

Agenda

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Audit and Governance Committee

Date: **Thursday 27 June 2013**

Time: **6.00 pm**

Place: **Town Hall**

For any further information please contact:

Mathew Metcalfe, Democratic and Electoral Services Officer

Telephone: 01865 252214

Email: mmetcalfe@oxford.gov.uk

Audit and Governance Committee

Membership

Chair

Vice-Chair

Councillor Tony Brett	Carfax;
Councillor Roy Darke	Headington Hill and Northway;
Councillor James Fry	North;
Councillor Mike Rowley	Barton and Sandhills;
Councillor David Rundle	Headington;
Councillor Scott Seamons	Northfield Brook;
Councillor Craig Simmons	St. Mary's;

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AGENDA

Pages

1 **ELECTION OF CHAIR FOR THE COUNCIL YEAR 2013/2014**

2 **APPOINTMENT OF VICE CHAIR FOR THE COUNCIL YEAR 2013/2014**

3 **COMMITTEE POWERS AND DUTIES**

1 - 2

The Committee's powers and duties are set out in the attachment to this agenda.

4 **APOLOGIES**

The Quorum for this Committee is three Members and substitutes are allowed.

5 **DECLARATIONS OF INTEREST**

Members are asked to declare any disclosable pecuniary interests they may have in any of the following agenda items. Guidance on this is set out at the end of these agenda pages.

6 **STATEMENT OF ACCOUNTS 2012/13**

3 - 150

Report of the Head of Finance.

This report presents for approval the Council's Statement of Accounts for the financial year ending 31st March 2013.

7 **ANNUAL GOVERNANCE STATEMENT**

151 - 158

Report of the Head of Law and Governance.

This report asks the Committee to consider and approve the Council's Annual Governance Statement. The Council is required by the Accounts and Audit Regulations 2011 annually to review its internal controls environment and produce an Annual Governance Statement. The Statement forms part of the Council's Statement of Accounts.

8	INTERNAL AUDIT PLAN 2013/14 - PRICEWATERHOUSECOOPERS (PWC)	159 - 180
	Report of the Council's internal auditors (PricewaterhouseCoopers). This report sets out the internal risk assessment and audit plan for the Council for 2013/14.	
9	AUDIT RECOMMENDATIONS - PROGRESS	181 - 186
	Report of the Head of Finance. This report updates the Committee on the progress made on the implementation of internal and external audit recommendations.	
10	EXTERNAL AUDIT - UPDATE - ERNST AND YOUNG	
	The Council's external auditors (Ernst and Young) will give an oral update to the Committee and will formally be reporting the 2013/14 Audit Fee.	
11	INVESTIGATIONS TEAM - END OF YEAR REPORT	187 - 198
	Report of the Head of Finance. This report sets out the Investigations Team's performance for 2012/13. It also updates the Committee on Fighting Fraud Locally and the potential risk of loss through fraud.	
12	MINUTES	199 - 202
	Minutes of the meeting held on 18 th April 2013.	
13	DATES AND TIMES OF MEETINGS	
	The Committee will meet on the following dates in 2013/14 at 6.00pm in the Town Hall:- Thursday 26 th September 2013 Thursday 28 th November 2013 Thursday 2 ^{7th} February 2014 Thursday 24 th April 2014	

DECLARING INTERESTS

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed “Declarations of Interest” or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council’s area; licences for land in the Council’s area; corporate tenancies; and securities. These declarations must be recorded in each councillor’s Register of Interests which is publicly available on the Council’s website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest.

If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members’ Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members’ Code of Conduct says that a member “must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself” and that “you must not place yourself in situations where your honesty and integrity may be questioned”. What this means is that the matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

¹ Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those of the member’s spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

AUDIT AND GOVERNANCE COMMITTEE

The audit and governance committee is responsible for:-

(a) Internal control and risk management

Reviewing internal control and risk management, particularly:

- the way the Council identifies and deals with key risks
- policies for making sure the Council follows regulatory guidance
- the way the Council's strategies, policies, processes and procedures are working in respect of anti-fraud and corruption and money- laundering
- the statement on internal control to be included in the annual report and all risk and control related disclosure statements before they go to full Council.

(b) Audit and risk

- reviewing the internal audit programme
- considering the main findings of internal audit investigations and management's response
- ensuring co-ordination between internal and external auditors
- ensuring the Council allocates enough resources to audit and risk and takes audit and risk sufficiently seriously

(c) External audit

- considering the choice of auditor and the auditor's fees
- discussing the terms of reference of audits before they happen

- making sure that all external audits and inspections are co-ordinated
- reviewing external audit reports, including value for money reports and annual audit letters, along with the management response.

(d) Financial reporting

Reviewing the yearly financial statements before they go to the Board, focusing on:

- whether the Council's accounting policies and practices are up-to-date
- areas where serious criticisms and important adjustments resulted from the audit.

(e) Statement of accounts

Considering and approving the annual statement of accounts

To: Audit and Governance Committee

Date: 27th June 2013

Report of: Head of Finance

Title of Report: Statement of Accounts for the Year Ending 31st March 2013

Summary and Recommendations

Purpose of report: To present the Council's Statement of Accounts for the year ending 31st March 2013 to the Audit and Governance Committee.

Key decision? No

Executive lead member: Councillor Ed Turner

Policy Framework: Budget

Recommendation(s): That the Committee note the contents of the Statement of Accounts certified by the Head of Finance (Section 151 Officer) prior to their submission to the external auditors

Appendix A - Statement of Accounts 2012/13

1 **Approval of the Statement of Accounts**

The Statement of Accounts for 2012/13 are attached at Appendix A. The Accounts and Audit Regulations 2011 require that the responsible financial officer of a larger relevant body must, no later than 30th June immediately following the year end, sign and date the Statement certifying that it presents a true and fair view of the financial position of the body at the end of the year to which it relates.

Following scrutiny by external audit the authority must then, by the 30th September, approve the Statement of Accounts.

2 **The Explanatory Foreword**

The explanatory forward shown on pages 7 - 20 of the Statement, explains the more significant features of the accounts. It is based on the information contained within the Statement and fulfils a similar purpose to a directors' report in company accounts.

3 **Major Changes Affecting the Statement of Accounts**

The Council's accounting policies are set out on page 29 in Note 1 to the Statement of Accounts. These Policies are largely unchanged from last year. However there are some changes and events that have taken place over the year which have a material impact on the understanding of the Accounts.

□ **Restatement of the Accounts for 2011/12**

In preparing the Statement for this financial year the Council became aware of some issues that are material in value, but do not have an impact on the overall 'bottom line' position of the Council's finances. They may nonetheless have an impact on the reading of the accounts. Under paragraph 3.3.2.18 of the Code of Practice on Local Authority Accounting where the change is considered material then the Council is required to restate the accounts for the prior financial year, (if the error occurred before the earliest prior period presented) by restating the opening Balance Sheet. The following explains the areas affected:

□ **Finance Leases where the Authority is Lessor**

This refers to property which the Council owns and leases out to third parties. Normal accounting practice under paragraph 4.2.2.16 of the Code is for a debtor to be created based on the net investment in the lease at the date of inception of the lease (i.e. the rent at the time the property was leased out). In preparing the statements for last year under the new International Financial Reporting Standards (IFRS) the Council based the calculation of the debtor on the current rent as opposed to the inception rent. This had the effect of overstating the long term debtor shown in the Balance Sheet at 31 March 2012 by £4.1 million. The restated

position for the 1 April 2012 shows the long term debtor decreasing in the Balance Sheet, shown on page 25, with a compensating adjustment to the deferred capital receipts reserve, included within unusable reserves.

□ Finance Leases where the Authority is Lessee

The Council leases St Aldates Chambers which is used as an administrative building. The lease is considered to be a Finance Lease and as such is required by International Financial Reporting Standards (IFRS) to be included in the Council's Balance Sheet at the lower of the minimum lease payments on inception or the fair value. The St Aldates Chambers lease has therefore featured in the Council's Balance Sheet since the implementation of IFRS in 2009. However, the entries made for the introduction of St Aldates Chambers were based on the current rent in 2009 (£225,000) rather than the rent on inception (£30,350).

To correct this issue the Balance Sheet figures for 2012/13 have been restated as at 1 April 2012. The assets net book value of £1,964,284 based on the current rent has been restated with a net book value of £153,608 based on the inception rent.

While this amendment is significant in terms of the values in the Balance Sheet the impact on the bottom line of the Council's revenues is nil.

□ Operational Leases

A number of property leases (24) categorised as finance leases in 2011/12 were discovered to be operational. An amount of £0.3 million has been removed from the debtors balance with a compensating adjustment to deferred capital receipts.

□ Lord Mayors Deposit Scheme

The Council makes payments to Landlords to cover rental deposits in cases where homeless families are placed in temporary private sector accommodation. This acts as a guarantee for the landlord should the tenant default or damage the property. In cases where damage is caused every effort is made to recover the sum of money from the family but in the majority of cases, this is not achieved.

In accounting terms an amount equivalent to the deposit paid to the Landlord is set up as a 'debtor' as an amount being owed to the Council from the family. Due to the uncertainty of collection an equivalent bad debt provision is set up hence cancelling the income out. On reviewing the accounting treatment this year it transpires that due to double counting, an overstatement of both the debtor and bad debt provision in respect of these deposits was made in

previous financial years in the order of £2.3 million. This has been corrected in this year's accounts by restating the opening Balance Sheet as at 1 April 2012 for the debtor and bad debt provision and this is shown on page 25. Since the restatement affects both the provision and debtor to the same degree there is no effect on the Council's overall bottom line.

- **Material Changes**

- **Pension Fund**

- The Council's liability to provide for the cost of past employment benefits to staff have decreased in the year ended 31 March 2013.

- The liability reported as at 31 March 2012 was £97.9 million. The revised liability as at the 31 March 2013 is £88.3 million. The decrease is due to a number of factors, the most significant of which is an actuarial gain of £11.4 million due to a significant increase in the estimated assets of the fund with a smaller increase in fair value of the liabilities. More information regarding the Defined Benefit Pension Scheme can be found in note 40 of the Statement of Accounts (page 92). The past history of the movement on the pension liability is disclosed and shows that over the past five years the liability has been as high as £145.6 million. The fall this year can be seen to be £57.3 million lower than the peak experienced.

4 **General Fund Revenue Outturn 2012/13**

The Council set a budget for spending on General Fund services of £24.1 million, to be financed by Grant funding of £11.7 million and Council Tax Requirement of £12.4 million. Included within the budget was provision for a transfer of £1.6 million from the General Fund Working Balance.

The average Council Tax for a Band D property was set at £262.96, a nil percent Council Tax increase on the previous year.

The table below summarises the outturn position in the format used for 2012/13 internal reporting and as reported to the City Executive Board on 12th June 2013

	NET APPROVED BUDGET 2012/13	NET EXPENDITURE 2012/13	VARIANCE
	£000's	£000's	£000's
Chief Executive	1,443	1,329	(114)
City			
Regeneration	641	(30)	(671)
Community Services	7,312	6,394	(918)
Organisational Development	12,962	13,423	461
Total Ex' SLA's & Capital Charges	22,358	21,116	(1,242)
SLA's and Capital Charges	(1,276)	738	2,014
Corporate Budgets	2,606	(622)	(3,228)
Net General Fund Expenditure	23,688	21,232	(2,456)
Net Transfers to reserves	2,047	4,886	2,839
(Use of)/ transfer to Balances	(1,622)	(1,622)	0
Net Budget Requirement	24,113	24,496	383
External Funding	11,719	12,028	309
Council Tax	12,587	12,661	74
Parish Precept	(193)	(193)	0
Total Funding	24,113	24,496	383

Major variations include:

**Chief Executive
Favourable**

- £0.1 million slippage on the educational attainment project.

City Regeneration

Favourable

- £0.3 million salary savings arising from vacancies predominately within Housing and Communities during the year.
- £0.6 million increased income following landlord rent reviews during the financial year together with additional rental income from the letting of Ramsay House.

Adverse

- £0.2 million under achievement of Planning/Building Regulations income.

Community Services

Favourable

- £0.1 million increased off street car parking income due mainly to St Clements car park being open for 11 months longer than anticipated.
- £0.4 million additional engineering works income due to increased agency work.
- £0.4 million reduced employee costs following street cleansing restructure and reduced pension fund contributions.

Organisational Development and Corporate Services

Favourable

- £0.1 million reduced salary expenses arising from vacant posts in Finance and reduced costs in external and internal audit fees.

Adverse

- £0.3 million due to £0.2 million cost of Emergency Planning flood works, plus salary overspends and a shortfall in Legal Hub budgeted income.
- £0.3 million due to a shortfall in Town Hall and post room income, as well as additional spending on Town Hall and facilities supplies and services.

SLA's, Capital Charges and Corporate Budgets

Favourable

- £0.7 million due to underspends in local Housing Benefit expenditure representing 0.7% of expenditure.
- £0.3 million associated with SLA charges within Corporate and Democratic Core, interest payments and enhanced/early retirement pension payments.

Net Transfers to General Fund Earmarked Reserves

The analysis of the net transfer to reserves of £4.9 million is shown in Note 8 (page 59) to the accounts. The most notable transfers are detailed below in paragraph 5.

5 Reserves

Earmarked General Fund Reserves – As at 31 March 2013 these stood at £15.6 million, as shown on page 59 of the Statement of Accounts. In 2012/13 the Council made a net transfer in of £4.9 million with key movements including:

- **The Employee Cost Reserve** - This has increased due to a budgeted £0.5 million contribution taking the total reserve to £1.7 million. This reserve will be used going forward to fund pressures identified in the Council's Medium Term Financial Plan.
- **Grants Reserve** - under accounting rules grants are transferred to earmarked reserves and then released to revenue as money is spent, if the grant has conditions attached to it. The net movement in this reserve is a net reduction of around £1.6 million, £0.6 million of which has been released and £1.2 million has been transferred to an earmarked reserve which is more appropriate for the description largely relating to the Housing and Communities Services.
- **Homelessness** - an amount of £0.65 million has been transferred to this reserve in line with the budget.
- **Flood Reserve** - £0.15 million. This reserve has been established to cushion the revenue account against future flooding in the city.
- **Insurance Reserves** - as at 31 March 2013 these stood at £1.7 million to cover uninsured excesses and future liabilities including those arising from the administrative arrangements of the Council's previous insurers Municipal Mutual Insurance (MMI).
- **Westgate Redevelopment Reserve** - in conjunction with the Westgate Oxford Alliance (a joint venture between Crown Estates and Land Securities) the Council intends to undertake the development of the Westgate Shopping Centre within the city centre. The venture is a key project for the City Council in developing the Westgate area. To assist with parking provision throughout the development period the Council have set aside a surplus from General Fund activities of around £3.3 million to fund temporary car parking.

HRA Earmarked Reserves - As at 31 March 2013 these stood at £1.2 million following a net transfer in, of £0.5 million. The committed projects reserve includes £0.25 million in respect of stock condition survey, £0.1 million in respect of future pay increases, £0.1 million in respect of the alley gating project, £0.2 million in respect of capital projects and £0.2 million in respect of a structure review of the Major Projects Team.

6 Balances

The General Fund Working Balance - this has decreased with the budgeted transfer of £1.623 million and as at 31 March 2013 stands at £3.6 million.

The HRA Working Balance - As at 31 March 2013 this has increased from £2.6 million to £3.7 million.

7 Icelandic Banking Losses—Update

In October 2008 a number of Icelandic banks filed for administration. The Council held deposits with two of these banks, Glitnir and Heritable of £1.5 million and £3 million respectively. Developments over the last year are as follows:

- **Glitnir** - In November 2011 the priority status appeal in relation to the Council's original £1.5 million deposit with the Icelandic bank Glitnir was confirmed by the Icelandic Supreme Court. On 15 March 2012, the Council received four of the five foreign currency repayments due from Glitnir Bank totalling £1.2 million. The repayment date of the fifth currency (in Icelandic Krona (ISK)) is still to be confirmed as changes to Icelandic law are required to allow ISK to be transferred out of Iceland. Once this has been resolved, it is expected that we will receive close to 100% of our initial deposit.
- **Heritable Bank** - In respect of the Council's £3 million deposits with Heritable bank, the Council continues to receive repayments and it is expected that approximately 90% will be received. A further £284,000 has been received in this financial year, totalling £2.4 million received to date.

8 The Housing Revenue Account Income and Expenditure Statement

The HRA Income and Expenditure Statement (page 105 of the Statement of Accounts) shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practice, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with regulations; this may be different from the accounting cost.

The increase or decrease in the year, on the basis on which rents are raised, is shown in the Movement on the Housing Revenue Account Statement, a snapshot of which is shown below:

	Budget £000	Actual £000	Variance £000
Net Income	(40,393)	(40,730)	(337)
Expenditure			
Tenancy Management	15,264	11,722	(3,542)
Repairs and Maintenance	11,481	12,106	625
Total	26,745	23,828	(2,917)
Appropriations	8,514	15,824	7,310
Net (surplus)/deficit	(5,134)	(1,078)	4,056
Working Balance	(2,620)	(3,698)	(1,078)

The HRA was budgeted to make a surplus of £5.1 million for 2012/13. The outturn position as shown was a surplus of £1.1 million, an adverse variance of £4 million. This £1.1 million surplus was subsequently transferred to the HRA working balance which now stands at approximately £3.7 million. Notable variations include:

Income

- £0.8 million increase in dwelling rents due to the lower number of Right To Buy disposals than budgeted for. In addition non-dwelling income from shops and garages was also up mainly due to favourable rent reviews, off set by;
- £0.5 million shortfall in fees charged to Capital due to a reduction in the overall Capital Programme.

Tenancy Management Cost

Tenancy Management Costs show a favourable variation of £3.5 million over the original budget due to:

- £1.2 million release of the provision for the rent review on Southfield Park following a successful negotiation.
- £2.2 million reduced depreciation charge (see appropriations below).

Repairs and Maintenance

- £0.6 million overspent due to day to day responsive repairs and increased night time call out costs being higher than anticipated, repairs to a fire damaged property and emergency repairs expenditure.

Appropriations

£7.3 million overspend against budget due to:

- £1.1 million favourable variation due to the interest rate payable on the £198 million on self-financing debt being 0.5% lower than budgeted.
- Revenue Contributions were £1.3 million adverse. Revenue contributions together with depreciation provide the resources for financing the capital programme. Overall this represents a favourable variance on the HRA of around £0.8 million, which is the equivalent amount of slippage on the HRA capital programme.
- £7 million transferred to the Major Repairs Reserves for future funding of the Capital Programme.
- £0.5 million net transfers to earmarked reserves to cover future expenditure.
- £0.2 million additional subsidy in respect of 2011/12 following the audit of the end of year subsidy claim.
- £0.2 million other favourable changes in investment interest.

9 Capital Outturn 2012/13

The Council's budgeted capital spend for 2012/13 was approximately £28 million, actual spend was £16 million; a variation of £12 million. Of this variation approximately £8 million related to the Competition Swimming Pool at Blackbird Leys which was delayed pending the outcome of a number of judicial reviews. The remaining £4 million relates to other slippage that will be carried forward to be spent in future years. Notable variations include the following:

- £0.2 million slippage on disabled facilities grants.
- £1.7 million slippage on Covered Market improvements, Broad Street upgrade and roof repairs to 44-46 George Street, Depot Relocation Feasibility study, various Parks and Leisure buildings and conference/Fire Alarm works to the Town Hall.
- £1.4 million slippage on Leisure projects including general Leisure centre improvements, Lye Valley and Chiswell Valley walkways, Sports Pavilions improvements and upgrades on tennis courts and existing multi-use games areas.
- £0.4 million slippage due to delays in purchasing replacement vehicles and plant and repairs and maintenance to park and ride car parks.
- £0.8 million slippage on Housing related capital projects including tower block refurbishment.

10 Funding the Capital Programme

The General Fund Capital Programme totalled £8.8 million and was funded through a combination of Capital Receipts (£1.5 million), Government Grants (£1.3 million), the largest of which was in respect of Disabled Facilities £0.5 million, Direct Revenue Funding

from the General Fund (£4.3 million), Prudential Borrowing (£1.1 million), Developer Contributions (£0.6 million). The Housing Programme was financed totally from Housing Revenue in the order of £7.6 million.

11 Capital Receipts

At the 31st March 2013 capital receipts unapplied stood at £17.22 million, which will be used to fund future years Capital Programme

12 Financial Implications

These are covered within the main body of the report.

13 Legal Implications.

These are covered within the body of the report

14 Risk Implications

There are no risks associated with the recommendations in this report.

15 Communications

The Council's accounts are subject to external audit by Ernst & Young LLP, the local address of which is Ernst & Young LLP, Apex Plaza, Forbury Road, Reading, RG1 1YE. Members of the public and local government electors have certain rights in the audit process:-

1. From Monday 8th July 2013 to Friday 2nd August 2013 between 9.30am and 4.30pm any person may inspect the accounts of the Council for the year ended 31st March 2012 and certain related documents (comprising books, deeds, contracts, bills, vouchers and receipts) at the address given at the end of this notice. They may also make copies of the accounts and documents.
2. From 9.30am on Monday 5th August 2013 until the conclusion of the audit process, a local government elector for the area of the Council, or her/his representative, may ask the auditor questions about the accounts. Please contact the address given above to make arrangements to ask any questions.
3. From 9.30am on Monday 5th August 2012 until the conclusion of the audit process, a local government elector for the area of the Council, or her/his representative, may object to the Council's accounts asking that the auditor issue a report in the public interest (under Section 8 of the Audit Commission Act 1998) and/or apply to the court for a declaration that an item in the accounts is contrary to law (under Section 17 of the Audit Commission Act 1998). Written notice of a proposed objection and the grounds on which it is made must be sent to the auditor at the address given above and copied to me at the address given below.

The draft statement of accounts can also be found on the Councils website from Friday 28th June 2013. (www.oxford.gov.uk).

Name and contact details of author:-

Name: Nigel Kennedy

Job title: Head of Finance

Service Area / Department Finance and Efficiency

Tel: 01865 272708 e-mail: nkennedy@oxford.gov.uk

Statement of Accounts 2012/13

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INTRODUCTION

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INTRODUCTION

Welcome to Oxford City Council's Statement of Accounts for the year ending 31 March 2013.

The Statement of Accounts is a statutory document providing information on the cost of services provided by Oxford City Council to the council tax payer and the council house tenant and detailing how those services were financed. In addition, it provides information, within the Balance Sheet on page 25 of the value of the Council's assets (what we own), what is owed and the value of our liabilities (what we owe). It is in essence, a statement of how well we have managed your money over the last twelve months.

The report provides, in accordance with International Financial Reporting Standards (IFRS), the accounts for the General Fund, Housing Revenue Account, Collection Fund and all other accounts for which the Council is responsible. The Council's Balance Sheet provides details of its Assets and Liabilities as at 31 March 2013. Other supporting statements are provided to help to explain the figures in the accounts. In addition, a glossary can be found at the back of the Statement of Accounts publication to help explain some of the technical terms.

The accounts and all relevant documents are subject to review by Ernst & Young LLP who provide their opinion on the Council's accounts. The Audit Commission gave an unqualified opinion on the Statement of Accounts presented for 2011/12, the second year of adoption of IFRS and Ernst & Young LLP will be required to give an opinion on the 2012/13 Statement of Accounts.

Should you have any comments or wish to discuss this Statement in further detail then please contact the Council's Financial Accounting Manager, Anna Winship on 01865 252517, or email awinship@oxford.gov.uk.

I hope you find the Statement of interest and may I take the opportunity of thanking you for taking time to read it.

Nigel Kennedy
Head of Finance (Section 151 Officer)

Oxford City Council
Town Hall
St. Aldate's
Oxford
OX1 1BX

INTRODUCTION

The Authority's Responsibilities

The Authority is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Head of Finance (Section 151 Officer).
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets, and
- approve the Statement of Accounts.

The Responsibilities of the Head of Finance (Section 151 Officer)

The Head of Finance (Section 151 Officer) is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* (the Code).

In preparing the Statement of Accounts, the Head of Finance (Section 151 Officer) has:

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

The Head of Finance (Section 151 Officer) has also:

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

The Statement of Accounts as set out on pages 22 to 120 presents a true and fair view of the financial position of Oxford City Council as at 31 March 2013 and its income and expenditure for the year ended 31 March 2013.

The unaudited Accounts were issued on 27 June 2013 and the audited accounts will be authorised for issue on 26 September 2013.

Signed	_____	Date	_____
	Nigel Kennedy		
	Head of Finance (Section 151 Officer)		

Signed	_____	Date	_____
	Councillor James Fry		
	Chair of Audit & Governance Committee		

EXPLANATORY FOREWORD

Purpose of Explanatory Foreword

The purpose of the explanatory foreword is to provide a commentary on the Statement of Accounts for the year as seen 'through the eyes' of management. It fulfils the same requirement as that of a Directors report in company accounts. The foreword seeks to provide a concise and understandable guide for the reader of the accounts of the most significant aspects of the Authority's financial performance during the year, its year end financial position and cash flows.

1. Major Changes Effecting the Statement of Accounts

The Council's accounting policies are set out on page 29 in Note 1 to the Statement of Accounts. These Policies are largely unchanged from last year. However there are some changes and events that have taken place over the year which have a material impact on the understanding of the Accounts.

• Restatement of the Accounts for 2011/12

In preparing the Statement for this financial year the Council became aware of some issues that are material in value, but do not have an impact on the overall 'bottom line' position of the Council's finances. They may nonetheless have an impact on the reading of the accounts. Under paragraph 3.3.2.18 of the Code of Practice on Local Authority Accounting where the change is considered material then the Council is required to restate the accounts for the prior financial year, (if the error occurred before the earliest prior period presented) by restating the opening Balance Sheet. The following explains the areas affected:

◇ Finance Leases where the Authority is Lessor

This refers to property which the Council owns and leases out to third parties. Normal accounting practice under paragraph 4.2.2.16 of the Code is for a debtor to be created based on the net investment in the lease at the date of inception of the lease (i.e. the rent at the time the property was leased out). In preparing the statements for last year under the new International Financial Reporting Standards (IFRS) the Council based the calculation of the debtor on the current rent as opposed to the inception rent. This had the effect of overstating the long term debtor shown in the Balance Sheet at 31 March 2012 by £4.1 million. The restated position for the 1 April 2012 shows the long term debtor decreasing in the Balance Sheet, shown on page 25, with a compensating adjustment to the deferred capital receipts reserve, included within unusable reserves.

◇ Finance Leases where the Authority is Lessee

The Council leases St Aldates Chambers which is used as an administrative building. The lease is considered to be a Finance Lease and as such is required by International Financial Reporting Standards (IFRS) to be included in the Council's Balance Sheet at the lower of the minimum lease payments on inception or the fair value. The St Aldates Chambers lease has therefore featured in the Council's Balance Sheet since the implementation of IFRS in 2009. However, the entries made for the introduction of St Aldates Chambers were based on the current rent in 2009 (£225,000) rather than the rent on inception (£30,350).

To correct this issue the Balance Sheet figures for 2012/13 have been restated as at 1 April 2012. The assets net book value of £1,964,284 based on the current rent has been restated with a net book value of £153,608 based on the inception rent.

While this amendment is significant in terms of the values in the Balance Sheet the impact on the bottom line of the Council's revenues is nil.

EXPLANATORY FOREWORD

◇ **Operational Leases**

A number of property leases (24) categorised as finance leases in 2011/12 were discovered to be operational. An amount of £0.3 million has been removed from the debtors balance with a compensating adjustment to deferred capital receipts.

◇ **Lord Mayors Deposit Scheme**

The Council makes payments to Landlords to cover rental deposits in cases where homeless families are placed in temporary private sector accommodation. This acts as a guarantee for the landlord should the tenant default or damage the property. In cases where damage is caused every effort is made to recover the sum of money from the family but in the majority of cases, this is not achieved.

In accounting terms an amount equivalent to the deposit paid to the Landlord is set up as a 'debtor' as an amount being owed to the Council from the family. Due to the uncertainty of collection an equivalent bad debt provision is set up hence cancelling the income out. On reviewing the accounting treatment this year it transpires that due to double counting, an overstatement of both the debtor and bad debt provision in respect of these deposits was made in previous financial years in the order of £2.3 million. This has been corrected in this years accounts by restating the opening Balance Sheet as at 1 April 2012 for the debtor and bad debt provision and this is shown on page 25. Since the restatement affects both the provision and debtor to the same degree there is no effect on the Council's overall bottom line.

Material Changes

◇ **Pension Fund**

The Council's liability to provide for the cost of past employment benefits to staff have decreased in the year ended 31 March 2013.

The liability reported as at 31 March 2012 was £97.9 million. The revised liability as at the 31 March 2013 is £88.3 million. The decrease is due to a number of factors, the most significant of which is an actuarial gain of £11.4 million due to a significant increase in the estimated assets of the fund with a smaller increase in fair value of the liabilities. More information regarding the Defined Benefit Pension Scheme can be found in note 40 of the Statement of Accounts (page 92). The past history of the movement on the pension liability is disclosed and shows that over the past five years the liability has been as high as £145.6 million. The fall this year can be seen to be £57.3 million lower than the peak experienced.

2. Summary of 2012/13 Outturn

General Fund

The Council's outturn position was favourable at the year end. It overachieved against the budgeted position by some £3.279 million which it subsequently transferred to an earmarked reserve for funding future commitments in connection with the development of the Westgate Shopping Centre. This favourable position was after taking into account a budgeted transfer from the working balance of £1.622 million and other net transfers to earmarked reserves of £1.606 million. The bulk of the surplus arose from unused contingencies created to mitigate unachieved savings and pay related items totalling £1.6 million. Other variances are discussed in more detail below, on page 12.

EXPLANATORY FOREWORD

HRA

The budgeted position provided for a surplus on the Housing Revenue Account of £5.134 million, the outturn position shows a surplus of £1.078 million after net transfers to reserves of £7.542 million largely to fund future years Capital works. The bulk of the surplus arose from the release of a provision in respect of a lease on Southfield Park (£1.2 million) following the successful outcome of protracted negotiations. There are a number of other variations further details of which are shown below on page 14.

Capital

The Council's Capital Programme showed a total spend of around £16 million; a variation against the original budget (£28 million) of some £12 million. Of this variation approximately £8 million related to the delayed build of the Competition Swimming Pool at Blackbird Leys. Other variances are discussed in more detail below on page 16.

3. The Statement of Accounts

The Statement of Accounts consists of the following:

- The Statement of Responsibilities, setting out the general responsibilities of both the City Council, and the Section 151 Officer (The Head of Finance). The purpose is for the Head of Finance to sign a statement that the accounts present a true and fair view of the financial position of the Council at the accounting date and its income and expenditure for that year then ended (page 6).
- The Statement of Accounting Policies, setting out the detailed rules under which we account for assets, liabilities, income and expenditure (pages 29-44).
- The Core Financial Statements (pages 22-26, 105-120) incorporating:
 - a. Movement in Reserves Statement – (MIRS) a statement used to adjust International Financial Reporting Standards accounting practice to Local Government proper practice to ensure the accounting changes do not impact on Council Tax and create any additional burden.
 - b. The Comprehensive Income and Expenditure Statement - a statement which incorporates all revenue income and expenditure relating to the year.
 - c. Balance Sheet - which records all the assets and liabilities at the Balance Sheet date of 31 March.
 - d. Cashflow Statement - a statement to record the inflows and outflows of cash during the year reconciled to the year end cash position.
 - e. Housing Revenue Account - a statement which brings together all transactions during the year in relation to the management and maintenance of the Council's 7,800 dwelling stock.
 - f. Collection Fund - a statement which brings together all transactions during the year relating to the collection of Business Rates and Council Tax income together with payments and receipts from Government and payments made to the preceptors, the County Council, Police and Parish Councils.
 - g. Group Accounts - required where the Authority holds interests in other companies or organisations. The Council has a 50% interest with Grosvenor PLC in a joint venture for the construction of dwellings at Barton. The Council's share of the assets and liabilities of this company are required to be incorporated in to the Council's accounts.

EXPLANATORY FOREWORD

Details Of The Core Financial Statements

The Movement in Reserves Statement (MIRS)

The MIRS shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) totalling around £50.6 million as at 31 March 2013 and unusable reserves which are not 'cash backed' totalling £388.9 million.

The surplus or (deficit) on the provision of services line shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement (page 24). These are different from the statutory amounts required to be charged to the General Fund Balance and Housing Revenue Account for Council Tax setting and dwellings rent setting purposes.

The 'Net increase/decrease before transfers to earmarked reserves' line shows the statutory General Fund Balance and Housing Revenue Account Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

The General Fund Working Balance - this has decreased with the budgeted transfer of £1.623 million and as at 31 March 2013 stands at £3.6 million.

The HRA Working Balance - As at 31 March 2013 this has increased from £2.6 million to £3.7 million.

Earmarked General Fund Reserves – As at 31 March 2013 these stood at £15.6 million, as shown on page 59. In 2012/13 the Council made a net transfer in of £4.9 million with key movements including:

- **The Employee Cost Reserve** - This has increased due to a budgeted £0.5 million contribution taking the total reserve to £1.7 million. This reserve will be used going forward to fund pressures identified in the Council's Medium Term Financial Plan.
- **Grants Reserve** - under accounting rules grants are transferred to earmarked reserves and then released to revenue as money is spent, if the grant has conditions attached to it. The net movement in this reserve is a net reduction of around £1.6 million, £0.6 million of which has been released and £1.2 million has been transferred to an earmarked reserve which is more appropriate for the description largely relating to the Housing and Communities Services.
- **Homelessness** - an amount of £0.65 million has been transferred to this reserve in line with the budget
- **Flood Reserve** - £0.15 million. This reserve has been established to cushion the revenue account against future flooding in the city.
- **Insurance Reserves** - as at 31 March 2013 these stood at £1.7 million to cover uninsured excesses and future liabilities including those arising from the administrative arrangements of the Council's previous insurers Municipal Mutual Insurance (MMI).
- **Westgate Redevelopment Reserve** - in conjunction with the Westgate Oxford Alliance (a joint venture between Crown Estates and Land Securities) the Council intends to undertake the development of the Westgate Shopping Centre within the city centre. The venture is a key project for the City Council in developing the Westgate area. To assist with parking provision throughout the development period the Council have set aside a surplus from General Fund activities of around £3.3 million to fund temporary car parking.

HRA Earmarked Reserves - As at 31 March 2013 these stood at £1.2 million following a net transfer in, of £0.5 million. The committed projects reserve includes £0.25 million in respect of stock condition survey, £0.1 million in respect of future pay increases, £0.1 million in respect of the alley gating project, £0.2 million in respect of capital projects and £0.2 million in respect of a structure review of the Major Projects Team.

EXPLANATORY FOREWORD

Capital Receipts Unapplied - As at 31 March 2013 the Council held approximately £17.4 million usable capital receipts: £1.5 million having been used to finance the Capital Programme. The remaining receipts will be used over the life of the medium term plan. Major disposals in the year included:

- Harcourt House
- Land at South Hinksey
- All Saints Road Depot
- 1 and 2 Horspath Road Cottages
- Various properties in Cowley Road, and Godstow Road

The Comprehensive Income and Expenditure Statement

This Statement (page 24) shows the cost in the year of providing services in accordance with generally accepted accounting practice, rather than the amount to be funded from taxation. Councils raise taxation to cover expenditure in accordance with regulations; this is different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

The segment reporting note (page 80) shows how the Comprehensive Income and Expenditure Statement reconciles back to the management accounts reported quarterly to the City Executive Board, further details and the outturn are discussed below.

General Fund Revenue Outturn 2012/13

The Council set a budget for spending on General Fund services of £24.1 million, to be financed by Grant funding of £11.7 million and Council Tax of £12.4 million. Included within the budget was provision for a transfer of £1.6 million to the General Fund Working Balance.

The Council Tax for a Band D property was set at £262.96, a nil percent increase on the previous year.

The table below summarises the outturn position in the format used for 2012/13 internal reporting and as reported to the City Executive Board on 12 June 2013.

	NET APPROVED BUDGET	NET EXPENDITURE	VARIANCE
	2012/13	2012/13	
	£000	£000	£000
Chief Executive	1,443	1,329	(114)
City Regeneration	641	(30)	(671)
Community Services	7,312	6,394	(918)
Organisational Development & Corporate Services	12,962	13,423	461
Total Ex' SLA's & Capital Charges	22,358	21,116	(1,242)
SLA's and Capital Charges	(1,276)	738	2,014
Corporate Budgets	2,606	(622)	(3,228)
Net General Fund Expenditure	23,688	21,232	(2,456)
Net Transfers to Reserves	2,047	4,886	2,839
(Use of)/ transfer to Balances	(1,622)	(1,622)	0
Net Budget Requirement	24,113	24,496	383
External Funding	11,719	12,028	309
Council Tax	12,587	12,661	74
Parish Precept	(193)	(193)	0
Total Funding	24,113	24,496	383

EXPLANATORY FOREWORD

Major variations include:

Chief Executive

Favourable

- £0.1 million slippage on the educational attainment project.

City Regeneration

Favourable

- £0.3 million salary savings arising from vacancies predominately within Housing and Communities during the year.
- £0.6 million increased income following landlord rent reviews during the financial year together with additional rental income from the letting of Ramsay House.

Adverse

- £0.2 million under achievement of Planning/Building Regulations income.

Community Services

Favourable

- £0.1 million increased off street car parking income due mainly to St Clements car park being open for 11 months longer than anticipated.
- £0.4 million additional engineering works income due to increased agency work.
- £0.4 million reduced employee costs following street cleansing restructure and reduced pension fund contributions.

Organisational Development and Corporate Services

Favourable

- £0.1 million reduced salary expenses arising from vacant posts in Finance and reduced costs in external and internal audit fees.

Adverse

- £0.3 million due to £0.2 million cost of Emergency Planning flood works, plus salary overspends and a shortfall in Legal Hub budgeted income.
- £0.3 million due to a shortfall in Town Hall and post room income, as well as additional spending on Town Hall and facilities supplies and services.

SLA's, Capital Charges and Corporate Budgets

Favourable

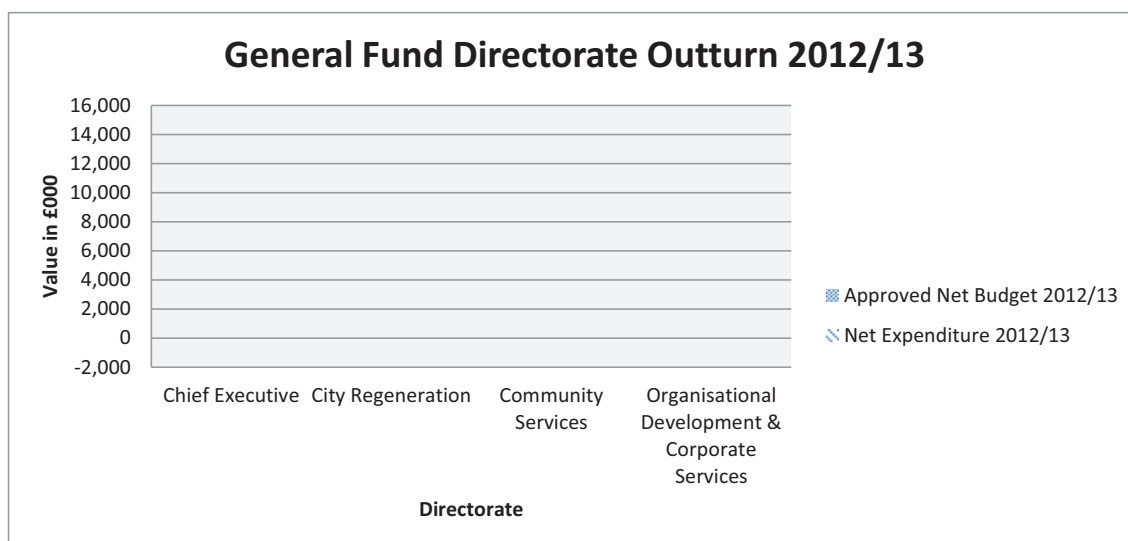
- £0.7 million due to underspends in local Housing Benefit expenditure representing 0.7% of expenditure.
- £0.3 million associated with SLA charges within Corporate and Democratic Core, interest payments and enhanced/early retirement pension payments.

Net Transfers to Reserves

- The analysis of the net transfer to reserves of £5 million is shown in Note 8 (page 59) to the accounts. The most notable transfers are detailed above on page 10.

A comparison of actual against budget by Directorate is shown below. Please note the net expenditure for City Regeneration is (£30,000) largely arising from commercial rent income can not clearly be seen on the graph.

EXPLANATORY FOREWORD



The Balance Sheet

The Balance Sheet (page 25) shows the value as at 31 March 2013 of the assets and liabilities recognised by the Authority. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. Reserves are reported in two categories.

- **Usable Reserves** - those reserves that the Authority may use to provide services, subject to the need to maintain a prudent level of reserves to meet unforeseen circumstances and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt).
- **Unusable Reserves** – those reserves that the Authority is not able to use to provide services. This category of reserves includes those that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that reflect timing differences shown in the Movement in Reserves Statement line “adjustments between accounting basis and funding basis under regulations”.

The Balance Sheet (page 25) can be summarised as follows:

	2012/13	2011/12 Restated	Variation	2011/12	Variation
	£000	£000	£000	£000	£000
Value of Land and Property owned	678,016	664,213	13,803	665,505	12,511
Cash Investments, assets held for sale and stock	45,816	30,319	15,497	30,319	15,497
Money Oxford owes	(315,866)	(328,836)	12,970	(332,833)	16,967
Money Oxford is owed	31,468	31,568	(100)	38,231	(6,763)
Net worth of Council at 31st March	439,434	397,264	42,170	401,222	38,212

The restated position for 2011/12 reduced the net worth of the Council by £4 million from the original 2011/12 position. This largely related to changes in the value of leasehold properties and the Lord Mayors Deposit Scheme as detailed on pages 7 and 8 of the foreword.

There has been an increase in the net worth of the Council in the order of £42.2 million from the restated position, this has largely arisen from:

- An increase of around £15.5 million from increased short term investments from surplus cash.
- A decrease in money owed by Oxford City Council of around £13 million, £8 million of which relates to an improvement on the Pension Fund deficit.
- An increase of around £14 million in the value of property owned.

EXPLANATORY FOREWORD

Cash Flow Statement

The Cash Flow Statement (page 26) shows the changes in Cash and Cash Equivalents of the Council during the reporting period. The Statement shows how the Council generates and uses Cash and Cash Equivalents by classifying cash flows as operating, investing and financing activities.

The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Authority are funded by way of taxation and grant income or from the recipients of services provided by the Authority.

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

The overall increase in cash and cash equivalents i.e. short term investments between 2011/12 and 2012/13 is approximately £4.4 million. This has arisen largely due to an increased use of Money Market Funds which attract higher interest rates and are more liquid.

The Housing Revenue Account Income and Expenditure Statement

The HRA Income and Expenditure Statement (page 105) shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practice, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with regulations; this may be different from the accounting cost.

The increase or decrease in the year, on the basis on which rents are raised, is shown in the Movement on the Housing Revenue Account Statement, a snapshot of which is shown below:

	Budget £000	Actual £000	Variance £000
Net Income	(40,393)	(40,730)	(337)
Expenditure			
Tenancy Management	15,264	11,722	(3,542)
Repairs and Maintenance	11,481	12,106	625
Total	26,745	23,828	(2,917)
Appropriations	8,514	15,824	7,310
Net (surplus)/deficit	(5,134)	(1,078)	4,056
Working Balance	(2,620)	(3,698)	(1,078)

The HRA was budgeted to make a surplus of £5.1 million for 2012/13. The outturn position as shown was a surplus of £1.1 million, an adverse variance of £4 million. This £1.1 million surplus was subsequently transferred to the HRA working balance which now stands at approximately £3.7 million. Notable variations include:

Income

- £0.8 million increase in dwelling rents due to the lower number of Right To Buy disposals than budgeted for. In addition non-dwelling income from shops and garages was also up mainly due to favourable rent reviews, off set by:
- £0.5 million shortfall in fees charged to capital due to a reduction in the overall Capital Programme.

EXPLANATORY FOREWORD

Tenancy Management Cost

Tenancy Management Costs show a favourable variation of £3.5 million over the original budget due to:

- £1.2 million release of the provision for the rent review on Southfield Park following a successful negotiation.
- £2.2 million reduced depreciation charge (see appropriations below).

Repairs and Maintenance

- £0.6 million overspent due to day to day responsive repairs and increased night time call out costs being higher than anticipated, repairs to a fire damaged property and emergency repairs expenditure.

Appropriations

£7.3 million overspend against budget due to:

- £1.1 million favourable variation due to the interest rate payable on the £198 million on self-financing debt being 0.5% lower than budgeted.
- Revenue Contributions were £1.3 million adverse. Revenue contributions together with depreciation provide the resources for financing the capital programme. Overall this represents a favourable variance on the HRA of around £0.8 million, which is the equivalent amount of slippage on the HRA Capital Programme.
- £7 million transferred to the Major Repairs Reserves for future funding of the Capital Programme.
- £0.5 million net transfers to earmarked reserves to cover future expenditure.
- £0.2 million additional subsidy in respect of 2011/12 following the audit of the end of year subsidy claim.
- £0.2 million other favourable changes in investment interest.

The Collection Fund

The Collection Fund (page 112) is the Council's statement reflecting its statutory obligation as a Billing Authority to maintain a separate Collection Fund. The Statement shows the transactions the Council as a Billing Authority has undertaken in relation to the collection from taxpayers and distribution to local authorities and the Government of Council Tax and Non-Domestic Rates.

The movement in the Collection Fund Balance is £0.5 million increasing the Collection Fund Balance to £0.524 million as at 31 March 2013. This balance is shared between the major preceptors i.e. the City Council, County Council and Police Authority in proportion to their precept as follows:

	2012/13 £000	2011/12 £000
Oxford City Council	88	4
Oxfordshire County Council	385	20
Thames Valley Police	51	3
Total	524	27

EXPLANATORY FOREWORD

The main reasons for the increase in the balance of £0.5 million are:

- Exemptions didn't increase as much as our original estimate. A maximum of 6,494 exemptions was built into the estimate but this year's peak was 6,371, which equates to £0.2 million.
- New dwellings exceeded our original estimate by 105 (352 against 247) which equates to £0.3 million.

Group Accounts

Barton Oxford LLP

The Council entered into a partnership with Grosvenor Developments Limited to form a joint venture vehicle to develop social and affordable housing on land owned by the Council at Barton. The Council provided Group Accounts for the first time in 2011/12 to record the Council's share in the joint venture.

The Statement of Accounts for 2012/13 also provide Group Accounting Statements, and they reflect the following:

Within the Oxford City Council Property, Plant and Equipment balance on the Balance Sheet is a 50% share of the Barton Oxford LLP Development Property at a value of £1.237 million which is capital expenditure up to 31 March 2013. The Council share is arrived at after deducting the LLP cost of the Land acquired from Oxford City Council (£0.912 million) to avoid double counting.

The Barton Oxford LLP includes an accumulated loss to 31 March 2013 of £10,000. The loss recorded in the 2012/13 LLP accounts amounted to £2,000 - 50% of this loss rests with Oxford City Council. The City Council's Statement of Accounts also holds a long term Debtor of £912,000 in respect of land plus capitalised interest transferred from the City Council to the LLP.

See page 115 for a more detailed account of the Group movements

Capital Outturn 2012/13

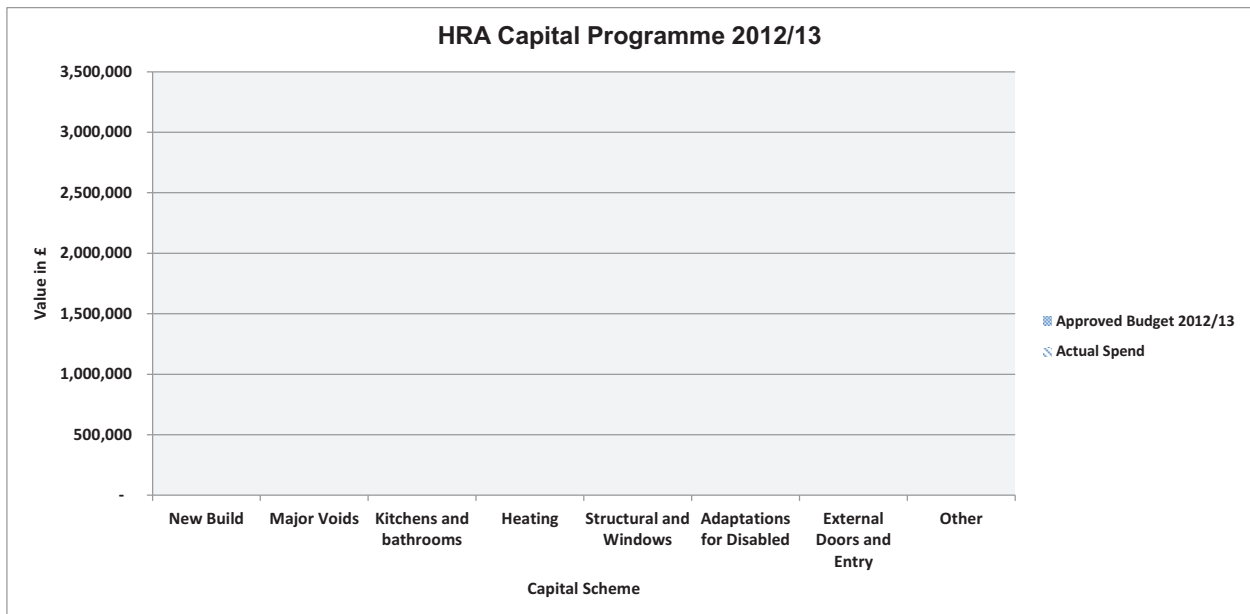
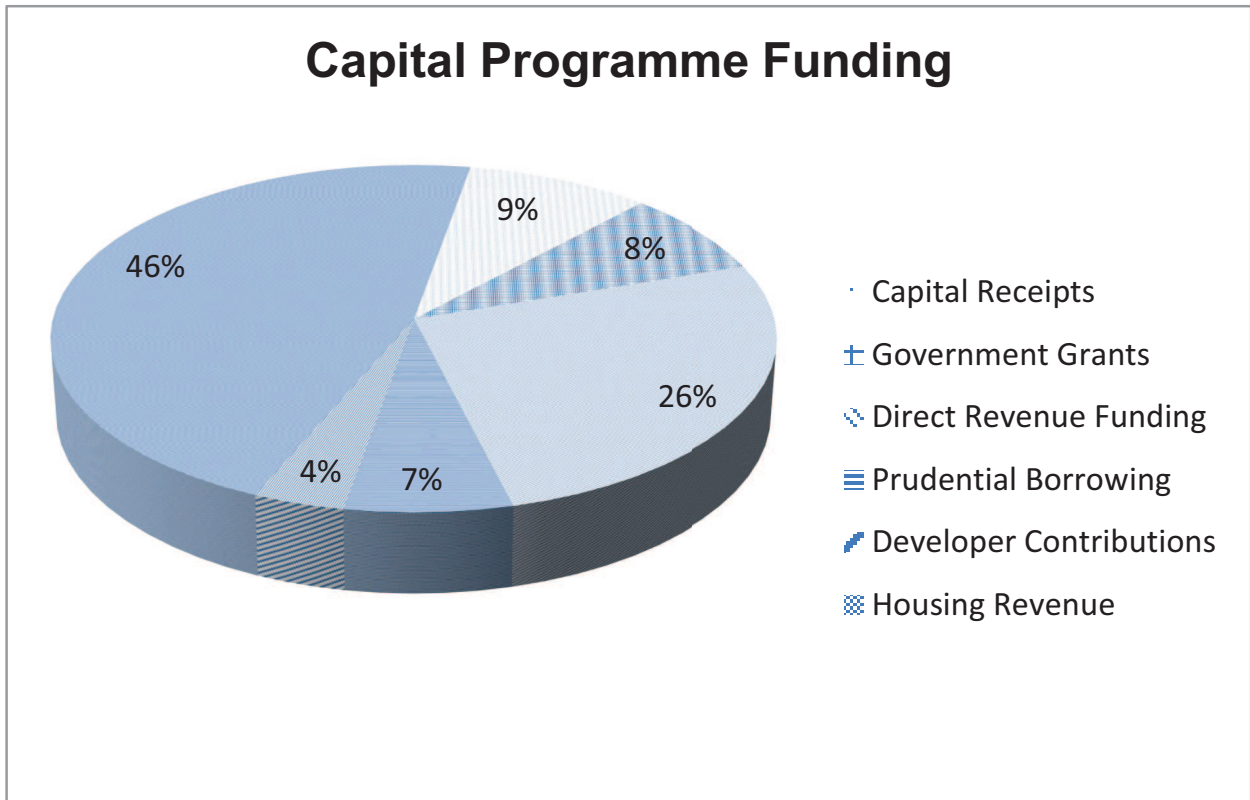
The Council's budgeted capital spend for 2012/13 was approximately £28 million, actual spend was £16 million; a variation of £12 million. Of this variation approximately £8 million related to the Competition Swimming Pool at Blackbird Leys which was delayed pending the outcome of a number of judicial reviews. The remaining £4 million relates to other slippage that will be carried forward to be spent in future years. Notable variations include the following:

- £0.2 million slippage on disabled facilities grants.
- £1.7 million slippage on Covered Market improvements, Broad Street upgrade and roof repairs to 44-46 George Street, Depot Relocation Feasibility study, various Parks and Leisure buildings and conference/Fire Alarm works to the Town Hall.
- £1.4 million slippage on Leisure projects including general Leisure centre improvements, Lye Valley and Chiswell Valley walkways, Sports Pavilions improvements and upgrades on tennis courts and existing multi-use games areas.
- £0.4 million slippage due to delays in purchasing replacement vehicles and plant and repairs and maintenance to park and ride car parks.
- £0.8 million slippage on Housing related capital projects including tower block refurbishment.

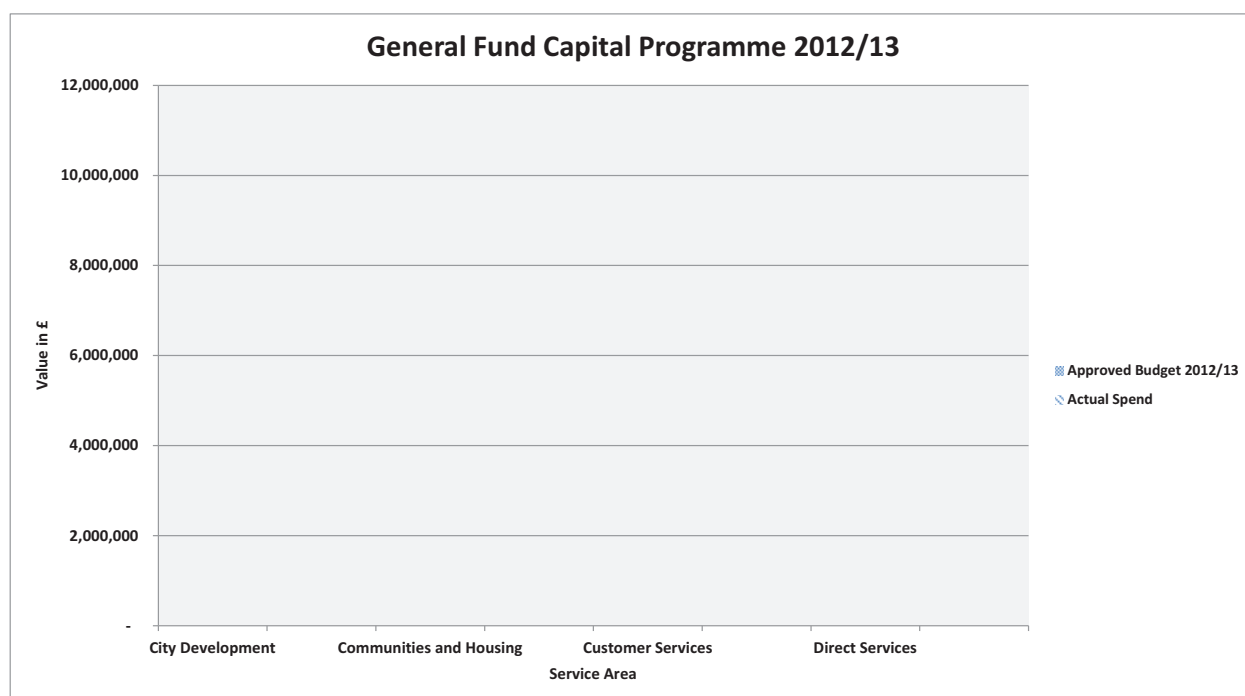
EXPLANATORY FOREWORD

Funding the Capital Programme

The General Fund Capital Programme totalled £8.8 million and was funded through a combination of capital receipts (£1.5 million), Government Grants (£1.3 million), the largest of which was in respect of Disabled Facilities £0.5 million, Direct Revenue Funding from the General Fund (£4.3 million), Prudential Borrowing (£1.1 million), Developer Contributions (£0.6 million). The Housing Programme was financed totally from Housing Revenue in the order of £7.6 million.



EXPLANATORY FOREWORD



Contingencies and Provisions

As at 31 March 2013 the Council has made financial provision of £2.4 million for expenditure likely to be incurred some time in the future. Included in this figure are the following amounts:

- Rent Deposit Scheme – £1.1 million - this provision covers deposits paid on behalf of tenants placed into private properties by the Council. The provision assumes a write off of approximately 86% of the debt.
- Singletree Repairs and Maintenance - £0.2 million – a provision to cover major works in respect of a leaseholder property. When the leasehold property is resold a percentage of the resale value is paid into the provision.
- Council Tax Court Costs - £0.3 million. This provision is against court costs that have been raised against outstanding Council Tax arrears.

Icelandic Banking Losses—Update

In October 2008 a number of Icelandic banks filed for administration. The Council held deposits with two of these banks, Glitnir and Heritable of £1.5 million and £3 million respectively. Developments over the last year are as follows:

- **Glitnir** - In November 2011 the priority status appeal in relation to the Council's original £1.5 million deposit with the Icelandic bank Glitnir was confirmed by the Icelandic Supreme Court. On 15 March 2012, the Council received four of the five foreign currency repayments due from Glitnir Bank totalling £1.2 million. The repayment date of the fifth currency (in Icelandic Krona (ISK)) is still to be confirmed as changes to Icelandic law are required to allow ISK to be transferred out of Iceland. Once this has been resolved, it is expected that we will receive close to 100% of our initial deposit.
- **Heritable Bank** - In respect of the Council's £3 million deposits with Heritable bank, the Council continues to receive repayments and it is expected that approximately 90% will be received. A further £284,000 has been received in this financial year, totalling £2.4 million received to date.

EXPLANATORY FOREWORD

4. Financial Prospects Looking Forward

General Fund

The 2012/13 outturn position was favourable with the Council underspending by approximately £3.3 million in year. The budget allowed for a transfer from the General Fund Working Balance of £1.6 million reducing it to around £3.6 million, a level which is considered prudent for this Authority based on net expenditure and known risks. The £1.6 million transfer was undertaken on closing its accounts and the surplus of £3.3 million was transferred to an earmarked reserve to fund the redevelopment of the Westgate Shopping Centre, a key project for the Council. The reserve will specifically be used to provide temporary parking during the development of the site. The development agreement has been signed.

The Council's Medium Term Financial Plan for 2013/14 to 2016/17 agreed at Council in February 2013 estimated working balances at year end as follows:

	2013/14	2014/15	2015/16	2016/17
	£000	£000	£000	£000
Working Balance at year end	3,622	3,622	3,622	3,622

To achieve this position a significant efficiency, income generation and service reduction programme has been implemented totalling £9 million over the next four years. To mitigate the impact of under achievement, contingencies are held in reserve.

Going forward the reduction in Government funding is likely to continue. Revenue Support Grant looks set to continue to decline with further reductions expected to be announced shortly for the last year of the current spending review, 2014/15 and future periods. A reduction of around £3.5 million has been factored into the Medium Term Financial Plan over the next four years. Income from Business Rates is now more critical, following the Business Rates retention changes brought into effect from 1 April 2013. Whilst modest increases in rateable value have been built in, this may be offset by inflationary increases in the tariff rate and the Council must ensure that Business Rate collection rates are kept at the highest levels, if it is to take full benefit of the changes that have been introduced.

Pressure will continue on the Council's income streams such as off street car parking, planning and licensing and with bank base rates at an all time low and likely to remain so for some time, investment income earned will also be suppressed.

Welfare Reforms introduced by the Government in April 2013 including the benefit cap and the 'bedroom tax' will begin to impact on residents and with personal income likely to reduce as wage freezes continue, there is likely to be further pressure on Council services such as homelessness and collection of Council Tax and Council House rents. Mitigating action undertaken by the Council includes increasing its provision for bad debts and increasing its reserve for homelessness costs which now stand at around £1 million. In addition the Council has reduced its estimated Council Tax collection rate from 98% to 97%.

This combination of increasing demand on services, reducing local income and external Government Grant coupled with a significant savings programme included within the budget, makes it important that the Council continues to undertake robust monitoring of its financial situation and where necessary takes action if actual income and expenditure begins to deviate from plan.

Housing Revenue Account (HRA)

The HRA working balance now stands at £3.7 million increased by the surplus of £1 million. This is considered to be a prudent level to cover unexpected variances in income and expenditure. Overall the HRA is in good financial health.

EXPLANATORY FOREWORD

The Housing Business Plan allows for increases in rents in line with inflation plus 0.5% and the saving in negative subsidy from self-financing generates considerable surpluses going forward. In the next five years over £60 million of additional resources are generated for new build social and affordable housing which the Council has provisionally earmarked for Barton. In addition over the next two years 112 new homes will be built, with £18 million of HRA resources and £2 million of HCA grant. Welfare Reforms will also impact on the HRA the benefit cap, "bedroom tax" and direct payment of benefit to the tenant under proposals relating to the phasing in of Universal Credit, all have the potential for increasing rent arrears and impacting adversely on the HRA.

Robust monitoring of the account is essential if this favourable position is to continue and the risks around increased Right to Buy disposals and rent arrears relating to welfare reform and Direct Payments are to be managed and mitigated.

Capital

The Council has a significant Capital Programme going forward (£44 million in 2013/14 and over £100 million over the next four years). Major projects include the Competition Swimming Pool at Blackbird Leys, the refurbishment of sports pavilions and community centres, further development of play areas, replacement of the Council's vehicle fleet, new cemetery provision as well as a Housing new build programme of some £20 million. The HRA future years Capital Programme is funded entirely from revenue and it is therefore ever more important that rental income due is realised and costs are contained within budget if the Council is to continue to fund its ambitious Programme. The General Fund Programme estimated at £17 million for next year is largely funded from capital receipts. With limited further asset disposals in the pipeline future General Fund Capital Programmes are more reliant on direct revenue funding and as the pressures of reduced Government Grant funding and increased expenditure increase, the ability to maintain a Capital Programme at the current level may be curtailed.

Given the significant increase in the Council's 2013/14 Capital Programme emphasis will be on delivery in order that the Council can meet all its objectives and aspirations.

In Conclusion

I would like to thank Finance staff for their work in preparing these Statements. I hope the information is helpful in allowing you to have a clear understanding of how the Council's money has been spent in 2012/13.

We've tried hard to present information as clearly as possible, but if you want to find out more about these accounts you can:

- visit our website at www.oxford.gov.uk
- send an e-mail to either:
Head of Finance (Section 151 Officer) (Nigel Kennedy at nkennedy@oxford.gov.uk) or
Financial Accounting Manager (Anna Winship at awinship@oxford.gov.uk)
- write to us at:
Oxford City Council
2nd Floor, Town Hall, St Aldates
Oxford OX1 1BX
- or, contact our auditors Ernst & Young LLP via the Audit manager, Alan Witty at awitty@uk.ey.com

CORE FINANCIAL STATEMENTS

MOVEMENT IN RESERVES STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

This following statement shows the movement in year on the different reserves held by the Authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and 'unusable' reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Account for Council Tax setting and dwellings rent setting purposes.

The Net Increase/(Decrease) before Transfers to/from Earmarked Reserves line shows the statutory General Fund Balance and Housing Revenue Account Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

MOVEMENT IN RESERVES STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

	Note	General Fund Balance	Earmarked GF Reserves	Housing Revenue Account	Earmarked HRA Reserves	Major Repairs Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Total Unusable Reserves	Total Authority Reserves
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Balance at 31st March 2011 carried forward		4,429	6,849	2,000	2,627	-	9,651	369	25,925	604,140	630,065
Movement in Reserves during 2011/12											
Surplus/(Deficit) on the Provision of Services		10,419	-	(196,767)	-	-	-	-	(186,348)	-	(186,348)
Other Comprehensive Income and Expenditure		-	-	-	-	-	-	-	-	(42,493)	(42,493)
Total Comprehensive Income and Expenditure		10,419	-	(196,767)	-	-	-	-	(186,348)	(42,493)	(228,841)
Adjustments between Accounting Basis & Funding Basis under Regulations	7	(4,062)	-	195,548	-	-	3,302	-	194,788	(194,790)	(2)
Net Increase/(Decrease) before Transfers to Earmarked Reserves		6,357	-	(1,218)	-	-	3,302	-	8,441	(237,284)	(228,843)
Transfers (to)/from Earmarked Reserves	8	(5,541)	5,541	1,838	(1,838)	-	-	-	-	-	-
Increase/(Decrease) in 2011/12		816	5,541	620	(1,838)	-	3,302	-	8,441	(237,284)	(228,843)
Balance at 31st March 2012 carried forward		5,245	12,390	2,620	789	-	12,953	369	34,366	366,856	401,222
Restated Movement in Reserves during 2011/12											
Surplus/(Deficit) on the Provision of Services		6,460	-	(196,767)	-	-	-	-	(190,307)	-	(190,307)
Other Comprehensive Income and Expenditure		-	-	-	-	-	-	-	-	(42,493)	(42,493)
Total Comprehensive Income and Expenditure		6,460	-	(196,767)	-	-	-	-	(190,307)	(42,493)	(232,800)
Adjustments between Accounting Basis & Funding Basis under Regulations	7	(103)	-	195,548	-	-	3,302	-	198,747	(198,749)	(1)
Net Increase/(Decrease) before Transfers to Earmarked Reserves		6,357	-	(1,218)	-	-	3,302	-	8,441	(241,242)	(232,801)
Transfers (to)/from Earmarked Reserves	8	(5,541)	5,541	1,838	(1,838)	-	-	-	-	-	-
Increase/(Decrease) in 2011/12		816	5,541	620	(1,838)	-	3,302	-	8,441	(241,242)	(232,801)
Balance at 31st March 2012 carried forward		5,245	12,390	2,620	789	-	12,953	369	34,366	362,898	397,264
Movement in Reserves during 2012/13											
Surplus/(Deficit) on the Provision of Services		3,217	-	5,456	-	-	-	-	8,674	-	8,674
Other Comprehensive Income and Expenditure		-	-	-	-	-	-	-	-	33,497	33,497
Total Comprehensive Income and Expenditure		3,217	-	5,456	-	-	-	-	8,674	33,497	42,171
Adjustments between Accounting Basis & Funding Basis under Regulations	7	(11)	-	(3,836)	-	7,000	4,478	(87)	7,544	(7,544)	-
Net Increase/(Decrease) before Transfers to Earmarked Reserves		3,206	-	1,620	-	7,000	4,478	(87)	16,217	25,953	42,170
Transfers (to)/from Earmarked Reserves	8	(4,829)	4,829	(542)	542	-	-	-	-	-	-
Increase/(Decrease) in 2012/13		(1,623)	4,829	1,078	542	7,000	4,478	(87)	16,217	25,953	42,170
Balance at 31st March 2013 carried forward		3,622	17,219	3,698	1,331	7,000	17,431	282	50,583	388,851	439,434

**COMPREHENSIVE INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED
31 MARCH 2013**

This statement shows the accounting cost in year of providing services in accordance with generally accepted accounting practice, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement on page 23.

	2012/13			2011/12		
	Gross Expenditure £000	Gross Income £000	Net Expenditure £000	Gross Expenditure £000	Gross Income £000	Net Expenditure £000
Notes						
Central Services to the Public	4,016	(1,459)	2,557	4,465	(1,353)	3,111
Cultural Services	13,110	(4,106)	9,004	12,538	(4,660)	7,878
Environment and Regulatory Services	20,242	(11,626)	8,616	19,772	(11,028)	8,744
Planning Services	7,811	(1,541)	6,270	7,128	(4,257)	2,871
Highways and Transport Services	13,137	(11,470)	1,667	7,155	(10,693)	(3,538)
Local Authority Housing (HRA)	27,996	(40,482)	(12,486) *	235,344	(37,343)	198,001
Other Housing Services	103,559	(97,258)	6,301	104,862	(97,425)	7,437
Corporate and Democratic Core	3,675	(52)	3,623	4,348	(137)	4,211
Non Distributed Costs	1,609	(1,581)	28	4,015	(964)	3,051
Cost of Services			25,580			231,766
Other Operating Expenditure			(3,075)			(4,312)
Financing and Investment Income and Expenditure			(2,561)			(10,762)
Taxation and Non-Specific Grant Income			(28,618)			(30,345)
(Surplus)/Deficit on Provision of Services			(8,674)			186,347
(Surplus)/Deficit on Revaluation of Property, Plant and Equipment Assets			(22,114)			(2,666)
Actuarial (Gains)/Losses on Pension Assets and Liabilities			(11,383)			45,159
Other Comprehensive Income and Expenditure			(33,497)			42,493
Total Comprehensive Income and Expenditure			(42,171)			228,840

* Included in the figures for 2011/12 is the payment made to the Department of Communities and Local Government of £198.5 million. This was a one off payment and therefore the Comprehensive Income and Expenditure shows a significant reduction in the cost of services.

BALANCE SHEET AS AT 31 MARCH 2013

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

	Note	2012/13 £000	2011/12 restated £000	2011/12 original £000
Property, Plant & Equipment	12	581,949	574,869	576,546
Heritage Assets	13	2,496	2,496	2,496
Investment Properties	14	92,744	86,488	86,103
Intangible Assets	15	827	360	360
Long Term Investments	16	32	32	32
Long Term Debtors	16	16,774	16,705	23,368
Long Term Assets		694,822	680,950	688,905
Short Term Investments	16	32,868	23,645	23,645
Assets Held for Sale	20	2,799	1,008	1,008
Inventories	17	774	768	768
Short Term Debtors	16 & 18	14,694	14,831	14,831
Cash and Cash Equivalents	16 & 19	9,343	4,898	4,898
Current Assets		60,478	45,150	45,150
Short Term Borrowing	16	(910)	(816)	(816)
Short Term Creditors	16 & 21	(16,822)	(17,211)	(17,211)
Current Liabilities		(17,732)	(18,027)	(18,027)
Long Term Creditors	16	-	-	-
Provisions	22	(2,209)	(4,032)	(6,298)
Long Term Borrowing	16	(200,443)	(201,354)	(201,354)
Other Long Term Liabilities	16	(90,601)	(99,271)	(101,002)
Capital Grants Receipts in Advance	34	(4,881)	(6,152)	(6,152)
Long Term Liabilities		(298,134)	(310,809)	(314,806)
Net Assets		439,434	397,264	401,222
Usable Reserves	MIRS	(50,583)	(34,366)	(34,366)
Unusable Reserves	24	(388,851)	(362,898)	(366,856)
Total Reserves		(439,434)	(397,264)	(401,222)

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

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

	Notes	2012/13 £000	2011/12 £000
Net (Surplus)/Deficit on the Provision of Services		(8,674)	186,347
Adjustments to Net (Surplus)/Deficit on the Provision of Services for Non-Cash Movements		(14,264)	(1,037)
Adjustments for Items Included in the Net (Surplus)/Deficit on the Provision of Services that are Investing and Financing Activities		-	-
Net Cash Flows from Operating Activities		(22,938)	185,310
Investing Activities	26	17,833	19,300
Financing Activities	27	660	(197,248)
Net (Increase)/Decrease in Cash and Cash Equivalents		(4,445)	7,362
Cash and Cash Equivalents at the Beginning of the Reporting Period		(4,898)	(12,261)
Cash and Cash Equivalents at the End of the Reporting Period	19	(9,343)	(4,898)

The change to net (surplus)/deficit on the provision of services is due to the 2011/12 figure including the payment made to the Department of Communities and Local Government of £198.5 million, this was a one off payment.

NOTES TO THE CORE FINANCIAL STATEMENTS

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NOTES TO THE CORE FINANCIAL STATEMENTS

1. Accounting Policies

1.1 General Principles

The Statement of Accounts summarises the Council's financial transactions for the 2012/13 financial year and its position at the year-end of 31 March 2013. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2011, and this requires the preparation to be in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 and the Service Reporting Accounting Code of Practice 2012/13, supported by International Financial Reporting Standards (IFRS) and statutory guidance.

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

1.2 Accruals of Income and Expenditure

All transactions of the Council are accounted for in the year in which they take place, not simply when the cash payments are made or received:

- expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received, rather than when payments are made.
- fees, charges and rents due from customers are accounted for as income at the date the Council provides the relevant goods or services
- supplies and services are recorded as expenditure when they are consumed; where there is a gap between the date supplies are received and their consumption they are carried as Stock on the Balance Sheet. This also applies where the Council acts as agent, most significantly for Council Tax and NNDR collection. The Council collects all precepts on behalf of the major preceptors, and the deficit or surplus held will be shown as a debtor or creditor balance respectively
- interest receivable on investments is accounted for on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract
- where income and expenditure has been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where it is doubtful that debts will be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected
- income and expenditure are credited and debited to the relevant service revenue accounts, unless they properly represent capital receipts or capital expenditure.

Exceptions to this principle are:

(i) utility bills and similar instalment payments which are charged at the date of meter reading rather than being apportioned between financial years. This policy is consistently applied each year and therefore does not have a material effect on the year's accounts

(ii) certain payments made on a claims basis which are regular in terms of incidence (such that the accounting period contains twelve full months) or for which the accrual would be immaterial

(iii) accruals of less than £500 are not adjusted for within the accounts due to the level of materiality of the transactions.

NOTES TO THE CORE FINANCIAL STATEMENTS

1.3 Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of no more than 24 hours. Cash Equivalents are readily convertible to known amounts of cash with insignificant risk of change in value. Oxford City Council regards overnight funds to represent a Cash Equivalent. In the Cash Flow Statement Cash and Cash Equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Authority's cash management.

1.4 Exceptional Items

When items of income and expenditure are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Authority's financial performance.

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

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment. Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Authority's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied. Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

1.6 Charges to Revenue and Non-Current Assets

Services, Support Services and Trading Accounts are debited with the following amounts to record the cost of holding fixed assets during the year:

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

The Authority is not required to raise Council Tax to fund depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual contribution from Revenue towards the reduction in its overall borrowing requirement equal to an amount calculated on a prudent basis determined by the Authority in accordance with statutory guidance. Oxford has not made a contribution due to applying a prudent assessment.

Depreciation, revaluation and impairment losses and amortisations are replaced in the General Fund Balance by way of an adjusting transaction within the Capital Adjustment Account in the Movement in Reserves Statement.

1.7 Employee Benefits

Benefits Payable during Employment

Short-term employee benefits (those falling due within 12 months of the year end) such as wages, salaries, paid annual leave, sick leave, bonuses and non monetary benefits for current employees, are considered as an expense in the year in which the employee renders the service to the Authority.

NOTES TO THE CORE FINANCIAL STATEMENTS

An accrual is made against services in the surplus or deficit on the provision of service, (where considered material) for the cost of holiday entitlement and other forms of leave earned by employees but not taken before the year end and which may be carried forward into the next financial year based on following years salary. Accruals are not made for immaterial costs in respect of outstanding car mileage claims.

Any accrual made is required under statute to be reversed out of the General Fund Balance by a credit to the Accumulated Compensation Absences Adjustment Account in the Movement of Reserves Statement.

Termination Benefits

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

The statutory provision requires the General Fund to be charged with the amount agreed to be payable to the Pension Fund, not the amount calculated under IFRS. In the Movement of Reserves Statement, appropriations are made to and from an Employment Reserve; a balance of this account appears on the Balance Sheet. The Employment Reserve is matched by the accrual for termination.

Post-employment Benefits

Employees of the Authority are members of the Local Government pension fund administered by the Oxfordshire County Council.

The Local Government Pension Scheme

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

- the liabilities of the Oxfordshire County Council Pension Fund attributable to the Authority are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to-date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of projected earnings for current employees.
- the liabilities are discounted to their value at current prices, using a discount rate of 4.5%, based on the indicative rate of return on the iBoxx High Quality 15 Year corporate bond which is AA rated.
- the assets of Oxfordshire County Council Pension Fund attributable to the Authority are included in the Balance Sheet at their fair value:
 - ◆ quoted securities – current bid price
 - ◆ unquoted securities – professional estimate
 - ◆ unitised securities – current bid price
 - ◆ property – margin above yield.

The change in the net pension's liability is analysed into seven components:

1. Current Service Cost – the increase in liabilities as a result of years of service earned is allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
2. Past Service Cost – the increase or reduction in liabilities arising from current year decisions

NOTES TO THE CORE FINANCIAL STATEMENTS

- whose effect relates to years of service earned in earlier years is debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs
3. Interest Cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid is debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
 4. Expected Return on Assets – the annual investment return on the Fund assets attributable to the Authority, based on an average of the expected long-term return is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
 5. Gains or Losses on Settlements and Curtailments – the result of actions to relieve the Authority of liabilities or events that reduce the expected future service or accrual of benefits of employees - debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs
 6. Actuarial Gains and Losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions are debited to the Pensions Reserve
 7. Contributions paid to the Oxfordshire County Council Pension Fund – cash paid as employer's contributions to the Pension Fund in settlement of liabilities is not accounted for as an expense.

In relation to retirement benefits, statutory provisions require the General Fund Balance to be charged with the amount payable by the Authority to the Pension Fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the Pension Fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

Discretionary Benefits

The Authority also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff are accrued in the year of the decision to make the award.

1.8 Events after the Balance Sheet Date

Events after the balance sheet date are those happenings, favourable or unfavourable, that have occurred between the Balance Sheet Date and the date when the Statement of Accounts is authorised for issue. FRS21 sets out the recognition and measurement requirements for two types of events after the Balance Sheet Date:

- ♦ *adjusting events* – those that provide additional evidence of conditions that existed at the Balance Sheet date and materially affect the amounts included
- ♦ *non-adjusting events* – those that are of sufficient materiality that their disclosure is required, in the notes to the Core Financial Statements, for the fair presentation of the financial statements.

1.9 Financial Instruments and Financial Assets

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of

NOTES TO THE CORE FINANCIAL STATEMENTS

the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

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

Financial Assets

Financial assets can be classified into two types, however as Oxford has no Available For Sale Assets the policy is restricted to Loans and Receivables (assets that have fixed or determinable payments but are not quoted in an active market).

Loans and Receivables are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the loans that the Authority has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

However, the authority has made a number of loans at less than market rate (soft loans). These loans are immaterial and held as long term debtors in the balance sheet.

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the relevant service (for receivables specific to that service) or the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate. Any gains and losses that arise on the de-recognition of an asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

1.10 Foreign Currency Translation

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

1.11 Government Grants and Contributions

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

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

Amounts recognised as due to the Council are not credited to the Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations

NOTES TO THE CORE FINANCIAL STATEMENTS

that specify the way in which the future economic benefits or service potential embodied in the asset acquired using the grant or contribution are to be consumed by the recipient, or the future economic benefits or service potential must be returned to the transferor.

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

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

1.12 Community Infrastructure Levy

The Authority has elected to charge a Community Infrastructure Levy (CIL). The levy will be charged on new builds (chargeable developments for the Authority) with appropriate planning consent. This is a planning charge and the Council anticipates charging for and collecting the levy from October 2013. The income from the levy will be used to fund a number of infrastructure projects (these include transport, flood defences and schools) to support the development of the area.

CIL is received without outstanding conditions, but a proportion will be used to fund infrastructure work of other authorities (County Council, Health and Police Authorities) or community groups. These funds will not be recognised in the Comprehensive Income and Expenditure Statement, but will be recorded as capital grants received in advance. When the CIL is paid over to the third party for application it will be removed from capital grants received in advance.

Some CIL is received without outstanding conditions for Oxford City Council; it is therefore recognised at the commencement date of the chargeable development in the Comprehensive Income and Expenditure Statement in accordance with the accounting policy for government grants and contributions set out above. CIL charges will be largely used to fund capital expenditure. However, a small proportion of the charges may be used to fund revenue expenditure. CIL recognised in Comprehensive Income and Expenditure Statement will be earmarked where appropriate through the MIRS.

1.13 Housing Levy

The Council has adopted a policy of making a levy on each square foot of housing development. The levy will be received as income and recorded in the service within the Comprehensive Income and Expenditure Account, but then earmarked through the Movement In Reserves Statement (MIRS) to be retained to assist social housing development. When the earmarked reserve is applied an entry will be made in the MIRS to reduce the earmark reserve and increase the General Fund balance to compensate for the expenditure applying the levy.

1.14 Heritage Assets

A tangible Heritage Asset is a tangible asset with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture. An intangible Heritage Asset is an intangible asset with cultural, environmental or historical significance. Examples of intangible Heritage Assets include records of significant historical events.

Property Heritage Assets that are operational are not separately identified, and are included in the appropriate Property Plant and Equipment, or Investment property category of the Council's Balance Sheet.

NOTES TO THE CORE FINANCIAL STATEMENTS

Property Heritage Assets that are not operational will be identified separately on the face of the Balance Sheet in the Category of Heritage Assets and will follow the accounting treatment appropriate to the asset.

Measurement Rules in relation to other Heritage assets

Oxford City Council Heritage Assets can be categorised as follows:

- The Great Mace and Plate Room Silver Plaques and Cutlery
- Furniture
- Civic Regalia and Chains of Office (including number Plate)
- Firearms
- Pictures and Drawings

These assets are deemed to have an indeterminate life and high residual values, and the Authority does not consider it necessary to provide for depreciation.

The assets movements are relatively static with very little acquisitions or disposals. However, acquisitions are initially recognized at cost. These assets are valued at market value in the Statement of Accounts. Valuations are undertaken every five years where a material change in value is anticipated. New acquisitions will only be recognised where the cost is greater than £5,000.

- Memorials gardens and City Walls

The Authority has identified War Memorials in St Giles, and Marston Road, which along with the ancient City walls (inside New College, and Hall Street) and the Rewley Abbey Wall meet the criteria of Heritage Assets. However, these assets lack any comparable market values and cost records do not exist. The cost of providing a Balance Sheet valuation on these assets would be disproportionate to any benefit to the user of the Authorities financial statements and therefore are excluded from the Balance Sheet.

- Heritage Non Operational Property

The Authority has identified the Plain Fountain which is a significant Asset in terms of its cultural and heritage presence. The Asset is included in the Balance Sheet at it Depreciated replacement Cost.

The value will be reviewed every five years to ensure any potential material changes can be reflected

The asset has an indeterminate life in excess of 80 years and therefore will not be depreciated.

- Oxford City First Registration number plate

The Council's Mayor's Car carries the first registration plate issued in Oxford, and the plate is valued at market value.

The value will be reviewed every five years to ensure any potential material changes can be reflected.

These assets are deemed to have an indeterminate life and high residual values, and the Authority does not consider it necessary to provide for depreciation.

The carrying amounts of heritage assets are reviewed where there is evidence of impairment for heritage assets, e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Authority's general policies on impairment - see note 1.21. The Authority may occasionally dispose of heritage assets which have a

NOTES TO THE CORE FINANCIAL STATEMENTS

doubtful provenance or are unsuitable for public display. The proceeds of such items are accounted for in accordance with the Authority's general provisions relating to the disposal of property, plant and equipment. Disposal proceeds are disclosed separately in the notes to the financial statements and are accounted for in accordance with the statutory accounting requirements relating to capital expenditure and capital receipts where any receipt is greater than £10,000.

1.15 Intangible Assets

Expenditure on non monetary assets that do not have physical substance but are controlled by the Authority as a result of a past event (e.g. software licences and system development expenditure) are capitalised when they are expected that future benefits or service potential will flow from the intangible asset to the Authority, and are amortised to the relevant service revenue account over the economic life of the investment to reflect the pattern of consumption of benefits.

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

Expenditure on the development of websites is not capitalised if the website is primarily intended to promote or advertise the Authorities goods or services. Website development for a business purpose would be capitalised.

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

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

1.16 Interest in Companies and Other Entities

The Authority has material interest in the Barton Oxford LLP. The Council has a 50% interest in the Company and shares profit and losses, and is therefore required to prepare group accounts. The method adopted in the financial statements is to provide separate Core Financial statements consolidated on a proportionate basis.

1.17 Inventories and Long Term Contracts

Inventories are normally valued at the lower of cost or net realisable value where practical. However, for small value stocks current purchase price or average cost may be used. This is a departure from the Code, but the effect is not material to the Council's accounts.

Where the Council has entered into contracts that run for longer than one year, they are disclosed as a note to the accounts. Entries are only realised in the Balance Sheet if the contracts become onerous, in which case the Council would recognise the difference between the fair value of the contract and the actual

NOTES TO THE CORE FINANCIAL STATEMENTS

payments due to be made, effectively creating a Provision.

1.18 Investment Property

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

Investment Properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arm's length. Investment Properties are not depreciated but are revalued annually according to market conditions at the year end. Gains and Losses on Revaluation are posted to the Financing and Investment line in the Comprehensive Income and Expenditure Statement. Gains and Losses on Disposal are posted to the other operating expenditure in the Comprehensive Income & Expenditure Account.

Rentals received in relation to Investment Property are credited to the Financing and Investment line in the Comprehensive Income and Expenditure Statement, and result in a gain for the General Fund Balance.

Revaluation and Disposal Gains and Losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund in the Movement in Reserves Statement and posted to the Capital Adjustment Account and the Capital Receipts Reserve (for any sale cash received, where greater than £10,000).

1.19 Leases

Leases are classified as Finance Leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as Operating Leases. Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification. Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

a) The Authority as Lessee

Finance Leases

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

Lease payments are apportioned between:

- a charge for the acquisition of the interest in the Property, Plant or Equipment – applied to write down the lease liability, and
- a finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

Property, Plant and Equipment recognised under Finance Leases are accounted for using the policies applied generally to such assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life (where ownership of the asset does not transfer to the Authority at the end of the lease period).

NOTES TO THE CORE FINANCIAL STATEMENTS

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

Operating Leases

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

b) The Authority as Lessor

Finance Leases

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

- a charge for the acquisition of the interest in the property – applied to write down the lease debtor (together with any premiums received), and
- finance income (credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

The gain credited to the Comprehensive Income and Expenditure Statement on disposal is not permitted by statute to increase the General Fund Balance and is required to be treated as a Capital Receipt. Where a premium has been received, this is posted out of the General Fund Balance to the Capital Receipts Reserve in the Movement in Reserves Statement. Where the amount due in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. When the rentals are received, the repayment element is used to write down the long term debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve. The written-off value of disposals is not a charge against Council Tax, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are therefore appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

Operating Leases

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

NOTES TO THE CORE FINANCIAL STATEMENTS

1.20 Overheads and Support Services

The cost of Overheads and Support Services are charged to those that benefit from the supply of services based on use and in accordance with Chartered Institute of Public Finance and Accountancy (CIPFA) Service Reporting Accounting Code of Practice 2012/13 (SeRCOP).

The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

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

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

1.21 Property, Plant and Equipment

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment.

Recognition

Expenditure on the acquisition, creation and replacement of components is capitalised on an accruals basis.

The cost of components replaced are added to the asset carrying value, and an assessment of the carrying value of the component replaced is made, and then derecognised.

Measurement

Assets are initially measured at cost, comprising:

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

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

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

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

Where there is no market-based evidence of fair value because of the specialist nature of an asset,

NOTES TO THE CORE FINANCIAL STATEMENTS

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

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

Where decreases in value are identified, they are accounted for as follows:

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

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

Impairment

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

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

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, and where material, adjusted for depreciation that would have been charged if the loss had not been recognised.

Depreciation

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

Depreciation is calculated on the following basis:

- dwellings and other buildings – straight-line allocation over the useful life of the property as estimated by the valuer*
- vehicles, plant, furniture and equipment – straight-line allocation over the useful life, as advised by a suitably qualified officer.
- infrastructure – straight-line.

NOTES TO THE CORE FINANCIAL STATEMENTS

Where an asset comprises major components whose costs are significant in relation to the total cost of the asset, the components are depreciated separately.

* Council Dwellings depreciation is applied in accordance with the self financing transitional rules which allow the Housing Revenue Account movement in reserves to be adjusted to ensure depreciation impact is equal to the major repairs allowance.

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

Disposals and Non-current Assets Held for Sale

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

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

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

The Revaluation Reserve on Assets Held for Sale (AHFS) is frozen in the previous asset category as the identification of an AHFS removes the capital accounting requirement. It is only when the asset disposal takes place that the revaluation reserve is moved to the Capital Adjustment Account.

Disposals

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to Housing Revenue Account (HRA) asset disposals (75% for Right to Buy (RTB), 50% for land and other assets, net of statutory deductions and allowances) is payable to the Government. In the case of pooling of HRA land and other asset receipts the Council can apply the sums to capital regeneration, and social housing investment. Furthermore, the Council entered into an agreement in 2012/13 with the Secretary of State in which capital receipts in relation to RTB disposals over and above the number specified for the year in Communities and Local Governments (CLG) self-financing valuation for Oxford City Council will not be subject to pooling, as long as the Authority re-cycles the non-pooled receipts into new affordable housing within 3 years.

The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Authority's underlying need to borrow (the Capital

NOTES TO THE CORE FINANCIAL STATEMENTS

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

1.22 Private Finance Initiative (PFI) and Similar Contracts

The Council did not operate any PFI contracts during 2012/13.

1.23 Provisions, Contingent Liabilities and Contingent Assets

Provisions

Provisions are made where an event has taken place that gives the Council an obligation that probably requires settlement by the transfer of economic benefit, but where the timing of the transfer is uncertain. For instance, the Council may be involved in a court case that could eventually result in the making of a settlement or payment of compensation.

The Council maintains a Provision for the funding of the self-financed element of insurance claims. This Provision is funded through contributions from the relevant Service Revenue Accounts.

Provisions for bad or doubtful debts are separately disclosed against debtors on the Balance Sheet and are not included in the Provisions figure. Known uncollectible debts have been written off.

Provisions are charged to the appropriate Revenue Account and when payments for expenditure are incurred to which the Provision relates they are charged direct to the Provision. Provisions are reviewed at each Balance Sheet date and if no longer required are reversed. In addition, Provisions for bad debts have been made within the accounts for expected losses of income in respect of sums due but not received from debtors.

Contingent Liabilities

Contingent Liabilities are not recognised as liabilities in the Balance Sheet; however, all contingent liabilities are disclosed if there is a possibility of an outflow of economic benefit.

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

Contingent Assets

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

Contingent Assets are not recognised in the Balance Sheet but disclosed in a Note to the Accounts where it is probable that there will be an inflow of economic benefit or service potential.

1.24 Reserves

Useable Reserves

A reserve is money that we have set aside to cover expenditure that we will incur in a future period, and this can be created from excess income over expenditure resulting in a balance on the General Fund or Housing Revenue Account. Reserves are created by appropriating amounts from the General Fund or Housing

NOTES TO THE CORE FINANCIAL STATEMENTS

Revenue Account Balance through the Movement in Reserves Statement, and are held voluntarily to meet future activity costs. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate Service Revenue Account in that year to count against the Net cost of Services in the Income and Expenditure Account. The Reserve is then appropriated back to the General Fund balance so that there is no net charge against Council Tax for the expenditure.

Useable reserves can also be created from a capital source such as capital grants. These can also be earmarked or held in a general unapplied reserve, but capital reserves can only be used for expenditure of a capital nature or in special cases where statute provides an exception.

The Major Repairs Reserve is required by statutory provision in relation to the Housing Revenue Account (HRA).

The Council also has other specific Earmarked Reserves set out in more detail in the Notes to the Core Statements. These are set aside for purposes falling outside the definition of provisions. They are earmarked specifically to meet future requirements of revenue or capital expenditure.

Unusable Reserves

Certain reserves are kept to manage the accounting processes for tangible fixed assets and retirement benefits. They do not represent usable resources for the Council.

The main unusable reserve is the Capital Adjustment Account which represents the balance of the surpluses or deficits arising from the periodic revaluations of fixed assets and the amounts set aside from revenue or capital receipts to finance expenditure on fixed assets and certain other capital financing transactions. Other unusable reserves include the Revaluation Reserve which contains valuation gains recognised since 1 April 2007 and the Pension Reserve which reflects the Council's liability to the pension fund.

1.25 Revenue Expenditure Funded from Capital under Statute

Expenditure incurred during the year that may be capitalised under statutory provisions but that does not result in the creation of a non-current asset has been charged as expenditure to the relevant service in the Comprehensive Income and Expenditure Statement in the year. Where the Authority has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a transfer in the Movement in Reserves Statement from the General Fund Balance to the Capital Adjustment Account then reverses out the amounts charged so that there is no impact on the level of Council Tax. An example of such expenditure would include Disabled Facilities Grants.

1.26 VAT

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

1.27 Carbon Reduction Commitment Allowances

The Authority is required to participate in the Carbon Reduction Commitment (CRC) Energy Efficiency Scheme. This scheme is currently in its introductory phase which will last until 31 March 2014. The Authority is required to purchase and surrender allowances, currently retrospectively, on the basis of emissions i.e. carbon dioxide purchased as energy is used. As carbon dioxide is emitted (i.e. as energy is used), a liability and an expense are recognised. The liability will be discharged by surrendering allowances. The liability is measured at the best estimate of the expenditure to meet the obligation, normally at the current market price of the number of allowances required to meet the liability at the reporting date. The cost to the Authority is recognised and reported in the costs of the Authority's services and apportioned to the services on the basis of energy consumption.

NOTES TO THE CORE FINANCIAL STATEMENTS

1.28 Fair Value Measurement

These statements of account for 2012/13 do not include the measurement and the disclosure requirements of IFRS 13 Fair Value Measurement because the adoption is deferred until 2014/15.

2. Accounting Standards That Have Been Issued, But Not Yet Adopted

IAS 19 Employee Benefits

The adoption of amendments to IAS 19 Employee Benefits by the Accounting code of Practice in 2013/14 will result in a change of accounting policies and the 2012/13 code requires a number of disclosures to be made in the Statement of Accounts for 2012/13.

The International Accounting Standards Board have published a final version of the revised IAS 19 standard, which will apply for company accounting periods beginning on or after 1 January 2013. In summary, the main changes that affect the Profit and Loss Charge are:

- Removal of the expected return on assets, to be replaced by a net interest cost comprising interest income on the assets and interest expense on the liabilities, which are both calculated with reference to the discount rate;
- Some labelling changes to the Profit and Loss charge e.g. "Service Cost" now includes what was previously described as the "Current Service Cost" plus the "Past Service Cost" plus any "Curtailments" plus any "Settlements".
- Administration expenses are now accounted for within the Profit and Loss charge; previously we made a deduction to the actual and expected returns on assets.

The changes set out above are effective for company periods beginning on or after 1 January 2013 so do not affect the disclosures for 2012/13. The change in accounting policy is required on 1 April 2013.

The impact on the Statement of Accounts can best be shown by the following table which shows a comparison between the existing, and the new standard.

Amounts recognised in the Comprehensive Income and Expenditure Statement	Existing IAS 19 standard 2012/13 £000	If the new standard had been adopted £000
Current Service Cost	6,445	6,754
Interest on Obligations	11,424	0
Expected return on scheme assets	8,807	0
Net interest on defined liability	2,617	4,365
Admin Expenses	0	99
Total	9,062	11,218
Actual return on Scheme Assets	32,450	32,549

NOTES TO THE CORE FINANCIAL STATEMENTS

The impact on the balance sheet related to the pension asset/liability, pension reserve would have been to increase the deficiency from £89.328 million to £91.484 million.

IAS 1 Presentation of Financial Statements

The adoption of the 2011 amendments to IAS 1 Presentation of Financial Statements will be included in 2013/14 Code. This requires a statement to be made in 2012/13 related to this future adoption which will take place from 1 April 2013. The presentation issues to provide new groupings of reclassifiable and non-reclassifiable will not impact on the Comprehensive Income and Expenditure Statement.

IAS 12 Income Taxes

The adoption of the 2010 amendments to IAS 12 will be included in 2013/14 Code. This requires a statement to be made in 2012/13 related to this future adoption which will take place from 1 April 2013.

The new standard will not impact on the Comprehensive Income and Expenditure Statement, the Balance Sheet, or the Group Balance sheet.

IAS 7 Financial Instruments

The adoption of IFRS will be included in the 2013/14 Code. This requires a statement to be made in 2012/13 related to this future adoption which will take place from 1 April 2013.

The new standard will not have a material impact on the Comprehensive Income and Expenditure Statement, the Balance Sheet or the Group Balance Sheet.

Accounting Code of Practice Clarification 2013/14

The 2013/14 Code clarification of assets under construction and intangible assets will not have a material impact on the Comprehensive Income and Expenditure Statement, the Balance Sheet or the Group Balance Sheet. The changes take effect from 1 April 2013.

3. Critical Judgements in Applying Accounting Policies

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

Icelandic Bank transactions

The Council had £4.5 million invested with two failed Icelandic banks, however, as at 31 March 2013, only £1.0 million remains outstanding.

The remaining outstanding funds are expected to be received almost in full from the Icelandic banks over the coming months.

Changes to Levels of Funding for Local Government

There remains a high degree of uncertainty about future levels of Government Grant funding for local government including the future of Business Rate income. A proportion of this funding is derived from retained Business Rates, which is subject to a tariff payable to Central Government which in itself is subject to inflationary increases. Whilst the Authority can benefit to a limited degree from increased Business Rates from new businesses, it stands to lose far more subject to a safety net if Business Rates income starts to decline.

However, the Authority has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to close facilities and reduce levels of service provision.

Componentisation of Fixed assets

Where Assets had been found to have significant components which would materially affect the depreciation charge, components have been identified and the depreciation of individual components applied.

The Council's Housing stock has been subject to the third year of the policy to componentise and the policy adopted is to treat the components with a short life such as kitchens and heating systems as cost items only affected by additions and disposals and de-recognition. The land and structure of the building are the elements that benefit from any revaluation gain.

Treatment of Future Capital Receipts from Joint Venture

The Council has entered into a joint venture with Grosvenor Development Limited, in respect of land which the Council owned at Barton. Under the terms of the agreement the Council transferred this land to the Joint Venture, and will receive the capital receipt for the value in 2019, until such time the Council will be entitled to interest income on the outstanding Land value.

A long term debtor and a deferred capital receipt account have been created for the Land value, while the interest income is being accrued even though the interest will not be received until 2019.

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

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

The items in the Authority's Balance Sheet at 31 March 2013 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

NOTES TO THE CORE FINANCIAL STATEMENTS

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Property, Plant and Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The Council has a programme of capital work of £8 million per year on the housing stock, and undertakes major repairs and maintenance which will be able to sustain assumptions made regarding the useful lives assigned to assets. The non-Council Housing programme of capital works and long term maintenance programme will reduce as the assets are brought up to a good standard.	If however, the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that if the annual depreciation charge for assets were to increase by 1% the extra charge would amount to £112,000.
Provisions rent deposit	The Council operates a rent deposit scheme which provides the deposit necessary for a eligible resident to occupy private rented accommodation. The deposit is repayable. The certainty of repayment is very difficult to estimate. The Council has continued to make an 85% provision during 2012/13 and the total provision now stands at £1.15 million. Only 10% of the deposit paid will be recovered.	If the current provision is found to be inaccurate an extra 1% provision would result in the extra cost of £41,000.
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.	The effects on the net pensions liability of changes in individual assumptions cannot be measured accurately. The assumptions interact in complex ways. During 2012/13, the Council's actuaries advised that the net pensions liability had decreased by £11 million. The total Pension deficiency is £89.329 million.
Arrears	At 31 March 2013, the Council had a balance of sundry debtors of £19.203 million. A review of significant balances suggested that an impairment of doubtful debts of £4.5 million was appropriate. However, in the current economic climate it is not certain that such an allowance would be sufficient.	If collection rates were to deteriorate, a doubling of the amount of the impairment of doubtful debts would require an additional 1% or £0.2 million to be set aside as an allowance.

NOTES TO THE CORE FINANCIAL STATEMENTS

The bad debt provision has been calculated on the following basis:

General Fund		Collection Fund			Court Costs	
Sundry Debtors		Council				
		Tax	NDR			
Age of Debt	Provision	Year Debt Raised	Provision	Provision	Year Debt Raised	Provision
		2012/13	0.75%	42%	2012/13	25%
<1 Year	0%	2011/12	25%	54%	2011/12	45%
<2 Years	100%	2010/11	45%	63%	2010/11	70%
<3 Years	100%	2009/10	70%	68%	2009/10	75%
<4 Years	100%	2008/09	75%	90%	2008/09	90%
<5 Years	100%	2007/08	90%	98%	2007/08	90%
<6 Years	100%	2006/07	90%	98%	2006/07	90%
>6 Years+	100%	2005/06	90%	98%	2005/06	92%
		2004/05	92%	98%	2004/05	94%
		2003/04	94%	98%	2003/04	96%
		2002/03	96%	98%	2002/03	97%
		2001/02	97%	98%		
		2000/01 & prior years	100%		2001/02 & prior years	100%

5. Material Items of Income and Expenditure

Pension Fund Actuarial Loss

The Pension Fund Actuary has reported an actuarial gain for 2012/13 of £11.3 million. This is reported as a gain on the Comprehensive Income & Expenditure, and subsequently adjusted (in accordance with proper practice) via the Movement in Reserves Statement to ensure it has no General Fund Balance implications.

6. Events After the Balance Sheet Date

The Statement of Accounts will be authorised for issue by the Head of Finance (Section 151 Officer) on 27 September 2013. Events taking place after this date are not reflected in the Financial Statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2013, the figures in the Financial Statements and notes will be adjusted in all material respects to reflect the impact of this information.

NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations

This note details the adjustments that are made to the total Comprehensive Income and Expenditure recognised by the Authority in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Authority to meet future capital and revenue expenditure.

The following sets out a description of the reserves that the adjustments are made against.

General Fund Balance

The General Fund is the statutory fund into which all the receipts of an Authority are required to be paid and out of which all liabilities of the Authority are to be met, except to the extent that statutory rules might provide otherwise. These rules can also specify the financial year in which liabilities and payments should impact on the General Fund Balance, which is not necessarily in accordance with proper accounting practice. The General Fund Balance therefore summarises the resources that the Council is statutorily empowered to spend on its services or on capital investment (or the deficit of resources that the Council is required to recover) at the end of the financial year.

Housing Revenue Account Balance

The Housing Revenue Account Balance reflects the statutory obligation to maintain a revenue account for local authority council housing provision in accordance with Part VI of the Local Government and Housing Act 1989. It contains the balance of income and expenditure as defined by the 1989 Act that is available to fund future expenditure in connection with the Council's landlord function or (where in deficit) that is required to be recovered from tenants in future years.

Major Repairs Reserve

The Authority is required to maintain the Major Repairs Reserve (MRR), which controls the application of the "notional" Major Repairs Allowance (MRA) calculated having regard to CLG's self-financing valuation for Oxford City Council. The MRA is restricted to being applied to new capital investment on HRA assets, the repayment of HRA debt or meeting liabilities under credit arrangements. The MRR is used to record a balance of usable capital resources.

Capital Receipts Reserve

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

Capital Grants Unapplied

The Capital Grants Unapplied Account (Reserve) holds the grants and contributions received towards capital projects for which the Council has met the conditions that would otherwise require repayment of the monies but which have yet to be applied to meet expenditure.

NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations

2011/12	Usable Reserves					Movement in Unusable Reserves £000
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	
Adjustments primarily involving the Capital Adjustment Account:						
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:						
Charges for depreciation and impairment of Non-Current Assets	12,093	1,308	-	6,844	-	(20,245)
Revaluation losses on Property Plant and Equipment	(115)	-	-	-	-	115
Movements in the market value of Investment Properties	(5,151)	-	-	-	-	5,151
Movements in the market value of Rent-to-mortgage properties	(846)	-	-	-	-	846
Amortisation of Intangible Assets	102	-	-	-	-	(102)
Capital grants and contributions applied	-	-	-	-	-	-
Movement in the Donated Assets Account	(14)	-	-	-	-	14
Revenue expenditure funded from Capital under Statute	1,748	65	-	-	-	(1,813)
Non-Current Assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(1,767)	(3,470)	-	-	-	5,237
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:						
Statutory provision for the financing of capital investment	(307)	198,528	-	-	-	(198,221)
Capital expenditure charged against the General Fund and HRA balances	(4,565)	(2,017)	-	-	-	6,582
Adjustments primarily involving the Capital Grants Unapplied Account:						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	-	-	-	-	-	-
Application of grants to capital financing transferred to the Capital Adjustment Account	(3,943)	-	-	-	-	3,943

NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations – cont.

2011/12	Usable Reserves					Movement
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	in Unusable Reserves £000
Adjustments primarily involving the Capital Receipts Reserve:						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	-	-	10,330	-	-	(10,330)
Use of the Capital Receipts Reserve to finance new capital expenditure	-	-	(6,394)	-	-	6,394
Contribution from the Capital Receipts Reserve towards administrative costs of Non-Current Asset disposals	-	-	(136)	-	-	136
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	757	-	(757)	-	-	-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	-	-	-	-	-	-
Adjustments primarily involving the Deferred Capital Receipts Reserve (England and Wales):						
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	7	-	-	-	-	(7)
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	-	-	259	-	-	(259)
Adjustment primarily involving the Major Repairs Reserve:						
Reversal of Major Repairs Allowance credited to the HRA	-	-	-	(5,491)	-	5,491
Use of the Major Repairs Reserve to finance new capital expenditure	-	-	-	-	-	-
Adjustments primarily involving the Financial Instruments Adjustment Account:						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(2,203)	-	-	-	-	2,203

NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations – cont.

2011/12	Usable Reserves					Movement in Unusable Reserves £000
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	
Adjustments primarily involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(5,893)	(134)	-	-	-	6,027
Employer's pensions contributions and direct payments to pensioners payable in the year	5,466	124	-	-	-	(5,590)
Adjustments primarily involving the Collection Fund Adjustment Account:						
Amount by which Council Tax income credited to the Comprehensive Income and Expenditure Statement is different from Council Tax income calculated for the year in accordance with statutory requirements	35	-	-	-	-	(35)
Adjustment primarily involving the Unequal Pay Back Pay Adjustment Account:						
Amount by which amounts charged for Equal Pay claims to the Comprehensive Income and Expenditure Statement are different from the cost of settlements chargeable in the year in accordance with statutory requirements	-	-	-	-	-	-
Adjustment primarily involving the Accumulated Absences Account:						
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	535	(208)	-	-	-	(327)
Other transfer adjustments	-	1,353	-	(1,353)	-	-
Total Adjustments	(4,062)	195,548	3,302	-	-	(194,790)

NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations – cont.

2011/12 Restated	Usable Reserves					Movement in Unusable Reserves £000
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	
Adjustments primarily involving the Capital Adjustment Account:						
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:						
Charges for depreciation and impairment of Non-Current Assets	12,093	1,308	-	6,844	-	(20,245)
Revaluation losses on Property Plant and Equipment	(115)	-	-	-	-	115
Movements in the market value of Investment Properties	(5,151)	-	-	-	-	5,151
Movements in the market value of Rent-to-mortgage properties	(846)	-	-	-	-	846
Amortisation of Intangible Assets	102	-	-	-	-	(102)
Capital grants and contributions applied	-	-	-	-	-	-
Movement in the Donated Assets Account	(14)	-	-	-	-	14
Revenue expenditure funded from Capital under Statute	1,748	65	-	-	-	(1,813)
Non-Current Assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	2,192	(3,470)	-	-	-	1,278
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:						
Statutory provision for the financing of capital investment	(307)	198,528	-	-	-	(198,221)
Capital expenditure charged against the General Fund and HRA balances	(4,565)	(2,017)	-	-	-	6,582
Adjustments primarily involving the Capital Grants Unapplied Account:						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	-	-	-	-	-	-
Application of grants to capital financing transferred to the Capital Adjustment Account	(3,943)	-	-	-	-	3,943

NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations – cont.

2011/12 Restated	Usable Reserves					Movement in Unusable Reserves £000
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	
Adjustments primarily involving the Capital Receipts Reserve:						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	-	-	10,330	-	-	(10,330)
Use of the Capital Receipts Reserve to finance new capital expenditure	-	-	(6,394)	-	-	6,394
Contribution from the Capital Receipts Reserve towards administrative costs of Non-Current Asset disposals	-	-	(136)	-	-	136
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	757	-	(757)	-	-	-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	-	-	-	-	-	-
Adjustments primarily involving the Deferred Capital Receipts Reserve (England and wales):						
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	7	-	-	-	-	(7)
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	-	-	259	-	-	(259)
Adjustment primarily involving the Major Repairs Reserve:						
Reversal of Major Repairs Allowance credited to the HRA	-	-	-	(5,491)	-	5,491
Use of the Major Repairs Reserve to finance new capital expenditure	-	-	-	-	-	-
Adjustments primarily involving the Financial Instruments Adjustment Account:						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(2,203)	-	-	-	-	2,203

NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations – cont.

2011/12 Restated	Usable Reserves					Movement
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	in Unusable Reserves £000
Adjustments primarily involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(5,893)	(134)	-	-	-	6,027
Employer's pensions contributions and direct payments to pensioners payable in the year	5,466	124	-	-	-	(5,590)
Adjustments primarily involving the Collection Fund Adjustment Account:						
Amount by which Council Tax income credited to the Comprehensive Income and Expenditure Statement is different from Council Tax income calculated for the year in accordance with statutory requirements	35	-	-	-	-	(35)
Adjustment primarily involving the Unequal Pay Back Pay Adjustment Account:						
Amount by which amounts charged for Equal Pay claims to the Comprehensive Income and Expenditure Statement are different from the cost of settlements chargeable in the year in accordance with statutory requirements	-	-	-	-	-	-
Adjustment primarily involving the Accumulated Absences Account:						
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	535	(208)	-	-	-	(327)
Other transfer adjustments	-	1,353	-	(1,353)	-	-
Total Adjustments	(103)	195,548	3,302	-	-	(198,749)

NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations – cont.

2012/13	Usable Reserves					Movement in Unusable Reserves £000
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	
Adjustments primarily involving the Capital Adjustment Account: Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:						
Charges for depreciation and impairment of Non-Current Assets	12,414	4,838	-	5,873	-	(23,125)
Revaluation losses on Property Plant and Equipment	-	-	-	-	-	-
Movements in the market value of Investment Properties	(4,349)	-	-	-	-	4,349
Movements in the market value of Rent-to- mortgage properties	107	-	-	-	-	(107)
Amortisation of Intangible Assets	101	-	-	-	-	(101)
Capital grants and contributions applied	-	-	-	-	-	-
Movement in the Donated Assets Account	-	-	-	-	-	-
Revenue expenditure funded from Capital under Statute	1,368	2	-	-	-	(1,370)
Non-Current Assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(3,855)	-	-	-	-	3,855
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:						
Statutory provision for the financing of capital investment	(276)	-	-	-	-	276
Capital expenditure charged against the General Fund and HRA balances	(5,428)	-	-	-	-	5,428
Adjustments primarily involving the Capital Grants Unapplied Account:						
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	(350)	-	437	-	(87)	-
Application of grants to capital financing transferred to the Capital Adjustment Account	(2,243)	-	445	-	-	1,798

NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations – cont.

2012/13	Usable Reserves					Movement in Unusable Reserves £000
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	
Adjustments primarily involving the Capital Receipts Reserve:						
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	-	-	5,692	-	-	(5,692)
Use of the Capital Receipts Reserve to finance new capital expenditure	-	-	(1,508)	-	-	1,508
Contribution from the Capital Receipts Reserve towards administrative costs of Non-Current Asset disposals	-	-	-	-	-	-
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	588	-	(588)	-	-	-
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	-	-	-	-	-	-
Adjustments primarily involving the Deferred Capital Receipts Reserve (England and wales):						
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(44)	-	-	-	-	44
Transfer from Deferred Capital Receipts Reserve upon receipt of cash	8	-	-	-	-	(8)
Adjustment primarily involving the Major Repairs Reserve:						
Reversal of Major Repairs Allowance credited to the HRA	-	-	-	-	-	-
Use of the Major Repairs Reserve to finance new capital expenditure	-	-	-	(7,590)	-	7,590
Adjustments primarily involving the Financial Instruments Adjustment Account:						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	-	-	-	-	-	-

NOTES TO THE CORE FINANCIAL STATEMENTS

7. Adjustments between Accounting Basis and Funding Basis under Regulations – cont.

2012/13	Usable Reserves					Movement in Unusable Reserves £000
	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	
Adjustments primarily involving the Pensions Reserve:						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	8,838	54	-	-	-	(8,892)
Employer's pensions contributions and direct payments to pensioners payable in the year	(6,104)	-	-	-	-	6,104
Adjustments primarily involving the Collection Fund Adjustment Account:						
Amount by which Council Tax income credited to the Comprehensive Income and Expenditure Statement is different from Council Tax income calculated for the year in accordance with statutory requirements	20	-	-	-	-	(20)
Adjustment primarily involving the Unequal Pay Back Pay Adjustment Account:						
Amount by which amounts charged for Equal Pay claims to the Comprehensive Income and Expenditure Statement are different from the cost of settlements chargeable in the year in accordance with statutory requirements	-	-	-	-	-	-
Adjustment primarily involving the Accumulated Absences Account:						
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(808)	(13)	-	-	-	821
Other transfer adjustments	-	(8,717)	-	8,717	-	-
Total Adjustments	(11)	(3,836)	4,478	7,000	(87)	(7,544)

8. Transfers to/from Earmarked Reserves

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

NOTES TO THE CORE FINANCIAL STATEMENTS

	Balance at 31 March 2013 £000	Transfers In 2012/13 £000	Transfers Out 2012/13 £000	Balance at 31 March 2012 £000	Transfers In 2011/12 £000	Transfers Out 2011/12 £000	Balance at 31 March 2011 £000
General Fund:							
Icelandic Banking	-	-	-	-	-	258	(258)
General Licensing reserve	(44)	(44)	-	-	-	-	-
Cemetery Maintenance	-	-	-	-	-	5	(5)
CLG Homelessness Grant	(420)	(420)	-	-	-	-	-
Taxi Licencing Reserve	(198)	-	13	(211)	(15)	-	(196)
Town Hall Equipment Reserve	(24)	-	-	(24)	-	6	(30)
Work Of Art Reserve	(5)	-	-	(5)	-	-	(5)
Shopmobility Reserve	(63)	(14)	-	(49)	-	-	(49)
Employee Cost Reserve	(1,670)	(508)	50	(1,212)	(500)	-	(712)
Customer Services Server Replacement	-	-	29	(29)	(29)	40	(40)
Oxford Business Contributions	-	-	35	(35)	-	-	(35)
SALIX Energy Projects Reserve	(310)	(79)	40	(271)	(85)	34	(220)
SALIX Management Fee	(8)	(8)	-	-	-	-	-
IT Infrastructure Reserve	(100)	-	-	(100)	-	-	(100)
Repairs & Maintenance Reserve	(459)	-	-	(459)	-	-	(459)
Reserve for Land Charges	(42)	(18)	27	(50)	(34)	-	(16)
Business Transformation Projects	(887)	(490)	772	(1,169)	(1,169)	1,196	(1,196)
City Council Elections Reserve	(10)	(47)	96	(59)	(38)	-	(21)
Chief Executive's Award Fund	-	-	-	-	-	5	(5)
Committed Projects Reserve	(921)	(547)	685	(1,060)	(968)	127	(219)
CRM Rollout Reserve	(100)	-	-	(100)	-	200	(300)
Grants Reserve	(903)	(721)	2,304	(2,486)	(1,857)	-	(629)
Direct Revenue Funding of Capital	(1,619)	-	150	(1,769)	(956)	-	(813)
Land at Barton	(136)	(62)	131	(206)	(39)	-	(167)
Homelessness	(916)	(650)	-	(266)	(266)	-	-
HMO Licensing Reserve	(347)	(56)	90	(380)	(380)	-	-
Community Services Carry Forward Reserve	(50)	(50)	-	-	-	-	-
Organisational Development Reserve	(723)	(486)	386	(623)	(623)	-	-
IT Project Work	(129)	(60)	-	(68)	(68)	-	-
IT Equipment Reserve	(125)	(125)	-	-	-	-	-
Lord Mayors Deposit	(59)	(66)	8	-	-	-	-
Home Choice fund for single persons	(36)	(41)	5	-	-	-	-
Rose Hill Demolition	(339)	(339)	-	-	-	-	-
Oxfordshire Total Refit Project (EU funding)	(213)	(213)	-	-	-	-	-
Community And Neighbourhood Reserve	(140)	(140)	-	-	-	-	-
Community Partnership Fund	(369)	(389)	20	-	-	-	-
Town Team Partners	(10)	(10)	-	-	-	-	-
Assets of Community Value	(13)	(13)	-	-	-	-	-
Unlawful Dwellings Reserve	(150)	(150)	-	-	-	-	-
Westgate Redevelopment Reserve	(3,279)	(3,279)	-	-	-	-	-
Committed Orders Direct Services	(552)	(552)	-	-	-	-	-
Flood Reserve	(150)	(150)	-	-	-	-	-
Loan Guarantee Reserve	(115)	-	-	(115)	(115)	-	-
Total General Fund	(15,632)	(9,727)	4,841	(10,746)	(7,143)	1,871	(5,475)
HRA:							
Decent Homes Capital Reserve	-	-	-	-	(318)	2,336	(2,018)
Committed Projects Reserve	(816)	(816)	317	(317)	(317)	181	(181)
IT Project Work	(120)	-	-	(120)	-	-	(120)
IT Equipment Reserve	(309)	-	-	(309)	(65)	65	(309)
Total HRA	(1,245)	(816)	317	(746)	(701)	2,582	(2,628)
Insurance Funds:							
Self Insurance Fund - HRA	(1,358)	-	6	(1,363)	(43)	-	(1,321)
Self Insurance Fund - GF	(316)	-	7	(324)	(300)	29	(52)
Total Capital and Insurance Funds	(1,674)	-	13	(1,687)	(343)	29	(1,373)
Grand Total	(18,549)	(10,543)	5,171	(13,179)	(8,185)	4,482	(9,476)

NOTES TO THE CORE FINANCIAL STATEMENTS

General Fund: Reserve Descriptions	
Icelandic Banking Reserve	The Icelandic Banking reserve was used to fund the capitalisation of the Iceland Banking losses. This issue has largely been resolved and as such the reserve is no longer required.
General Licensing Reserve	Reserve to ensure the ring-fencing of the general licensing team function to fund future service area expenditure.
Cemetery Maintenance	Created to cover future expenditure commitments associated with maintaining and improving cemetery facilities within the city. This reserve is now closed.
CLG Homelessness Grant	Reserve needed to finance future homelessness preventative activities originally financed from DCLG Homelessness Preventative Grant.
Taxis Licensing Reserve	Created to support future taxi licensing activities. Year-end taxi licensing surpluses are transferred to this reserve that funds future service improvements within the Taxi Licensing area.
Town Hall Equipment Reserve	Used to maintain or replace Town Hall equipment.
Work of Art Reserve	Created to finance the purchase or restoration of City Council works of art.
Shopmobility Reserve	Created to fund the maintenance or replacement of Shopmobility equipment.
Employee Cost Reserve	Created to cover the severance and associated payments relating to employees, following organisational development reviews.
Customer Services Server Replacement Reserve	Created to fund a replacement Customer Services IT server
Oxford Business Contributions Reserve	Used to fund contributions to Business Partnership Schemes within Oxford.
Salix Energy Projects Reserve	Created from an initial grant made available via Salix. The reserve is used to implement energy efficient
Salix Management Fee	Reserve represents contributions received to fund future energy assistant post activities.
IT Infrastructure Reserve	Used to fund the purchase of new IT infrastructure equipment across the Council.
Repairs and Maintenance Reserve	The reserve will be used to cover substantive repairs in the Leisure Services and other areas.
Reserve for Land Charges Reserve	This is an equalisation reserve in that year-end Land Charges surpluses are used to fund future expenditure and or year-end deficits.
Business Transformation Projects	At the year-end budgets associated with incomplete transformation projects are transferred to this reserve. At the start of the following year projects are approved to continue and the funds allocated back to the projects.
City Council Elections Reserve	Created from the budget surplus/(deficit) on the City Council Elections activity. City elections are held every 2 years and this reserve is used to fund additional costs in election year.
Chief Executive's Award Fund Reserve	The Chief Executive's Award Fund Reserve was set up at the request of Chief Executive to fund future award schemes. This funding was provided through additional undertakings of work by the Chief Executive to a local housing association.
Committed Projects Reserve	Created to cover carry-forward requests from service areas.
CRM Rollout Reserve	Created to fund the rollout of the Council's Customer Relationship Management (CRM) programme.
Grants Reserve	This reserve was initially set up to hold various grant monies received by the City Council and or unused in-year budgetary provision for various community/non-HRA housing based activities. As the utilisation of these grants spreads across several years the release of those resources will be undertaken gradually as well as new grant monies being added.
Direct Revenue Funding of Capital Reserve	Created to fund future rolling programme capital requirements.
Land at Barton Reserve	This is an HCA grant made available to fund expenses related to the project to build houses on land at Barton.
Homelessness Reserve	The Council as part of its 2011/12 budget committed to annually setting aside resources to assist in the anticipated increased cost of Homelessness activity predicted to occur for the City as a result of welfare reforms. This reserve holds the balance of the resources so far provided.
HMO Licensing Reserve	Reserve to ensure the ring-fencing of HMO Licensing income to fund future service area expenditure.
Community Services Carry Forward Reserve	Reserve reflects the 2012/13 Directorate expenditure commitments approved to be carried forward into the new financial year.
Organisational Development Reserve	Created to fund the agreed partnership payment, and other pay related items.
IT Project Work Reserve	Reserve created to fund future IT projects.
IT Equipment Reserve	Reserve created to fund future IT equipment purchases.
Lord Mayors Deposit	Reserve represents resources held for assisting homeless applicants with rent deposit and/or bonds.
Home Choice Fund for single persons	Reserve represents resources held for assisting single homeless applicants with rent deposit and/or bonds.
Rosehill Demolition	Reserve represents resources held to assist in the re-development of the Rosehill Community Centre initiative.
Oxfordshire Total Refit Project (EU Funding)	This reserve has been created to assist in the co-operation with partners in the pursuance of adopting and implementing energy saving initiatives within Oxfordshire.
Community and Neighbourhood Reserve	Reserve required to fund future cultural Community and Neighbourhood initiatives.
Community Partnership Fund	Reserve required to fund future community safety/educational activities.
Town Team Partners	Reserve represents grant funded activity to improve City High Streets.
Assets of Community Value	Created to finance the purchase or restoration of City Council assets of Community value.
Unlawful Dwellings Reserve	Reserve created to fund enforcement activity associated with the identification of unlawful dwellings being used within the City.
Westgate Redevelopment Reserve	Required to fund temporary car park facilities and other associated works arising due to the planned re-development of the Westgate site in the city centre.
Committed Orders Direct Services	Reserve needed to fund expenditure commitments entered into by Direct Services.
Flood Reserve	Reserve created to fund flood maintenance work not eligible for Government re-imbursment under the Belwin scheme
Loan Guarantee Reserve	The Council has provided a loan guarantee for the Arts at the Old Fire Station and the Charities Aid Foundation. The reserve will only be used if the guarantee is called in.

NOTES TO THE CORE FINANCIAL STATEMENTS

HRA: Reserve Descriptions	
Decent Homes Capital Reserve	The Decent Homes Capital reserve is a Housing Revenue Account general reserve used to meet the cost of capital works to properties. The reserve was fully utilised in 2011/12 and no longer required.
Committed Project Reserve	Created to set aside resources needed to complete and/or fund schemes for which budget allocation has been approved, but the spend has yet to be committed.
IT Project Work Reserve	This reserve was created to fund IT work projects.
IT Equipment Reserve	The IT Equipment reserve is used to fund replacement and/or upgrade of the Housing Revenue Account IT systems.
Capital and Insurance Funds: Descriptions	
Self Insurance Fund - HRA	The Self Insurance Fund reserve is used to cover claim costs that are below the Council's insurance policy excess limit for HRA service areas.
Self Insurance Fund - GF	The Self Insurance Fund reserve is used to cover claim costs that are below the Council's insurance policy excess limit for GF service areas.

9. Other Operating Expenditure

	2012/13 £000	2011/12 £000
Parish Council Precepts	193	168
Payments to the Housing Capital Receipts Pool	587	757
(Gains)/Losses on the Disposal of Non-Current Assets	(3,855)	(5,237)
Total	(3,075)	(4,312)

10. Financing and Investment Income and Expenditure

	2012/13 £000	2011/12 £000
Interest Payable and Similar Charges	6,705	756
Pensions Interest Costs and Expected Return on Pensions Assets	2,617	865
Finance Charges	(685)	(685)
Interest Receivable and Similar Income	(443)	(394)
Income & Expenditure in Relation to Investment Properties and Changes in their Fair Value	(10,755)	(9,101)
Other Investment Income	-	(2,203)
Total	(2,561)	(10,762)

11. Taxation and Non Specific Grant Income

	2012/13 £000	2011/12 £000
Council Tax Income	(12,641)	(12,521)
Non Domestic Rates	(11,799)	(10,231)
Non-Ringfenced Government Grants	(1,835)	(3,637)
Heritage Assets	-	(14)
Capital Grants and Contributions	(2,343)	(3,942)
Total	(28,618)	(30,345)

NOTES TO THE CORE FINANCIAL STATEMENTS

12. Property, Plant and Equipment - Movements in 2012/13

	Council Dwellings £000	Other Land & Buildings £000	Vehicles, Plant & Equipment £000	Infrastructure Assets £000	Community Assets £000	Surplus Assets £000	Assets Under Construction £000	Total Property, Plant & Equipment £000
Cost or Valuation								
At 1 April 2012	468,173	114,288	14,238	207	295	4,960	919	603,080
additions	6,749	3,833	2,447	-	36	-	826	13,891
assets recognised / derecognised under finance lease	-	(42)	-	-	-	-	-	(42)
donations	-	-	-	-	-	-	-	-
revaluation increases/ (decreases) recognised in the Revaluation Reserve	8,647	9,486	-	-	681	186	-	19,000
revaluation increases/ (decreases) recognised in the Surplus/Deficit on the Provision of Services	(4,213)	(12,966)	-	-	-	(463)	-	(17,642)
derecognition - disposals	(54)	-	(309)	-	(8)	-	-	(371)
derecognition - other	-	-	-	-	-	-	-	-
assets reclassified (to)/from Held for Sale	(1,362)	(1,718)	-	-	-	(212)	-	(3,292)
other movements in cost or valuation	(1,350)	(568)	-	-	(13)	(457)	13	(2,375)
At 31 March 2013	476,590	112,313	16,376	207	991	4,014	1,758	612,249
Accumulated Depreciation and Impairment								
At 1 April 2012	(7,139)	(14,681)	(6,210)	(79)	-	(101)	-	(28,210)
depreciation charge	(5,445)	(4,124)	(2,033)	(11)	(21)	(214)	-	(11,848)
depreciation written out to the Revaluation Reserve	2,804	312	-	-	-	-	-	3,116
depreciation written out to the Surplus/Deficit on the Provision of Services	551	7,219	-	-	-	115	-	7,885
impairment (losses)/reversals recognised in the Revaluation Reserve	-	-	-	-	-	-	-	-
impairment (losses)/reversals recognised in the Surplus/ Deficit on the Provision of Services	(1,177)	(614)	-	-	-	-	-	(1,791)
derecognition - disposals	1	-	282	-	-	-	-	283
derecognition - other	-	-	-	-	-	-	-	-
other movements in depreciation and impairment	38	118	(3)	-	-	112	-	265
At 31 March 2013	(10,367)	(11,770)	(7,964)	(90)	(21)	(88)	-	(30,300)
Net Book Value								
At 31 March 2013	466,223	100,543	8,412	117	970	3,926	1,758	581,949
At 31 March 2012	461,034	99,606	8,028	128	295	4,859	919	574,869
Movement in NBV	5,190	937	384	(11)	675	(932)	839	7,080

NOTES TO THE CORE FINANCIAL STATEMENTS

12. Property, Plant and Equipment cont.- Comparative Movements in 2011/12

Restated Movements in 2011/12

	Council Dwellings £000	Other Land & Buildings £000	Vehicles, Plant & Equipment £000	Infrastructure Assets £000	Community Assets £000	Surplus Assets £000	Assets Under Construction £000	Total Property, Plant & Equipment £000
Cost or Valuation								
At 1 April 2011	465,095	113,032	11,880	207	3,681	4,600	1,816	600,311
additions	8,509	5,249	2,350	-	17	-	3,005	19,130
assets recognised / derecognised under finance lease	-	(1,635)	322	-	-	-	-	(1,313)
donations	-	-	-	-	-	-	-	-
revaluation increases/ (decreases) recognised in the Revaluation Reserve	(767)	847	-	-	-	229	-	309
revaluation increases/ (decreases) recognised in the Surplus/Deficit on the Provision of Services	(3,312)	90	-	-	-	-	-	(3,222)
derecognition - disposals	-	(40)	(314)	-	-	-	-	(354)
derecognition - other	(875)	-	-	-	-	-	-	(875)
assets reclassified (to)/from Held for Sale	(336)	(716)	-	-	-	(391)	-	(1,443)
other movements in cost or valuation	(141)	1,097	-	-	(3,403)	522	(1,540)	(3,465)
At 31 March 2012	468,173	117,924	14,238	207	295	4,960	3,281	609,078
Accumulated Depreciation and Impairment								
At 1 April 2011	(5,116)	(10,345)	(5,350)	(64)	(0)	(34)	-	(20,909)
depreciation charge	(5,380)	(4,390)	(1,139)	(15)	(0)	(84)	-	(11,008)
depreciation written out to the Revaluation Reserve	2,417	(41)	-	-	-	-	-	2,376
depreciation written out to the Surplus/Deficit on the Provision of Services	927	(176)	-	-	-	(0)	-	751
impairment (losses)/reversals recognised in the Revaluation Reserve	-	-	-	-	-	-	-	-
impairment (losses)/reversals recognised in the Surplus/ Deficit on the Provision of Services	-	(3,419)	-	-	(1)	-	(2,362)	(5,782)
derecognition - disposals	-	2	279	-	-	-	-	281
derecognition - other	-	-	-	-	-	-	-	-
other movements in depreciation and impairment	13	51	-	-	1	17	-	82
At 31 March 2012	(7,139)	(18,318)	(6,210)	(79)	(0)	(101)	(2,362)	(34,209)
Net Book Value								
At 31 March 2012	461,034	99,606	8,028	128	295	4,859	919	574,869
At 31 March 2011	459,979	102,687	6,530	143	3,681	4,566	1,816	579,402
Movement in NBV	1,965	(2,313)	1,499	(15)	(3,386)	293	(897)	(2,856)
Net Book Value Restated for Heritage Assets								
At 31 March 2011	459,979	102,686	6,530	143	280	4,566	1,816	576,000

NOTES TO THE CORE FINANCIAL STATEMENTS

12. Property, Plant and Equipment cont.- Comparative Movements in 2011/12

Movements in 2011/12

	Council Dwellings £000	Other Land & Buildings £000	Vehicles, Plant & Equipment £000	Infrastructure Assets £000	Community Assets £000	Surplus Assets £000	Assets Under Construction £000	Total Property, Plant & Equipment £000
Cost or Valuation								
At 1 April 2011	465,095	113,032	11,880	207	3,681	4,600	1,816	600,311
additions	8,509	5,249	2,350	-	17	-	3,005	19,130
assets recognised / derecognised under finance lease	-	-	322	-	-	-	-	322
donations	-	-	-	-	-	-	-	-
revaluation increases/ (decreases) recognised in the Revaluation Reserve	(767)	847	-	-	-	229	-	309
revaluation increases/ (decreases) recognised in the Surplus/Deficit on the Provision of Services	(2,402)	(820)	-	-	-	-	-	(3,222)
derecognition - disposals	-	(40)	(314)	-	-	-	-	(354)
derecognition - other	(875)	-	-	-	-	-	-	(875)
assets reclassified (to)/from Held for Sale	(336)	(716)	-	-	-	(391)	-	(1,443)
other movements in cost or valuation	(141)	1,097	-	-	(3,403)	522	(1,540)	(3,465)
At 31 March 2012	469,083	118,651	14,238	207	295	4,960	3,281	610,713
Accumulated Depreciation and Impairment								
At 1 April 2011	(5,116)	(10,345)	(5,350)	(64)	(0)	(34)	-	(20,909)
depreciation charge	(5,380)	(4,390)	(1,139)	(15)	(0)	(84)	-	(11,008)
depreciation written out to the Revaluation Reserve	2,417	(41)	-	-	-	-	-	2,376
depreciation written out to the Surplus/Deficit on the Provision of Services	927	(176)	-	-	-	(0)	-	751
impairment (losses)/reversals recognised in the Revaluation Reserve	-	-	-	-	-	-	-	-
impairment (losses)/reversals recognised in the Surplus/ Deficit on the Provision of Services	-	(3,419)	-	-	(1)	-	(2,362)	(5,782)
derecognition - disposals	-	2	279	-	-	-	-	281
derecognition - other	-	-	-	-	-	-	-	-
other movements in depreciation and impairment	13	92	-	-	1	17	-	123
At 31 March 2012	(7,139)	(18,277)	(6,210)	(79)	(0)	(101)	(2,362)	(34,168)
Net Book Value								
At 31 March 2012	461,945	100,374	8,028	128	295	4,859	919	576,546
At 31 March 2011	459,979	102,687	6,530	143	3,681	4,566	1,816	579,402
Movement in NBV	1,965	(2,313)	1,499	(15)	(3,386)	293	(897)	(2,856)
Net Book Value Restated for Heritage Assets								
At 31 March 2011	459,979	102,686	6,530	143	280	4,566	1,816	576,000

NOTES TO THE CORE FINANCIAL STATEMENTS

12. Property, Plant and Equipment cont.- Comparative Movements in 2011/12

The Property, Plant and Equipment note has been restated for 2011/12. This is to reflect prior year changes in relation to Finance Leases. The main adjustment relates to the value of the lease held for St Aldates Chambers, caused by the current rent being used as opposed to the inception rent. The smaller adjustment relates to some land that had been previously recognised as Finance Leases incorrectly.

	Council Dwellings £000	Other Land & Buildings £000	Vehicles, Plant & Equipment £000	Infrastructure Assets £000	Community Assets £000	Surplus Assets £000	Assets Under Construction £000	Total Property, Plant & Equipment £000
Carried at Historical Cost	-	-	8,412	117	205	-	1,758	10,492
Valued at fair value as at:								
31 March 2013	466,223	25,148	-	-	662	1,591	-	493,625
31 March 2012	-	1,552	-	-	-	486	-	2,037
31 March 2011	-	47,161	-	-	-	-	-	47,161
31 March 2010	-	4,513	-	-	-	648	-	5,161
31 March 2009	-	10,013	-	-	55	1,142	-	11,210
31 March 2008	-	7,377	-	-	-	-	-	7,377
31 March 2007	-	4,493	-	-	-	57	-	4,550
31 March 2006	-	-	-	-	-	-	-	-
De-minimis	-	289	-	-	47	-	-	336
Total Cost or Valuation	466,223	100,546	8,412	117	969	3,925	1,758	581,951

NOTES TO THE CORE FINANCIAL STATEMENTS

a) Capital Commitments

At 31 March 2013, the Authority had entered into a number of contracts for the construction of or enhancement to Property, Plant and Equipment for completion in 2013/14 and future years, budgeted at £8.8 million. Similar commitments at 31 March 2012 were £1.4 million. The major commitments are:

		31 March 2013	31 March 2012
		£000	£000
Window Replacement Programme	Nationwide	357	615
City Centre Offices	Paragon Management	90	461
The Old Fire Station Refurbishment	Kingerlee	34	273
Disabled Adaptations - Extensions	GSR Contracting	-	29
Disabled Adaptations - Extensions	SCM Builders	-	13
Insulation Works to Timber Framed Housing	Home Heating	-	11
New Build Competition Pool	Wilmot Dixon	7,683	-
Refurbishment of Tower Blocks	EC Harris	678	-
		8,842	1,402

b) Revaluations

The Valuation report for 2012/13 was prepared by Richard Hawkes MRICS (Registered Valuer), Corporate Asset Manager, Regeneration and Major Projects, Oxford City Council.

External valuation

The valuation work was completed using external valuers supplemented by the internal team. The annual external valuations were provided as follows:

- **Investment Property**
A desktop review of all investment assets was undertaken by Richard Hawkes MRICS, this exercise identified 47 properties with a probability of a significant change in value during 2012/13. These properties were then valued by Neil Evans MRICS, Marriots.
- **Council Dwellings**
A total of 23 council dwellings were re-valued by Robin Marfleet MRICS from Drivers Jonas. This exercise will ensure all Beacons are valued over a 5 year period.
- **Other Land and Buildings**
In year one of a five year cycle, a total of 29 Property, Plant & Equipment assets were re-valued by Richard Waterson MRICS from Drivers Jonas.
- **Surplus Assets**
2 assets that were held by the Council as surplus at 1 April 2012 were valued by Richard Waterson MRICS from Drivers Jonas.

NOTES TO THE CORE FINANCIAL STATEMENTS

Internal valuation

All external valuations were subject to a desktop review process by Regeneration and Major Projects.

Houses in multiple occupation were valued internally as at 1 April 2012.

Two assets held for sale (AHFS) were re-valued or reviewed as at 1 April 2012.

Rent To Mortgage properties were valued internally as at 1 April 2012.

These internal valuations were signed off by Richard Hawkes MRICS.

The significant assumptions applied in estimating the fair values are:

Existing Use Value (EUV) is defined as the estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's-length transaction, after proper marketing. The parties are taken to have acted knowledgeably, prudently and without compulsion.

Where insufficient market-based evidence of fair value is available because an asset is specialised and/or rarely sold, the Code permits the use of Depreciated Replacement Cost (DRC).

Existing Use Value Social Housing (EUV-SH) is the estimated amount for which a property should exchange on the date of valuation, between a willing buyer and a willing seller, in an arm's-length transaction. There is presumption of proper marketing and that the parties are acting knowledgeably, prudently and without compulsion.

Market Value (MV)

Market Value is defined as 'The estimated amount for which a property should exchange on the date of valuation between a willing buyer and a willing seller in an arm's-length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.'

13. Heritage Assets

a) Valuations at Market Value

A full explanation of the type of Heritage Assets can be found in note 45 of these Statement of Accounts on page 100. During 2012/13 no new heritage assets have been acquired; neither have any heritage assets been disposed.

An assessment of impairment was undertaken and none were identified as at 31 March 2013. All heritage assets except for the category of non-operational property were last valued on 1 April 2011 by Coram James, specialist Art and Antique valuers - Robert James BA MRICS MNAVA undertook the valuation work. These assets are subject to a five year cycle of valuation where appropriate. The non operational property assets are valued at depreciated replacement cost.

NOTES TO THE CORE FINANCIAL STATEMENTS

Reconciliation of the Carrying Value of Heritage Assets Held by the Authority	The Great Mace	Furniture	Civic Regalia	Fire Arms	Pictures and Drawings	Non Operational Property Fountain & Sculpture	Total
	£000	£000	£000	£000	£000	£000	£000
Cost or valuation:							
1 April 2011	1,412	13	361	38	420	200	2,444
Additions	-	-	-	-	-	14	14
Disposals	-	-	-	-	-	-	-
Revaluations	-	34	2	-	3	-	39
Impairment Losses/(Reversals) recognised in the Revaluation Reserve	(1)	-	-	-	-	-	(1)
Impairment Losses/(Reversals) recognised in Surplus or Deficit on the Provision of Services	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-
31 March 2012	1,411	47	363	38	423	214	2,496
Cost or valuation:							
1 April 2012	1,411	47	363	38	423	214	2,496
Additions	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	-
Revaluations	-	-	-	-	-	-	-
Impairment Losses/(Reversals) recognised in the Revaluation Reserve	-	-	-	-	-	-	-
Impairment Losses/(Reversals) recognised in Surplus or Deficit on the Provision of Services	-	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-	-
31 March 2013	1,411	47	363	38	423	214	2,496

NOTES TO THE CORE FINANCIAL STATEMENTS

14. Investment Properties

The following items of income and expenditure have been accounted for in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

	2012/13 £000	2011/12 £000
Rental Income from Investment Property	7,092	5,739
Direct operating expenses arising from Investment Property	(686)	(599)
Net Gain/(Loss)	6,406	5,140

Investment property valuations were reviewed to identify assets that could have experienced a significant change in value. All such assets identified were valued as at 31 March 2013.

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

The following table summarises the movement in the fair value of Investment Properties over the year:

	2012/13 £000	2011/12 Restated £000	2011/12 £000
Balance at start of the year	86,488	82,432	82,432
Additions:			
Purchases	-	385	-
Construction	-	-	-
Subsequent expenditure	529	69	69
Less:			
Disposals	(1,167)	-	-
Net gain/(loss) from fair value adjustments	85,850	82,886	82,501
Transfers:			
To/(from) Property Plant and Equipment	2,376	-	-
To/(from) Assets Held for Sale	345	(1,552)	(1,552)
Other Changes (net revaluation)	4,173	5,154	5,154
Balance at the end of the year	92,744	86,488	86,103

NOTES TO THE CORE FINANCIAL STATEMENTS

15. Intangible Assets

The Authority accounts for its software as an Intangible Asset, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. Intangible Assets includes both purchased licenses and software.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Authority. The Council amortises intangible assets according to the expected economic useful life on a straight line basis.

The average amortisation period is 5 years.

	2012/13 £000	2011/12 £000
Balance at 1 April		
- Gross carrying amounts	561	561
- Accumulated amortisation	(201)	(99)
Net Carrying Amount at Start of Year	360	462
Additions:		
- Internal development	-	-
- Purchases	568	-
- Acquired through Business Combinations	-	-
Amortisation for the period	(101)	(102)
Other Changes	-	
Balance at 31 March	827	360
Comprising:		
- Gross Carrying Amounts	1,129	561
- Accumulated Amortisation	(302)	(201)
	827	360

The amortisation of £0.1 million is shown in net cost of services under Non-Distributed Cost.

NOTES TO THE CORE FINANCIAL STATEMENTS

16. Financial Instruments

The following categories of financial instrument are carried in the Balance Sheet (page 25).

Categories of Financial Instruments	Long-term			Current		
	2012/13 £000	Restated 2011/12 £000	2011/12 £000	2012/13 £000	Restated 2011/12 £000	2011/12 £000
Investments						
Loans and Receivables	32	32	32	42,211	28,543	28,543
Total Investments	32	32	32	42,211	28,543	28,543
Debtors						
Loans and Receivables	16,774	16,705	23,368	14,694	14,831	14,831
Total Debtors	16,774	16,705	23,368	14,694	14,831	14,831
Borrowings						
Financial Liabilities at Amortised Cost	(200,443)	(201,354)	(201,354)	(910)	(816)	(816)
Total Borrowings	(200,443)	(201,354)	(201,354)	(910)	(816)	(816)
Other Long Term Liabilities						
Deferred Liabilities	(779)	(1,061)	(1,061)	(282)	(269)	(269)
Finance Lease Liability	(212)	(288)	(2,019)	-	-	-
Liability for Defined Benefit Pension Scheme	(89,328)	(97,922)	(97,922)	-	-	-
Total Other Long Term Liabilities	(90,319)	(99,271)	(101,002)	(282)	(269)	(269)
Creditors						
Financial Liabilities at Amortised Cost Amounts	-	-	-	(16,822)	(17,211)	(17,211)
Financial Assets carried at Contract Amounts	-	-	-	-	-	-
Total Creditors	-	-	-	(16,822)	(17,211)	(17,211)

NOTES TO THE CORE FINANCIAL STATEMENTS

17. Inventories

	Consumable Stores		Maintenance		Total	
	2012/13	2011/12	2012/13	2011/12	2012/13	2011/12
	£000	£000	£000	£000	£000	£000
Balance Outstanding at Start of Year	14	39	754	746	768	785
Purchases	59	29	3,773	3,172	3,832	3,201
Recognised as an Expense in the Year	(49)	(54)	(3,777)	(3,165)	(3,826)	(3,219)
Written-off Balances	-	-	-	1	-	1
Reversals of Write-offs in Previous Years	-	-	-	-	-	-
Balance Outstanding at Year End	24	14	750	754	774	768

Maintenance Inventories

The Council holds stock of varying items (Building Materials, Winter Grit, Tarmac, Paving Slabs, Life Belts, Vehicle Parts, Personal Protective Equipment, Street Furniture, Fertiliser, etc.) to ensure services can run in a timely manner. This stock is held at the relevant depots.

Consumable Inventories

This includes stock of a non operational nature which includes Eye Care Vouchers, Prepaid Envelopes etc.

18. Short Term Debtors

The table below shows the amount that the Council was owed at 31 March 2013 by third parties, together with amounts paid by the Council in advance of receipt of goods or services.

	2012/13 £000	2011/12 £000
Central Government Bodies	3,819	3,512
Other Local Authorities	5,397	3,344
NHS Bodies	-	-
Public Corporation and Trading Funds	-	-
Other Entities and Individuals	5,478	7,975
Total	14,694	14,831

Note: There are no debtors with NHS Bodies or Public Corporations & Trading Funds.

NOTES TO THE CORE FINANCIAL STATEMENTS

19. Cash and Cash Equivalents

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

	2012/13 £000	2011/12 £000
Cash Held by the Authority	12,205	8,355
Bank Current Accounts	(2,862)	(3,457)
Short-term Deposits with Building Societies	-	-
Total Cash and Cash Equivalents	9,343	4,898

20. Assets Held for Sale

	Current		Non Current	
	2012/13 £000	2011/12 £000	2012/13 £000	2011/12 £000
Balance Outstanding as Start of Year	1,008	3,862	-	-
Assets newly classified as Held for Sale:				
Property Plant and Equipment	1,952	1,101	-	-
Council Dwellings	1,429	336	-	-
Investment Property	-	1,552	-	-
Revaluation Losses	-	-	-	-
Revaluation Gains	-	-	-	-
Impairment losses	-	-	-	-
Assets declassified as Held for Sale:				
Property Plant and Equipment	(25)	-	-	-
Council Dwellings	(74)	(71)	-	-
Investment Property	(345)	-	-	-
Assets sold	(1,146)	(5,772)	-	-
Balance Outstanding as Year End	2,799	1,008	-	-

NOTES TO THE CORE FINANCIAL STATEMENTS

21. Short Term Creditors

The table below shows the amount that the Council owed as at 31 March 2013 to third parties, together with amounts received by the Council in advance of supply of goods or services.

	2012/13 £000	2011/12 £000
Central Government Bodies	(1,056)	(679)
Other Local Authorities	(6,189)	(3,755)
NHS Bodies	-	-
Public Corporations and Trading Funds	-	-
Other Entities and Individuals	(9,577)	(12,775)
Total	(16,822)	(17,211)

22. Provisions

Provisions for doubtful debts are separately disclosed against debtors on the Balance Sheet. The total value of Provisions held as at 31 March 2013 are:

	Outstanding Legal		Injury and Damage		Other Provisions		Total
	Current	Non Current	Current	Non Current	Current	Non Current	
	£000	£000	£000	£000	£000	£000	£000
Balance at 1 April 2011	-	(1,337)	-	-	-	(4,701)	(6,038)
Additional Provisions Made in Year	-	-	-	-	-	(714)	(714)
Amounts Used in Year	-	-	-	-	-	454	454
Unused Amounts Reversed in Year	-	-	-	-	-	-	-
Unwinding of Discounting in Year	-	-	-	-	-	-	-
Restated Balance at 1 April 2011	-	(1,337)	-	-	-	(4,701)	(6,038)
Additional Provisions Made in Year	-	-	-	-	-	(714)	(714)
Amounts Used in Year	-	-	-	-	-	454	454
Unused Amounts Reversed in Year	-	-	-	-	-	2,266	2,266
Unwinding of Discounting in Year	-	-	-	-	-	-	-
Balance at 1 April 2012	-	(1,337)	-	-	-	(2,695)	(4,032)
Additional Provisions Made in Year	-	-	-	-	-	(62)	(62)
Amounts Used in Year	-	1,337	-	-	-	548	1,885
Unused Amounts Reversed in Year	-	-	-	-	-	-	-
Unwinding of Discounting in Year	-	-	-	-	-	-	-
Total Provisions as at 31 March 2013	-	-	-	-	-	(2,209)	(2,209)

Note: There is no injury and damage compensation provision (current or non-current).

NOTES TO THE CORE FINANCIAL STATEMENTS

Outstanding Legal Cases

There are no outstanding legal cases at present.

Other Provisions

Lord Mayors Deposit Scheme – There is a present obligation to pay out bonds to the landlord if the tenant defaults on rent or damages the property. The amount and frequency of these payments is unknown, and a provision is set up based on historical data that we hold.

Rent Deposit Scheme – There is a present obligation to the landlord, a large number of deposits are currently not returned due to damage to properties, and there is a probable outflow on these bonds. It is estimated that the payment will not be greater than the original bond.

23. Usable Reserves

Movements in the Authority's Usable Reserves are detailed in the Movement of Reserves Statement (page 23) and Note 7 (page 50).

24. Unusable Reserves

	2012/13	2011/12	2011/12
	£000	Restated £000	£000
Revaluation Reserve	(54,895)	(34,870)	(34,870)
Capital Adjustment Account	(408,785)	(412,976)	(412,537)
Deferred Capital Receipts Reserve	(15,608)	(14,883)	(19,280)
Pensions Reserve	89,328	97,923	97,923
Collection Fund Adjustment Account	27	6	6
Accumulated Absences Account and Employee Reserve	1,082	1,902	1,902
Total Unusable Reserves	(388,851)	(362,898)	(366,856)

a) Revaluation Reserve

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

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

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

NOTES TO THE CORE FINANCIAL STATEMENTS

Revaluation Reserve	2012/13 £000	2011/12 £000
Balance at 1 April	(34,870)	(34,778)
Prior year adjustments		
Upward revaluation of assets	(26,086)	(4,566)
Downward revaluation of assets and impairment losses not charged to the (Surplus)/Deficit on the Provision of Services (Surplus) or deficit on revaluation of non-current assets not posted to the (Surplus)/Deficit on the Provision of Services	3,971	1,829
	(56,985)	(37,515)
Difference between fair value depreciation and historical cost depreciation	1,809	2,693
Accumulated gains on assets sold or scrapped	-	37
Amount written off to the Capital Adjustment Account	281	(85)
Balance at 31 March	(54,895)	(34,870)

b) Capital Adjustment Account

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

The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Authority. The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created.

Note 7 (page 50) provides details of the source of all the transactions posted to the Account apart from those involving the Revaluation Reserve.

NOTES TO THE CORE FINANCIAL STATEMENTS

	2012/13		2011/12 Restated		2011/12	
	£000	£000	£000	£000	£000	£000
Capital Adjustment Account						
Balance at 1 April		(412,976)		(606,257)		(606,257)
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:						
Charges for depreciation and impairment of non-current assets	21,316		17,623		17,623	
Revaluation losses on Property, Plant and Equipment	(281)		(30)		(30)	
Amortisation of Intangible Assets	101		102		102	
Revenue expenditure funded from capital under statute	1,371		1,813		1,813	
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to Comprehensive Income and Expenditure Statement	2,632		5,331		5,770	
		25,139		24,839		25,277
Adjusting amounts written out of the Revaluation Reserve		-		(2,203)		(2,203)
Net written out amount of the cost of non-current assets consumed in the year		25,139		22,636		23,074
Capital financing applied in the year:						
Use of the Capital Receipts Reserve to finance new capital expenditure	(1,508)		(6,394)		(6,394)	
Use of the Major Repairs Reserve to finance new capital expenditure	(7,590)		(5,491)		(5,491)	
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(1,798)		(3,943)		(3,943)	
Application of grants to capital financing from the Capital Grants Unapplied Account	-		-		-	
Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	(276)		198,221		198,221	
Capital expenditure charged against the General Fund and HRA balances	(5,428)		(6,582)		(6,582)	
		(16,600)		175,811		175,811
Movements in the market value of Investment properties debited or credited to the Comprehensive Income and Expenditure Statement		(4,348)		(5,151)		(5,151)
Movement in the Donated Assets Account credited to the Comprehensive Income and Expenditure Statement		-		(14)		(14)
Balance at 31 March		(408,785)		(412,976)		(412,537)

c) Deferred Capital Receipts Reserve

The Deferred Capital Receipts Reserve holds the gains recognised on the disposal of non-current assets but for which cash settlement has yet to take place. Under statutory arrangements, the Authority does not treat these gains as available for financing new capital expenditure until they are backed by cash. When the deferred cash settlement eventually takes place, amounts are transferred to the Capital Receipts Reserve.

	2012/13	2011/12 Restated	2011/12
	£000	£000	£000
Balance at 1 April	(14,883)	(17,851)	(17,851)
Adjustment for restatement in respect of Finance Leases	-	4,397	-
Transfer of deferred sale proceeds credited as part of the (gain)/loss on disposal to the Comprehensive Income and Expenditure Statement	(733)	(1,695)	(1,695)
Transfer to the Capital Receipts Reserve upon receipt of cash	8	266	266
Balance at 31 March	(15,608)	(14,883)	(19,280)

NOTES TO THE CORE FINANCIAL STATEMENTS

d) Pension Elements

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

	2012/13 £000	2011/12 £000
Balance at 1 April	97,923	53,200
Actuarial gains or losses on pensions assets and liabilities	(11,383)	45,160
Reversal of items relating to retirement benefits debited or credited to the (Surplus)/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	8,892	5,590
Employer's pensions contributions and direct payments to pensioners payable in the year	(6,104)	(6,027)
Balance at 31 March	89,328	97,923

e) Collection Fund Adjustment Account

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

	2012/13 £000	2011/12 £000
Balance at 1 April	6	(29)
Amount by which Council Tax Income credited to the Comprehensive Income and Expenditure Statement is different from Council Tax income calculated for the year in accordance with statutory requirements	21	35
Balance at 31 March	27	6

f) Accumulated Absences Account and Employment Reserve Account

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

The Employment Reserve accounts for the Termination Payments that have been accrued but not paid as at 31 March 2013. These accruals are reversed and therefore mitigated through the Movement in Reserves Statement.

NOTES TO THE CORE FINANCIAL STATEMENTS

	2012/13 £000	2011/12 £000
Accumulated Absences Account		
Balance at 1 April	1,902	1,575
Settlement or cancellation of accrual made at the end of the preceding year	(1,643)	(815)
Additional accrual during the year	823	1,142
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(820)	327
Balance at 31 March	1,082	1,902

25 Operating Activities

	2012/13 £000	2011/12 £000
Operating activities within the Cashflow Statement include the following cashflows relating to Interest		
Cash Interest Received	532	233
Cash Interest Paid	(7,449)	(477)
Dividends Received	-	-
Total	(6,917)	(244)

26. Investing Activities

	2012/13 £000	2011/12 £000
Purchase of Property, Plant and Equipment, Investment Property and Intangible Assets	16,360	21,012
Purchase of short-term and long-term investments	9,223	11,850
Other payments for investing activities	-	-
Proceeds from the sale of Property, Plant and Equipment, Investment Property and Intangible Assets	(5,716)	(11,227)
Other capital cash receipts in advance	(2,034)	(2,335)
Proceeds from short-term and long-term investments	-	-
Other receipts from Investing Activities	-	-
Total Cash Flows from Investing Activities	17,833	19,300

27. Financing Activities

	2012/13 £000	2011/12 £000
Repayment of Long Term Borrowing	643	995
Cash receipts of Short and Long-Term Borrowing	-	(198,528)
Other receipts from Financing Activities	(112)	285
Payments for the reduction of a Finance Lease Liability	129	-
Payments for the reduction of a PFI Liability	-	-
Total Cash Flows from Financing Activities	660	(197,248)

NOTES TO THE CORE FINANCIAL STATEMENTS

28. Amounts Reported for Resource Allocation Decisions

The Income and Expenditure of the Authority's principal services recorded in the budget reports for the year is as follows:

Services Income and Expenditure

	Chief Executive £000	City Regeneration £000	Community Services £000	Organisational Development & Corporate Services £000	Total Cost of Services £000
2012/13					
Fees, Charges and other Service Income	(1,151)	(47,914)	(43,567)	(14,639)	(107,271)
Government Grants	(239)	(524)	(76,593)	(1,984)	(79,340)
Total Income	(1,390)	(48,438)	(120,160)	(16,623)	(186,611)
Employee expenses	717	7,730	25,409	12,190	46,046
Other service expenses	1,006	16,982	100,528	4,911	123,427
Support service recharges	175	8,336	3,627	7,354	19,492
Depreciation, Amortisation and Impairment		11,948	10,912	366	23,226
Total Expenditure	1,898	44,997	140,476	24,821	212,191
Net Expenditure	507	(3,441)	20,316	8,198	25,580

	Chief Executive £000	City Regeneration £000	City Services £000	Organisational Development & Corporate Services £000	Total Cost of Services £000
2011/12 Comparative Figures					
Fees, Charges and other Service Income	(6,778)	(49,810)	(48,291)	(7,263)	(112,142)
Government Grants	(126)	(405)	(73,484)	(466)	(74,481)
Total Income	(6,904)	(50,215)	(121,775)	(7,729)	(186,623)
Employee Expenses	4,854	8,960	26,427	3,669	43,910
Other Service Expenses	1,181	230,978	98,737	3,226	334,122
Support Service Recharges	1,976	9,381	5,624	4,338	21,319
Depreciation, Amortisation and Impairment	2	14,893	3,869	274	19,038
Total Expenditure	8,013	264,212	134,657	11,507	418,389
Net Expenditure	1,109	213,997	12,882	3,778	231,766

▫ Reconciliation to Subjective Analysis

This reconciliation shows how the figures in the analysis of income and expenditure relate to a substantive analysis of the (surplus) or deficit on the provision of services included in the Comprehensive Income and Expenditure Statement (page 24).

NOTES TO THE CORE FINANCIAL STATEMENTS

2012/13	Cost of Services	Corporate Amounts	Total (Surplus)/Deficit on the Provision of Services
	£000	£000	£000
Fees, Charges and Other Service Income	(107,271)	(10,755)	(118,026)
Interest and Investment Income	-	(1,128)	(1,128)
Income from Council Tax	-	(12,641)	(12,641)
Government Grants and Contributions	(79,340)	(15,978)	(95,318)
Total Income	(186,611)	(40,502)	(227,113)
Employee Expenses	46,046	-	46,046
Other Service Expenses	123,427	-	123,427
Support Service Recharges	19,492	-	19,492
Depreciation, Amortisation and Impairment	23,226	-	23,226
Interest Payments	-	9,323	9,323
Precepts & Levies	-	193	193
Payments to Housing Capital Receipts Pool	-	587	587
(Gain)/ Loss on Disposal of Fixed Assets	-	(3,855)	(3,855)
Total expenditure	212,191	6,248	218,439
(Surplus)/Deficit on the Provision of Services	25,580	(34,254)	(8,674)

2011/12	Cost of Services	Corporate Amounts	Total (Surplus)/Deficit on the Provision of Services
	£000	£000	£000
Fees, Charges and Other Service Income	(112,142)	(9,100)	(121,242)
Interest and Investment Income	-	(3,282)	(3,282)
Income from Council Tax	-	(12,521)	(12,521)
Government Grants and Contributions	(74,481)	(17,823)	(92,304)
Total Income	(186,623)	(42,726)	(229,349)
Employee Expenses	43,910	-	43,910
Other Service Expenses	334,122	-	334,122
Support Service Recharges	21,319	-	21,319
Depreciation, Amortisation and Impairment	19,038	-	19,038
Interest Payments	-	1,619	1,619
Precepts & Levies	-	168	168
Payments to Housing Capital Receipts Pool	-	757	757
(Gain)/ Loss on Disposal of Fixed Assets	-	(5,237)	(5,237)
Total Expenditure	418,389	(2,693)	415,696
(Surplus)/Deficit on the Provision of Services	231,766	(45,419)	186,347

NOTES TO THE CORE FINANCIAL STATEMENTS

29. Trading Operations

A number of operations that the Council undertakes are technically classified as Trading Operations. Most of these operations provide services on an internal basis to other parts of the Authority. The activities set out below are included in Net Operating Expenditure.

		2012/13 £000	2011/12 £000
Building Control Charging Account	Turnover	(418)	(544)
	Expenditure	497	499
	(Surplus)/Deficit	79	(45)
Trade Refuse & Recycling	Turnover	(2,374)	(2,284)
	Expenditure	1,351	1,377
	(Surplus)/Deficit	(1,023)	(907)
Net Surplus on Trading Operations		(944)	(952)

30. Agency Services

The Council carried out certain works on behalf of Oxfordshire County Council during the year for which it was fully reimbursed. These costs are shown below:

		2012/13 £000	2011/12 £000
Routine Maintenance Expenditure		1,305	1,335
Administrative Costs		-	107
Net Expenditure recharged to Oxfordshire County Council arising from the Agency Arrangement		1,305	1,442

For a number of years, Oxford City Council have exercised their right under Section 42 of the Highways Act to maintain the unclassified roads in Oxford using funding provided by Oxfordshire County Council.

This work covers areas such as pothole maintenance, footpath maintenance, road improvement schemes, carriageway surface dressing, grass verge cutting and road and path side tree maintenance. Also included are winter maintenance, white lining and drainage maintenance.

Currently the City Council's in-house service providers carry out the maintenance operation of S42. This work is split into four; Highways Engineering, Carriageway and Pavement Maintenance and Grass Cutting which are undertaken by the Engineering teams and Grounds Maintenance teams respectively. The fourth area of work is Tree Maintenance, which is carried out by the Leisure & Parks Tree team.

NOTES TO THE CORE FINANCIAL STATEMENTS

31. Members' Allowances

The Authority paid the following amounts to Members of the Council during the year:

	2012/13 £000	2011/12 £000
Members' Allowances		
Allowances	332	336
Expenses	3	3
Total Payments	335	339

32. Officers Remuneration - Senior Employees

The remuneration paid to the Authority's senior employees is as follows:

Name/Title		Salary, Fees and Allowances	Pension Contributions	Total
		£	£	£
Chief Executive	2012/13	140,000	28,280	168,280
	2011/12	140,000	28,280	168,280
Director, City Regeneration	2012/13	109,541	22,127	131,668
	2011/12	109,500	22,119	131,619
Director, Community Services	2012/13	109,500	22,119	131,619
	2011/12	109,080	22,034	131,114
Executive Director, Organisational Development and Corporate Services	2012/13	108,703	21,780	130,483
	2011/12	99,000	19,998	118,998
Monitoring Officer	2012/13	83,236	17,172	100,408
	2011/12	77,770	16,159	93,929
Section 151 Officer	2012/13	82,096	15,352	97,448
	2011/12	not part of Senior Mgmt Team in 11/12		

NOTES TO THE CORE FINANCIAL STATEMENTS

The Authority's other employees receiving more than £50,000 remuneration for the year (excluding employer's pension contributions) were paid the following amounts:

Other Employees Receiving more than £50,000	Number of employees 2012/13	Number of employees 2011/12
£50,000 - £54,999	7	9
£55,000 - £59,999	3	4
£60,000 - £64,999	6	3
£65,000 - £69,999	3	2
£70,000 - £74,999	4	4
£75,000 - £79,999	-	1
£80,000 - £84,999	2	2
£85,000 - £89,999	-	2
£90,000 - £94,999	1	1
£95,000 - £140,000	1	-
Total Number of Employees	27	28

Exit Package cost band including special payments:

	Number of compulsory redundancies		Number of other agreed departures		Total number of packages		Total cost of exit packages	
	2012/13	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13 £000	2011/12 £000
£0- £20,000	-	-	10	16	10	16	109	162
£20,001- £40,000	-	-	3	12	3	12	89	314
£40,001- £60,000	-	-	2	5	2	5	83	255
£60,001- £80,000	-	-	-	4	-	4	-	265
£80,001- £100,000	-	-	-	1	-	1	-	97
£100,001- £150,000	-	-	3	-	3	-	329	-
Total			18	38	18	38	610	1,093

33. External Audit Costs

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

	2012/13 £000	2011/12 £000
External Audit	155	212
Cost for additional work relating to objections to the accounts	10	-
Certification of Grant Claims & Returns	15	75
Total	180	287

34. Grant Income

The Authority has credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement:

NOTES TO THE CORE FINANCIAL STATEMENTS

	2012/13 £000	2011/12 £000
Grants Credited to Taxation and Non Specific Grant Income		
Revenue Support Grant	229	3,164
New Homes Bonus	1,296	473
National Non-Domestic Rates	11,799	10,231
Donated Assets	-	14
Developer Contributions	892	607
HCA funding for Old Fire Station	-	2,410
Environment Agency Funding	90	74
Disabled Facilities Grant	526	445
Barton Adventure Play Park	346	306
HCA Funding	-	100
WREN Grant	34	-
Oxford Wheels project	100	-
Community Spaces Grant	82	-
Contribution to Skate Park	32	-
New Growth Points	163	-
Council Tax Freeze Grant	310	309
Healthy Living	77	-
Total	15,976	18,133
Grants Credited to Services		
Benefits Grant	75,829	72,984
Homelessness Main Grant	-	-
Local Services Support Grant	962	1,082
Local Housing Allowance Changes	-	4
Small Business Rate Relief	-	2
Sports England - Sports Grants	841	415
Discretionary Housing Payments Grant	-	111
Flood Prevention Grant	-	77
Homelessness Add On Grant	-	6
Air Quality Grant	-	35
Positive Futures Grant	21	21
Recession Impact And Repossession Prevention Grants	-	48
New Burdens Grant	-	34
Procurement Hub Contribution	-	40
Oxford Heritage Asset Register	20	21
Oxford Urban Archaeology	-	10
Home Improvements (Supporting People)	53	49
Mortgage Rescue	-	42
Housing Fraud Investigation	80	80
Commercial Regulations (FSA grant)	-	8
Local Strategic Partnership	-	32
Local Area Agreement Award Grant	-	23
Community Safety	160	810
Carbon Management	-	20
School Sport	-	7
Oxford Story	21	22
Direct Payments DWP Project	448	-
Department of Environment and Climate Change Funding	310	-
Carbon Hub	279	-
Communities and Local Government New Burdens Council Tax Reform	84	-
Universal Credits	60	-
Breaking the cycle of Deprivation Programme LAA Grant Funding	55	-
Department of Work and Pensions (DWP) Grant	38	-
County Council - Community Action groups	27	-
Arts Council Funding	10	-
Communities and Local Government Assets of Community Value	13	-
Communities and Local Government Town Team Partners	10	-
County Council - Performance Reward Grant	10	-
English Heritage OAP	5	-
Active Communities Grant 7/9 -County	4	-
Total	79,340	76,292

NOTES TO THE CORE FINANCIAL STATEMENTS

An amount equivalent to the grant received from the Department for Culture, Media and Sport to support the Free Swimming programme was paid to Fusion Lifestyle, the charity responsible for the management of the Council's Leisure Centres.

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

Capital Grants Receipts in Advance	2012/13	2011/12
	£000	£000
Additional Funding for Council Tax leaflet	-	11
Free Swims	-	45
Barton Adventure Play Park	93	439
West End Partnership	260	399
Housing Delivery (New Growth Points) Allocation	185	683
HCA Growth Fund Grant	734	734
Healthy Living Initiatives	-	77
Funding for Housing improvements	-	150
Environment Agency Funding	-	16
Bury Knowle House	-	41
Disabled Facilities Grants	-	30
Developer Contributions	3,515	3,527
WREN Funding Contribution	56	-
Contribution to DA Works at 21 Buckler Road	20	-
Contribution to Heading Hill Park Engineering Works	18	-
Total	4,881	6,152
Revenue Grants	2012/13	2011/12
	£000	£000
Lambourne Road	-	100
Cardinal House	-	150
Lottery Funding	6	6
Connecting Communities Funding	-	45
Preventing Homelessness	-	208
Housing Delivery New Growth Points	13	192
Sport England funding	496	7
Local Authority Area Reward Grant Visit Economy	-	103
Enhanced Housing Project Funding	-	13
Oxford Sports Partnership Sport England	-	486
Housing Needs Projects	-	43
Mortgage Repossession Fund	-	42
Home Choice DAAT Fund	-	25
Housing Need - Single Homeless Team	-	222
Home Choice Singles Fund	-	6
Enhanced Housing Options Project	-	3
Connecting Communities Grant	-	44
Community Safety	-	429
Wood Farm Community Centre	-	57
Communities and Local Government Tenancy Investigations	25	15
Environment Agency Flood Prevention Grant	69	101
Department for Environment, Food and Rural Affairs Air Quality Grant	29	61
Department for Environment, Food and Rural Affairs CL Grant	19	19
Home Improvement Agency Supporting People Grant	32	32
Department of Environment and Climate Change Low Carbon Framework Grant	64	64
Department of Environment and Climate Change Low Carbon Framework Grant 12/13	150	-
Oxford Story Museum Grant	-	12
Total	903	2,485

NOTES TO THE CORE FINANCIAL STATEMENTS

35. Related Parties

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

Central Government has significant influence over the general operations of the Authority - it is responsible for providing the statutory framework within which the Authority operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Authority has with other parties (e.g. Council Tax bills, Housing Benefits). Grants received from government departments are set out in the subjective analysis in Note 28 on reporting for resources allocation decisions. Grant receipts outstanding at 31 March 2013 are shown in Note 34.

Members of the Council have direct control over the Council's financial and operating policies. A number of members and senior officers are members of voluntary organisations which receive small grants and funding from the Council. The grants and funding were made with proper consideration of declarations of interest. The Register of Members' Interest is held at the Town Hall, and is open for public inspection. No material interests have been declared. A number of Members serve on both the City Council and Oxfordshire County Council, this is not considered material. The total of members allowances is shown in Note 31.

Members represent the Council on various organisations. Appointments are reviewed annually, unless a specific termination date for the term of office applies. None of these appointments places the Members concerned in a position to exert undue influence or control. A grant of approximately £90,000 was paid to a voluntary organisation of which two members close family are trustees. This grant was made with proper consideration of their declarations of interest.

There are a number of senior officers who are appointed Directors of the Barton Oxford LLP, an arms length company set up between the Council and Grosvenor Estates to facilitate new housing in Barton.

The Council has the following relationships, none of which are considered material under the Accounting Code of Practice.

- Central Government – Central Government provide a number of grants to local authorities.
- Housing Associations – the Council is a partner with various Housing Associations for the purpose of providing Social Housing.
- Oxfordshire County Council – the Council undertakes agency work on behalf of the County Council. The County Council administers the Council's local government pension scheme. The County Council provides computing services and support with a partnership agreement running from 1 April 2009 for a period of 7 years ending 31 March 2016.
- Fusion Lifestyle - The Council has a contract with Fusion Lifestyle a social enterprise with charitable status to manage and develop the Council's seven public leisure facilities.
- Barton Oxford LLP – an arms length company set up between the Council and Grosvenor Estates to facilitate new housing in Barton.
- Local Boards and Trusts – Officers and Members represent the Council on various organisations, there are no material transactions.

36. Capital Expenditure and Capital Financing

The total amount of capital expenditure incurred in the year is shown in the table below (including the value of assets acquired under finance leases), together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Authority,

NOTES TO THE CORE FINANCIAL STATEMENTS

the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Authority that has yet to be financed. The CFR is analysed in the second part of this note.

The Council is required to make a minimum provision within its revenue account for debt repayment (MRP). This is calculated as a percentage of its CFR at the start of the financial year. At 1 April 2012 the Council had a negative non-housing CFR and therefore no provision is required in 2012/13. A voluntary revenue provision was made towards the repayment of the debt outstanding with South Oxfordshire District Council to repay capital expenditure funded by Prudential Borrowing in previous years.

	2012/13 £000	2011/12 £000
Opening Capital Financing Requirement	221,207	26,044
Capital Investment		
Property Plant and Equipment	13,891	19,130
Investment Properties	529	69
Intangible Assets	569	-
Revenue Expenditure Funded from Capital under Statute	1,371	1,813
Total Capital Spend	16,360	21,012
Sources of Finance		
Capital Receipts	(1,508)	(6,395)
Government Grants and other Contributions	(9,424)	(9,433)
Sums Set Aside from Revenue	(5,428)	(4,533)
Finance Leases	322	-
MRP/Loans fund principal	882	194,512
Sources of Finance Total	(15,156)	174,151
Closing Capital Financing Requirement	222,411	221,207
Explanation of Movements in Year		
Increase in Underlying Need to Borrow (supported by Government Financial Assistance)	-	-
Increase in Underlying Need to Borrow (unsupported by Government Financial Assistance)	1,204	651
Increase in Underlying Need to Borrow	-	198,528
(Decrease) in Underlying Need to Borrow	-	(4,016)
Assets Acquired under Finance Leases	-	-
Assets Acquired under PFI/PPP Contracts	-	-
Increase/(Decrease) in Capital Financing Requirement	1,204	195,163

37. Leases

a) Authority as Lessee

FINANCE LEASE

The Council has recognised an administrative building, and equipment where the Council acts as a service operator where assets are held under finance leases. The assets acquired under these leases are carried as Property, Plant and Equipment in the Balance Sheet at the following net amounts.

NOTES TO THE CORE FINANCIAL STATEMENTS

	31 Mar 2013 £000	1 Apr 2012 Restated £000	31 Mar 2012 £000
Other Land and Buildings	147	154	1,964
Vehicles, Plant, Furniture and Equipment	170	321	221
Total	317	475	2,185

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

	31 Mar 2013 £000	1 Apr 2012 Restated £000	31 Mar 2012 £000
Finance lease liabilities (net present value of minimum lease payments)			
- Current	92	129	175
- Non Current	260	352	2,037
Finance Costs Payable in Future Years	135	152	1,030
Minimum Lease Payments	487	633	3,242

The minimum lease payments are payable over the following periods:

	Minimum Lease Payments			Finance Lease Liabilities		
	31 Mar 2013 £000	1 Apr 2012 Restated £000	31 Mar 2012 £000	31 Mar 2013 £000	1 Apr 2012 Restated £000	31 Mar 2012 £000
Within 12 Months	103	146	253	92	129	175
1-5 Years	67	153	581	32	115	316
Over 5 Years	317	334	2,408	228	237	1,721
Total	487	633	3,242	352	481	2,212

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2012/13 £269,650 contingent rents were payable by the Authority (2011/12 £269,650).

OPERATIONAL LEASE

The Authority uses a number of properties which are leased on operating lease terms. The average lives would be 20 years. The future minimum lease payments due under non cancellable leases in future years are:

Operating Leases	31 Mar 2013 £000	31 Mar 2012 £000
Within 12 Months	713	732
1-5 Years	1,248	1,754
Over 5 Years	1,431	1,431
Total	3,392	3,917

NOTES TO THE CORE FINANCIAL STATEMENTS

The table below shows leased payments recognised as expenses with amounts for the contingent rents and sublease payments.

	31 Mar 2013 £000	31 Mar 2012 £000
Minimum lease payment	732	767
Contingent rent	35	35
Sublease payment receivable	(35)	(35)
Total	732	767

b) Authority as Lessor

FINANCE LEASE

The Authority has leased out many properties, and an assessment has been undertaken to establish those that are considered to have transferred the risks of ownership to the lessee. The Land Elements are considered to be Operational Leases, but in some cases the Building Element is considered to have transferred risks and rewards and are therefore treated as finance leases.

	31 Mar 2013 £000	1 Apr 2012 Restated £000	31 Mar 2012 £000
Finance Lease debtor (net present value of minimum lease payments)			
- Current	7	6	7
- Non Current	9,849	9,053	13,450
Unearned Finance Income	-	-	-
Unguaranteed Residual Value of Property	577	577	-
Gross Investment in the Lease	10,433	9,636	13,457

The minimum lease payments are the total receivable over the terms of the leases. The gross investment in the lease and the minimum lease payments will be received over the following periods:

	Gross Investment In The Lease			Minimum Lease Payments		
	31 Mar 2013 £000	1 Apr 2012 Restated £000	31 Mar 2012 £000	31 Mar 2013 £000	1 Apr 2012 Restated £000	31 Mar 2012 £000
Within 12 Months	7	6	7	7	6	7
1-5 Years	29	28	33	29	28	33
Over 5 Years	10,397	9,602	13,417	9,820	9,025	13,417
Total	10,433	9,636	13,457	9,856	9,059	13,457

The minimum lease payments do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2012/13 £311,000 contingent rents were payable by the Authority (2011/12 £311,000)

NOTES TO THE CORE FINANCIAL STATEMENTS

OPERATIONAL LEASES

The Council leases out Property under Operational Leases. These include shorter term leases, where the risks and rewards are retained by the Council. The future minimum lease payment receivable are stated, as well as the expected estimated continuation of the leases over the remaining lives of the asset:

Operating Leases	31 Mar 2013 £000	31 Mar 2012 £000
Within 12 Months	5,585	4,630
1-5 Years	20,909	17,202
Over 5 Years	63,561	57,882
Total	90,055	79,714

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into.

In 2012/13 £1.35 million contingent rents were received by the Authority (£1.3 million in 2011/12).

38. Impairment Losses

Impairment losses during 2012/13 are included in Note 12.

39. Termination Benefits and Exit Payments

Termination benefits are payable as a result of either:

- An employer's decision to terminate an employee's employment before the normal retirement date, or
- An employee's decision to accept voluntary redundancy in exchange for termination benefits.

The Council's IAS 19 report includes termination curtailment costs of £309,000, and the entries are charged to the Comprehensive Income and Expenditure account in the way specified by the termination cost requirement. Only £18,000 of the Council's termination costs were not reflected in the IAS 19 report, these were the new costs recognised in 2012/13.

A payment in respect of previously recognised costs amounted to £240,000, these were initially charged in past cost of service in the Comprehensive Income and Expenditure Account, and were removed to avoid double counting. These costs were then reinstated via the Movement in Reserves Statement to allow the burden to fall on the General Fund in line with the minimum required charge.

	2012/13 £000	2011/12 £000
Termination costs B/fwd	480	760
New termination costs in year	18	-
Less costs removed in year	(240)	(280)
Balance C/fwd	258	480

Exit Payments

Exit payments are required to be disclosed in bands on £20,000 up to £100,000 and bands of £50,000 thereafter, shown on Note 32 on page 83. The exit payment includes pension strain costs on termination as well as redundancy and other payments. However, pension strain costs represent a future liability rather than a current year payment. The termination costs and IAS 19 costs do not include redundancy payments which are included in the disclosure note for exit payments.

NOTES TO THE CORE FINANCIAL STATEMENTS

The Authority terminated the contracts of a number of employees in 2012/13, incurring total costs of £610,000 (£1.093 million in 2011/12).

40. Defined Benefit Pension Scheme

a) Participation in the Pension Scheme

As part of the terms and conditions of employment of its Officers, the Authority makes contributions towards the costs of Scheme Member Employment Benefits. Although these benefits will not actually be payable until an employee retires, the Authority has a commitment to make the payments at the time that the employee earns their future entitlements.

b) Transactions Relating to Post Employment Benefits

The costs of retirement are recognised and reported in the Cost of Service when they are earned by the employees, rather than when the benefits are paid. However, the charge required to be made to the Council Tax is based on the cash payable in the year, so the real costs of post employment retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement.

The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund balance via the Movement in Reserves Statement during the year:

Transactions Relating to Post Employment Benefits	Local Government Pension Scheme	
	2012/13 £000	2011/12 £000
Cost of Services		
Current Service Cost	6,445	4,798
Past Service Costs	(479)	(460)
Settlements and Curtailments	309	386
Financing and Investment Income and Expenditure		
Interest Cost	11,424	11,211
Expected Return on Scheme Assets	(8,807)	(10,345)
Total Post Employment Benefit Charged to the Surplus/(Deficit) on the Provision of Services	8,892	5,590
Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement		
Actuarial (Gains) and Losses	(11,383)	45,160
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	(2,491)	50,750
Movement in Reserves Statement		
Reversal of Net Charges made to the Surplus/(Deficit) for the Provision of Services for Post Employment Benefits in accordance with the Code	(8,892)	(5,590)
Actual amount charges against the General Fund Balance for pensions in the year		
Employers' Contributions Payable to Scheme	6,104	6,027

The Cumulative amount of actuarial gains and losses recognised in the Comprehensive Income and Expenditure Account at 31 March 2013 is £24.2 million. (£35.6 million as at 31 March 2012).

NOTES TO THE CORE FINANCIAL STATEMENTS

c) Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actual basis using the projected credit method, an estimate of the pensions that will be payable in future years depending on assumptions about mortality rates, salary levels etc. Both the Local Government Scheme and discretionary benefit liabilities have been assessed by Barnett Waddingham, an independent firm of actuaries. Estimates for the Council Fund based on the latest valuation of the scheme as at 31 March 2013 is set out below.

	2012/13	2011/12
Long-term Expected Rate of Return on Assets in the Scheme:		
Equity Investments	6.00%	6.30%
Bonds	3.41%	3.79%
Average All	4.13%	5.16%
Mortality Assumptions:		
Longevity at 65 for Current Pensioners		
Men	19.2 years	19 years
Women	23.2 years	23.1 years
Longevity at 65 for Future Pensioners		
Men	21.1 years	21 years
Women	25.1 years	25 years
Rate of Inflation		
RPI	3.40%	3.30%
CPI	2.60%	2.50%
Rate of increase in Salaries	4.40%	4.30%
Rate of Increase in Pensions	2.60%	2.50%
Rate for Discounting Scheme Liabilities	4.50%	4.60%
Take up option to convert annual pension to lump sum	50.00%	50.00%

Members Assumption

Members will exchange half of their commutable pension for cash at retirement. Active members will retire one year later than they are first able to without reduction.

	2012/13	2011/12
	%	%
Proportion of Assets Held		
Equity Investments	69	70
Debt Instruments	16	16
Other Assets	15	14
Total	100	100

The actuarial gains identified as movements on the Pensions Reserve in 2011/12 can be analysed into the following categories, measured as a percentage of assets or liabilities at 31 March 2012.

History of Gains and Losses	2008/09	2009/10	2010/11	2011/12	2012/13
	%	%	%	%	%
Difference between Expected and Actual Return on Assets	-40.4	22.2	1	-5.6	12.7
Actual Gains and Losses on Liabilities	-0.3		17	-0.1	-0.1

NOTES TO THE CORE FINANCIAL STATEMENTS

d) Assets and Liabilities in Relation to Past-Employment Benefits

	2012/13 £000	2011/12 £000
Opening Balance 1 April	251,205	204,085
Current Service Cost	6,445	4,798
Interest Cost	11,424	11,211
Contributions by Scheme Participants	1,874	1,899
Actuarial (Gain)/Loss	12,259	36,621
Benefits Paid	(7,635)	(7,335)
Past Service Cost	(479)	(460)
Curtailments	309	386
Closing Balance 31 March	275,402	251,205

Reconciliation of Fair Value of the Schemes Assets

	2012/13 £000	2011/12 £000
Opening Balance 1 April	153,282	150,885
Expected Rate of Return	8,807	10,345
Actuarial (Gain)/Loss	23,642	(8,539)
Employers Contributions	6,583	6,487
Contributions by Scheme Participants	1,874	1,899
Benefit Paid	(8,114)	(7,795)
Settlements	-	-
Closing Balance 31 March	186,074	153,282

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

e) Scheme History

	2007/08 £000	2008/09 £000	2009/10 £000	2010/11 £000	2011/12 £000	2012/13 £000
Present Value of Liabilities						
Local Government Scheme	190,200	203,700	284,790	204,085	251,205	275,402
Fair Value of Assets in the Local Government Pension Scheme	129,850	100,710	139,168	150,885	153,282	186,074
Surplus/(Deficit) in the Scheme	(60,350)	(102,990)	(145,622)	(53,200)	(97,923)	(89,328)

The liabilities show the underlying commitments that the Authority has in the long run to pay post employment (retirement) benefits. The total liability of £251.2 million has a substantial impact on the net worth of the Authority as recorded in the Balance Sheet resulting in a negative overall balance of £97.9 million. However, statutory arrangements for funding the deficit mean that the financial position of the Authority remains healthy.

The deficit on the scheme will be made good by increased contributions over the remaining working life of the employees (i.e. before payment falls due), as assessed by the Actuary.

NOTES TO THE CORE FINANCIAL STATEMENTS

Finance only needs to be raised to cover discretionary benefits when the pension is actually paid.

The total contribution expected to be made to the Local Government Pension Scheme by the Council in the year to 31 March 2013 is £5.7 million.

41. Contingent Liabilities

There are a number of legal cases which are pending, the costs and timings of which are uncertain, including:

- Abortive costs in relation to a potential annulment of bankruptcy order, £500,000
- Refusal to renew sexual entertainment licence, £50,000
- Authority withholding consent as landlord for change of use, value not yet known
- Joint challenge to the adoption of Sites and Housing Development Plan Document, £50,000
- Potential compensation costs from a third party arising from the challenge of a planning decision, costs unknown.

42. Contingent Assets

a) Westhill Farm

In May 2011 one of the Council's properties at Westhill Farm was subject to substantial fire damage. The property has been valued for insurance purposes before the fire at £0.6 million and after the fire at around £0.2 million. Loss adjusters are currently involved and negotiations are ongoing; the outcome at present is unknown.

b) Old Fire Station Bond Claim

During 2011/12 the Council undertook a scheme for the refurbishment of one of its' property assets at the 'Old Fire Station' at a cost of around £3 million. During the course of the works the lead contractor ROK filed for liquidation. Appointing an alternative contractor incurred additional costs to the Council in the order of £0.2 million which it is currently attempting to recover from the contract bond. Negotiations are on going with the bondsman and will not complete until the completion of the building contract. It is still difficult to predict the outcome.

43. Nature and Extent of Risks Arising from Financial Instruments

The Council's overall risk management programme focuses on minimising the Council's exposure to the unpredictability of financial markets and to protect the financial resources available to fund services. The Council has fully adopted CIPFA's Code of Treasury Management Practices and has written principles for overall risk management as well as policies and procedures covering specific areas such as credit risk, liquidity risk, refinancing risk and market risk.

a) Credit Risk

Credit risk arises from short-term lending of surplus funds to banks, building societies and other local authorities as well as credit exposures to the Council's customers. It is the Council's policy to place funds only with a limited number of high quality banks and building societies whose credit rating is independently assessed as sufficiently secure by the Council's Treasury Advisers and to restrict lending to a prudent maximum amount for each financial institution. The Council also maintains a formal counterparty policy in respect of those financial institutions and other bodies from which it may borrow, or with whom it may enter into other financing arrangements.

In October 2008 the Icelandic banking sector defaulted on its obligations. The Council had £4.5 million invested in this sector at that time. Over the last few years we have received a substantial amount of these deposits back and now have £1 million remaining as outstanding, and this is expected to be received almost in its entirety over the next few months.

NOTES TO THE CORE FINANCIAL STATEMENTS

The authority does not generally allow credit for customers, such that all creditors are due within 3 months.

The Authority's maximum exposure to credit risk in relation to its investments in banks and building societies of £42m cannot be assessed generally as the risk of any institution failing to make interest payment or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of un-recoverability applies to all of the Authority's deposits, but there was no evidence at the 31 March 2013 that this was likely to crystallise.

b) Liquidity Risk

The Council has ready access to borrowing from the Public Works Loan Board. As a result, there is no significant risk that the Council will be unable to raise finance to meet its commitments under financial instruments. The Council has safeguards in place to ensure that a significant proportion of its borrowing does not mature for repayment at any one time to mitigate the impact of re-borrowing at a time of unfavourable interest rates. The Council has specific percentage limits for debt maturing in different periods to ensure an excessive amount of loans do not fall due for repayment at the same time. This ensures prudent planning of new loans taken out and, where it is economic to do so, making early repayments.

c) Refinancing and Maturity Risk

The Council maintains a significant investment portfolio. Whilst the cash flow procedures cover the short and medium term cash needs, the risk in the longer term relates to the danger of having to replace a maturing long term investment at disadvantageous rates.

The approved prudential indicator limiting the amount of funds placed in investments for terms exceeding one year is a key factor limiting this risk, as is a medium term financial policy on reducing the Council's reliance on interest earnings to fund its core activities.

The Council approved Treasury and Investment Strategy addresses the main risks and the Council's treasury team address the operational risks within the approved parameters. This includes:

- Monitoring the maturity profile of financial liabilities and amending the profile through either new borrowing or the rescheduling of existing debt or ensuring sufficient funds to make repayments on due dates; and
- Monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Council's day-to-day cash flow needs, and the spread of longer-term investments providing stability of maturities and returns in relation to the longer-term cash flow needs.

The maturity analysis of financial liabilities is as follows:

	2012/13 £000	2011/12 £000
Up to 1 year	913	816
Between 1 and 5 years	1,912	2,826
Between 5 and 10 years	20,000	20,000
Over 10 years	178,528	178,528
	201,353	202,170

NOTES TO THE CORE FINANCIAL STATEMENTS

Financial liabilities and financial assets represented by loans and receivables are carried in the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments, using the following assumptions:

- no early repayment or impairment is recognised
- where an instrument will mature in the next 12 months, the fair value is assumed to be equal to the carrying amount.

d) Analysis of Financial Liabilities

The analysis of financial liabilities is included in the table below. The amortised cost is an accumulation of the principal and accrued interest. The fair value is as per the notification received from the Public Works Loan Board (PWLB). The fair value of the liabilities is higher than the amortised cost due to the premiums that would become payable if the loans were to be repaid.

	2012/13 £000	2011/12 £000
Short Term Borrowing - Public Works Loan Board	910	816
Short Term Borrowing - South Oxfordshire District Council	282	269
Long Term Borrowing - Public Works Loan Board	200,440	201,350
Deferred Liability - South Oxfordshire District Council	607	889
Local Bonds	4	4
Finance Lease Liability	212	2,019
Debtors	14,694	23,368
Long Term Debtors	16,774	16,795
	233,923	245,510
Amortised Cost	233,923	245,510
Fair Value	219,765	211,963

e) Analysis of Financial Assets

The analysis of Financial Assets is shown in the table below. The amortised cost is an accumulation of the principal and the accrued interest. All investments are at a fixed rate and for a fixed term therefore the accrued interest is based on the agreed rates at the inception date of the investment, and therefore a fair value has not been used as a comparator.

	2012/13 £000	2011/12 £000
Short Term Investments	45,073	32,000
Long Term Investments	32	32
Cash	(2,862)	(3,457)
Creditors	16,822	18,906
	59,065	47,481
Amortised Cost	59,065	47,481

NOTES TO THE CORE FINANCIAL STATEMENTS

All trade and other payables are due to be paid in less than one year.

f) Market Risk

Interest rate risk – The Council is exposed to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the Council, depending on how variable and fixed interest rates move across differing financial instrument periods. For instance, a rise in variable and fixed interest rates would have the following effects:

- Borrowings at variable rates – the interest expense charged to the Income and Expenditure Account will rise
- Borrowings at fixed rates – the fair value of the borrowing liability will fall
- Investments at variable rates – the interest income credited to the Income and Expenditure Account will rise
- Investments as fixed rates – the fair value of the assets will fall

Borrowings are not carried at fair value on the Balance Sheet, so nominal gains and losses on fixed rate borrowings would not impact on the Income and Expenditure Account. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Income and Expenditure Account and affect the General Fund Balance, subject to influences from Government grants. Movements in the fair value of fixed rate investments will be reflected in the movement in reserves, unless the investments have been designated as Fair Value through the Income and Expenditure Account.

The Council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together the Council's prudential indicators and its expected treasury options, including an expectation of interest rate movements. From this Strategy a prudential indicator is set which provides maximum and minimum limits for fixed and variable interest rate exposure. The Council's treasury team monitor market and forecast interest rates within the year to adjust exposures appropriately, for instance, during periods of falling interest rates, and where economic circumstances make it favourable, fixed rate investments may be taken for longer periods to secure better long term returns.

The risk of interest rate loss is partially mitigated by Government grant payable on financing costs.

The Council does not have any variable rate borrowings or investments, therefore the impact of a 1% increase or decrease in interest rates would have a nil financial impact.

Price Risk – The Council, excluding the Pension Fund, does not generally invest in instruments with this type of risk.

Foreign Exchange Risk – The Council does not partake in any financial assets or liabilities denominated in foreign currencies, however the Council has suffered a loss due to foreign exchange.

g) Financial Instruments Gains and Losses

There are no gains or losses recognised in the Consolidated Income and Expenditure Statement in relation to financial instruments in this financial year.

NOTES TO THE CORE FINANCIAL STATEMENTS

h) Fair value of Assets and Liabilities carried at Amortised Cost

Financial liabilities and financial assets represented by loans and receivables are carried on the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments, using the following assumptions:

- For loans from the Public Works Loan Board (PWLB) and other loans payable, premature repayment rates from the PWLB have been applied to provide the fair value under PWLB debt redemption procedures;
- For loans receivable prevailing benchmark market rates have been used to provide the fair value;
- No early repayment or impairment is recognised;
- Where an instrument has a maturity of less than 12 months or is a trade or other receivable the fair value is taken to be the principal outstanding or the billed amount;
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

Fair Value of Assets and Liabilities carried at Amortised Cost	2012/13		2011/12	
	Carrying amount £000	Fair Value £000	Carrying amount £000	Fair Value £000
PWLB Debt	201,353	219,765	202,166	211,963
Non - PWLB Debt	889	889	1,162	1,162
Total Debt	202,242	220,654	203,328	213,125
Trade Creditors	9,577	9,577	13,012	13,012
Total Financial Liabilities	211,819	230,231	216,340	226,137
Money Market Loans < 1year	45,073	45,073	32,000	32,000
Money Market Loans > 1year	-	-	-	-
Bonds	-	-	-	-
Long Term Debtors	16,774	16,774	23,368	23,368
Trade Debtors	5,478	5,478	7,975	7,975
Total Loans and Receivables	67,325	67,325	63,343	63,343

NOTES TO THE CORE FINANCIAL STATEMENTS

44. Heritage Assets Five Year Summary of Transactions

This Statement discloses the major transactions that have taken place on Heritage Assets. The Assets were shown in 2010/11 for the first time and were introduced mainly at Market Value. The assets were revalued as at 1 April 2010 and therefore as at that date are now showing in our accounts; it was impractical to obtain valuations before this date.

The assets not shown at Market Value are the non operational property assets which are based on Depreciated Historic Cost and the Donated asset. In 2011/12 a Donated Asset was recorded at the cost to the donor. The Donated asset is shown at £14,000; a valuation would have cost the council funds which were considered to be not commensurate to the benefit of obtaining the value.

During 2012/13 there have been no purchases, disposals, impairments or additional donated assets. The 2012/13 column below is therefore nil but has been provided to comply with the Code of Practice.

	2012/13 £000	2011/12 £000	2010/11 £000
Cost/value of Acquisitions of Heritage Assets			
Great Mace, Plate Room Silver Plaques and Cutlery	-	-	1,412
Furniture	-	-	13
Civic Regalia including Chains of Office Coat of Arms, registration number, and Organ	-	-	361
Fire Arms	-	-	38
Pictures and Drawings	-	-	420
Non Operational Property	-	-	200
Total Cost of Purchases	-	-	2,444
Value of Heritage Assets Acquired by Donation	-	14	-
Total Donations	-	14	-
Disposals			
Carrying Value	-	-	-
Proceeds	-	-	-
Impairment recognised in the period			
Great Mace, Plate Room Silver Plaques and Cutlery	-	(1)	-
Furniture	-	-	-
Civic Regalia including Chains of Office Coat of Arms, registration number, and Organ	-	-	-
Fire Arms	-	-	-
Pictures and Drawings	-	-	-
Non Operational Property	-	-	-
Total	-	(1)	-

45. Heritage Assets: Further Information on the Museum's Collections

The Great Mace, Plate Room Silver Plaques and Cutlery and the Willis Organ

This collection includes a number of maces and silver cups of historic interest and importance. The Great Mace circa 1660 was made to coincide with the restoration of Charles II, with the previous Commonwealth mace being used in the making of the Great Mace.

The Plate Room includes many cups and trophies, while many other silver items of cutlery, badges, tankards are retained in the collection held by the Council.

NOTES TO THE CORE FINANCIAL STATEMENTS

Other historic cups are displayed and these include the Coronation Cup given by Charles II to the City of Oxford.

A late 19th Century Organ built by Henry Willis and Sons in 1896-7 is sited in the Main Hall of the Town Hall. The Organ is rococo style case with three towers and two flats. For the purpose of grouping assets into categories the value has been placed in with the Great Mace.

Furniture

The Furniture recorded as heritage assets is limited to four notable mahogany sets of furniture. The Authority considers that due to a combination of the diverse nature and immaterial values, obtaining valuations for any less significant furniture would involve a disproportionate cost in relation to the benefit to the users of financial statements and therefore they are not included on the Balance Sheet.

Civic Regalia and Chains of Office

The Chains of Office include those belonging to the Lord Mayor and Mayoress, the Sheriff and Sheriff's lady, and Deputy Lord Mayor. These are very ornate and valuable items mainly of gold and enamel. The Lord Mayor chain dates back to 1883, and includes a badge relief decorated and enameled with the City Arms.

Firearms

The Firearms date back to the 17th Century, and include a collection of English Lock Muskets. The Firearms are displayed in the Town Hall in glass fronted cases.

Pictures and Drawings

The Art Collection includes paintings (both oil and watercolour) and sketches and is reported on the Balance Sheet at Insurance Value.

A large number of Portraits are to be found in the collection, as well as oils on canvass such as "The rape of the Sabines" presented to the Council by the Duke of Marlborough in 1901.

Memorial Gardens and City Walls

The Authority has identified War Memorials and Garden in St Giles, and the War Memorial in Marston Road, which along with the ancient City walls and Bastion (inside New College, and Hall Street) and the Rewley Abbey Wall meet the criteria of Heritage assets. However, due to their diverse nature these assets lack any comparable market values and cost records do not exist. The cost of providing a Balance Sheet valuation on these assets would be disproportionate to any benefit to the user of the Authorities financial statements and therefore are excluded from the Balance Sheet.

Heritage Non Operational Property

A number of Properties owned by Oxford City are of historic interest but these are operational assets and therefore held within Property, Plant and Equipment.

The Authority has identified the Plain Fountain, comprising an ornate stone fountain covered by an octagonal plate roofed open sided structure with stone columns. A clock with four faces is sited on top of the roof with a decorative metal weather vane installed above. This is a significant Asset in terms of its cultural and Heritage presence and the Asset is included in the Balance Sheet at its Depreciated replacement Cost.

Oxford City First Registration number Plate

The Council Mayors Car carries the first registration plate issued in Oxford, and the plate is valued at market value.

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SUPPLEMENTARY FINANCIAL STATEMENTS

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HOUSING REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2013

H1.1 Housing Revenue Account Income and Expenditure Statement

	2012/13 £000	2011/12 £000
Expenditure		
Repairs & Maintenance	10,904	9,228
Supervision & Management	7,519	7,285
Rents, Rates, Taxes & Other Charges	(1,090)	168
Negative HRA Subsidy Payable	(231)	13,084
Depreciation and Impairment of Non-Current Assets	10,713	8,154
Debt management costs	-	-
Movement in the Allowance for Bad Debts (not specified by the Code)	182	166
Sums directed by the Secretary of State that are expenditure in accordance with the code	-	198,528
Total Expenditure	27,997	236,613
Income		
Dwelling Rents (Gross)	(37,208)	(33,864)
Non Dwelling Rents (Gross)	(1,571)	(1,528)
Charges for Services & Facilities	(1,703)	(1,903)
Total Income	(40,482)	(37,295)
Net Cost of HRA Services as included in the Comprehensive Income and Expenditure Statement	(12,485)	199,318
HRA Services' share of Corporate and Democratic Core	198	202
Net Income for HRA Services	(12,287)	199,520
HRA share of the Operating Income and Expenditure included in the Comprehensive Income and Expenditure Statement:		
(Gain)/Loss on Sale of HRA Fixed Assets	576	(3,470)
Interest Payable and Similar Charges	6,895	753
Interest and Investment Income	(64)	(36)
(Surplus)/Deficit for the year on HRA Services	(4,880)	196,767

STATEMENT OF MOVEMENT ON THE HOUSING REVENUE ACCOUNT BALANCE

H1.2 Movement on the Housing Revenue Income & Expenditure Account

The HRA Income and Expenditure Account shows the actual financial performance for the year, measured in terms of the resources consumed and generated over the last twelve months. However, the Council is required to account for its statutory housing activity on a different accounting basis, the main differences being that:

- the difference between the depreciation on HRA assets and the Housing Subsidy Major Repairs Allowance has to be adjusted back into the balance for the year,
- the gain or loss on the disposal of HRA assets has to be reversed before a final balance is calculated; and
- any impairment on HRA assets, either due to economic consumption or valuation, has to be reversed from the account before a statutory balance can be finalised.

The reconciliation statement below summarises the differences between the outturn on the Income and Expenditure Account and the Housing Revenue Account Balance.

MOVEMENT ON THE HRA STATEMENT

	2012/13 £000	2011/12 £000
Balance on the HRA at the end of the Previous Year	(2,620)	(2,000)
(Surplus)/Deficit for the Year on the HRA Income and Expenditure Account	(4,880)	196,767
Adjustments between Accounting Basis and Funding Basis Under Statute		-
- Difference between interest payable and similar charges	-	-
- Difference between any other item of income and expenditure	13	208
- Gain or (loss) on sale of HRA non-current assets	(576)	3,470
- HRA share of contributions to or from the Pensions Reserve	(54)	10
- Capital expenditure funded by the HRA	1,715	2,017
- Sums directed by the Secretary of State to be debited or credited to the HRA	-	(198,528)
- Transfer to/(from) the Major Repairs Reserve	7,000	(321)
- Transfer to/(from) the Capital Adjustment Account	(4,838)	(2,405)
- Transfer to/(from) Housing Repairs Account	-	-
Net (Increase)/Decrease before Transfers to or from Reserves	(1,620)	1,218
Transfer to and (from) Reserves	542	(1,838)
(Increase)/Decrease in Year on the HRA	(1,078)	(620)
Balance on the HRA at the end of the Current Year	(3,698)	(2,620)

NOTES TO THE HOUSING REVENUE ACCOUNT

H2.1 Housing and Garage Stock Numbers

	2012/13	2011/12
Houses		
1 bedroom	277	278
2 bedrooms	848	848
3 bedrooms	2,903	2,906
more than 3 bedrooms	274	274
Flats		
1 bedroom	1,608	1,610
2 bedrooms	1,751	1,755
3 bedrooms	152	153
more than 3 bedrooms	4	4
Non Dwelling Properties		
Hostels	8	8
Overall Total	7,825	7,836

	2012/13	2011/12
Summary of Changes in Stock		
Stock at 1 April 2012	7,836	7,847
Adjustment Prior Year	-	-
Less Sales	(9)	(6)
Other Disposals	(2)	(5)
Additions		
Stock at 31 March 2013	7,825	7,836

	2012/13	2011/12
Garages and Parking Spaces		
Garages In Block	2,280	2,280
Garges Within Curtilage	272	272
Parking Spaces	50	50
Overall Total	2,602	2,602

	2012/13	2011/12
Summary of Changes in Garages & Parking Spaces		
Stock at 1 April 2012	2,602	2,602
Overstated Demolished from Prior Year	-	-
Demolished/ Disposed	-	-
Non Residential Parking Included in Prior Year	-	-
Garages within Curtilage Overstated in Prior Year	-	-
Stock at 31 March 2013	2,602	2,602

NOTES TO THE HOUSING REVENUE ACCOUNT

The vacant possession of the Council's Housing stock as at 1 April 2012 amounted to £1,449 million representing the economic cost to government of providing council housing, the social housing factor reduction of 32% reduced the value to an Existing Use Value - Social Housing of £466.2 million.

The table below shows the HRA property values as at 1 April 2012 and 31 March 2013.

	2012/13 Cost or valuation £000	2012/13 Depreciation £000	2012/13 Net Book Value £000	2011/12 Cost or valuation £000	2011/12 Depreciation £000	2011/12 Net Book value £000
Council Dwellings	475,417	(9,221)	466,196	469,083	(7,139)	461,945
Other Land and Buildings	20,708	(1,353)	19,355	18,705	(1,049)	17,656
Vehicles, Plant, Furniture and Equipment	67	(67)	-	-	-	-
Infrastructure and Community Assets	69	-	69	69	-	69
Assets Under Construction	727	-	727	-	-	-
Surplus Assets not Held for Sale	1,793	(58)	1,735	621	(25)	596
Investment Properties	70	-	70	113	-	113
Assets Held for Sale	1,006	-	1,006	74	-	74
As at 31 March 2013	499,857	(10,699)	489,158	488,665	(8,213)	480,453

H2.2 Movement on the Major Repairs Reserve

	2012/13 0	2011/12 £000
Opening Balance	-	-
Transfer from Capital Financing Reserve	(5,876)	(6,758)
Excess of Depreciation on Dwellings over Major Repairs Allowance	(2,688)	1,267
Additional Resources transferred from HRA	(6,026)	
Financing of Capital Expenditure (MRA Applied)	7,590	5,491
Closing Balance	(7,000)	-

NOTES TO THE HOUSING REVENUE ACCOUNT

H2.3 Capital Expenditure and Financing

	2012/13 £000	2011/12 £000
Buildings	7,590	8,577
Other Assets	-	-
Deferred Charges	-	-
Total Spend	7,590	8,577
Sources of Finance		
Major Repairs Reserve	7,590	5,491
Decent Homes Reserve	-	2,017
Capital Receipts	-	1,069
Total Financing	7,590	8,577

H2.4 Capital Receipts Received

	2012/13 £000	2011/12 £000
Buildings	(1,151)	(6,028)
Total	(1,151)	(6,028)

H2.5 Housing Subsidy

The 1 April 2012 saw the abolition of the previous Housing Subsidy regime. It was replaced by a new financial mechanism called "self-financing". The change to this new regime was facilitated by the Authority buying itself out of the old system at a cost of £198.5 million which was calculated and determined by the department for Communities and Local Government. The Authority financed this debt by procuring several Public Works Load Board (PWLB) loans, redeemable at various dates over the next 50 years.

Therefore, the old Housing Subsidy system is no longer relevant in the new self-financing era in which the Authority is now able to retain all its rental income to fund future capital investment in its stock, new build, day to day repairs and management, together with servicing the newly acquired debt.

The credit amount shown for 2012/13 refers to monies received back from the department for Communities and Local Government (CLG) following external audit of the final 2011/12 subsidy claim.

NOTES TO THE HOUSING REVENUE ACCOUNT

	2012/13 £000	2011/12 £000
Management and Maintenance	-	14,189
Major Repairs Allowance	-	5,491
Charges for Capital	-	821
Less:		
Interest on Receipts	-	(7)
Guideline Rent Income	-	(33,674)
Rent Constraint Allowance	-	-
Housing Subsidy Payable	-	(13,180)
Adjustment to Subsidy for Prior Year	(231)	24
Total	(231)	(13,156)

H2.6 Revenue Expenditure Funded from Capital Under Statute

Revenue expenditure funded from Capital under statute relates to capital expenditure which does not necessarily result in an asset. In 2012/13 these charges were £2,235 in 2011/12 they equated to £65,000.

H2.7 Interest Received

The Housing Revenue Account is credited with interest on cash balances and interest on loans granted to enable tenants to purchase council dwellings.

	2012/13 £000	2011/12 £000
Interest on Cash Balances	(60)	(30)
Interest on Loans to Individuals	(4)	(6)
Total	(64)	(36)

The Housing Revenue Account was debited with Item 8 interest of £6.9 million in 2012/13, this relates to the proportion of the external interest relating to the Housing Revenue Account.

H2.8 Financial Reporting Standard (IAS) 19 – Pensions

Included within the Net Cost of Service is the HRA share of contributions from the Pension Reserve. The pension contributions have been calculated in accordance with IAS 19. An adjustment is made within the adjustments between accounting basis and funding basis under statute, so that there is no effect on the HRA surplus for the year.

The current cost of pensions amounting to £0.1 million has been charged to the HRA and the adjustment between accounting bases of £19,000 applied to ensure the HRA is charged with the statutory sum related to the actual cost of pension provision in year (£0.1 million).

NOTES TO THE HOUSING REVENUE ACCOUNT

H2.9 Rent Arrears

	2012/13		2011/12	
	£000	% of total rents due	£000	% of total rents due
Arrears Details				
Current Tenants	1,402	3.72	902	2.58
Former Tenants	225	0.60	100	0.29
Overall	1,627	4.32	1,002	2.87
Total Rents due in Year	37,653		35,005	

	2012/13 £000	2011/12 £000
Doubtful Debt provision		
Opening Balance	229	227
Write-offs in Year	(22)	(145)
Additional Provision	150	147
Closing Balance	357	229

A review of the bad debt provision was undertaken at year end in line with the methodology adopted for previous years. The principal reason for the increase in arrears in 2012/13 was due to the Authority being involved in the Government's Direct Payments pilot project that began in July 2012.

This initiative introduced a change such that tenants, in receipt of Housing Benefit were paid their Housing Benefit directly with the obligation that they would pay their rent rather than the benefit being paid direct to the landlord (Oxford City Council). Arrears peaked during the third quarter but have been reducing since and it is expected that this improving trend will continue during 2013/14. It was estimated at year end that an additional contribution of £150,000, is required given the low level of arrears and low level of write-offs, thus bringing the overall provision up to £357,000, which is deemed to be sufficient.

H2.10 Trading Operations

Trading Operations relate to work undertaken by the Housing Repairs Workforce. Following a reorganisation of services there were no Trading Operations during 2012/13.

H2.11 Capital Commitments

Description	Contractor	2012/13 £000	2011/12 £000
Window Replacement Programme	Nationwide	357	615
Insulation Works to Timber Framed Housing	Home Heating	-	11
External Extension Works	GSR Contracting	-	29
Internal Disabled Adaptions	SCM Builders	-	13
Tower Blocks	EC Harris	678	-
Total Capital Commitments HRA		1,035	668

COLLECTION FUND

The Collection Fund is the Council's statement reflecting its statutory obligation as a Billing Authority to maintain a separate Fund showing the transactions the Council as a Billing Authority has undertaken in relation to the collection from taxpayers and distribution to local authorities and the Government of Council Tax and Non-Domestic Rates.

The Collection Fund is a separate statutory fund under the provision of the Local Government Act 1988. Its assets and liabilities are included in the General Fund Balance Sheet and its income and expenditure is shown below:

	2012/13 £000	2011/12 £000
Income		
Council Tax	(65,246)	(63,911)
Business ratepayers	(80,631)	(79,239)
Transfers from General Fund		
Council Tax Benefit	(10,140)	(10,328)
Discretionary rate relief	(13)	(9)
Sub Total	(156,030)	(153,487)
Expenditure		
Precepts	74,616	74,359
Business rate		
Payment to National Pool	80,423	79,031
Cost of Collection Allowance	221	217
Bad and doubtful debts		
(Increase)/Decrease in Provisions	272	(118)
Contributions		
Towards previous year's estimated Collection Fund surplus	-	142
Sub Total	155,532	153,631
(Surplus) / Deficit	(498)	144
Collection Fund Balances		
Balance B/forward	(27)	(171)
Movement	(498)	144
Balance C/forward	(525)	(27)

COLLECTION FUND

CF1. Non-Domestic Rates

Under the arrangements for business rates, the Council collects non-domestic rates for its area, based on local rateable values, multiplied by a uniform business rate. The amount collectable, less a cost of collection allowance set by the Department of Communities and Local Government, and any adjustment to the provision for doubtful debts, is paid into the National Non Domestic Rate Pool. For each Billing Authority a set amount per head is paid back. For 2012/13 our contribution to the national pool was £80.4 million, and our entitlement £11.8 million.

The local rateable value (2010 Rating List) as at 31 March 2013 was £230.0 million (£230.8 million at 31 March 2012). The multiplier for 2012/13 was set at 45.8 pence in the pound (43.3 pence for 2011/12).

CF2. Council Tax

The Council Tax Base is a measurement of the taxable capacity of the area. Dwellings are converted into Band D equivalents, taking into account exemptions and discounts. Dwellings are classified into eight valuation bands (A to H) based on 1991 capital valuations. The Council Tax is set for band D dwellings and the tax for the other bands is calculated as a proportion of the band D charge.

For 2012/13 Council Tax including precepts was set at £267.05 for a band D property (2011/12 £266.64)

The Council Tax Base was calculated as follows:

Valuation Band	Total no. Dwellings on Valuation List	Total Equivalent Dwellings (after discounts, etc.)	Ratio to Band D	Band D Equivalents
A	2,256	1,575	6/9	1,050
B	9,049	7,013	7/9	5,454
C	18,687	15,813	8/9	14,056
D	15,564	12,560	9/9	12,560
E	6,757	5,239	11/9	6,403
F	2,792	2,376	13/9	3,433
G	3,145	2,693	15/9	4,489
H	565	326	18/9	651
	58,815	47,595		48,096
Crown Properties				0
Allowance of 2% for non-collection				(962)
Total				47,134

GROUP ACCOUNTS BARTON OXFORD LLP

On 23 September 2011 the Council entered into a partnership with Grosvenor Developments Limited to form Barton Oxford LLP, a joint venture vehicle to develop social and affordable housing, on land owned by the Council, at Barton. The Council has a 50% interest in the Company and shares profits and losses and therefore is required to prepare group accounts for the first time. The Council received £0.5 million as part payment of its costs of establishing the company in 2011/12 and transferred the land with a value of £0.8 million to the LLP on 31 October 2011. The value will be repaid with interest by January 2019. As at the 31 March 2013 the company had net liabilities of £10,261 50% of which have been incorporated into the Council's Group Accounts (page 115).

These Group Accounts shown on the following pages incorporate the Joint Venture using the proportionate consolidation method, this is applied by taking shares of the balances and transactions proportionate to the Authority's interest in the entity, which is 50%.

The Group Accounts consist of the following:

- Movement in Reserves Statement
- Comprehensive Income and Expenditure Statement
- Balance Sheet
- Cash Flow.

**GROUP ACCOUNTS: MOVEMENT IN RESERVES STATEMENT FOR THE YEAR ENDED
31 MARCH 2013**

This statement shows the movement in year on the different reserves held by the Group, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and 'unusable' reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Group's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Account for Council Tax setting and dwellings rent setting purposes.

The Net Increase/(Decrease) before Transfers to/from Earmarked Reserves line shows the statutory General Fund Balance and Housing Revenue Account Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

	Note	Total Authority Reserves £000	Group Movements £000	Authorities share of Reserves Joint Venture Barton Oxford LLP £000
Balance at 31st March 2011 carried forward		630,065		630,065
Movement in Reserves during 2011/12				
Surplus/(Deficit) on the Provision of Services		(186,348)	(4)	(186,352)
Other Comprehensive Income and Expenditure		(42,493)	-	(42,493)
Total Comprehensive Income and Expenditure		(228,841)	(4)	(228,845)
Adjustments between Accounting Basis & Funding Basis under Regulations	7	(2)	-	(2)
Net Increase/(Decrease) before Transfers to Earmarked Reserves		(228,843)	(4)	(228,848)
Transfers (to)/from Earmarked Reserves	8	-	-	-
Increase/(Decrease) in 2011/12		(228,843)	(4)	(228,848)
Balance at 31st March 2012 carried forward		401,222	(4)	401,217
Restated Movement in Reserves during 2011/12				
Surplus/(Deficit) on the Provision of Services		(190,307)	(4)	(190,311)
Other Comprehensive Income and Expenditure		(42,493)	-	(42,493)
Total Comprehensive Income and Expenditure		(232,800)	(4)	(232,804)
Adjustments between Accounting Basis & Funding Basis under Regulations		(1)	-	(1)
Net Increase/(Decrease) before Transfers to Earmarked Reserves		(232,801)	(4)	(232,805)
Transfers (to)/from Earmarked Reserves		-	-	-
Increase/(Decrease) in 2011/12		(232,801)	(4)	(232,805)
Balance at 31st March 2012 carried forward		397,264	(4)	397,260
Movement in Reserves during 2012/13				
Surplus/(Deficit) on the Provision of Services		8,674	(1)	8,673
Other Comprehensive Income and Expenditure		33,497	-	33,497
Total Comprehensive Income and Expenditure		42,171	(1)	42,170
Adjustments between Accounting Basis & Funding Basis under Regulations	7	-	-	-
Net Increase/(Decrease) before Transfers to Earmarked Reserves		42,170	(1)	42,170
Transfers (to)/from Earmarked Reserves	8	-	-	-
Increase/(Decrease) in 2012/13		42,170	(1)	42,170
Balance at 31st March 2013 carried forward		439,434	(5)	439,430

GROUP ACCOUNTS: COMPREHENSIVE INCOME & EXPENDITURE STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

This statement shows the accounting cost in year, of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement on page 23.

	2012/13				2012/13 Group CI&E				2011/12
	Oxford City Council								
	Gross Expenditure £000	Gross Income £000	Net Expenditure £000		Group Movements £000	Gross Expenditure £000	Gross Income £000	Net Expenditure £000	Net Expenditure £000
Central Services to the Public	4,016	(1,459)	2,557			4,016	(1,459)	2,557	3,112
Cultural and related Services	13,110	(4,106)	9,004			13,110	(4,106)	9,004	7,878
Environment and Regulatory Services	20,242	(11,626)	8,616			20,242	(11,626)	8,615	8,743
Planning Services	7,811	(1,541)	6,270			7,811	(1,541)	6,271	2,871
Highways and Transport Services	13,137	(11,470)	1,667			13,137	(11,470)	1,667	(3,538)
Local Authority Housing (HRA)	27,996	(40,482)	(12,486)			27,996	(40,482)	(12,486)	198,001
Other Housing Services	103,559	(97,258)	6,301		1	103,560	(97,258)	6,302	7,441
Corporate and Democratic Core	3,675	(52)	3,623			3,675	(52)	3,623	4,211
Non Distributed Costs	1,609	(1,581)	28			1,609	(1,581)	27	3,051
Cost of Services			25,580					25,579	231,770
Other Operating Expenditure			(3,075)					(3,075)	(4,312)
Financing and Investment Income and Expenditure			(2,561)					(2,561)	(10,762)
Taxation and Non-Specific Grant Income			(28,618)					(28,618)	(30,345)
(Surplus)/Deficit on Provision of Services			(8,674)					(8,675)	186,351
(Surplus)/Deficit on Revaluation of Property, Plant and Equipment Assets			(22,114)					(22,114)	(2,666)
Actuarial (Gains)/Losses on Pension Assets and Liabilities			(11,383)					(11,383)	45,159
Other Comprehensive Income and Expenditure			(33,497)					(33,497)	42,493
Total Comprehensive Income and Expenditure			(42,171)					(42,172)	228,844

GROUP ACCOUNTS: BALANCE SHEET AS AT 31 MARCH 2013

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

		Oxford City Council 2012/13 £000	Group 2012/13 £000	Group Movement 2012/13 £000	Group 2011/12 £000
	Note				
Property, Plant & Equipment	1	581,949	583,186	1,237	577,215
Heritage assets		2,496	2,496	-	2,496
Investment Properties		92,744	92,744	-	86,103
Intangible Assets		827	827	-	360
Long Term Investments		32	32	-	32
Long Term Debtors		16,774	16,774	-	23,368
Long Term Assets		694,822	696,059	1,237	689,573
Short Term Investments		32,868	32,868	-	23,645
Assets Held for Sale		2,799	2,799	-	1,008
Inventories		774	774	-	768
Short Term Debtors	2	14,694	14,706	12	14,880
Cash and Cash Equivalents	3	9,343	9,409	66	5,138
Current Assets		60,478	60,556	78	45,439
Short Term Borrowing		(910)	(910)	-	(816)
Short Term Creditors	4	(16,822)	(18,142)	(1,320)	(17,373)
Provisions		-	-	-	-
Current Liabilities		(17,732)	(19,052)	(1,320)	(18,189)
Long Term Creditors		-	-	-	-
Provisions		(2,209)	(2,209)	-	(6,298)
Long Term Borrowing	5	(200,443)	(200,443)	-	(202,154)
Other Long Term Liabilities		(90,601)	(90,601)	-	(101,002)
Capital Grants Receipts in Advance		(4,881)	(4,881)	-	(6,152)
Long Term Liabilities		(298,134)	(298,134)	-	(315,606)
Net Assets		439,434	439,429	(5)	401,218
Usable Reserves	6	(50,583)	(50,578)	5	(34,362)
Unusable Reserves		(388,851)	(388,851)	-	(366,856)
Total Reserves		(439,434)	(439,429)	5	(401,218)

GROUP ACCOUNTS: BALANCE SHEET AS AT 31 MARCH 2013

Barton Oxford LLP activities during 2012/13 equated to an increase in the net worth of £10,000 of which 50% is included in these Group Accounts. This is shown in the Balance Sheet above and details of these amounts incorporated are listed in the notes below.

Note 1 Property, Plant and Equipment

Development property of £1.237 million is added to the Council's Property, Plant and Equipment. This represents development expenditure on project management, landscape architects, structural engineers, legal and other consultancy fees.

Note 2 Debtors

The debtor element incorporated into the group was £12,000 as at 31 March 2013, and £49,000 as at 31 March 2012. This relates to VAT owed to HMRC.

Note 3 Cash and Cash Equivalents

The cash and cash equivalents incorporated into the group was £66,000 as at 31 March 2013, and £240,000 as at 31 March 2012, which represents 50% of the movement in cash balances.

Note 4 Creditors

The creditor element incorporated into the group was £1.32 million as at 31 March 2013, and £162,000 as at 31 March 2012. This represents a 50% share of the amounts owed to group undertakings, trade creditors and year end accruals.

Note 5 Long Term Borrowing

The long term borrowing incorporated into the group was nil as at 31 March 2013, and £800,000 as at 31 March 2012. The balance of £0.8 million represents a 50% share of financing obtained by Grosvenor Developments Limited.

Note 6 Useable Reserves

A deficit of £5,000 net expenditure on administration costs of the Barton Oxford LLP is included as a cost in the Group Comprehensive Income and Expenditure Statement and the Movement in Reserves Statement. The useable reserves incorporated into the group reduced the overall reserves by £5,000 as at 31 March 2013 and £4,000 as at 31 March 2012.

GROUP ACCOUNTS: CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

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

	Oxford City Council 2012/13 £000	Group 2012/13 £000	Group Movement 2012/13 £000	Group 2011/12 £000
Net (Surplus)/Deficit on the Provision of Services	(8,674)	(8,674)	-	186,347
Adjustments to Net (Surplus)/Deficit on the Provision of Services for Non-Cash Movements	(14,264)	(15,567)	(1,303)	(1,037)
Adjustments for Items Included in the Net (Surplus)/Deficit on the Provision of Services that are Investing and Financing Activities	-	-	-	-
Net Cash Flows from Operating Activities	(22,938)	(24,240)	(1,303)	185,310
Investing Activities	17,833	19,070	1,237	19,300
Financing Activities	660	660	-	(197,248)
Net (Increase)/Decrease in Cash and Cash Equivalents	(4,445)	(4,510)	(66)	7,362
Cash and Cash Equivalents at the Beginning of the Reporting	(4,898)	(4,898)	-	(12,261)
Cash and Cash Equivalents at the End of the Reporting	(9,343)	(9,409)	(66)	(4,898)

	Oxford City Council 2012/13 £000	Group 2012/13 £000	Group Movement 2012/13 £000	Group 2011/12 £000
Operating activities within the Cashflow Statement include the following cashflows relating to Interest				
Cash Interest Received	532	532	-	233
Cash Interest Paid	(7,449)	(7,449)	-	(477)
Total	(6,917)	(6,917)	-	(244)

GROUP ACCOUNTS: CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

Note 26 - Investing Activities

Investing Activities

	Oxford City Council 2012/13 £000	Group 2012/13 £000	Group Movement 2012/13 £000	Group 2011/12 £000
Purchase of Property, Plant and Equipment, Investment Property and Intangible Assets	16,360	17,597	1,237	21,012
Purchase of Short-Term and Long-Term Investments	9,223	9,223	-	11,850
Proceeds from the sale of Property, Plant and Equipment, Investment Property and Intangible Assets	(5,716)	(5,716)	-	(11,227)
Other Capital Cash Receipts in Advance	(2,034)	(2,034)	-	(2,335)
Proceeds from short-term and long-term investments	-	-	-	-
Other receipts from Investing Activities	-	-	-	-
Total Cash Flows from Investing Activities	17,833	19,071	1,237	19,300

Note 27 - Financing Activities

Financing Activities

	Oxford City Council 2012/13 £000	Group 2012/13 £000	Group Movement 2012/13 £000	Group 2011/12 £000
Repayment of Long Term Borrowing	643	643	-	995
Cash Receipts of Short and Long-Term Borrowing	-	-	-	(198,528)
Other receipts from Financing Activities	(112)	(112)	-	285
Payments for the reduction of a Finance Lease Liability	129	129	-	-
Payments for the reduction of a PFI Liability	-	-	-	-
Total Cash Flows from Financing Activities	660	660	-	(197,248)

Note E - Makeup of Cash and Cash Equivalents

Cash and Cash Equivalents

	Oxford City Council 2012/13 £000	Group 2012/13 £000	Group Movement 2012/13 £000	Group 2011/12 £000
Cash Investments - regarded as Cash Equivalents	12,205	12,271	66	8,355
Bank Overdraft	(2,862)	(2,862)	-	(3,457)
Total Cash and Cash Equivalents	9,343	9,409	66	4,898

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GLOSSARY OF TERMS AND ABBREVIATIONS

Accounting Period

The period of time covered by the accounts, normally a period of 12 months commencing on 1 April. The end of the accounting period is the Balance Sheet date.

Accruals

Sums included in the final accounts of the Council to cover income or expenditure attributable to the accounting period for which payment has not been received/made in the financial year. Local authorities accrue for both revenue and capital expenditure.

Amortisation

The term used to refer to the charging of the value of a transaction or asset (usually related to intangible fixed assets) to the Income and Expenditure Account over a period of time, reflecting the value to the authority; similar to the depreciation charge for tangible fixed assets.

Asset Held for Sale

Assets are classified as held for sale if their carrying amount is going to be recovered principally through a sale transaction rather than through continued use. This excludes from consideration any assets that are going to be abandoned or scrapped at the end of their useful lives.

Beacon Dwelling

A generic property type representative of other assets held in the Council dwelling portfolio.

Billing Authority

A local authority responsible for collecting Council Tax and National Non-Domestic Rates.

Capital Expenditure

Spending which produces or enhances an asset, like land, buildings, roads, vehicles, plant and machinery, and intangible assets such as computer software. Definitions are set out in Section 40 of the Local Government and Housing Act 1989. Any expenditure which does not fall within the definition must be charged to a revenue account.

Capital Adjustment Account

A reserve that reflects financing of capital from revenue and capital receipts together with the adjustment of the minimum revenue provision.

Capital Receipts

The proceeds from the sale of fixed assets such as land and buildings. Capital receipts can be used to repay any outstanding debt on fixed assets or to finance new capital expenditure, within rules set down by government. Capital receipts cannot, however, be used to finance revenue expenditure.

Chartered Institute of Public Finance and Accountancy (CIPFA)

The professional accountancy body concerned with local authorities and the public sector.

Collection Fund

The Collection Fund is a statutory fund set up under the provisions of the Local Government Finance Act 1988. It includes the transactions of the charging Authority in relation to Non-Domestic Rates and Council Tax, and illustrates the way in which the fund balance is distributed to preceptors and the General Fund.

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Collection Fund Adjustment Account

A reserve account that reconciles differences between statutory requirements as a Billing Authority and proper accounting practice.

Contingent Assets/Liabilities

Potential gains and losses for which a future event will establish whether a liability exists and for which it is inappropriate to set up a debtor or provision in the accounts.

Contingent Rent

A contingent rent is the difference between the inception rent and the current rent, and can relate to both rental income and rental expenditure on leased properties. A contingent rent on a leased property is the increases in the amount to be paid for the property arising from rent reviews during the contract, and these are debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. A contingent rent on leased out property is where the contingent rental increases due to rent reviews are recognised in income as they are received as an addition to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

Deferred Credits

This is the term applied to deferred capital receipts. These transactions arise when fixed assets are sold and the amounts owed by the purchasers are repaid over a number of years, e.g. mortgages. The balance is reduced by the amount repayable in any financial year.

Deferred Grants

Amounts received or receivable which have been used to finance capital expenditure within the year. Under the capital accounting arrangements these amounts will be written off over the same period as the assets to which they relate.

Depreciation

The measure of the wearing out, consumption or other reduction in the useful life of a fixed asset.

Earmarked Reserves

These are funds set aside for a specific purpose, or a particular service, or type of expenditure.

Finance Lease

Arrangement whereby the lessee is treated as the owner of the leased asset, and is required to include such assets within fixed assets on the balance sheet.

Fixed Assets - Tangible

Tangible assets (i.e. land and buildings) that yield benefits to the Council and the services it provides for a period of more than one year.

Fixed Assets – Intangible

Assets which are of benefit to the organisation but have no physical presence such as software licences.

GAAP

Generally Accepted Accounting Practice

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General Fund Balance

Balance at Year End not earmarked for any specific purpose.

Group Accounts

Are the collective financial statements of a group, plus the investments in associates and interests in joint ventures, presented as a single economic entity.

Heritage Assets

Are assets with historic, cultural, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture.

Housing Subsidy

A Government grant payable towards the cost of providing Local Authority housing and the management and maintenance of that housing.

International Financial Reporting Standard (IFRS)

A statement of accounting practice issued by the Accounting Standards Board.

Impairment

An accounting adjustment made to the value of the asset when it's carrying amount (the amount at which an asset is recognised in the Balance Sheet after deducting accumulated depreciation and impairment losses) exceeds its recoverable amount (the higher of assets fair value less cost of sale and its value in use).

Investments

Deposits for less than one year with approved institutions

Infrastructure Assets

Expenditure on works of construction or improvement but which have no tangible value, such as construction of, or improvement to highways.

Investment Property

Investment property is (land or a building, or part of a building, or both) held solely to earn rentals or for capital appreciation or both, rather than for use in the production or supply of goods or services or for administrative purposes, or for sale in the ordinary course of operations.

Joint Venture

Contractual or binding agreement whereby two or more parties are committed to undertake an activity that is subject to joint control.

Long Term Debtors

Amounts due to the Council more than one year after the Balance Sheet date.

National Non-Domestic Rates (NNDR)

Under the arrangements for uniform business rates, which came into effect on 1 April 1990, the Council collects Non-Domestic Rates for its area based on local rateable values, multiplied by nationally set rates. The total amount, less certain relief and deductions, is paid to a central pool managed by the Government, which in

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turn, pays back to Authorities their share of the pool based on a standard amount per head of the local adult population

Non operational Assets

Fixed assets held by an organisation but not directly occupied, used or consumed in the delivery of services. An example of a non operational asset is an investment property or an asset being held pending its sale.

Operational Asset

Fixed assets held by the Council and used or consumed in the delivery of its services.

Operating Lease

An arrangement whereby the risks and rewards of ownership of the leased asset remain with the leasing company.

Pension Fund

An employees' pension fund maintained by an authority, or a group of authorities, in order primarily to make pension payments on retirement of participants. It is financed from contributions from the employing authority, the employee and investment income.

Pooling of Housing Capital Receipts

Pooling is the term given to the requirement to pay to the Government a proportion of certain types of capital receipt. From 1 April 2004 Right To Buy receipts are subject to a payment into a government pool at the rate of 75% for RTB's and 50% for land and other assets, net of statutory deductions and allowances. The Council may apply the sums to capital regeneration and Social Housing investment.

Precept

The amount by which a Precepting Authority (e.g. a County Council) requires from a Billing Authority (e.g. District Councils) to meet its expenditure requirements.

Profit on the sale of Fixed Assets

This is a recent accounting requirement for Local Government, and requires the book value of the asset sold to be compared to the net proceeds to calculate the profit or loss on the transaction

Provisions

Sums set aside to meet future expenditure where a specific liability is known to exist but cannot be measured accurately.

PWLB

Public Works Load Board - part of Central Government from which we can obtain borrowing.

Revenue

Cost and income relating to the day-to-day running of services e.g. salaries and wages, supplies and services, transport and service relating income.

Revenue Expenditure Funded from Capital under Statute

Capital expenditure which is allowable by statute to be funded from capital resources but which does not fall within the Code's definition of fixed assets. Examples include grants and similar advances made to other

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parties to finance capital investment.

Revenue Support Grant

This funding is the Government Grant provided by the Department for Communities and Local Government (CLG), which is based on the Government's assessment as to what should be spent on local services. The amount provided by the CLG is fixed at the beginning of each financial year.

Statement of Recommended Practice (Code)

The Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice.

The Code specifies the principles and practices of accounting required to prepare a Statement of Accounts which 'presents fairly' the financial position and transactions of a local authority. It prescribes the accounting treatments and disclosures for all normal transactions of an authority and involves interpretations of accounting standards issued by the Accounting Standards Board.

Statement of Standard Accounting Practice (SSAP)

A statement of accounting practice issued by the Accounting Standards Board.

Surplus Asset

Where assets are not in use but do not meet the criteria of Assets Held for Sale they will be considered surplus and will be accommodated in the class of Property, Plant and Equipment.

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INDEPENDENT AUDITORS REPORT AND CERTIFICATE

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Statement of Accounts 2012/13

BACK PAGE

To: Audit & Governance Committee

Date: 27 June 2013

Report of: Head of Law and Governance

Title of Report: 2012/13 ANNUAL GOVERNANCE STATEMENT

Summary and Recommendations

Purpose of report: To present the 2012/13 Annual Governance Statement for approval

Report Approved by

Finance: Nigel Kennedy

Legal: Jeremy Thomas

Policy Framework: None

Recommendation(s): That the 2012/13 Annual Governance Statement be approved

Introduction

1. The Authority is required by the Accounts and Audit Regulations 2011 to review, annually, its internal controls environment and produce an Annual Governance Statement ("the Statement"). The Committee is required to consider and, if satisfied, approve the Statement. The Statement forms part of the Council's statement of accounts.

Recommendation

2. That the 2012/13 Annual Governance Statement be approved.

Name and contact details of author

Jeremy Thomas
Head of Law and Governance
Town Hall, Oxford OX1 1BX
Tel: 01865 252224 email: jjthomas@oxford.gov.uk

Background papers: Assurance Checklists for each Service.

Annual Governance Statement – 2012/13 Financial Year

1. Oxford City Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively. It also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
2. In discharging this overall responsibility, Oxford City Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, including arrangements for the management of risk.
3. This statement explains how Oxford City Council meets the requirements of regulation 4(3) of the Accounts and Audit (England) Regulations 2011 in relation to the publication of a statement on internal control.

The Purpose of the Governance Framework

4. The governance framework comprises the systems and processes and cultures and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.
5. The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Oxford City Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.
6. The governance framework has been in place at Oxford City Council for the year ended 31st March 2013 and up to the date of the approval of the accounts.

The Governance Framework

7. The Corporate Plan 2013-2017 reaffirms the City Council's ambitions to make Oxford a world-class city for everyone. This ambition was developed with partners across the city, including business, community

organisations, the health and education sectors and the County Council. It also sets out the Council's plans for transforming the way that the Council performs. The aspiration is to be a world-class council, delivering high quality services and providing excellent value for money. This Corporate Plan sets out the changed policy and financial contexts in which the Council is working and the City Council's response to this changed environment. This Corporate Plan was adopted by Council in February 2013 alongside budget setting. Prior to that the 12-16 plan was in place.

8. The City Council's priorities for the next four years are:

- A vibrant and sustainable economy
- Meeting housing needs
- Strong, active communities
- A cleaner, greener city
- An efficient and effective council

Council has also adopted and published targets for the Corporate Plan measures.

9. The Council has now embedded its use of Corvu as a tool for the recording, reporting and analysis of performance and risk. The Council now also uses Corvu for financial reporting and has integrated financial, performance and risk reporting to the City Executive Board on a quarterly basis..

10. A number of Programme Boards were in place throughout 12/13 and provided effective oversight of the large number of projects ongoing. The terms of reference and progress of each Board are reviewed on a quarterly basis by the Chief Executive and Executive Directors. The Council continued to use a Prince 2 approach to programme and project management.

11. In the last year the Council:

- achieved or exceeded 79% of its corporate targets
- won the silver award for Council of the year in the Improvement and Efficiency South East annual awards
- secured £1.5m European funding to progress its work on building a low carbon economy
- secured £0.31m Department of Energy and Climate Change funding to boost energy efficiency projects in the city
- adopted and promulgated organisationally a new values and behaviours framework for employees
- improved employee attendance and reduced sickness absence by 25% through robust attendance management
- achieved Investors in People accreditation for the whole Council and accreditation in the Equalities Framework for Local Government

12. Clear schemes for delegation for Council, the City Executive Board and Officers are set out in the Council's constitution. The role, purpose and terms of reference for scrutiny Committees and Audit and Governance Committee are also set out in the constitution as are protocols for effective communication and access to and use of information.
13. The Council has adopted a Code of Conduct for Officers and local member protocols in relation to Member/Officer relations, planning and the use of IT. The Council adopted a new Code of Conduct for Members (in cooperation with all of the Oxfordshire Authorities) and local complaint handling arrangements in response to legislative changes introduced to the ethical standards regime within local government. The Council has retained a Standards Committee and appointed Independent Persons to advise the Monitoring Officer and Standards Committee in relation to complaints of breaches of the Code of Conduct for Members. The Monitoring Officer provided training opportunities in relation to ethical conduct, planning and licensing.
14. Council and the Executive review annually their schemes of delegation and the terms of reference of their committees (if any). All reports to decision making bodies are approved in accordance with the requirements of a report clearance protocol so as to ensure that legal, financial and other risks are properly identified and articulated. There are comprehensive contract, financial and employment rules in the constitution. Each report to the City Executive Board is accompanied by a risk register and an equality impact assessment (where appropriate).
15. The Council has established an Audit and Governance Committee with terms of reference that comply with CIPFA's guide. The Committee receives regular internal and external audit reports, is effective and is contributing to improving the internal control environment of the Council.
16. The Council has a coherent accounting and budgeting framework which includes the monthly monitoring and publication of spend against budget. The Medium Term Financial Plan and budget setting is underpinned by the constitution, prioritisation and savings action plans which are regularly reviewed and updated by the Executive.
17. The Monitoring Officer and Chief Finance Officer have had no cause to issue reports in exercise of their statutory powers in the 2012/13 financial year. The Authority's financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government.
18. The Council has adopted a Whistleblowing Policy. The Policy is published within the Council's Constitution and is periodically reviewed by the Monitoring Officer. The Council also operates a corporate complaints system. The Council has sought to integrate the corporate complaints process with its CRM system so as to ensure the consistent capturing and reporting of customer feedback. The City Executive Board now receive

regular reports on customer feedback. There were no formal reports issued by the Local Government Ombudsman against the Council in this year. The Audit and Governance Committee receive quarterly reports on all allegations of fraud or corruption.

19. The Council has set out in its Corporate Plan the importance of partnership working and identified its key strategic partnerships. Political and managerial leadership is communicated and where appropriate co-ordinated between the public bodies serving the residents of the city. The Authority has adopted and published a consultation framework.
20. The Council undertook a review of its governance arrangements in 2012/13 in light of the additional models of governance permitted by the Localism Act 2011. The Council resolved to retain the Leader and Cabinet model but made a number of other changes to its governance arrangements including the cessation of single Member decision making, changes to scrutiny arrangements, changes to Council procedures and the introduction of monthly all Member briefings. The changes take effect from the start of the 2013/14 municipal year.

Review of Effectiveness

21. The Authority has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework, including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the Authority who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report and also by comments made by the external auditors and other review agencies and inspectorates.
22. In preparing this statement each service area has completed and each Head of Service has signed an assurance checklist. The checklist covers the following areas:-
 - Risk Management
 - Business Performance
 - Projects and project management
 - Financial management
 - Fraud
 - Procurement and contract management
 - Human resources
 - Equality and Diversity
 - Data quality and security
 - Health and safety
 - External accreditations
 - Review and documentation of business critical processes
23. The checklist asked each Head of Service to draw attention to any matters in respect of which internal controls were not working well and required a positive assurance that apart from those areas which were identified for

improvement that the controls within the service had been, and are, working well. Each service gave a positive assurance.

Significant Governance Issues

24. The control framework described above facilitates the identification of any areas of the Council's activities where there are significant weaknesses in the financial controls, governance arrangements or the management of risk. Overall, it concluded that controls are operationally sound. The annual report from the Council's internal Auditors, which was reported to the Audit and Governance Committee in April 2013, did not identify any high risk issues which should be considered for inclusion in this Statement.

Area of Concern	Action Planned
<p><u>Major projects</u></p> <p>The Council has a significant number of key projects with a capital programme over the medium term in the order of £100m. Project failure could result in significant reputational and/or financial damage.</p>	<p>Robust project management, allocation of sufficient budget and close monitoring of risks and spend.</p>
<p><u>Budgetary pressures</u></p> <p>The Council has a significant savings programme over the medium term in the order of £12m, including £0.5m as a contribution to overheads derived from charging for discretionary services. In addition it is forecast that central government grant funding will continue to decrease and there will be implications flowing from welfare reform.</p>	<p>The creation and preservation of adequate budgetary contingencies and robust budget monitoring and management.</p>

Oxford City Council Internal Audit Risk Assessment and Plan 2013/2014

June 2013

Distribution List

Corporate Management Team

Heads of Service

Members of the Audit and Governance Committee

This document has been prepared only for Oxford City Council and solely for the purpose and on the terms agreed with the Council.



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1. *Introduction and Approach*

Introduction

This document sets out the internal audit risk assessment and annual plan for Oxford City Council.

Our approach is tailored to the Council and complies with Public Sector Internal Audit Standards (that came into effect from 1 April 2013) and the Institute of Internal Auditors' guidance on risk based internal auditing (2005).

Key contacts

Meetings have been held with Heads of Service and the Senior Management Team as part of the planning process, and we have consulted Ernst & Young (the External Auditors).

Defining the Audit Universe

We have identified the auditable units within the Council based on your structure and meetings with Officers and Members. This process is described in more detail in Section 2.

Scope of our plan

We discuss the resources available for the internal audit service with officers, and a budget of 220 days is available. We agreed that this was sufficient for the work required to report on key risks and controls during the year and to prepare our annual audit opinion and report. We cannot address all risks identified by the risk assessment process. The Audit and Governance Committee needs to be satisfied that we address those risks about which it needs assurance, and let us know if it requires us to reassess priorities or carry out further work.

Delivery

The internal audit service comprises a number of reviews. Each review addresses one or more risks or systems, and is scoped to identify the relevant controls and monitoring, and then to test their operation.

There is a "Protocol" for the delivery of the internal audit service which establishes responsibilities of auditors and auditees, covering the whole process from agreeing terms of reference to implementation of recommendations. This is shared with each auditee at the first point of contact, and has been attached to the Internal Audit Charter which is a separate document that we update and present to the Audit and Governance Committee on an annual basis.

Reporting

We recognise that it is essential that reports are produced and monitored in a timely and effective manner. Formal reports will be produced for each review identified in our internal audit plan, unless an alternative deliverable is agreed. Following completion of fieldwork, findings will be discussed at a clearance meeting with the audit sponsor and reports will be produced in line with the final report grading and circulation arrangements, as set out in the new Charter.

Final reports receiving a risk classification of 'Medium risk' or above will be sent to the Audit and Governance Committee, along with a progress report which will summarise the work performed since the previous Committee meeting, and will highlight any areas of weakness and high priority recommendations.

Basis of our annual internal audit conclusion

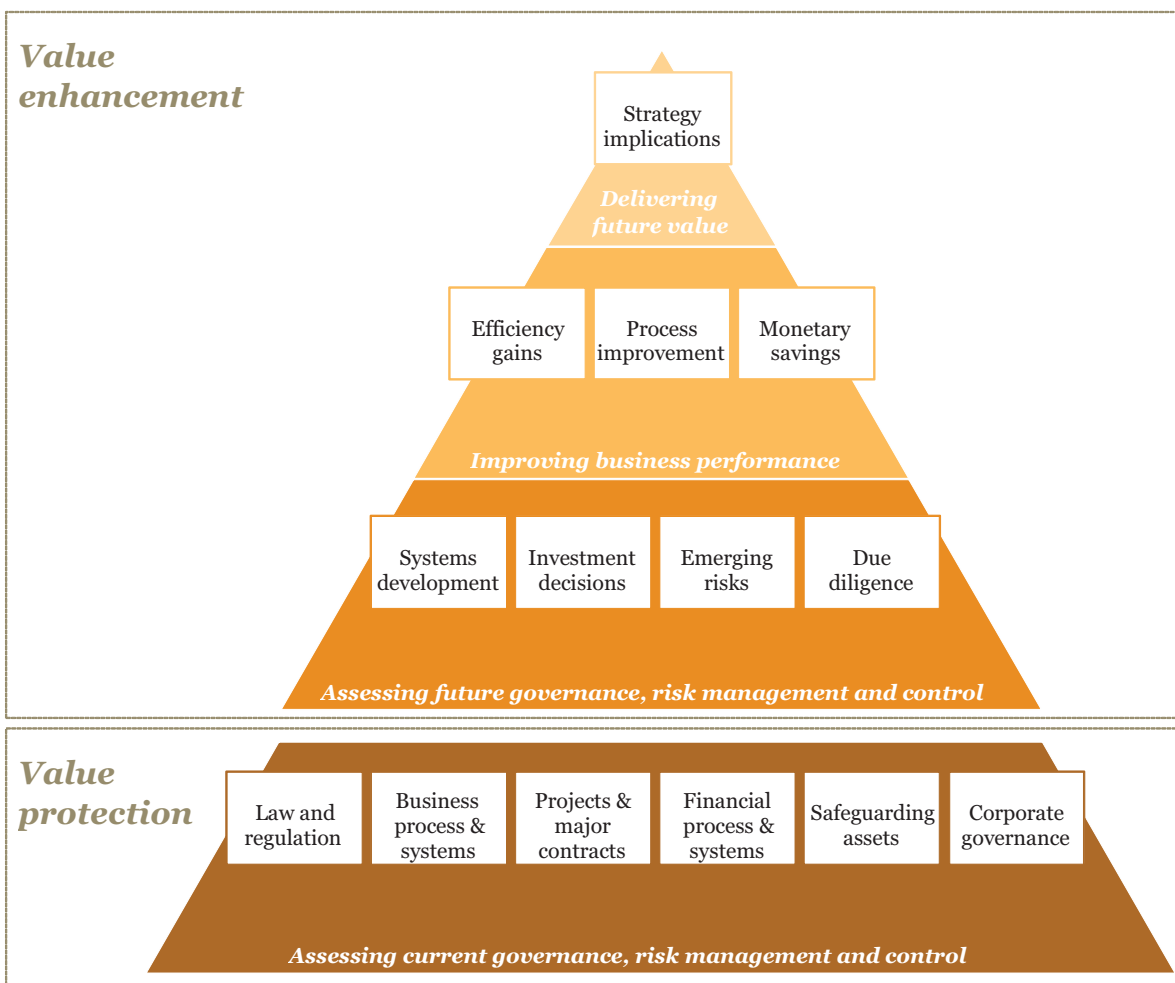
We comply with the Public Sector Internal Audit Standards (PSIAS). The PSIAS encompass the mandatory elements of the Institute of Internal Auditors (IIA) International Professional Practices Framework (IPPF) but are not designed or intended to conform to the International Standards on Assurance Engagements issued by the International Auditing and Assurance Standards Board.

Our annual internal audit opinion will be based on, and limited to, the internal audits we have completed over the year and the control objectives agreed for each individual internal audit. The agreed control objectives will be reported in our final individual internal audit reports.

Delivering value through our approach

As your control environment matures and you continue on the path 'from Good to Great', we would also expect for the type of review needed to change and develop. Over time, we would expect to therefore increase the amount of time dedicated to advisory reviews and decrease our emphasis on financial control work.

Our approach focuses on two types of review, Value Protection (VP) and Value Enhancement (VE) as illustrated in the diagram below. VP provides a review of your current governance, risk management and control arrangements, which constitutes a traditional controls assurance methodology. VE is focused on assessing future risks, such as looking at your new projects / systems and improving your performance, by, for example, identifying opportunities for efficiency gains, saving money and improving quality. The nature of value protection and value enhancement is illustrated below:



Value protection

You need assurance on your core systems. We maximise audit efficiency by working with your external auditors, Ernst & Young LLP. We will meet to agree how external audit can rely on our work and we will include necessary core system reviews in the plan. We will also communicate risk areas and issues identified from our respective review work so that our approach is co-ordinated to address risks identified.

Value enhancement

Risk based work is critical to Oxford City Council, as it improves risk awareness and overall control. Our work programme is designed to ensure the significant risks identified in your risk register are managed effectively. As part of this process we will assess your risk management framework and governance. Internal audit provides a valuable role in improving business performance and delivering future value. We use our broader specialist skills and experience to help the Council to achieve its aims and objectives.

An element of the internal audit plan will always remain focussed on fundamental processes; we intend to increase the proportion of our plan supporting you to improve your business performance in areas such as efficiency gains, process improvements and delivering savings.

Approach

A summary of our approach to developing the risk assessment and annual internal audit plan is set out below. A more detailed description can be found in Appendix 3.



2. Risk Assessment

Defining the Audit Universe

We have identified the auditable units within the Council based on your structure and meetings with Officers and Members.

Any processes running across a number of different elements in the Council and which can be audited once have been separately identified under cross-cutting reviews in the audit universe.

Corporate level objectives and risks as defined in both the Corporate Plan and Risk Register respectively have been mapped to the auditable units. They are set out in Appendix 1.

Each auditable unit has been assessed for inherent risk and the strength of the control environment, in accordance with the methodology set out in Appendix 3. The results are summarised in the table below.

Risk Assessment

Our risk assessment is based on:

- A review of the Council's risk registers;
- Consultation with a number of key stakeholders across the Council;
- A review of relevant documentation and reports;
- Our knowledge of the Council and results of Internal Audit work in 2012/13; and
- Our broader understanding of local government and the broader public sector.

Our risk assessment is limited to matters emerging from the processes listed above. We will review and update this assessment and the resulting plan annually. We will continually review the plan with management as risks emerge or change in priority and, with the approval of the Audit and Governance Committee, ensure that audit resources are appropriately focused.

A full risk assessment is included below. In order to carry out the risk assessment, we have defined all the auditable activities and processes in the Council (defined as the 'audit universe') and risk assessed each separate element of the audit universe (defined as 'auditable units') applying the methodology outlined in Appendix 3. This approach helps to ensure that we have a complete understanding of all areas in the Council which should be subject to Internal Audit and that these have been risk assessed on a Council-wide level.

From this risk assessment we have identified the areas that we propose to audit in 2013/14 and these have been included in the Internal Audit Plan in the following section.

Auditable Unit	Corporate objectives and risks	Inherent Risk Rating (1 = lowest risk)	Control Environment Indicator (6 = strongest controls)	Audit Requirement Rating	Colour code	Frequency
A - Cross cutting processes						
General Ledger	Efficient, effective Council	6	4	4	●	Every year
Debtors		6	3	5	●	Every year
Creditors		6	3	5	●	Every year
Payroll		6	4	4	●	Every year
Budgetary Control		6	4	4	●	Every year
Collection Fund		6	4	4	●	Every year
Cashiers		6	4	4	●	Every year
Treasury Management		5	4	3	●	Every two years
Housing Benefits		6	4	4	●	Every year
Fixed Assets		6	4	4	●	Every year
VAT		3	3	2	●	Every three years
Car Parking		5	4	3	●	Every two years
Housing Rents		6	4	4	●	Every year
Governance		6	4	4	●	Every year
Risk Management	6	4	4	●	Every year	
B - Department Level						
Human Resources and Facilities	Efficient, effective Council	5	4	3	●	Every two years
Law and Governance	Efficient, effective Council	5	4	3	●	Every two years
Corporate Assets	Vibrant, sustainable economy	5	4	3	●	Every two years

Housing	Meeting housing needs	5	4	3	●	Every two years
City Development	Stronger, active communities	3	2	2	●	Every three years
Policy, Culture and Communications	Vibrant, sustainable economy	3	2	2	●	Every three years
Oxford Direct Services	Cleaner, greener Oxford	5	4	3	●	Every two years
Environmental Development	Cleaner, greener Oxford	3	2	2	●	Every three years
Leisure and Parks	Stronger, active communities	3	2	2	●	Every three years
Customer Services	Efficient, effective Council	4	3	3	●	Every two years
Finance	Efficient, effective Council	5	4	3	●	Every two years
Business Improvement and Technology	Efficient, effective Council	5	4	3	●	Every two years

Key to frequency of audit work

Audit Requirement Rating	Colour Code	Timescale	Description
6, 5 and 4	●	Every year	A review of processing and monitoring control design and operating effectiveness
3	●	Every two years	A review of the design and operating effectiveness of monitoring controls
2	●	Every three years	A review of the adequacy of breadth of monitoring controls and analytical review of the output of monitoring controls.
1	●	No further work	n/a
	●●		Key sub-process audits

The audit requirement rating drives the frequency of an internal audit. Our recommended planning approach involves scheduling an annual audit when the rating ranges from 6 to 4, an audit every two years when the rating is 3 and an audit every three years when the rating is 2.

The internal audit budget of 220 days does not allow us to carry out audits on all systems at the frequency which our methodology suggests, and we have flexed the frequency to meet the budget. The following systems/departments will be audited less frequently than our methodology suggests:

- Policy, Culture and Communications
- Housing
- Leisure and Parks
- Customer Services

The Audit and Governance Committee should satisfy itself that this provides the assurance it requires.

3. Internal Audit Plan and Indicative Timeline

Internal Audit Plan and Indicative Timeline

The following table sets out the internal audit work planned for 2012/13 together with indicative start dates for each audit.

Ref	Auditable Unit	Indicative number of audit days					Comments
			Q1	Q2	Q3	Q4	
A	Cross Cutting Systems						
Value protection reviews							
A.1	Debtors and Creditors	14			✓		Debtors <ul style="list-style-type: none"> • Raising sales orders • Billing processes • Debt Collection and Recovery • Accounting for debtors • Controls to manage the introduction of direct payments • IT based testing (CAATs) and reporting of transactions against controls Creditors <ul style="list-style-type: none"> • Order and invoice process • Payments process • Creditor system outputs • Benefits realisation post implementation of P2P • IT based testing (CAATs) and reporting of transactions against controls
A.2	Collection Fund	10		✓			Processes review to include: <ul style="list-style-type: none"> • Calculation of liabilities • Billing processes • Debt Collection and Recovery • Exceptions • System integrity
A.3	Housing Benefits	7			✓		<ul style="list-style-type: none"> • Benefits processing • Payment of benefits • Quality checking • Processes for implementing legislative changes regarding under-occupancy

A.4	Fixed Assets and General Ledger	12		✓	✓		<p>Fixed Assets</p> <ul style="list-style-type: none"> • Asset Movement controls • Management of Capital Programme • Early substantive testing • IT based testing (CAATs) and reporting of transactions against controls <p>General Ledger</p> <ul style="list-style-type: none"> • Key control account reconciliations • Input and output controls • System enhancements • System integrity • IT based testing (CAATs) and reporting of transactions against controls
A.5	Budgetary control, Risk Management and Performance	15			✓		<p>Budgetary control and efficiency savings</p> <ul style="list-style-type: none"> • Budget setting • Budget monitoring • Management and monitoring of efficiency savings <p>Risk Management and Performance</p> <ul style="list-style-type: none"> • Policies and Procedures • Reporting and Monitoring of risk • Risk Identification • Embedding Risk Management • Use of Performance Monitoring Software • Use of increased functionality and access of integrated reporting
A.6	Governance	2				✓	<ul style="list-style-type: none"> • Risk based review of the Annual Governance Statement
A.7	IT General Controls	7		✓			<ul style="list-style-type: none"> • Agresso applications testing • Academy applications testing • Access and change/permission controls testing • Other requests from External Audit
A.8	Fraud Risk Assessment	6		✓			<ul style="list-style-type: none"> • Fraud risk assessment diagnostic to identify areas of risk and controls in place to prevent and detect corporate fraud. • Future needs assessment for benefits fraud given possible changes to the DWP Central Fraud Team
Value enhancement reviews							
A.9	Cash and card payments	10		✓			<ul style="list-style-type: none"> • Are plans for becoming cash free robust? • Are existing controls around cash adequate? • Are existing controls around card payments adequate? • How can they be improved for future proofing?
A.10	Grant payments	7				✓	<ul style="list-style-type: none"> • Review of approval arrangements for grants made by the Council • Are controls over payments adequate? • Are they being adhered to?

	Subtotal	90					
B	Department Level Reviews						
Value protection reviews							
B.1	Finance – Year end Support	5				[✓]	Year end accounts support in June 2014
B.2	Direct Services - Car Parking	6	✓				<ul style="list-style-type: none"> • Cash Collection • Accounting for income • Excess charge notice processes • Credit card payment
B.3	Community Development – Community Centres and Associations	10			✓		<ul style="list-style-type: none"> • Review of control arrangements from Council run centres through to Social Club arrangements. • Review of funding arrangements and controls over cash • Are there adequate leading arrangements? • Are formal agreements reached over responsibilities and are these followed?
B.4	Corporate Property – Health and Safety	5				✓	<ul style="list-style-type: none"> • Are processes in place adequate? • Are policies being adhered to? • Is the system being kept up to date? • Are roles, responsibilities and reporting requirements clear? • Is data retention adequate?
B.5	Finance - Town Hall income	7		✓			<ul style="list-style-type: none"> • Review of controls under new management. • Are accounting practices robust? • Are income streams being recorded appropriately?
B.6	Business Improvement and Technology – System implementation	6	✓				<ul style="list-style-type: none"> • Windows 7 post implementation review • Have lessons learned from the roll out been learned? • Should process prevent disruption on future system roll outs? • <i>Includes liaison with County Council</i>
	Subtotal	129					
Value enhancement reviews							
VE.1	Environmental Development – Carbon budgeting	10		✓		✓	<p>Two part review:</p> <ul style="list-style-type: none"> • Phase one to focus on learning from others through sharing good practice and benchmarking information • Phase two to focus on reviewing. Improvements against the Council's plans to improve beyond scope 1 compliance.

VE.2	Human Resources and Facilities – Payroll including Tax, NI and compliance	16		✓		✓	<p>Three phase review:</p> <ul style="list-style-type: none"> Phase one to focus on a compliance audit of Tax and NI. Review to consider the Council's approach to grossing up; to severance payments and other assumptions regarding taxable benefits. Phase two to validate the compliance with auto-enrolment and real time information requirements following implementation earlier in the year. Phase three to consist of a standard review of controls covering: <ul style="list-style-type: none"> Starters and Leavers Amendments to payroll Processing payroll
VE.3	Direct Services - Income generation through DSOs	10		✓			<ul style="list-style-type: none"> Is the reporting / charging / costing appropriate? Are quality assurance mechanisms adequate to manage the reputational risks of failing to deliver? Are bidding and tendering processes adequate to manage the financial risks to the Council? Is the impact on core business being managed? Are controls around billing adequate to avoid fraud and corruption? Are there signs that the budget is not achievable? Has VAT been fully considered?
VE.4	Law and Governance - Temple Cowley Pool	10		✓			<ul style="list-style-type: none"> Were the processes followed efficient / best practice? Were costs incurred reasonable for the benefits gained by the Council? What could have been done to mitigate costs further? What skill sets does the Council need to respond to similar public interest in the future?
	SUBTOTAL	175					
	Follow up	5	✓	✓	✓	✓	
	Audit Management	25	✓	✓	✓	✓	
	Contingency	15	✓	✓	✓	✓	
	2013/14 SUBTOTAL	220					
C	2012/13 Roll Forward						
RF.1	Finance – Fixed Asset Register Implementation	5			✓		<ul style="list-style-type: none"> Procurement of new system Completeness of transferred information Testing of accuracy of upload

RF.2	Corporate Asset – Asset Management Strategy	5		✓			<ul style="list-style-type: none"> • Independent review of the Corporate Asset Management Strategy prior to, and during, its refresh. • Are assets being rationalized? • Is the Council’s securing value from its assets?
	2013/14 TOTAL	230					

Appendix 1: Corporate Objectives and Risks

These corporate level objectives and risks have been determined by Oxford City Council as documented in the 'Corporate Plan 2012-16':

Objective	Cross reference to Internal Audit Plan (see Section 3)
Vibrant and sustainable economy	RF.2 Asset Management Strategy
Meeting housing needs	A.3 Housing Benefits
Strong, active communities	B.3 Community Centres and Associations
Cleaner, greener Oxford	VE.1 Carbon Budgeting
Efficient, effective Council	All of our cross cutting process reviews address this objective along with reviews in the following areas: B.2 Car Parking B.5 Town Hall Income B.6 System Implementation VE.2 Payroll

The risks included in the table below are those reported within the Corporate Risk Register presented to the Audit and Governance Committee on 28 February 2013:

Risk	Cross reference to Internal Audit Plan (see Section 3)
CRR-004: Delivery of key projects = ability to deliver cross cutting projects People and the council are not developed sufficiently to make risk based decisions, carry out options appraisals. Decision making can be poor. Innovation is not encouraged, low risk appetite.	A.9 – Cash and Card Payments VE.3 Income generation through DSOs
CRR-006: Supplier Management Ability of the council to manage large contracts and to obtain best value from those contracts	VE.4 – Temple Cowley Pool B.6 – System implementation
CRR-007: Health & Safety Existence of operational risks (relating to internal as well as public concerns – property not vehicle)	B.4 Health and Safety – Corporate Property
CRR-012: Failure to achieve budget reductions over four year period Inability to achieve savings in budget	B.5 - Town Hall income VE.3 Income generation through DSOs

CRR-013: Impact on homelessness of changes in Housing Benefit A.3 Housing Benefits

Changes in housing benefit and universal housing benefit increase homelessness

Appendix 2: Risk Assessment Criteria

Determination of Inherent Risk

We determine inherent risk as a function of the estimated **impact** and **likelihood** for each auditable unit within the audit universe as set out in the tables below.

Impact rating	Assessment rationale
6	Critical impact on operational performance (quantify = if possible); or Critical monetary or financial statement impact (quantify = materiality); or Critical breach in laws and regulations that could result in material fines or consequences (quantify if possible); or Critical impact on the reputation or brand of the organisation which could threaten its future viability (quantify if possible).
5	Significant impact on operational performance (quantify if possible); or Significant monetary or financial statement impact (quantify = materiality /2); or Significant breach in laws and regulations resulting in large fines and consequences (quantify if possible); or Significant impact on the reputation or brand of the organisation (quantify if possible).
4	Major impact on operational performance (quantify if possible); or Major monetary or financial statement impact (quantify = materiality /4); or Major breach in laws and regulations resulting in significant fines and consequences (quantify if possible); or Major impact on the reputation or brand of the organisation (quantify if possible).
3	Moderate impact on the organisation's operational performance (quantify if possible); or Moderate monetary or financial statement impact (quantify = materiality /8); or Moderate breach in laws and regulations with moderate consequences (quantify if possible); or Moderate impact on the reputation of the organisation (quantify if possible).
2	Minor impact on the organisation's operational performance (quantify if possible); or Minor monetary or financial statement impact (quantify = materiality /16); or Minor breach in laws and regulations with limited consequences (quantify if possible); or Minor impact on the reputation of the organisation (quantify if possible).
1	Insignificant impact on the organisation's operational performance (quantify if possible); or Insignificant monetary or financial statement impact (quantify = materiality /32); or Insignificant breach in laws and regulations with little consequence (quantify if possible); or Insignificant impact on the reputation of the organisation (quantify if possible).

Likelihood rating	Assessment rationale
6	Has occurred or probable in the near future
5	Possible in the next 12 months
4	Possible in the next 1-2 years
3	Possible in the medium term (2-5 years)
2	Possible in the long term (5-10 years)
1	Unlikely in the foreseeable future

Appendix 3: Detailed methodology

Step 1 - Understand corporate objectives and risks

In developing our understanding of your corporate objectives and risks, we have:

- reviewed your Corporate Plan and Strategic Risk Register;
- drawn on our knowledge of Local Government; and
- met with a number senior management and members.

Step 2 - Define the Audit Universe

In order that our internal audit plan reflects your management and operating structure we have identified the audit universe for Oxford City Council made up of a number of auditable units. Auditable units include functions, processes, systems, products or locations. Any processes or systems which cover multiple locations are separated into their own distinct cross cutting auditable unit.

Step 3 - Assess the inherent risk

Our internal audit plan should focus on the most risky areas of the business. As a result each auditable unit is allocated an inherent risk rating i.e. how risky the auditable unit is to the overall organisation and how likely the risks are to arise.

The inherent risk assessment is determined by:

- mapping the corporate risks to the auditable units;
- our knowledge of your organisation and its sector; and
- discussions with management.

Impact Rating	Likelihood Rating					
	6	5	4	3	2	1
6	6	6	5	5	4	4
5	6	5	5	4	4	3
4	5	5	4	4	3	3
3	5	4	4	3	3	2
2	4	4	3	3	2	2
1	4	3	3	2	2	1

Step 4 - Assess the strength of the control environment

In order to effectively allocate internal audit resources we also need to understand the strength of the control environment within each auditable unit. This is assessed based on:

- our knowledge of your internal control environment;
- information obtained from other assurance providers; and
- the outcomes of previous internal audit reviews.

Step 5 -Calculate the audit requirement rating

The inherent risk and the control environment indicator are used to calculate the audit requirement rating. The formula ensures that our audit work is focused on areas of with high reliance on controls or a high residual risk.

Inherent Risk Rating	Control design indicator					
	1	2	3	4	5	6
6	6	5	5	4	4	3
5	5	4	4	3	3	n/a
4	4	3	3	2	n/a	n/a
3	3	2	2	n/a	n/a	n/a
2	2	1	n/a	n/a	n/a	n/a
1	1	n/a	n/a	n/a	n/a	n/a

Step 6 -Determine the audit plan

Your risk appetite determines the frequency of internal audit work at each level of audit requirement. Auditable units may be reviewed annually, every two years or every three years.

In some cases it may be possible to isolate the sub-process (es) within an auditable unit which are driving the audit requirement. For example, an auditable unit has been given an audit requirement rating of 5 because of inherent risks with one particular sub-process, but the rest of the sub-processes are lower risk. In these cases it may be appropriate for the less risky sub-processes to have a lower audit requirement rating be subject to reduced frequency or lower intensity of audit work. These sub-processes driving the audit requirement areas are highlighted in the plan as key sub-process audits.

Step 7 -Other considerations

In addition to the audit work defined through the risk assessment process described above, we may be requested to undertake a number of other internal audit reviews such as regulatory driven audits, value enhancement or consulting reviews. These have been identified separately in the annual plan.

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To: Audit & Governance Committee

Date: 27th June 2013

Item No:

Report of: Head of Finance

Title of Report: Progress on Implementation of Audit Recommendations

Summary and Recommendations

Purpose of report: To report progress on the implementation of internal and external audit recommendations.

Policy Framework:

Recommendation(s):

The Audit and Governance Committee is asked to note progress with the recommendations listed in Appendix A.

Appendix A – Internal and External Audit recommendation tracker

Background

1. The outcomes of all internal and external audit reports are reported to this Committee. Each report includes recommendations or agreed actions, a summary of those which remain outstanding together with updated management responses are provided in Appendix A.
2. Each recommendation is marked with a % complete which correlates to a red/amber/green rating depending on their percentage complete. Up to 25% complete are marked red, between 25% and 75% complete are amber and over 75% complete are green. However, if there are any recommendations that are less than 50% complete but have not yet exceeded their expected completion date these are also marked as green or amber if they are within one month of their completion date.
3. Any recommendations that were noted as 100% complete at the last meeting have been removed from the tracker.

External Audit Recommendations

There are no red recommendations on the external audit recommendation tracker and therefore no outstanding recommendations which would give cause for concern.

- 4 There are two external audit recommendations.
 - There is one recommendation relating to PC and Laptop assets being recorded with their location which will be completed as part of the Windows 7 upgrade which is currently in progress. However, due to other technical upgrades within the Contact Centre this will not be finally complete until 30th September. Hence there will be a commensurate delay in meeting this target.
 - The second recommendation relates to ensuring that all members complete the annual related party disclosures. These have now been sent out to all members and only three remain outstanding, these are currently being chased.
- 5 There are no external audit recommendations that have exceeded their completion date.

Internal Audit recommendations

- 6 There are no new internal audit reports that have been finalised since the last meeting,
- 7 There are 5 recommendations on the internal audit recommendation tracker that are not 100% complete. Four of these recommendations relate to HR policy reviews which have had revised implementation dates. The recommendation relating to the M Drive project is expect to complete by Sept 2013 as the Windows 7 project completes.
- 8 The recommendation relating to Housing Benefit quality checks is a follow up from prior year. This is the recommendation that the Committee have previously been keen to track, therefore although it is marked as 100% complete it is expected that this will remain on the tracker through the year. This will allow the Committee to follow its progress. The target of checking 10% of data is now being met, and will continue to be processed throughout the year.
- 9 There is one internal audit recommendation that is being reported as 100% complete and will be removed from the next report.
- 10 As previously reported there has been an overall improvement in the outcome of our internal audit reviews over the last two years, with the number of low risk audits increasing significantly, this is an encouraging direction of travel. The table below details the percentage of reports and their risk ratings.

Risk Rating	12/13		11/12		10/11	
	No of reports	% of reports	No of reports	% of reports	No of reports	% of reports
High	0	0%	1	7%	2	15%
Medium	3	27%	9	60%	8	62%
Low	8	73%	5	33%	3	23%
	11		15		13	

11 Alongside the reduction in risk rating the number of recommendations has also reduced and any recommendations made are now being dealt with in a much timelier manner. The use of the audit tracker and reporting to the Audit & Governance Committee has increased the focus placed on recommendations and ensured they are dealt with more swiftly.

Financial Implications

12 Whilst this report is primarily for noting there is the potential that financial implications could arise for the Council if recommendations are not implemented and the internal audit of processes and procedures highlight areas of risk.

Legal Implications

13 There are no legal implications arising from the recommendations in this report.

Equalities Impact

14 There are no Equalities implications arising from the recommendations in this report.

Climate change/environmental Impact

15 There are no Climate Change implications arising from the recommendations in this report.

Name and contact details of author:

Anna Winship
 Financial Accounting Manager
 Telephone: (01865) 252517
 awinship@oxford.gov.uk

Background papers: None

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Audit Tracker

Ref	Review	Review Date	Issue Noted	Risk Rating	Recommendation	Updater	Owner	Due Date	Forecast Completion Date	% Complete	Comments
EA002	Certification of Claims and Returns	23-Mar-2010	All PC and Laptop Assets recorded with user and location details. All infrastructure Assets to be documented (with photographic evidence where possible) with location details	Medium	The Council should obtain a record of the laptop allocations and confirm their location	Fiona Colcutt	Jane Lubbock	31-Jan-2011	30-09-13	80	Windows 7 Project in progress and all PCs and laptops are being checked and updated. Some duplicates are being removed. An updated full list including location will be available at the end of the project. Expected date December 2013
EA372	Annual Governance report	1-Sep-2012	Remind Members and Group Leaders of the importance that all need to make the appropriate governance disclosures.	Medium	Remind Members and Group Leaders of the importance that all need to make the appropriate governance disclosures.	Anna Winship	Anna Winship	31-Mar-2013	30-06-13	95	Requests for completion have been sent out to all Members and those not returned have been chased.
IA382	Garden Waste	1-Nov-2012	No reconciliations are performed between Lagan, Whitespace and Agresso to confirm completeness of subscribers and accuracy of income received	Medium	Put in place a regular reconciliation between the three systems.	Lyn Barker	Nigel Kennedy	31-Dec-2012	28-Feb-2013	100	With a move to Direct Debits for garden waste the reconciliation will be completed on a monthly basis
IA172	ICT	27-Apr-2010	#####	Medium	#####	Fiona Colcutt	Jane Lubbock	30-Apr-2010	30-Sep-2013	80	The M drive project has been delayed to be done alongside the Windows 7 rollout and this issue will be resolved once SharePoint is implemented
IA395	HR Policy Review	1-Mar-2013	Organisational Change Policy The majority of other Councils incorporate the redundancy pay scheme within their policy whereas the Council's equivalent policy is included in a separate document	Medium	The redundancy pay scheme policy is included within the Organisational Change policy.	Simon Howick	Simon Howick	1-Apr-2013	30-Sep-2013	10	Agreed. The Council will incorporate the redundancy pay scheme policy within the Organisational Change policy. Also, the policy repeats itself in appendix one and a rationalisation of this will help with clarity and brevity.
IA396	HR Policy Review	1-Mar-2013	Performance Improvement Policy- The staff expectations section within the policy is limited and there is little information on how staff can maintain or improve performance.	Medium	A section is added in the policy for staff on how they can maintain or improve their own performance	Simon Howick	Simon Howick	1-Apr-2013	30-Sep-2013	10	Agreed. More clarity will be added to the policy around how staff can improve their performance
IA397	HR Policy Review	1-Mar-2013	Performance Improvement Policy- The informal stage of the performance improvement policy does not give guidance on timescales which causes confusion amongst employees and managers.	Medium	Guidance around the informal stage of the policy is written.	Simon Howick	Simon Howick	1-Apr-2013	30-Sep-2013	10	Agreed.
IA398	HR Policy Review	1-Mar-2013	#####	Medium	#####	Simon Howick	Simon Howick	30-Sep-2013		10	#####
IA400	Housing Benefits	1-Mar-2013	#####	Low	Checks will be carried out consistently on a monthly basis throughout the remainder of the year and the new target will be achieved on a monthly basis.	Helen Bishop	Helen Bishop	31-Mar-2013		100	The target of carrying out a 10% check is now being met, and this will be monitored on a monthly basis to ensure this continues.

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To: Audit and Governance Committee

Date: 27^h June 2013

**Title of Report: INVESTIGATION TEAM, FINANCE, PERFORMANCE
2012/13**

Summary and Recommendations

Purpose of report:

1. To report to Members the Investigation Team performance for the period 2012/2013
2. To update Members on Fighting Fraud Locally and the potential risk of loss through fraud

Key Decision: No

Board member: Councillor Bob Price

Scrutiny Responsibility: Value & Performance

Ward(s) affected: None

Policy Framework: Financial stability

Recommendation(s): Members are asked to note the report.

Appendix 1 - Investigation Performance Outcomes 2012/2013

Appendix 2 - Oxford City Council Corporate Fraud Risk of Loss 2011/2012

**To report to Members the Investigation Team performance for the period
2012/2013**

1. Background

- 1.1 2012/2013 was a successful but challenging year due to a significant number of benefit cases being referred for investigation (12% of the average benefit claim case load), larger overpayments raised as a result of investigations, increasing workloads in respect of suspected tenancy fraud, NFI 2012/13, the uncertainty of the move to the DWP Single Fraud Investigation Service (SFIS), the preparation for the introduction of the new Council Tax Reduction Scheme and the need to retain resource to develop the Corporate Fraud Investigations Service.

- 1.2 The Council were successful in their bid for £200,000 in funding from the Department for Communities and Local Government for 2013/14, 2014/2015 which contributes to the continued effort in combatting Housing Tenancy Fraud.

2. Outcome of Benefit Investigations for the period 2012/2013.

- 2.1. The Investigation Team has several performance measures that are reported to the Department for Work and Pension on a quarterly basis. Two of these performance and two locally agreed measures are reported and recorded monthly on the Council's performance system CorVu. The team are also part of a benchmarking group; members of which are from Oxfordshire, Buckinghamshire and Wiltshire. **See Appendix 1**

3. Outcome to date of NFI 2012/13

- 3.1 The matches for NFI 2012/2013 were received in the last week of January 2013. An additional temporary resource (1 FTE for 13 weeks) has been employed since April 2013 to process the 2122 Benefit, Payroll and Licencing related matches. All high risk matched reports have been checked resulting in 366 cases requiring further investigation. Identified areas of high risk are;
 - cases of fictitious desertion; where the working partner on the benefit claim has allegedly left the family home and the remaining parent has then claimed benefits
 - cases where the employed partner or non-dependant has not been declared as being resident in the family home
 - cases where income from student grants and loans have not been declared
- 3.2 There are some medium and low risk match reports to review; the biggest of which is benefit claims to pensions. Previous NFI match outcomes would support that these cases are of a high risk and previous matches have realised large overpayments. The 400 matches in this category will be investigated further.
- 3.3 All Housing related NFI reports have been reviewed. There are currently 10 cases of Right to Buy applications under further investigation.
- 3.4 All NFI creditor matched reports have been reviewed and have realised savings of £11,520 in relation to duplicate payments on different reference numbers.

4. Outcome of Council Tax Investigations for the period 2012/2013.

- 4.1 The Council has conducted a full review of Single Person Discounts awarded on Council Tax accounts. The Revenues Team have worked in partnership with the other Oxfordshire Local Authorities. Capita have conducted the review. To date this has resulted in 793 charge payers either withdrawing their application for SPD or the Council removing the

discount. Discounts were removed back to 01/04/2012 and realised additional charges of £313,000.

- 4.2 There were 2,414 cases identified by Capita referred to the Investigation Team. These cases are linked to benefit claims where there is reason to suspect there is an undeclared partner or non-dependant not declared for benefit purposes. Of these cases an initial assessment is that:
- Of the 94 high risk referrals approximately 50% have been resolved with no change to either the SPD or benefit. There are 45 cases that remain under investigation at this time.
 - There are 698 medium risk SPD referrals which require further action
 - There are 1622 low risk SPD referrals which require further action.
 - 1 person was sanctioned for SPD fraud. This was not a case referred as a result of the Capita project.

5. Outcome of Housing Tenancy Investigations for the period 2012/2013

- 5.1. Housing Tenancy Investigations have had a successful year. A total of 20 properties were returned as a result of investigation. **See Appendix 1**
- 7 cases of subletting; where the tenant had let part, or all, of their home to somebody else and was no longer using the property as their main and principle home
 - 9 cases where the tenant had vacated the property leaving other family members in the property, had abandoned the property or were not in occupation and therefore no longer using the property as their main and principal home.
 - 4 returned RSL properties included; 1 case where the tenant had sublet the property and was no longer using the property as their main and principle home and 3 cases where the tenant was not in occupation
 - In addition 1 fraudulent Right to Buy application has been stopped, preventing the purchase of the Council property, realising a saving of £75,000.
- 5.2 A case study;
Following a tip off from a member of the public the Council recovered a 3 bed property in East Oxford. The 55 year old man, who had become the tenant in 2009, following the tragic death of his wife, was believed to be living outside Oxford. After extensive enquiries by the Tenancy Fraud Officers the tenant was found to be living in the Portsmouth area with his girlfriend. He has also been in receipt of full Housing and Council Tax Benefit at the Oxford address. The property in Oxford was being occupied by the tenant's adult children and extended family. The recovery of this 3 bed property has allowed one family to transfer into a larger property, and another to be housed from expensive private unsecure accommodation.
- 5.3 An independent data match has identified 200 properties to be at high risk. Investigations in respect of these properties will be carried out over the next year.

6. Fighting Fraud Locally- To update Members on actions to mitigate the potential risk of loss through fraud

- 6.1 The Council is always at risk of fraud and in the current economic climate this risk is heightened. The annual fraud loss for Local Authorities as a whole is estimated to be £2.2 billion a year. There are those who believe the loss to be as high a £40 billion.
- 6.2 All employees are aware of the Councils Avoiding Bribery, Fraud and Corruption and Whistle Blowing Policies.
- 6.3 The vision for Fighting Fraud Locally is that by 2015 the Council will be better able to protect itself from fraud and will have in place a more effective fraud response by raising the awareness across service areas and building more resilience to the fraud threat. The aim is to be better placed to estimate the level of individual fraud loss and to have a better understanding of where we are at most risk.
- 6.4 The Audit Commission document; Protecting the Public Purse, published the known and emerging risk of fraud based on findings and data from 2011/12. They are;

<ul style="list-style-type: none"> • Social Housing Fraud – FFL risk of loss estimate £900 Million • Detected – 1800 homes; replacement value of £264 million • LA and HA Housing • Unlawful sub-letting • False homeless applications • False Successions • False Right to Buy • Discretionary Housing Payments 	<ul style="list-style-type: none"> • Council Tax Fraud – FFL risk of loss estimate £90 million • Detected, Council Tax Discounts - £21 million • Council Tax Support Fraud CTRS • Single Person Discount Fraud • Student and training categories • People who have a severe mental disability • Live-in carers for someone who isn't their partner, spouse or child (up to 18 years) • Diplomats • Detected HB and CTB - £117 million 	<ul style="list-style-type: none"> • Grant Fraud – FFL risk of loss estimate £43 Million • Grants & Loans • Flexible Home Improvement Loans • Disabled Facilities Grants • Relocation Grant • Major Repair Grant • Maintenance Grant • Adaptation Grants • Fire Safety and Crime Prevention Grant • Energy Efficiency Grants
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<ul style="list-style-type: none"> • Payroll and Recruitment - FFL risk of loss estimate £152 million • Detected Internal Fraud, £15.5 million • Detected Abuse of position £5.6 million • Detected payroll, pensions, expenses £3.5 million • False identity • False qualifications • Expenses • Overtime claims • Mileage claims • Home Improvement Agency Grant • Handyman Service Grant 	<ul style="list-style-type: none"> • Procurement– FFL risk of loss estimate £890 million • Detected - £8 million • Business Rates Fraud • Discounts & Exemptions • False Insurance Claims • Detected £2.1 million • Greater autonomy for Schools 	<ul style="list-style-type: none"> • Blue Badge Fraud • Detected £2.4 million • Concessionary Bus Pass Fraud and Misuse • Residential Parking Fraud and Misuse • Personal Budgets and Social Fund (Local Welfare Assistance from April 2013) • Detected Social Care fraud £2.2 million
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6.5 In 2012/2013 there has been no suspected reported;

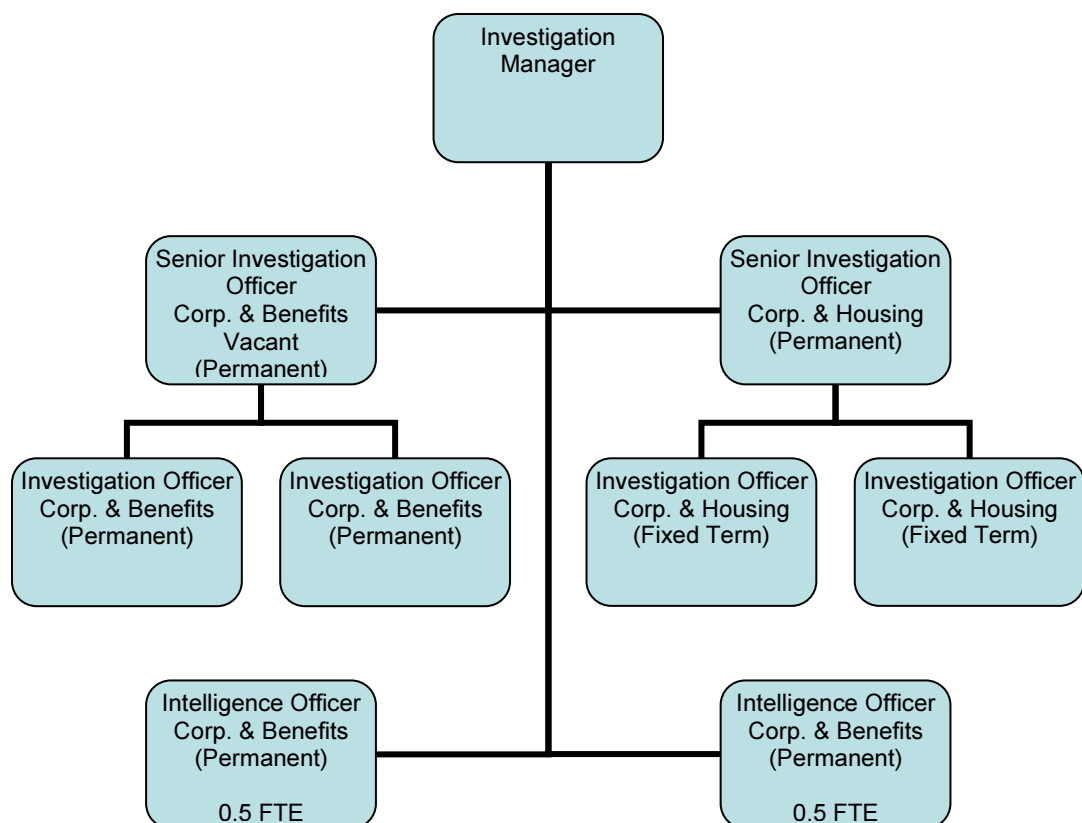
- grant fraud
- payroll and recruitment fraud
- procurement fraud

6.6 The Council Tax Reduction Scheme is the replacement for Council Tax benefit as of 01/04/2013. It is expected that there will be a similar level of CTRS fraud and error found as under the previous system.

6.7 The Team are currently exploring the possibilities of a county wide Corporate Fraud Hub or Partnership. The proposed partners in the hub are; Cherwell DC, West Oxfordshire, Vale and South DC's and the County Council. Securing the Oxfordshire Fraud Hub/Partnership will ensure that all LA's will retain an investigative resource after April 2015

6.8 The Team are also exploring the possibilities of formalising a Partnership Agreement with Registered Social Landlords in the continued fight to combat housing fraud; this is also an area of development for the 'selling' of the Council's Investigation Service.

6.9 Under the Finance restructure the Investigation team has been restructured to reflect the emerging corporate risks, targeting investigative resources more efficiently and effectively. The Council is maintaining a capability to investigate non housing benefit related fraud. The new structure is;



7. Potential risk of loss through fraud.

- 7.1 The Oxfordshire Councils, have worked together to gather financial data, across their service areas in order to establish the potential fraud loss. It is accepted in both the public and private sector nationally, there is a potential financial loss of 5% due to fraud and error.
- 7.2 The Department for Work and Pensions figures for fraud and error in Welfare Benefits, dependent on pensionable age or working age, runs between 5% and 6%. With the estimated expenditure for the CTRS for Oxfordshire being £34.4 million, the expected loss to fraud could be as much as £1.7 million.
- 7.3 The National Fraud Authority has made a Fraud Loss Profile Tool available to all LA's. The NFA have used data provided to the DCLG. The Oxford City Council Fraud Profile based on 2011/12 data is;

National Fraud Authority	Based on 2011/2012 Data	
	Lower Estimate £	Upper Estimate £
Council Tax Fraud	140,000	230,000
Tenancy Fraud	400,000	600,000
Procurement Fraud	360,000	600,000
Payroll Fraud	30,000	50,000
Total Estimated	930,000	1,710,000

7.4 The Oxford City Council Corporate Fraud risk of loss based on 2011/12 data is shown at **Appendix 2**.

8. An update on the establishment of a Single Fraud Investigation Service

- 8.1 From April 2013/14 the introduction of the Department for Work and Pensions, nationwide, Single Fraud Investigation Service (SFIS) will result in local authorities losing experienced investigation officers, disrupting the ability for local authorities to respond to and proactively seek out fraud and error. From April 2015 Local Authorities will no longer be responsible for the investigation of suspected fraud and error in Housing and other Welfare Benefits. Investigation officers currently employed to investigate welfare benefits will transfer over to SFIS.
- 8.2 The DWP are working together with some pilot authorities and Job Centre Plus Fraud Teams to establish best working practise, policy and procedures. The results from these pilots are not yet known. During the 2013/14 new working procedures will be rolled out for all LA's to adopt.
- 8.3 Any funding by the DWP to support the Investigation of suspected welfare benefit fraud is not known at this time.
- 8.4 It is not yet known if there is to be selection criteria for LA Investigators or if they will be asked to apply for a position. The impact on the Oxford City Council Investigation Team is the loss of 2 FTE Investigation Officers.
- 8.5 The implementation of SFIS will disrupt the work of councils in fighting corporate fraud at a time when it is most needed; reductions in grants and subsidies from central government and the emphasis on localism.

Name and contact details of author:

Carol Quainton
Investigation Manager
Telephone: (01865) 252478
cquainton@oxford.gov.uk
Nigel Kennedy
Heads of Finance
Telephone: (01865) 252708
nkennedy@oxford.gov.uk

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Appendix 1

Investigation 2012/2013	12/13 Performance	Outcomes
	Target	
Housing and Council Tax Benefit		
Total Average Benefit Case Load		12,493
Number of Investigators	3	3
Average number of case load per Investigator	45	47
Total closed referrals		1474
Number of referrals - no action required by Investigation		724
Numbers of completed and closed investigations		750
Numbers of completed investigations per 1000 live benefit case load.	60	60
Sanctions	66	61
Number of sanctions per 1000 live benefit case load.	5.35	4.88
Amount of Overpayment linked to Sanction cases		387,385
Total Housing Benefit Overpayments Identified		823,363
Total Council Tax Benefit Overpayments Identified		126,745
TOTAL Overpayments identified		950,108
Total DWP overpayments identified (excl. in above)		170,264
Potential Revenue from DWP subsidy		380,043
HOUSING		
No of Investigators		2
Total closed cases		86
Returned Properties as a result of Investigation	14	20
Criminal Proceedings re subletting	2	0
Right to Buy Applications stopped		1
RTB Savings		75,000
Savings ; based on the cost of temporary accommodation		288,000
The replacement value of the properties is £2,400,000		2,400,000

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Appendix 2

OXFORD CITY COUNCIL CORPORATE FRAUD RISK OF LOSS 2011/2012	£'s	Potential Risk of Loss @ 5%	Potential Loss of Risk @1%
Council Tax - Benefits, Exemptions, Discounts	29,033,988	1,451,699	290,340
Business Rates - Exemption, Reliefs	20,105,883	1,005,294	201,058
Housing - Cost of Temp Accommodation.	430,806	21,540	4,308
Housing - DHP Awarded	143,027	7,151	1,430
Licencing - Income	1,389,242	69,462	13,892
Procurement - Contracts	18,248,000	912,400	182,480
Commercial Waste - Income	2,064,582	103,229	20,645
Commercial Leases - Income	6,939,107	346,955	69,391
Planning - Income	1,856,748	92,837	18,567
Grants - Awarded	7,960,784	398,039	79,607
Staff - O/T, Mileage & Expenses	689,518	34,476	6,895
Upper Estimate @ 5%		4,443,082	
Lower Estimate @ 1%			887,183

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AUDIT AND GOVERNANCE COMMITTEE

Thursday 18 April 2013

COUNCILLORS PRESENT: Councillors Rowley (Chair), Simmons (Vice-Chair), Brett, Darke and Fry.

OFFICERS PRESENT: Mathew Metcalfe (Democratic and Electoral Services), Jeremy Thomas (Head of Law and Governance), Nigel Kennedy (Head of Finance), Anna Winship (Financial Accounting Manager), Christopher Dickens (Pricewaterhousecoopers (PWC)) and Alan Witty (Ernst & Young)

54. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Mary Clarkson and David Rundle.

55. DECLARATIONS OF INTEREST

None declared.

56. AUDIT PROGRESS REPORT 2012/13 - ERNST AND YOUNG

The Head of Finance submitted a report (previously circulated, now appended) on behalf of the Council's External Auditors, Ernst and Young. The report detailed the progress made in delivering the work set out in the 2012/13 audit plan.

Alan Witty from Ernst and Young introduced the report. He highlighted that good progress had been made on the preparation of the accounts with regular meetings being held with the Finance Team. He added that two public questions had been received on the accounts, one relating to the new pool in Blackbird Leys and the other to a charity.

In response to questions concerning the cost of audit time to deal with public questions to the accounts, Alan Witty agreed to provide the Chair with details of the scale of fees.

The Committee agreed:

- (a) To thank Alan Witty for attending the meeting;
- (b) To note that the Chair would be provided with details of the scale of fees;
- (c) To note the report.

57. PREPARATION FOR THE COMPLETION OF THE STATEMENT OF ACCOUNTS FOR 2012/13

The Head of Finance has submitted a report (previously circulated, now appended) which updated the Committee on the preparations being made for the completion of the Statement of Accounts for 2012/13.

Nigel Kennedy, Head of Finance introduced the report. He said that work was on track for the accounts to be unqualified for the third year in succession. He added that over 300 tasks had to be completed by officers in the preparation of the accounts.

Councillor Fry asked how the transition from the Audit Commission to Ernst and Young had affected the Council. In response Nigel Kennedy said that the approach of Ernst and Young was similar to that of the former Audit Commission and the staff were they same as they had transferred to Ernst and Young.

Alan Witty from Ernst and Young also added that some 60 staff had been retained at the former Audit Commission with residual powers as legislation would be required to close down the Audit Commission.

The Committee agreed to note the report.

58. PROGRESS ON THE IMPLEMENTATION OF AUDIT RECOMMENDATIONS

The Head of Finance has submitted a report (previously circulated, now appended) which updated the Committee on the progress made on the implementation of internal and external audit recommendations.

Anna Winship, Finance, introduced the report.

The Committee agreed to note the report.

59. INTERNAL AUDIT ANNUAL REPORT - PRICEWATERHOUSECOOPERS (PWC)

The Head of Finance submitted a report (previously circulated, now appended) on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which detailed the Internal Audit Annual report for the year ended 31st March 2013.

Christopher Dickens from Pricewaterhousecoopers (PWC) introduced the report. He informed the Committee that the 2013/14 Audit Plan was still being finalised and would be submitted to the Committee at its June meeting.

Councillor Darke asked regarding debtors, whether this was a reflection of the economic climate. In response Alan Witty said no and Nigel Kennedy added that the risk was around the lateness of getting bills sent out.

In response to questions concerning the skills survey of Councillors, Officers said that it was to establish what skills Members had that could be sued elsewhere and to draw out any focussed training requirements.

The Committee agreed to note the report.

60. MINUTES

The Committee agreed to approve the minutes of the meeting held on 28th February 2013.

61. DATES OF FUTURE MEETINGS

The Committee noted that Committee dates for the Council Year 2013/14 would be approved by Full Council on Monday 22nd April 2013.

62. INTERNAL AUDIT CHARTER - PRICEWATERHOUSECOOPERS (PWC)

The Head of Finance submitted a report (previously circulated, now appended) on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which defined the purpose of the activities of Internal Audit.

Richard Vialard from Pricewaterhousecoopers (PWC) introduced the report. He highlighted that the Quality Assurance Framework was a new requirement under the new Standards Regime. He added that the Charter would be signed-off by the Chair of the Audit and Governance Committee and Jackie Yates, Executive Director, Organisational Development and Corporate Services.

The Committee agreed to note the report.

63. PUBLIC SECTOR INTERNAL AUDIT STANDARDS - PRICEWATERHOUSECOOPERS (PWC)

The Head of Finance submitted a report (previously circulated, now appended) on behalf of the Council's Internal Auditors, Pricewaterhousecoopers (PWC) which detailed the new Public Sector Internal Audit Standards.

Richard Vialard from Pricewaterhousecoopers (PWC) introduced the report and highlighted the need for an external assessment of the Internal Auditor. Nigel Kennedy added that details of this would be submitted to a future meeting of the Audit and Governance Committee.

The Committee agreed to note the report.

The meeting started at 6.00 pm and ended at 6.35 pm

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