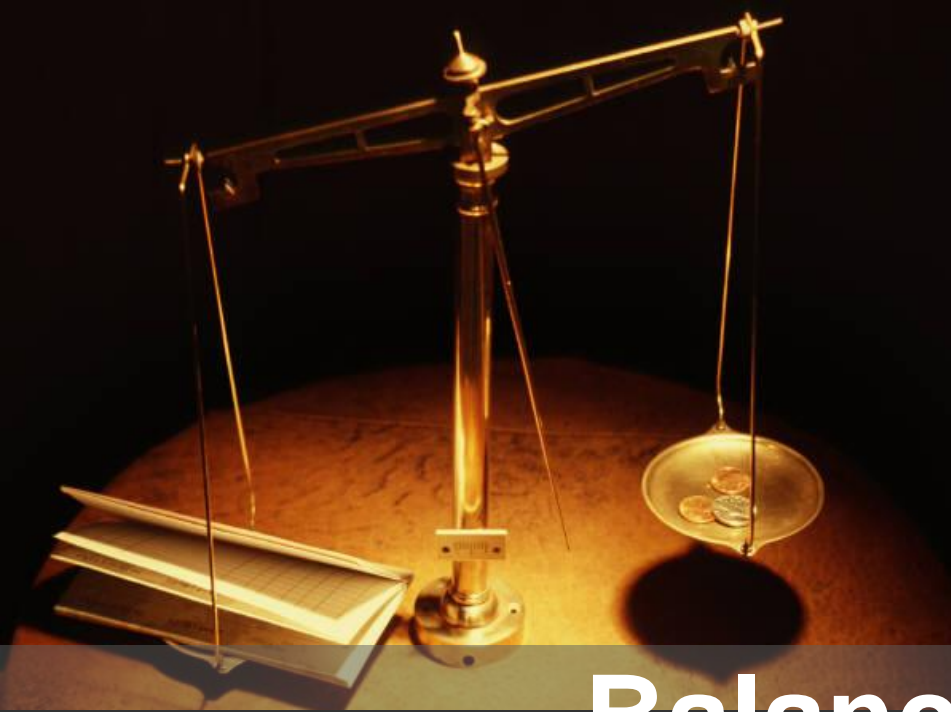
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1780  
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1250  
945  
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1070

# Movement in Reserves Statement (MIRS)

- Shows the movement in the year on different reserves split between usable and unusable
- Reconciles the surplus or deficit on the Provision of Services from the CIES to the statutory amounts required to be charged for tax setting purposes.
- ‘Notional’ Surplus/Deficit adjusted for difference between accounting and funding regulations and transfers to or from Earmarked reserves = ‘True’ Surplus/Deficit for the year (book entries stripped out)





# Balance Sheet





# Balance Sheet

- Snapshot at the end of the year (31 March)
- Shows assets and liabilities of the Council (what it owns and what it owes)
- Both long term (e.g. long term borrowing) and current (e.g. cash)
- The net assets (assets less liabilities) are matched by the reserves (net worth) including:
  - Usable reserves e.g. Balances and earmarked reserves
  - Unusable reserves e.g. Unrealised gains and losses such as the Revaluation Reserve and Adjustment Accounts that absorb the difference between applying proper accounting practices and statutory arrangements for funding expenditure

# Balance Sheet

- The code specifies the minimum requirements for lines to be included on the face of the balance sheet
- There are also a number of disclosure requirements relating to the balance sheet including a note showing the movement in reserves and a requirement to disclose the nature and purpose of each reserve





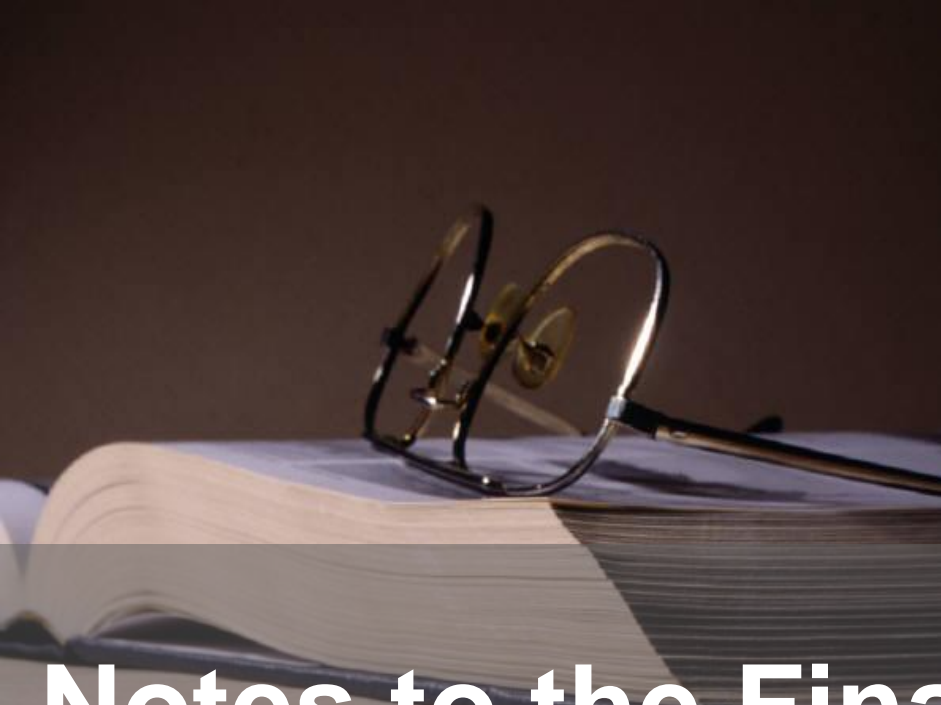
# Cash Flow Statement



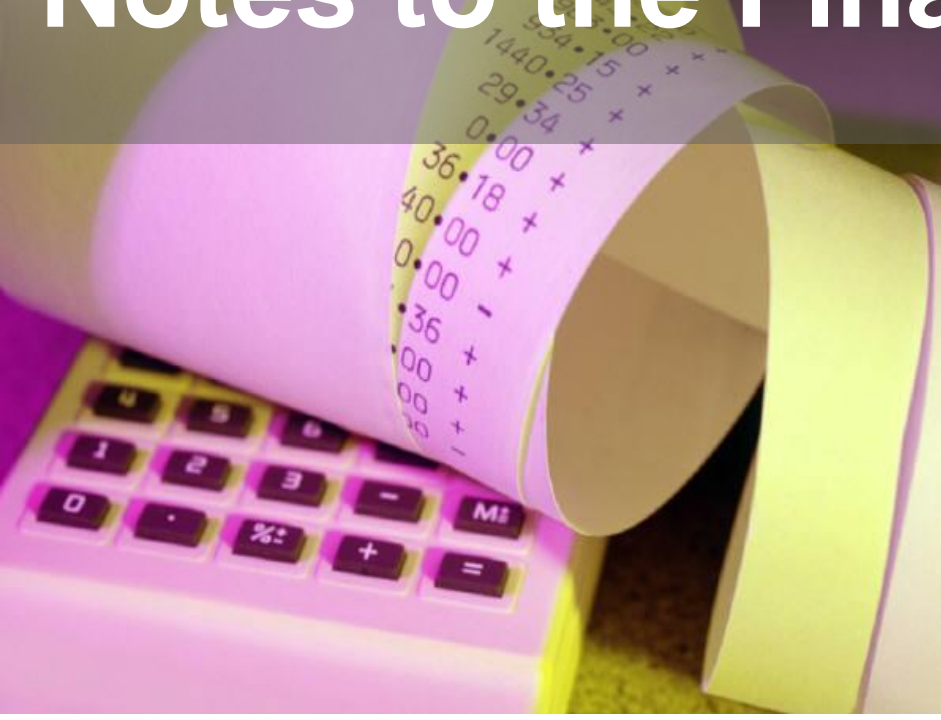
# Cash Flow Statement

- Summarises the flows of cash that have taken place into and out of the authority's bank accounts over the year. It separates the flows into:
  - Operating activities (includes interest received and paid)
  - Investing activities (includes the purchase/disposal of assets and investment income)
  - Financing activities (includes the receipts and repayments of borrowing and difference between cash collected and paid re Business Rates and Council Tax)
- We use the indirect method – starting with the surplus/deficit on the provision of services, adjusting for non cash items, accruals and extracting investing or financing activities





# Notes to the Financial Statements



# Notes to the Financial Statements

Important in presenting a true and fair view with three significant aspects:

- To present information about the basis of preparation e.g. accounting policies used
- To disclose information not presented elsewhere such as breaking down lines within financial statements e.g. Property, Plant and Equipment (PPE)
- To provide information not presented elsewhere such as qualitative material including ‘transactions with related parties’



# EFA and Statement of Accounting Policies

**Expenditure and Funding Analysis** – shows how annual expenditure is used and funded from Resources (Government Grants, rents, council tax and business rates) in comparison with those consumed or earned in accordance with Generally Accepted Accounting Practices (see CIES)

**Accounting Policies** - i.e. “the specific principles, bases, conventions, rules and practices applied...”

- Accruals of Income and Expenditure – activity is accounted for in the year it takes place not based on when cash is received or paid
- Cash and Cash Equivalents – includes investments maturing no more than 3 months from date of acquisition
- Prior Period Adjustments, Changes and Errors – some applied prospectively and others retrospectively

# Statement of Accounting Policies

- Charges to Revenue for Non-Current Assets – e.g. depreciation, revaluation, impairment and amortisation.
- Council Tax and Non-Domestic Rates (Business Rates) – we are a Billing Authority and therefore act as agents, collecting income on behalf of major preceptors and we must maintain a separate Collection Fund.
- Accounting for Council Tax and Non-Domestic Rates – sets out the rules around accounting for our share of the bills under the General and Collection funds.



# Statement of Accounting Policies

- Employee Benefits – such as accrued holiday entitlements, termination benefits and post-employment benefits including accounting arrangements for the LGPS
- Events after the Reporting Period – but prior to 30 June requiring adjustment or disclosure
- Financial Liabilities – short term loans are valued in the balance sheet using outstanding principal plus accrued interest

# Statement of Accounting Policies

- Financial Assets – Investments/loans made by the council valued in the balance sheet using outstanding principal plus accrued interest
- Government Grants and Contributions – accounted for on an accruals basis when conditions have been satisfied otherwise shown as creditors
- Heritage Assets – valued as for insurance purposes and not subject to depreciation

# Statement of Accounting Policies

- Intangible Assets – amortised over economic life  
e.g. IT systems
- Interest in companies and other entities – such as joint ventures that would require the preparation of group accounts
- Inventories – accounted for at the lower of cost and net realisable value
- Investment Property – Not depreciated but revalued annually (Highest and Best Use) with rental income showing as Financing and Investment Income

# Statement of Accounting Policies

- Leases – No finance or operating leases exist
- Overheads and Support Services – cost charged to those that benefit in proportion to the benefit received
- Property, Plant & Equipment – Measurement/basis of valuation e.g. infrastructure and community assets at depreciated historical cost and with most of the other assets at current value (existing use value – EUV) or depreciated replacement cost. Surplus assets are held at fair value.



# Statement of Accounting Policies

- Impairment – assets are reviewed for evidence of impairment loss at each year end
- Depreciation – all assets, other than investment properties, land, heritage and certain community assets, with a determinable finite life, depreciated over up to 80 years.
- Disposals – income shown in I&E statement along with gain or loss on disposal.
- Non-current assets held for sale – an asset is reclassified when it is likely to be sold and then carried at the lower of this amount and fair value less costs to sell

# Statement of Accounting Policies

- Provisions – an obligation that requires settlement where a reliable estimate of the amount can be made.
- Contingent Liabilities – possible obligation although existence and amount cannot be confirmed.
- Contingent Assets – possible asset although not yet confirmed.
- Reserves – set aside for future policy purposes or to cover contingencies...

# Earmarked Reserves

## Wyre Council - Revised Estimate 2022/23

	<b>Balance 31.03.23 £'000</b>
<b>Earmarked Reserves</b>	
Building Control	57
Capital Investment	1,514
Elections	124
Homelessness	394
Insurance	150
IT	843
Leisure Management	411
Council Tax Equalisation	2,275
Non-Domestic Rates Equalisation	8,685
Property Investment Fund	0
Value For Money	764
Vehicle Replacement/St Clsng	1,154
Enterprise Zone Growth - Ring-fenced	855
<b>TOTAL</b>	<b><u>17,226</u></b>

# Statement of Accounting Policies

- Revenue expenditure funded from capital under statute (REFCUS) – capital expenditure where no asset is created e.g. improvement grants, reflected in the Income & Expenditure Statement with associated grant.
- VAT – VAT paid is recoverable, VAT charged is paid over to HMRC.
- Fair Value Measurement of non-financial assets – e.g. surplus assets and investment properties. Fair Value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement/reporting date.



# Notes to the Financial Statements

- Accounting Standards published prior to 01.01.23 but not adopted – must disclose the impact of an accounting change that will be required.
- Critical judgements in applying accounting policies – e.g. a decision has been made which influences the accounting treatment
- Assumptions about the future and major sources of uncertainty – e.g. estimation of the net liability to pay pensions and the impact of a 0.1% increase in the discount rate assumption applied
- Events after the Reporting Period – events after date authorised for issue (31.05.23 re 2022/23) are not reflected

# Notes to the Financial Statements

- Expenditure and Income analysed by nature – breaks down costs by broad categories such as employee benefits, interest, capital charges etc.
- Adjustments between accounting basis and funding basis under regulations – proper accounting practice v statutory provisions
- Transfers to or from earmarked reserves
- Other operating expenditure – includes parish precepts, pension administration costs and gains/losses on disposal of non-current assets (excl. investment assets)

# Notes to the Financial Statements

- Financing and Investment income/expenditure – interest payable/receivable, gains/losses on disposal /revaluation of investment properties and pensions net interest expense
- Taxation and non-specific grant income/expenditure – Adjusted Council Tax income (incl. parish precept), NDR income/expenditure, Revenue Support Grant, Transitional Funding, New Homes Bonus, S31 grant and capital grants and contributions

# Notes to the Financial Statements

- Property, Plant and Equipment –
  - additions, disposals, impairment, reclassification, revaluations and depreciation
  - Depreciation – useful lives
  - Capital commitments e.g. contracts entered into
  - Revaluations – all PPE measured at current value is revalued every 5 years



# Notes to the Financial Statements

- Heritage Assets
  - additions, disposals, revaluations and impairment losses
  - Eros and Sir Peter Hesketh-Fleetwood Statues and Civic Regalia (at valuation used for insurance purposes)
- Investment Property
  - rental income no longer shown in Cost of Services
  - Additions, disposals and gains/losses on revaluation
  - Fair value hierarchy and valuation techniques
- Intangible Assets
  - e.g. software which is amortised over 5 years – identifies additions and amortisation

# Notes to the Financial Statements

- Financial Instruments
  - shows investments, debtors, borrowings and creditors
  - interest payable/receivable
  - fair value disclosures
- Short Term Debtors – People who owe us money
- Cash and Cash Equivalents – Cash, bank account, overdraft and short term deposits
- Assets Held For Sale – newly classified
- Short Term Creditors – People who we owe money to

# Notes to the Financial Statements

- Provisions – Business Rate Appeals are determined by the VO and often backdated
- Usable Reserves – includes General Fund Balances, Earmarked Reserves, Capital Receipts and Capital Grants Unapplied.
- Unusable Reserves – includes explanations of and movements on Revaluation Reserve, Capital Adjustment A/c, Pensions Reserve, Collection Fund Adjustment A/c and Accumulated Absences A/c

# Notes to the Financial Statements

- Cash Flow Statement Operating Activities – includes interest received/paid and adjustments to surplus/deficit for non cash movements and investing/financing activities
- Cash Flow Statement Investing Activities – includes additions to asset register, purchase of short term investments, disposal of assets and capital grants/contributions received
- Cash Flow Statement Financing Activities – includes repayments of short and long term borrowing and movement in debtors for Council tax and NDR



# Notes to the Financial Statements

- Agency Services – income and expenditure associated with the Lancashire Highway Street Services Agreement is excluded from the CI&E Statement as is Covid-19 and Cost of Living grants where the council acts as agent.
- Members' Allowances – must disclose total allowances/expenses paid in the year
- Officers' Remuneration - for those earning > £50,000 and senior employees (reflecting number of employees and amounts paid)
- External Audit Costs – for auditing the accounts, grant claims and other services.

# Notes to the Financial Statements

- Grant Income and Other Contributions– non-ringfenced revenue monies (e.g. RSG, New Homes Bonus & S31 grant), capital grants and contributions (some of which are shown as received in advance and s106 contributions)
- Related Parties – bodies or individuals who are able to control/influence or be controlled/influenced
- Capital Expenditure and Financing – types of expenditure e.g. PPE, investment, intangible assets and REFCUS and how it is financed

# Notes to the Financial Statements

- Leases – The council does not have any finance or operating leases
- Termination Benefits – number and value of compulsory redundancies or other departures agreed
- Pension Schemes (defined benefit) – benefits not paid until employees retire but accounts must recognise them as they are earned
- Contingent Assets - possible asset whose existence is uncertain and outside the control of the council e.g. water leak credit note
- Contingent Liabilities – possible obligation although existence and amount cannot be confirmed e.g. legal claims and NNDR appeals

# Notes to the Financial Statements

- Nature and Extent of Risks arising from Financial Instruments –
  - Credit Risk – other parties might fail to pay amounts due to the Authority
  - Liquidity Risk – access to money market and PWLB means that cash is available as needed.
  - Market Risk – our exposure to movements in the interest rate
- Note on the Lancashire 50% Business Rates Retention Pilot Pool explaining its background and how the Pool works.





# Collection Fund Account



# Collection Fund Account

An agent's statement which we, as a 'billing authority', are required to maintain reflecting the following transactions:

- Council tax
- Non-domestic rates
- Distribution of central share to Central Government and to precepting bodies e.g. LCC, P&CCL, LCFA and WBC (incl. distribution of collection fund prior year balance)

# Notes to the Collection Fund

- Council Tax Base Calculation – including number of dwellings per band and relevant amount taking into account discounts
- Income from Business Rate Payers – rateable valued at year end and multiplier
- Distribution of Collection Fund prior year balance
- Closing Surplus/Deficit on the Collection Fund at year end

## Glossary of Accounting Terms...



# Draft Statement of Accounts 2022/23 – Where can I find...?

## Statement of accounts – Wyre Council

		Where?
1.	...non-financial Performance Indicators?	P19 – Life in Wyre Survey and Business Plan Performance key results
2.	...what Heritage Assets are owned by the council (i.e. with historic, artistic, scientific, technological, geophysical or environmental qualities held for their contribution to knowledge of culture) and how much are they worth?	P40 Statues and Civic Regalia  P59 NOTE 14 £330,950
3.	...the value over which an asset disposal is treated as a capital receipt?	P41 £10,000
4.	...rental income from investment properties e.g. golf clubs, the tip, ground leases, cafes, etc.?	P60 NOTE 15 £536,441
5.	...the value of our earmarked reserves and balances?	P65 NOTE 23 General Fund (Balances) £14,516,890  Earmarked Reserves £18,877,294
6.	...the value of Employee Leave not yet taken to which staff are entitled?	P66/68 NOTE 24 £124,745

# Draft Statement of Accounts 2022/23 – Where can I find...?

		Where?
7.	...how much were Members paid in allowances?	P71 NOTE 29 £329,498
8.	...the Chief Executive's salary (incl. fees and allowances)?	P72 NOTE 30 £112,610
9.	...how much Housing Benefit Grant we received?	P73 NOTE 32  £20,057,464
10.	...our spending on Disabled Facilities Grants?	P73 NOTE 32 £2,182,050
11.	...the number of staff made compulsory redundant?	P76 NOTE 36 = 1
12.	...the pension contributions paid by the council for its employees?	P78 NOTE 37 £210,000
13.	...council tax income due to be collected for the year (all preceptors)?	P86 £81,368.875
14.	And how much was due to Wyre?	P86 £9,025,249 less P56 NOTE 10 Parish Precept £864,171 = £8,161,078



# 2022/23 Updates

No major changes to the Code in 2022/23 owing to the long shadow of COVID-19 – changes delayed until 2023/24 or beyond.

2020/21 and 2021/22 audit position

Any questions...