

STATEMENT OF ACCOUNTS 2017/18

Borough of Broxbourne



**BOROUGH OF
BROXBOURNE**
2018: Year of Community

Contents

	Page
Narrative Report to the Statement of Accounts	4
Explanation of the Financial Statements	10
Statement of Responsibilities for the Statement of Accounts	11
Certificate of Chief Finance Officer	11
Approval of the Statement of Accounts	11
Movement in Reserves Statement	12
Comprehensive Income and Expenditure Statement	13
Balance Sheet	14
Cash Flow Statement	15
Notes to the Core Financial Statements	16
Collection Fund Statement and Notes	66
Group Accounts	69
Group Movement in Reserves Statement	70
Group Comprehensive Income and Expenditure Statement	71
Group Balance Sheet	72
Group Cash Flow Statement	73
Notes to the Group Accounts	74
Report of the Auditors	76
Glossary of Financial Terms	80

Narrative Report to the Statement of Accounts

Introduction to the Borough

The Borough of Broxbourne is located in southeast Hertfordshire, with London to the south and Essex to the east. It has an area of approximately 20 square miles with a population of 96,900 (source: Office for National Statistics mid2016 population estimate). The largest towns are Cheshunt, Hoddesdon and Waltham Cross.



Certain parts of the Borough: Broxbourne, Goffs Oak and Hoddesdon, are among the least deprived areas in the country. However, there are also areas with comparatively high levels of deprivation, particularly in Turnford, Waltham Cross and Wormley. For housing, the level of owner occupation is above the national average. There is a growing private rented sector and the properties owned by the Council's wholly owned subsidiary company (established in November 2013) has made a small contribution to this trend. The Company, Badger BC Investments Ltd now owns and operates 33 properties valued at just under £12m offering a wide variety of tenures, ranging from studio flats to commercial premises, with a further 30 new build properties planned to be delivered over the medium term.

Local employment is mixed, with a predominance of construction, distribution, hospitality, catering, manufacturing and financial services. There has been a recent increase in self-employment and in the number of microbusinesses starting to trade in the Borough. This is partly due to the Council's Ambition Broxbourne Business Centre which opened in December 2016 and now supports 46 new businesses. The facility provides fully serviced flexible workspaces catering to individual business requirements. This initiative was created from a £4.6m joint investment between the Council (£2.8m) and the Local Enterprise Partnership (£1.8m). In addition to supporting new and small businesses a percentage of the profits from the Ambition Broxbourne Business Centre will be used to create a revolving fund which will support further economic development initiatives in the Borough, such as the skills agenda and inward investment.

Political and Management Structure

The Borough of Broxbourne is made up of 10 wards supported by 30 Councillors (three councillors to each ward). The political make-up of the Council is:

Conservative Party	28 Councillors
Labour Party	2 Councillors

The Council has adopted the Leader and Cabinet model as its political structure. Throughout the year the Leader of the Council had responsibility for the appointment of the members of the Cabinet and the allocation of areas of responsibility for each Cabinet Member. However as from the 2018/19 municipal year the position of Deputy Leader will be subject to an election from within the ruling group.

All Cabinet decisions are reviewed by the Scrutiny Committee.

The organisation structure is headed by the Corporate Management Team (CMT), led by the Chief Executive. During the year CMT comprised the Director of Environmental Services, the Director of Finance and the Head of Legal Services in her role as the Council's Monitoring Officer. This ensures that CMT is represented by the key statutory officers. CMT is responsible for the delivery of the Council's services with the support of a workforce of approximately 500 based at various locations: the Borough Offices in Cheshunt and One Stop Shops in Hoddesdon and Waltham Cross; two leisure centres; an 18 hole golf course, driving range and conference centre at Cheshunt Park, and a multi-purpose theatre, cinema and events, wedding and conference venue set in six acres of landscaped gardens close to Hoddesdon town centre; known as the Spotlight.

Narrative Report to the Statement of Accounts

Corporate Objectives

The Council has three main corporate objectives, as set out in the Corporate Plan for 2017-20:

- Ambition Broxbourne: a thriving economy
- Beautiful Broxbourne: enhancing the quality of life
- Innovative Broxbourne: an effective, enabling Council

These are underpinned by a number of supporting objectives which describe how the Council will focus on achieving the above priorities. Progress in achieving the objectives is reported each year in the Council's Annual Report. The supporting objectives are:

Ambition Broxbourne

- Achieve adoption of a new Local Plan for Broxbourne
- Secure first developments at Park Plaza North and Brookfield
- Deliver the Waltham Cross Renaissance Programme
- Develop the Ambition Broxbourne Business Centre
- Maximise construction of affordable homes and increase availability of affordable homes for rent in the private sector.

Beautiful Broxbourne

- Reduce the amount of household waste that is not reused, recycled or composted
- Increase use of Borough sports facilities, particularly leisure centres and the golf centre
- Support development of physical activity and sports particularly aimed at people who are currently inactive
- Reduce hate crime and domestic violence
- Help local residents affected by welfare reform to obtain paid employment
- Prevent homelessness where possible.

Innovative Broxbourne

- Make the Council financially self-sufficient by 2020
- Improve the Council website to enable more transactions to be carried out online and promote channel shift
- Maximise efficiency and resilience of Council services through partnerships with other local authorities.

A significant number of the above objectives have already been achieved. The key achievements during the year were :

Self-sufficiency

In October 2014 the Council set itself the target of ensuring that by 2020 the income it could generate for itself would be able to fully fund its budgetary needs, i.e. it would no longer be reliant on funding from central Government. This target was met in August 2017, some two and half years earlier than the planned date. This is due the Council's bold decision to use the resources it had available to make property investments where the returns, which could and have been achieved, were much better than those being gained through traditional treasury investments.

In addition to using its own funds the Council has an excellent credit rating and is able to access cheap short-term borrowing from the money markets. This allowed the Council to borrow just over £18m during the year to complete a property acquisition which has increased the value of its investment portfolio to £75m and annual rental income from investment properties to just over £6m. This income, along with council tax income of £4m and retained business rates income of £2m, will allow the Council to balance its annual budget for the foreseeable future as well as being able to continue to make a significant contribution to its capital programme.

The Council is one of the first local authorities in the country to achieve this.

Narrative Report to the Statement of Accounts

Recognition

During the year, the Council was recognised for its innovation and entrepreneurial culture when it was awarded the Local Government Chronicle's Entrepreneurial Council of the Year and was Highly Commended in the MJ Awards for commercialism in property. In March 2018 the Council received the iESE (Improvement and Efficiency Social Enterprise) Gold award for Reinventing Local Services, for improvements to the leisure centres and improving participation in physical activity for previously inactive residents in partnership with Hertfordshire MIND and local GP practices.

In addition the Broxbourne Joint Action Group was awarded the Problem Solving Award by the Police and Crime Commissioner for Hertfordshire for the work the group had been doing around anti-social behaviour.

The Council was also cited by the Department for Work and Pensions as an example of best practice in helping clients receiving income-related benefits make the transition to paid work.

External Funding for Projects

The Council was been awarded funding of £86,000 per year, for three years from the Police and Crime Commissioner. This money will be used to provide support and to raise awareness of the impact that gang culture can have on young lives. The Council will be working in partnership with the St Giles Trust to deliver this training and support.

In partnership with Epping Forest District Council, the Council has established a Development Trust to raise external funding for a number of cultural related projects. This would include an application to the Heritage Lottery Fund for a project to consider the feasibility of creating a state of the art museum at the Spinning Wheel site.

Other Achievements

A significant number of other objectives and service improvements have been achieved during the year these include :

- Approximately 3,000 tonnes of food waste was collected in the past year following the introduction of a weekly food waste collection service. This material is used to produce liquid fertiliser and electricity
- Recycling rates improved for the third successive year and now stand at 42.2% (provisional figures)
- The installation of eGym equipment circuit at Laura Trott Leisure Centre, resulted in 800 new memberships
- A Business Improvement District was established in Hoddesdon in January 2018. This will generate an additional £90,000 a year to be invested in new services in the local area
- The brand new state of the art medical centre at Fawkon Walk opened in July 2017
- The Council established the Broxbourne Lottery, to help local charities and voluntary groups to raise funds. In the first six months of operation, £8,555 has been raised for local charities, and £4,500 has been raised for the Council's community grants fund
- The draft Local Plan for Broxbourne was submitted to the Secretary of State. The Examination in Public is scheduled to take place in September
- A green waste collection scheme was established this will generate annual income to the Council of £650k
- The Council embarked on a customer focused transformation programme. This programme will allow customers to access council services via any medium they choose, when they choose
- The Place café bistro opened at Cheshunt Park in September 2016
- The management of Goff's Oak Village Hall passed to Mayhem Theatre company
- The Hertfordshire Home Improvement Agency was established in October, this single entity will deal with all aspects of disabled adaptations
- Referrals to the Active Herts programme reached 800 since the start of the programme in September 2016.

Narrative Report to the Statement of Accounts

Capital Programme

As at 1 April 2017 the Council held capital reserves of £16.6m. These reserves are used to partly fund the annual capital programme. The 2017/18 capital programme included £3.5m allocated to investment property acquisitions to generate additional income to the Council. This includes an allocation to the Council's wholly owned subsidiary, Badger BC Investments Ltd, to acquire and develop residential property to let to tenants in the private sector.

Greater Brookfield

To help fulfil the Council's long term vision for the area, the Brookfield area will be re-modelled and expanded as a mixed use garden suburb and a destination for high value retail, leisure and civic facilities (primarily residential within Brookfield Garden Village and retail and leisure within Brookfield Riverside). The Council, in partnership with Hertfordshire County Council (HCC), will be submitting a planning application for approximately 1,250 homes within the Garden Village (GV) during July 2018, located on land jointly acquired by the two Councils in 2014 for £3.3m. A bid for grant of £38m from the Housing Infrastructure Fund (HiF) has been selected to go through to the next stage of the process. The outcome should be known by the end of the year.

In addition to the GV, again in partnership with HCC, the Council is engaged in a competitive dialogue process with four potential developer/investor partners (DIPs) for the creation of what will effectively be a new town centre at Brookfield Riverside. The preferred partner will be selected during the autumn of 2018.

£305k of capital and revenue expenditure was committed to the project during the year, which will continue into 2018/19.

Waltham Cross Renaissance

During the year the Council invested £10k in the Waltham Cross Renaissance project which will provide a gateway feature in Monarchs Way, remodel the roundel at the southern end of the high street and an artwork feature on the subway.

Leisure Facilities

A number of projects were undertaken at the Council's leisure sites including; a replacement spa at Laura Trott leisure centre which opened in August, the installation of eGym and bodytrax equipment at Laura Trott Leisure Centre, a training rig at John Warner Sports Centre, replacement golf buggies at Cheshunt Park Golf Centre and new terraced seating at the Spotlight.

A multi-use games area was installed at Barclay Park and the equipment at Dig Dag Hill was refurbished.

Part of the boundary wall at Cheshunt Cemetery was rebuilt and the defective pointing renewed.

Narrative Report to the Statement of Accounts

Financial Performance for 2017/18

The 2017/18 statement of accounts has been prepared in accordance with the requirements of the CIPFA Local Authority Code of Practice (The Code). The financial position of the Council continues to be robust. The budget was set on 28 February 2017 at £7.1m. In overall terms the Council achieved a surplus of £1.4m. This has allowed the Council to set aside £1m to repay part of the loan taken out to purchase an investment property during the year.

The General Fund balance has therefore remained at £6.2m. Significant variations from the budget and the reasons for these are set out below:

	Variance (Fav)/Adv £000	Variance (Fav)/Adv %
Employee Costs	(205)	(1.9%)
Salary savings as a result of vacant posts whilst positions are being recruited to.		
Premises Costs	1,045	24.1%
Increased expenditure on renting units to be used to provide temporary accommodation.		
Transport and Plant	(45)	(3.6%)
Savings resulting from lower vehicle running costs.		
Supplies and Services	(857)	(16.4%)
Revisions to the Local Plan timetable have meant that the anticipated legal, consultancy and enquiry fee costs have been deferred to future years.		
Agency and Contracted Services	217	14.0%
Additional expenditure with contractors, namely Hertfordshire Building Control Ltd, revenues, benefits and IT.		
Benefits Payments	(1,470)	(3.9%)
Lower housing benefit claims than anticipated. This has been partly offset by reduced benefit subsidy received from central government.		
Government Grants	1,232	3.1%
Additional government funding received for discretionary housing benefit offset by a reduction in benefit subsidy received as a result of lower housing benefits claims.		
Other Grants and Contributions	(244)	(8.3%)
Additional income was received for the sponsorship of roundabouts and from community and town centre events. Income was also received to offset the costs of the County Council and General Elections. This additional income was offset by a reduction in receipts from the Hertfordshire Alternative Financial Model (a financial incentive scheme to reduce residual waste).		
Rents	(1,391)	(26.4%)
Additional income received from the acquisition of a new investment property during the year. This was supplemented by additional income as a result of the Council's existing property portfolio being near full occupancy for the majority of the year and increased demand for temporary accommodation.		
Sales	(337)	(46.6%)
Income received from the green waste scheme was higher than expected due to the take up of the scheme being greater than had been anticipated.		
Fees and Charges	(1,001)	(19.0%)
High volumes of planning applications have resulted in additional income. Also, the continued interest in the Council's second community mausoleum has resulted in additional immurement fees being collected during the financial year.		

Narrative Report to the Statement of Accounts

Corporate Risks

Risk description

Local Plan: If the new Local Plan is deemed unsound upon examination by the Planning Inspector there is potential for the loss of strategic planning control by the Borough.

Homelessness: If increased levels of homelessness cannot be accommodated in the Council's existing hostel provision a more costly solution would have to be procured.

Failure to meet safeguarding duties under the Children's Act and best practice in vulnerable adults, leads to injury of a vulnerable adult or child.

Local economic development, including strengthening the quality of the local commercial base, training for employment and viable town centres is not sustained.

General Data Protection Regulations (GDPR): The Council needs to ensure it is compliant with these regulations.

Increase in serious crimes resulting in a significant rise in fear, distress and harm to residents.

Health and Safety: Failure to comply with legislation compromises the health and safety of staff, contractors and visitors, leading to injury to individuals, reputational damage and possible criminal prosecution.

Mitigation

The Local Plan has been prepared to ensure it is supported by evidence studies, complies with the duty to co-operate, meets objectively assessed needs and complies with government policy.

The Local Plan Inspection is likely to take place in September. Further work may be possible to strengthen the evidence base if required.

The Council has used additional government funding to strengthen and broaden the homelessness service including employing additional front line staff, such as an additional financial inclusion officer. The housing service will be seeking to provide support earlier with the underlying causes of homelessness, such as debt advice, before residents reach a crisis point.

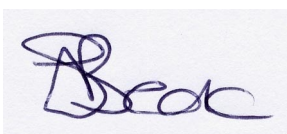
The Council's safeguarding policy is being implemented. This involves mandatory staff briefings to raise awareness and explain how to raise a concern, recruitment policy checks and regular updates to the Corporate Management Team.

The Ambition Broxbourne strategy outlines the initiatives the Council is pursuing to ensure that the Borough benefits from inward investment. In 2018, this will include appointing a developer for the Brookfield major site.

The Head of Legal Services has driven this forward to ensure compliance. The project is being monitored through the Corporate Governance Group. Staff and Member training has been provided. An external firm has been engaged to assist with implementation.

The Council works closely with the Police and other partners on the Responsible Authority Group, monitoring crime data and intelligence, and jointly planning action. An initiative to tackle gang culture in schools is being introduced with Police and Crime Commissioner funding.

A formal framework is in place including the Corporate Health and Safety Group, policies and procedures, a training and awareness programme, a designated Health and Safety Officer and accident reporting system. A quarterly report is presented to the Corporate Management Team which provides an update of accident trends and progress made with health and safety initiatives.



Sandra Beck FCCA

Director of Finance

Explanation of the Financial Statements

The Accounts and Audit Regulations 2015 require the Council to produce a Statement of Accounts for each financial year. The accounts for the year ending 31 March 2018 are set out on pages 12 to 75 of this document and consist of a number of statements. Much of the information in the document is of a technical nature and has been completed to be compliant with the 2017/18 CIPFA Local Authority Accounting Code of Practice (The Code) and Service Reporting Code of Practice (SeRCOP). The statement of accounting policies explains the policies adopted by the Council to complete these accounts.

Statements to the Accounts

The Statement of Responsibilities for the Statement of Accounts identifies the officer who is responsible for the proper administration of the Council's financial affairs. The Certificate of the Chief Finance Officer is the Director of Finance's statement that confirms the validity of the information presented in the accounts.

Core Financial Statements

The **Movement in Reserves Statement** shows the movement in the reserves held by the Council analysed into 'usable reserves' (i.e. those that can be used to fund expenditure) and other 'unusable' reserves. Total reserves at 31 March 2018 were £141.5 million compared with £129.9 million at 31 March 2017. The Movement in Reserves Statement reconciles the £7 million surplus on the Comprehensive Income and Expenditure Statement to the movement in the General Fund balance and its accompanying note (note five) provides a breakdown of the adjustments between the accounting basis and funding basis under regulations. These include reversals of depreciation and the adjustments made to comply with International Accounting Standard 19 (employee benefits), entries relating to the financing of capital expenditure from revenue and vice versa, gains on the revaluations of non current assets and actuarial gains and losses on the pension fund.

The **Comprehensive Income and Expenditure Statement** is the primary statement illustrating performance. It summarises the income receivable and expenditure incurred in operating the Council for the year. The statement shows a surplus for 2017/18 of £7 million which represents the amount by which income exceeds expenditure. The statement is prepared in accordance generally accepted accounting practices, rather than the amount to be funded from taxation. Income and expenditure is analysed in note three based on the reporting structures that the Council uses for decision making.

The **Balance Sheet** summarises the Council's assets, liabilities and reserves. At 31 March 2018, the Council's net worth was £142 million. Other notes provide analysis of various categories of income and expenditure and the additional information that the Council is required to disclose, such as details of capital expenditure and sources of finance, officers' remuneration and information on pensions.

The **Cash Flow Statement** summarises, in cash terms, the Council's transactions with its taxpayers, its customers, its suppliers, the Government and other parties. There are no significant provisions or contingencies included in the Statement of Accounts as at 31 March and there were no material write offs during the year.

The **notes to the accounts** provide support to the core statements to aid understanding.

Note one, the **Expenditure and Funding Analysis**, shows how the Council's annual expenditure is allocated for decision making purposes between the Council's departments and how this expenditure is split between that which is funded from General Fund resources (eg: council tax, business rates, rents and fees and charges) and that which is as a result of accounting practices. The analysis ties back the £2.2 million increase in reserves shown in the Movement in Reserves Statement and the £7 million surplus on the provision of services shown in the Comprehensive Income and Expenditure Statement.

Supplementary Statements

As well as collecting its own tax, the Council collects Business Rates on behalf of the Government and Hertfordshire County Council and council tax on behalf of Hertfordshire County Council and the Police Authority (as precepts on the council tax). All of this activity is summarised in the Collection Fund Account which is detailed on page 66.

The **report of the auditors** provides an opinion as to whether the accounts present a true and fair view of the Council's financial position.

The Statement of Accounts concludes with a glossary of financial terms, designed to assist the reader in understanding the information presented.

Statement of Responsibilities for the Statement of Accounts

The Council's Responsibilities

The Council is required to:

- make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. In this Council, that officer is the Director of Finance;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its asset;
- approve the statement of accounts.

The Chief Finance Officer's Responsibilities

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

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

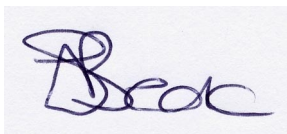
- selected suitable accounting policies and applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Code of Practice.

The Chief Finance Officer has also:

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

Certificate of Chief Finance Officer

I certify that this Statement of Accounts presents a true and fair view of the financial position of Broxbourne Borough Council as at 31 March 2018 and its income and expenditure for the year then ended.



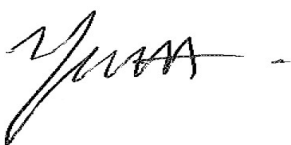
Sandra Beck FCCA

Director of Finance

26 July 2018

Approval of the Statement of Accounts

I confirm that the Statement of Accounts was approved by the Audit and Standards Committee at its meeting held on 18 June 2018.



Councillor M Iszatt

Chairman

26 July 2018

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (those that can be used to fund expenditure) and other reserves.

	Total Revenue Reserves	Capital Grants Unapplied	Capital Receipts Reserve	Total Usable Reserves	Unusable Reserves	Total Reserves
Note	£000	£000	£000	£000	£000	£000
Balance at 31 March 2016	(16,247)	(541)	(17,269)	(34,057)	(89,866)	(123,923)
Movement in Reserves during 2016/17						
Surplus on provision of services	(6,568)	-	-	(6,568)	-	(6,568)
Other comprehensive expenditure	-	-	-	-	619	619
Total Comprehensive Income and Expenditure	(6,568)	-	-	(6,568)	619	(5,949)
Adjustments between accounting basis and funding basis under regulations	7,026	(223)	1,431	8,235	(8,235)	-
Decrease/(increase) in year	458	(223)	1,431	1,667	(7,616)	(5,949)
Balance at 31 March 2017 carried forward	(15,789)	(764)	(15,838)	(32,391)	(97,480)	(129,871)
Movement in Reserves during 2017/18						
Surplus on provision of services	(6,959)	-	-	(6,959)	-	(6,959)
Other comprehensive income	-	-	-	-	(4,657)	(4,657)
Total Comprehensive Income and Expenditure	(6,959)	-	-	(6,959)	(4,657)	(11,616)
Adjustments between accounting basis and funding basis under regulations	4,524	(204)	475	4,795	(4,795)	-
(Increase)/decrease in year	(2,435)	(204)	475	(2,164)	(9,452)	(11,616)
Balance at 31 March 2018 carried forward	(18,224)	(968)	(15,362)	(34,554)	(106,934)	(141,488)

Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing services, in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Local 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.

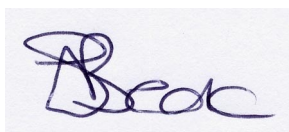
	Note	2017/18			2016/17		
		Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure
		£000	£000	£000	£000	£000	£000
Chief Executive		4,902	(1,544)	3,358	4,896	(1,650)	3,246
Environmental Services		10,128	(4,313)	5,815	10,152	(4,606)	5,546
Finance		46,630	(43,293)	3,337	45,368	(41,422)	3,946
Legal Services		119	(100)	19	110	(103)	7
Broxbourne Sport and Broxbourne Leisure and Culture		5,798	(5,446)	352	5,646	(5,522)	124
Cost of Services		67,577	(54,696)	12,881	66,172	(53,303)	12,869
Other Operating Income and Expenditure	7	310	(303)	7	1	(293)	(292)
Financing and Investment Income and Expenditure	8	2,044	(10,154)	(8,110)	1,610	(8,691)	(7,081)
Taxation and Non Specific Grant Income	9	-	(11,737)	(11,737)	-	(12,064)	(12,064)
(Surplus)/Deficit on Provision of Services	3			(6,959)			(6,568)
Surplus on revaluation of non current assets				(39)			(2,700)
Actuarial (gains)/losses on pension assets/liabilities	32(a)			(4,618)			3,319
Other Comprehensive Income and Expenditure				(4,657)			619
Total Comprehensive Income and Expenditure				(11,616)			(5,949)

Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date (31 March 2018) of the assets and liabilities recognised by the Council. The net assets (assets less liabilities) are matched by the reserves held by the Council.

		31 March 2018	31 March 2017
	Note	£000	£000
Property, Plant and Equipment	10	56,666	58,010
Heritage Assets	11	462	409
Investment Property	12	75,427	51,808
Intangible Assets	13	523	573
Long Term Investments	14(a)	2,036	2,036
Long Term Debtors	14(a),16	10,214	9,116
Non Current Assets		145,328	121,952
Short Term Investments	14(a)	25,533	30,257
Assets Held for Sale	18	385	373
Inventories	15	84	95
Short Term Debtors	16	16,214	10,905
Cash and Cash Equivalents	14(a),17	13,764	9,239
Current Assets		55,980	50,869
Short Term Creditors	19	23,005	21,812
Short Term Borrowing	14(a)	18,302	-
Current Liabilities		41,307	21,812
Long Term Creditors and Provisions	20	18,513	21,138
Non Current Liabilities		18,513	21,138
Net Assets		141,488	129,871
Unusable Reserves	21	106,934	97,480
Usable Reserves	page 12	34,554	32,391
Total Reserves		141,488	129,871

These financial statements have been authorised for issue on 26 July 2018 by the Director of Finance (Chief Finance Officer)



Sandra Beck FCCA
Director of Finance

Cash Flow Statement

This consolidated statement summarises the Council's inflows and outflows of cash and cash equivalents arising from transactions with third parties for revenue and capital purposes.

Transfers between internal funds and accruals of expenditure and income are therefore excluded.

		2017/18	2016/17
	Note	£000	£000
Net Surplus on the Provision of Services		(6,959)	(6,568)
Adjustments to net surplus on the provision of services for non cash movements	22	(821)	(822)
Adjustments for items included in the net surplus on the provision of services that are investing and financing activities	22	1,759	4,102
Net cash inflows from operating activities		(6,021)	(3,288)
Investing activities	23	15,601	7,168
Financing activities	24	(14,105)	137
Net (Increase)/Decrease in Cash and Cash Equivalents		(4,525)	4,017
Cash and Cash Equivalents at 1 April	17	9,239	13,256
Cash and Cash Equivalents at 31 March	17	13,764	9,239

Notes to the Core Financial Statements

Note 1 - Expenditure and Funding Analysis

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

	2017/18		2016/17			
	Net Expenditure Chargeable to the General Fund	Adjustments between Funding and Accounting Basis	Net Expenditure in the Comprehensive Income and Expenditure Statement	Net Expenditure Chargeable to the General Fund	Adjustments between Funding and Accounting Basis	Net Expenditure in the Comprehensive Income and Expenditure Statement
	£000	£000	£000	£000	£000	£000
Chief Executive	2,622	736	3,358	2,983	263	3,246
Environmental Services	4,234	1,581	5,815	3,987	1,559	5,546
Finance	1,225	2,112	3,337	2,256	1,690	3,946
Legal Services	-	19	19	-	7	7
Broxbourne Sport and Broxbourne Leisure and Culture	104	248	352	23	101	124
Net Cost of Services	8,185	4,696	12,881	9,249	3,620	12,869
Other Income and Expenditure	(13,018)	(6,822)	(19,840)	(13,731)	(5,706)	(19,437)
Revenue Contribution to Capital	2,398	(2,398)	-	4,940	(4,940)	-
(Surplus)/Deficit on Provision of Services	(2,435)	(4,524)	(6,959)	458	(7,026)	(6,568)
Opening General Fund Balance and Revenue Reserves at 31 March	(15,789)			(16,247)		
Add (surplus)/deficit in Year	(2,435)			458		
Closing Revenue Reserves Balance at 31 March	(18,224)			(15,789)		

Notes to the Core Financial Statements

Note 2 - Note to the Expenditure and Funding Analysis

	Adjustments for Capital Purposes	Net Change for Pension Adjustments	Other Differences	Total Adjustments
	£000	£000	£000	£000
2017/18				
Chief Executive	515	231	(10)	736
Environmental Services	1,053	506	22	1,581
Finance	1,601	507	4	2,112
Legal Services	-	19	-	19
Broxbourne Sport and Broxbourne Leisure and Culture	-	260	(12)	248
Net Cost of Services	3,169	1,523	4	4,696
Other Income and Expenditure	(303)	-	-	(303)
Financing and Investment Income and Expenditure	(3,809)	519	-	(3,290)
Taxation and Non Specific Grant Income	(570)	-	(2,659)	(3,229)
Revenue Contribution to Capital	(2,398)	-	-	(2,398)
Difference Between General Fund Surplus and Comprehensive Income and Expenditure Surplus	(3,911)	2,042	(2,655)	(4,524)
	Adjustments for Capital Purposes	Net Change for Pension Adjustments	Other Differences	Total Adjustments
	£000	£000	£000	£000
2016/17				
Chief Executive	182	78	3	263
Environmental Services	1,409	156	(6)	1,559
Finance	1,573	118	(1)	1,690
Legal Services	-	8	(1)	7
Broxbourne Sport and Broxbourne Leisure and Culture	-	94	7	101
Net Cost of Services	3,164	454	2	3,620
Other Income and Expenditure	(292)	-	-	(292)
Financing and Investment Income and Expenditure	(3,506)	541	-	(2,965)
Taxation and Non Specific Grant Income	(2,375)	-	(74)	(2,449)
Revenue Contribution to Capital	(4,940)	-	-	(4,940)
Difference Between General Fund Surplus and Comprehensive Income and Expenditure Surplus	(7,949)	995	(72)	(7,026)

Notes to the Core Financial Statements

Note 2 - Note to the Expenditure and Funding Analysis (continued)

Adjustments for Capital Purposes

Adjustments for capital purposes - this column includes depreciation and revenue expenditure funded by statute (REFCUS) in the service line, and for:

- Other operating expenditure - adjusts for capital disposals with a transfer of income on disposal of assets and the amounts written off for those assets.
- Taxation and non-specific grant income - adjusts for capital grants received in the year and credited to the Comprehensive Income and Expenditure Statement as they either do not have conditions attached to them or any conditions were satisfied in the year.

Net Change for the Pensions Adjustments

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

- For services this represents the removal of the employer pension contributions made by the Council as allowed by statute and the replacement with current service costs and past service costs.
- For financing and investment income and expenditure, the net interest on the defined benefit liability is charged to the Comprehensive Income and Expenditure Statement (CIES).

Other Statutory Adjustments

Other statutory adjustments between amounts debited or credited to the Comprehensive Income and Expenditure Statement and amounts payable or receivable to be recognised under statute:

- The charge under taxation and non-specific grant income and expenditure represents the difference between what is chargeable under statutory regulations for council tax and non domestic rates that was projected to be received at the start of the year and the income recognised under the Code. This is a timing difference as any difference will be brought forward in future surpluses or deficits on the Collection Fund.

Other Non-Statutory Adjustments

Other non-statutory adjustments represent amounts debited or credited to service areas which need to be adjusted to comply with the presentational requirements in the Comprehensive Income and Expenditure Statement:

- For financing and investment income and expenditure the other non-statutory adjustments column recognises adjustments for interest income and expenditure and changes in the fair values of investment properties.

Notes to the Core Financial Statements

Note 3 - Expenditure and Income Analysed by Nature

The analysis of income and expenditure by department on the face of the Comprehensive Income and Expenditure Statement is that specified by the Service Reporting Code of Practice. However, decisions about resource allocation are taken by the Council's members on the basis of budget reports analysed across departments made up of service areas. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- Commercial property trading activities are reported within the Finance department;
- Bishops' College Old Building commercial letting is reported within the Finance department;
- The activities of the Broxbourne Sport and Broxbourne Leisure and Culture are treated as a trading operation for management reporting purposes.

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

	2017/18	2016/17
	£000	£000
Expenditure		
Employee expenses	15,029	13,407
Other operating expenditure	50,614	50,552
Depreciation, amortisation and revenue expenditure funded from capital under statute	2,952	3,282
Revaluation losses on property, plant and equipment	454	-
Pension interest costs and expected return on pension assets	519	541
Interest and investment expenditure	52	-
Net book value of non current assets disposed	310	-
Payments to housing capital receipts pool	1	1
Total Expenses	69,931	67,783
Income		
Government grants	(39,309)	(39,788)
Fees, charges and other service income	(22,595)	(20,746)
Changes in fair value of investment properties	(4,047)	(3,625)
Gain on disposal of current and non current assets	(303)	(293)
Interest and investment income	(600)	(574)
Income from council tax	(4,378)	(4,081)
Income from business rates	(3,411)	(2,045)
Capital grants and contributions	(1,044)	(2,375)
Other grants and contributions	(1,203)	(824)
Total Income	(76,890)	(74,351)
Surplus on the Provision of Services	(6,959)	(6,568)

Notes to the Core Financial Statements

Note 4 - Capital Expenditure and Capital Financing

During 2017/18, in addition to the annual net revenue expenditure on services, the Council spent £23 million on various capital schemes (£10.1 million in 2016/17).

	2017/18	2016/17
	£000	£000
Opening Capital Financing Requirement	(503)	(503)
Capital Investment		
Property, plant and equipment	652	640
Investment property	19,872	791
Land and buildings	694	4,240
Intangible assets	133	363
Infrastructure assets	73	153
Community assets	-	5
Revenue expenditure funded from capital under statute	496	1,222
Loan to Badger BC Investments Ltd	1,102	2,681
	<u>23,022</u>	<u>10,095</u>
Sources of Finance		
Capital receipts	(1,993)	(3,150)
Government grants and other contributions	(368)	(2,005)
<i>Sums set aside from revenue:</i>		
Direct revenue contributions	(2,398)	(4,940)
	<u>(4,759)</u>	<u>(10,095)</u>
Closing Capital Financing Requirement	<u>17,760</u>	<u>(503)</u>
 <i>Explanation of movements in year</i>		
Increase in underlying need to borrow	18,263	-
Increase in Capital Financing Requirement	<u>18,263</u>	<u>-</u>

Notes to the Core Financial Statements

Note 5 - Adjustments Between Accounting Basis and Funding Basis Under Regulations

The purpose of this note is to explain the adjustments that are made to the total Comprehensive Income and Expenditure Statement and the funding sources that are allowed by statute as being available to the Council to meet future capital and revenue expenditure. The following sets out a description of the reserves against which the adjustments are made.

General Fund Balance

The General Fund records all the receipts of the Council out of which the Council's liabilities are paid, except to the extent that statutory rules might provide otherwise. The General Fund balance therefore summarises the resources that the Council is statutorily empowered to spend on its services or on capital investment at the end of the year.

Capital Grants Unapplied

The Capital Grants Unapplied account holds unused grants and contributions which are intended to be spent on future capital projects, where the Council has met the conditions of the grant or contribution that would otherwise require it to be repaid. The terms of the grants restrict the projects these funds can be used on or the financial year in which the funds can be spent.

Capital Receipts Reserve

The Capital Receipts Reserve holds the proceeds from the disposal of land or other assets, these are restricted by statute from being used for any purpose other than to fund new capital expenditure. The balance on the reserve shows the amount that has yet to be applied for these purposes at the year end.

	Usable Reserve			Unusable Reserves
	General Fund Balance	Capital Grants Unapplied	Capital Receipts Reserve	
2017/18	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment Account:				
<u>Reversal of items included in the Comprehensive Income and Expenditure Statement:</u>				
Charges for depreciation and impairment of non current assets	(2,273)			2,273
Revaluation losses on Property, Plant and Equipment	(454)			454
Movements in the value of investment properties	4,047			(4,047)
Amortisation of intangible assets	(183)			183
Capital grants and contributions applied	255			(255)
Revenue expenditure funded from capital under statute	(496)			496
Amounts of non current assets written off, on disposal or sale as part of the gain/loss on disposal, to the Comprehensive Income and Expenditure Statement	(7)			7
<u>Insertion of items not included in the Comprehensive Income and Expenditure Statement:</u>				
Capital expenditure charged against the General Fund balance	2,398			(2,398)
Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	317	(317)		

Notes to the Core Financial Statements

Note 5 - Adjustments Between Accounting Basis and Funding Basis Under Regulations (continued)

	Usable Reserve			Unusable Reserves
	General Fund Balance	Capital Grants Unapplied	Capital Receipts Reserve	
2017/18	£000	£000	£000	£000
Application of grants to capital financing transferred to the Capital Adjustment Account		113		(113)
Adjustments primarily involving the Capital Receipts Reserve:				
Transfer of cash sale proceeds credited as part of the gain on disposal to the Comprehensive Income and Expenditure Statement	303		(303)	
Use of the Capital Receipts Reserve to finance new capital expenditure			1,993	(1,993)
Other capital related income credited to the Comprehensive Income and Expenditure Statement	1,205		(1,205)	
Adjustments primarily involving the Deferred Capital Receipts Reserve:				
Transfer of cash receipts from Deferred Capital Receipts Reserve			(10)	10
Adjustments primarily involving the Pensions Reserve:				
Reversal of items relating to retirement benefits debited to the Comprehensive Income and Expenditure Statement	(3,912)			3,912
Employer's pension contributions	1,870			(1,870)
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	27			(27)
Amount by which non domestic rate (NDR) income credited to the Comprehensive Income and Expenditure Statement is different from NDR income calculated for the year in accordance with statutory requirements	1,429			(1,429)
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	(2)			2
Total Adjustments	4,524	(204)	475	(4,795)

Notes to the Core Financial Statements

Note 5 - Adjustments Between Accounting Basis and Funding Basis Under Regulations (continued)

	Usable Reserve			Unusable Reserves
	General Fund Balance	Capital Grants Unapplied	Capital Receipts Reserve	
2016/17	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment Account:				
<i>Reversal of items included in the Comprehensive Income and Expenditure Statement:</i>				
Charges for depreciation and impairment of non current assets	(1,943)			1,943
Movements in the value of investment properties	3,625			(3,625)
Amortisation of intangible assets	(117)			117
Capital grants and contributions applied	1,990			(1,990)
Revenue expenditure funded from capital under statute	(1,222)			1,222
Amounts of non current assets written off, on disposal or sale as part of the gain/loss on disposal, to the Comprehensive Income and Expenditure Statement	(850)			850
<i>Insertion of items not included in the Comprehensive Income and Expenditure Statement:</i>				
Capital expenditure charged against the General Fund balance	4,940			(4,940)
Adjustments primarily involving the Capital Grants Unapplied Account:				
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	238	(238)		-
Application of grants to capital financing transferred to the Capital Adjustment Account		15		(15)
Adjustments primarily involving the Capital Receipts Reserve:				
Transfer of cash sale proceeds credited as part of the gain on disposal to the Comprehensive Income and Expenditure Statement	749		(749)	
Use of the Capital Receipts Reserve to finance new capital expenditure			3,150	(3,150)
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(1)		1	
Other capital related income credited to the Comprehensive Income and Expenditure Statement	970		(970)	
Adjustments primarily involving the Deferred Capital Receipts Reserve:				
Transfer of cash sale proceeds credited as part of the gain on disposal to the Comprehensive Income and Expenditure Statement	393			(393)

Notes to the Core Financial Statements

Note 5 - Adjustments Between Accounting Basis and Funding Basis Under Regulations (continued)

	Usable Reserve			Unusable Reserves
	General Fund Balance	Capital Grants Unapplied	Capital Receipts Reserve	
2016/17	£000	£000	£000	£000
Adjustments primarily involving the Pensions Reserve:				
Reversal of items relating to retirement benefits debited to the Comprehensive Income and Expenditure Statement	(2,554)			2,554
Employer's pension contributions	1,558			(1,558)
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	(73)			73
Amount by which non domestic rate (NDR) income credited to the Comprehensive Income and Expenditure Statement is different from NDR income calculated for the year in accordance with statutory requirements	(677)			677
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	(1)			1
Total Adjustments	7,026	(223)	1,431	(8,253)

Notes to the Core Financial Statements

Note 6 - Transfers to/(from) Earmarked Reserves

This note sets out the amounts which have been set aside to provide financing for future expenditure plans and the amounts transferred back from earmarked reserves to fund expenditure in 2017/18.

Movements on Earmarked Reserves in 2017/18 were as follows:

	Balance at 1 April 2017	Transfers Out	Transfers In	Balance at 31 March 2018
	£000	£000	£000	£000
<i>Capital Related Reserves</i>				
Capital and Building Works Reserve	3,200	-	-	3,200
Environmental Services Reserve	750	-	-	750
Broxbourne Sport and Broxbourne Leisure and Culture Reserve	516	(210)	-	306
	1,266	(210)	-	1,056
TOTAL CAPITAL RELATED RESERVES	4,466	(210)	-	4,256
<i>Revenue Reserves</i>				
Economic Development Reserve	331	(89)	-	242
Personnel Reserve	250	-	41	291
Grave Maintenance Reserve	17	-	-	17
Service Specific Grants Reserve	798	(139)	359	1,018
Service Protection and Enhancement Fund	2,558	(1,000)	1,000	2,558
Housing and Planning Delivery Grant Reserve	278	-	-	278
Performance Reward Grant Reserve	45	-	-	45
Repairs and Renewals Fund	864	-	5	869
Park Lane Footbridge Reserve	-	-	468	468
Brookfield Reserve	-	-	2,000	2,000
TOTAL REVENUE RESERVES	5,141	(1,228)	3,873	7,786
Total Earmarked Reserves	9,607	(1,438)	3,873	12,042
Total Movement in Earmarked Reserves in 2017/18				2,435

Notes to the Core Financial Statements

Note 6 - Transfers to/(from) Earmarked Reserves (continued)

Movements on Earmarked Reserves in 2016/17 were as follows:

	Balance at 1 April 2016	Transfers Out	Transfers In	Balance at 31 March 2017
	£000	£000	£000	£000
<i>Capital Related Reserves</i>				
Capital and Building Works Reserve	3,200	-	-	3,200
Environmental Services Reserve	750	-	-	750
Broxbourne Sport and Broxbourne Leisure and Culture Reserve	894	(378)	-	516
	1,644	(378)	-	1,266
TOTAL CAPITAL WORKS AND SO RESERVES	4,844	(378)	-	4,466
<i>Revenue Reserves</i>				
Economic Development Reserve	1,100	(769)	-	331
Personnel Reserve	250	-	-	250
Grave Maintenance Reserve	17	-	-	17
Service Specific Grants Reserve	662	(65)	201	798
Service Protection and Enhancement Fund	2,019	-	539	2,558
Housing and Planning Delivery Grant Reserve	278	-	-	278
Performance Reward Grant Reserve	45	-	-	45
Repairs and Renewals Fund	851	(17)	30	864
TOTAL REVENUE RESERVES	5,222	(851)	770	5,141
Total Earmarked Reserves	10,066	(1,229)	770	9,607
Total Movement in Earmarked Reserves in 2016/17				(458)

These reserves are an important way of projecting the Council's current resources into the future and preparing to meet future needs. Their purposes are as follows:

- Capital and Building Works Reserve - used to finance capital works including works to the Council's buildings, as well as purchases of vehicles, plant and equipment.
- Services Reserves - used to finance purchases of vehicles and equipment for Environmental Services, Broxbourne Sport and Broxbourne Leisure and Culture.
- Economic Development Reserve - used to invest in the economic well being of the Borough.
- Personnel Reserve - to provide for potential personnel costs.
- Grave Maintenance Reserve - money received to maintain graves in perpetuity.
- Service Specific Grants Reserve - grants received in advance of expenditure being incurred but which need to be recognised as income in the year they are received.
- Service Protection and Enhancement Fund - to protect and enhance services in future years.
- Housing and Planning Delivery Grant Reserve - to fund future expenditure associated with the Local Plan.
- Performance Reward Grant Reserve - to hold performance reward grant funding for future allocation by the Local Strategic Partnership.
- Repairs and Renewals Fund - to enable accelerated maintenance of revenue generating fixed assets.
- Park Lane Footbridge Reserve - to fund the construction of a footbridge over the railway at Park Lane.
- Brookfield Reserve - to fund the future relocation of the Council's depot and allotments.

Notes to the Core Financial Statements

Note 7 - Other Operating Income and Expenditure

	2017/18	2016/17
	£000	£000
Payments to the Government capital receipts pool	-	1
Losses/(gains) on the disposal of current and non current assets	7	(293)
Total	7	(292)

Note 8 - Financing and Investment Income and Expenditure

	2017/18	2016/17
	£000	£000
Interest payable	52	-
Pensions interest cost and expected return on pension assets	519	541
Interest receivable and similar income	(600)	(574)
Changes in fair value in relation to investment properties	(4,047)	(3,625)
Net income from trading operations not in service expenditure analysis	(4,034)	(3,423)
Total	(8,112)	(7,081)

Note 9 - Taxation and Non Specific Grant Income

	2017/18	2016/17
	£000	£000
Council tax income	(4,378)	(4,081)
Non domestic rates	(3,411)	(2,045)
Non ringfenced Government grants	(1,701)	(2,739)
Other income	(1,203)	(824)
Capital grants and contributions	(1,044)	(2,375)
Total	(11,737)	(12,064)

Notes to the Core Financial Statements

Note 10 - Property, Plant and Equipment

	Land & Buildings	Vehicles Plant & Equipment	Infrastructure Assets	Community Assets	Total
2017/18	£000	£000	£000	£000	£000
Cost or Valuation					
At 1 April 2017	49,133	18,268	1,406	2,129	70,936
Additions	694	652	73	-	1,419
Revaluation increases recognised in the Revaluation Reserve	43	-	-	-	43
Revaluation decreases recognised in the Revaluation Reserve	(93)	-	-	(20)	(113)
Revaluation decreases recognised in the Comprehensive Income and Expenditure Statement	(454)	-	-	-	(454)
Derecognition - disposals	-	(43)	-	-	(43)
Derecognition - write offs	-	(11)	-	-	(11)
Assets reclassified to Heritage Assets	(17)	-	-	-	(17)
At 31 March 2018	49,306	18,866	1,479	2,109	71,760
Accumulated Depreciation					
At 1 April 2017	(1,186)	(10,657)	(1,084)	-	(12,927)
Depreciation charge	(576)	(1,590)	(107)	-	(2,273)
Depreciation written out on revaluation	60	-	-	-	60
Derecognition - disposals	-	34	-	-	34
Derecognition - write offs	-	12	-	-	12
At 31 March 2018	(1,702)	(12,201)	(1,191)	-	(15,094)
Balance Sheet amount at 31 March 2018	47,604	6,665	288	2,109	56,666
Balance Sheet amount at 31 March 2017	47,947	7,612	322	2,129	58,010

Notes to the Core Financial Statements

Note 10 - Property, Plant and Equipment (continued)

	Land & Buildings £000	Vehicles Plant & Equipment £000	Infrastructure Assets £000	Community Assets £000	Total £000
2016/17					
Cost or Valuation					
At 1 April 2016	42,273	17,694	1,253	2,124	63,344
Additions	4,240	640	153	5	5,038
Revaluation increases recognised in the Revaluation Reserve	2,688	-	-	-	2,688
Derecognition - disposals	-	(66)	-	-	(66)
Assets reclassified to Held for Sale	(373)	-	-	-	(373)
Other reclassifications	305	-	-	-	305
At 31 March 2017	49,133	18,268	1,406	2,129	70,936
Accumulated Depreciation					
At 1 April 2016	(722)	(9,309)	(1,024)	-	(11,055)
Depreciation charge	(471)	(1,413)	(60)	-	(1,944)
Depreciation written out on revaluation	7	-	-	-	7
Derecognition - disposals	-	66	-	-	66
At 31 March 2017	(1,186)	(10,656)	(1,084)	-	(12,926)
Balance Sheet amount at 31 March 2017	47,947	7,612	322	2,129	58,010
Balance Sheet amount at 31 March 2016	41,551	8,385	229	2,124	52,289

Capital Commitments

The Council has entered into a number of contracts for the construction or enhancement of Property, Plant and Equipment in 2017/18 and future years. The total outstanding commitment on such schemes at 31 March 2018 was £0.4 million. The breakdown of this amount by asset category is shown below. Similar commitments at 31 March 2017 were £1.0 million.

	£000
Operational buildings	248
Infrastructure assets	21
Plant assets	167
	436

Notes to the Core Financial Statements

Note 10 - Property, Plant and Equipment (continued)

Revaluations

Valuations of the properties which comprise the Council's property portfolio have been updated to 31 March 2018 in accordance with Module 4 of the Code of Practice on Local Authority Accounting in the United Kingdom. The valuations are in accordance with The Royal Institution of Chartered Surveyors (RICS) Appraisal and Valuation Manual.

The majority of properties were valued at 31 March 2015, by an external valuer (Lambert Smith Hampton). The valuations were done on the basis of open market value for the existing use or, where this could not be assessed because there was no market value for the subject asset, the depreciated replacement cost.

Valuations of vehicles, plant and equipment are based on depreciated historical cost.

	Land & Buildings	Vehicles Plant & Equipment	Infrastructure Assets	Community Assets	Total
	£000	£000	£000	£000	£000
Valued at depreciated historical cost	-	6,665	288	-	6,953
Valued at depreciated replacement cost in 2014/15	18,047	-	-	-	18,047
Valued at current value in 2014/15	17,999	-	-	1,622	19,621
Valued at current value in 2015/16	2,370	-	-	40	2,410
Valued at current value in 2016/17	7,872	-	-	153	8,025
Valued at current value in 2017/18	1,316	-	-	294	1,610
Total Net Book Value	47,604	6,665	288	2,109	56,666

Notes to the Core Financial Statements

Note 11 - Heritage Assets

Heritage Assets are those assets which are intended to be preserved in trust for future generations because of their cultural, environmental or historic associations. As such, these assets are assumed to have an indefinite life and are therefore not depreciated.

	Art Collections	Statues & Monuments	Civic Regalia	Total
	£000	£000	£000	£000
2017/18				
Cost or Valuation				
At 1 April 2017	200	204	5	409
Reclassified from Land and Buildings	-	17	-	17
Revaluations	-	36	-	36
At 31 March 2018	200	257	5	462
2016/17				
At 1 April 2016	195	204	5	404
Newly recognised heritage assets	5	-	-	5
At 31 March 2017	200	204	5	409

In addition to the statues and monuments included in Heritage Assets, the Council also considers Goffs Oak war memorial, the remains of Cheshunt Great House and moat at Peace Close and the Theobalds Palace ruins at Cedars Park to be Heritage Assets.

Goffs Oak village centre is marked by a War Memorial which was unveiled on 20 December 1920. It is inscribed with the names of 32 men from the village who were killed in the First World War. A further three names were added following the Second World War.

Cheshunt Great House originally consisted of a large late medieval courtyard building with a vaulted undercroft. It is thought that the site was last occupied in 1450 when it was in the possession of Mari de Santo Paulo, Countess of Pembroke. By the end of the 17th century the area had become known as the Manor of La Monte and Andrews. The house was destroyed by fire in 1965 and the site now consists of the remains of a moated enclosure and associated overflow ditch with the remains of brick arches abutting the ditch on the eastern side indicating where the bridge once stood.

Theobalds Palace was built in 1563 by Lord Burleigh, Secretary of State, Lord High Treasurer and Master of Requests to Queen Elizabeth I. In 1582, the Palace was extended and the extension enclosed part of Cheshunt common fields invoking a riot by the people of Cheshunt and Northaw parishes which had to be quelled by the Earl of Warwick and a troop of soldiers. In 1607 King James I exchanged Theobalds Palace for Hatfield House. James I died at Theobalds in 1625 and was succeeded by Charles I who spent much of his childhood at Theobalds. After the execution of Charles I, Parliament decided that any possessions of the late King be surveyed, valued and sold. The palace was subsequently surveyed and much of it was taken down and the materials sold and the palace now stands in ruins.

Isabel Christie open space and obelisk contains a Meridian Marker in the form of an obelisk. The practice of marking the position of the Meridian for its amenity value, rather than as an alignment aid for telescopes, probably began at the start of the twentieth century. The land for the park was donated in 1897 by Charles Peter Christie, owner of the Christie Brewery in Hoddesdon who erected the obelisk in memory of his late wife, Isabel Constance Christie.

These are not recognised on the Balance Sheet as cost information is not readily available and due to the unique nature of these assets it is not possible to provide a reliable estimate of their value.

The majority of the Council's other heritage assets are reported on the Balance Sheet at insurance valuation which is based on market values. These insurance valuations are reviewed annually.

Notes to the Core Financial Statements

Note 12 - Investment Property

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:

	2017/18	2016/17
	£000	£000
Rental income from investment property*	5,707	4,693
Direct operating expenses arising from investment property*	(1,673)	(1,270)
Total	4,034	3,423

* included in 'Trading Operations' in Note 8. See also full analysis of trading operations in Note 25

Capital Commitments

There are no restrictions on the Council's ability to realise the value of its investment property or on the Council's right to receive income from any proceeds of sale. The Council had contractual obligations to develop or enhance investment property to the value of £0.9 million at 31 March 2018 (31 March 2017 £0).

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

	2017/18	2016/17
	£000	£000
Balance at 1 April	51,808	48,427
Purchases	19,872	791
Disposals	(300)	(730)
Net gains from fair value adjustments	4,047	3,625
Transfer to Property, Plant and Equipment	-	(305)
Balance at 31 March	75,427	51,808

Fair Value Hierarchy

All the Council's investment properties have been value assessed as Level 2 on the fair value hierarchy for valuation purposes.

Valuation Techniques Used to Determine Level 2 Values for Investment Property

The fair value of investment property has been measured using a market approach, which takes into account quoted prices for similar assets in active markets, existing lease terms and rentals, research into market evidence including market rentals and yields, the covenant strength for existing tenants and data and market knowledge gained in managing the Council's investment asset portfolio. Market conditions are such that similar properties are actively purchased and sold and the level of observable inputs are significant, leading to the properties being categorised as level 2 on the fair value hierarchy. There has been no change in the valuation techniques used in the year for investment properties.

Highest and Best Use

In estimating the fair value of the Council's investment properties, the highest and best use is their current use.

Valuation Process for Investment Properties

The Council's investment properties have been valued as at 31 March 2018 by a combination of the Council's internal valuer and external valuers (Lambert Smith Hampton, Roche, Bruton Knowles and Duncan Bailey Kennedy) in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institute of Chartered Surveyors.

Notes to the Core Financial Statements

Note 13 - Intangible Assets

The Council accounts for its software as Intangible Assets, if that software is not an integral part of a particular IT system and as such accounted for as part of the hardware item of Property, Plant and Equipment. Intangible assets include both purchased licences and internally developed 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 Council. The useful lives assigned to the major software suites used by the Council are between 3 and 5 years.

The carrying amount of Intangible Assets is depreciated on a straight line basis. The depreciation of £183,531 charged to revenue in 2017/18 (2016/17 £117,331) was mainly charged to the IT administration cost centre and then absorbed as an overhead across all the service headings in the Cost of Services. It is not possible to quantify exactly how much of the depreciation is attributable to each service heading. The movement on intangible asset balances during the year is as follows:

	2017/18	2016/17
	£000	£000
Gross carrying amounts	3,010	2,647
Accumulated depreciation	(2,437)	(2,320)
Net carrying amount at 1 April	573	327
Purchases	133	363
Depreciation for the period	(183)	(117)
Net carrying amount at 31 March	523	573
Comprising:		
Gross carrying amounts	3,143	3,010
Accumulated depreciation	(2,620)	(2,437)
Balance at 31 March	523	573

Capital Commitments

The Council has entered into a number of contracts for the replacement, or upgrade, of a number of its software programmes in 2017/18 and future years. The outstanding commitments on such schemes at 31 March 2018 were £0.05 million. Commitments at 31 March 2017 were £0.01 million.

Notes to the Core Financial Statements

Note 14 - Financial Instruments

(a) Categories of Financial Instruments

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

	Long-Term		Current	
	31 March 2018 £000	31 March 2017 £000	31 March 2018 £000	31 March 2017 £000
Investments				
Loans and receivables	2,036	2,036	25,533	30,257
Total Investments	2,036	2,036	25,533	30,257
Debtors				
Loans and receivables	10,214	9,126	7,179	7,365
Total included in Debtors	10,214	9,126	7,179	7,365
Borrowings				
Financial liabilities at amortised cost	-	-	18,302	-
Total included in Borrowings	-	-	18,302	-
Creditors				
Financial liabilities at amortised cost	-	-	17,482	16,214
Total Creditors	-	-	17,482	16,214

In addition, the Council held four money market funds and a bank deposit account at 31 March 2018. These are defined as short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and are therefore treated as 'cash equivalents'. For completeness, these are shown, together with the amounts of cash and bank balance, below.

	31 March 2018 £000	31 March 2017 £000
Cash equivalents	13,504	8,704
Cash and bank balances	260	535
	13,764	9,239

Notes to the Core Financial Statements

Note 14 - Financial Instruments (continued)

(b) Income, Expense, Gains and Losses

	31 March 2018 £000	31 March 2017 £000
Interest income	600	574
Total Income in (Surplus)/Deficit on the Provision of Services	600	574
Interest expense	52	-
Total Expense in (Surplus)/Deficit on the Provision of Services	52	-
Net Gain for the Year	548	574

(c) Fair Values of Assets and Liabilities

Financial assets represented by loans and receivables are carried in the Balance Sheet at amortised cost. Their fair value is 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:

- Where an instrument will mature in the next 12 months, the carrying amount is assumed to be approximate to fair value.
- The fair value of trade and other receivables and payables is taken to be the invoiced or billed amount less appropriate provision made against the risk of less than full payment.
- The fair value of long term investments have been discounted at the market rate for similar instruments with similar remaining terms to maturity on 31 March.

The fair values calculated are as follows:

	31 March 2018		31 March 2017	
	Carrying amount	Fair value	Carrying amount	Fair value
	£000	£000	£000	£000
Financial liabilities	-	-	16,214	16,214
Short term borrowing	18,302	18,280	-	-

	31 March 2018		31 March 2017	
	Carrying amount	Fair value	Carrying amount	Fair value
	£000	£000	£000	£000
Long term investments	2,036	2,070	2,036	2,110
Short term investments	25,533	25,533	30,257	30,257
Long term debtors	10,214	10,214	10,233	10,233
Short term debtors	7,179	7,179	7,365	7,365

Short term debtors and creditors are carried at cost as this is a fair approximation of their value.

Notes to the Core Financial Statements

Note 15 - Inventories

	2017/18	2016/17
	£000	£000
Balance outstanding at 1 April	95	138
Purchases and issues	(11)	(43)
Balance outstanding at 31 March	84	95

Note 16 - Debtors

Short Term Debtors	31 March 2018	31 March 2017
	£000	£000
Government departments	3,183	-
Other local authorities	5,040	3,806
Other entities and individuals	11,247	10,331
	19,470	14,137
Less: Provision for bad and doubtful debts	(3,256)	(3,232)
Total	16,214	10,905

Long Term Debtors	31 March 2018	31 March 2017
	£000	£000
Mortgages	24	25
Car loans	19	18
Loans to Badger BC Investments Ltd (subsidiary company)	9,044	7,972
Other	1,127	1,101
Total	10,214	9,116

Note 17 - Cash and Cash Equivalents

	31 March 2018	31 March 2017
	£000	£000
Cash	10	10
Bank current accounts	250	525
Money market funds	13,504	8,704
Total	13,764	9,239

Note 18 - Assets Held for Sale

	2017/18	2016/17
	£000	£000
Balance at 1 April	373	120
Disposals	-	(120)
Assets newly classified as held for sale	-	373
Revaluation gains	12	-
Total	385	373

Notes to the Core Financial Statements

Note 19 - Short Term Creditors

	31 March 2018	31 March 2017
	£000	£000
Government departments	889	1,953
Other local authorities	5,113	4,587
Other entities and individuals	17,003	15,272
Total	23,005	21,812

Note 20 - Long Term Creditors and Provisions

Provisions	Insurance Claims £000	MMI £000	NDR £000	Total £000
Balance at 1 April 2017	35	54	1,004	1,093
Provision made during the year	-	-	1,613	1,613
Amount used during the year	(7)	-	(1,724)	(1,731)
Unused amounts reversed in year	(7)	-	-	(7)
Balance at 31 March 2018	21	54	893	968

Business ratepayers are entitled to appeal against the rateable value allocated to their property by the Valuation Office Agency (VOA). In the event that an appeal is successful the Council is responsible for repaying its share of the business rate income to the ratepayer. A provision has been included in the Balance Sheet based on the expected outcome of the appeals outstanding with the VOA as at 31 March 2018 as well as an amount for appeals which have not yet been lodged relating to the 2018 revaluation.

Deferred Capital Receipts	2017/18 £000	2016/17 £000
Balance at 1 April	18	20
Newly deferred amounts	85	-
Receipts	(10)	(2)
Balance at 31 March	93	18
Pensions Liability		
Balance at 1 April	20,028	15,713
Actuarial (gains)/losses	(4,618)	3,319
Service cost	2,042	996
Balance at 31 March	17,452	20,028
Total	18,513	21,138

Notes to the Core Financial Statements

Note 21 - Unusable Reserves

	31 March 2018	31 March 2017
	£000	£000
Revaluation Reserve	(23,741)	(23,926)
Accumulated Absences Account	86	84
Capital Adjustment Account	(101,340)	(95,721)
Deferred Capital Receipts Reserve	(383)	(393)
Pensions Reserve	17,452	20,028
Collection Fund Adjustment Account	992	2,448
Total Unusable Reserves	(106,934)	(97,480)

(a) Revaluation Reserve

The Revaluation Reserve records, from April 2007, the accumulated gains on the non current assets held by the Council arising from increases in value, as a result of inflation or other factors. The overall balance on the reserve represents the amount by which the current value of non current assets carried in the Balance Sheet is greater because they are carried at their revalued amount rather than their value at 1 April 2007 or subsequent depreciated historical cost. The reserve is not available to finance either revenue or capital expenditure.

	2017/18	2016/17
	£000	£000
Balance at 1 April	(23,926)	(21,594)
Upward revaluation of assets	(100)	(2,867)
Difference between fair value depreciation and historical cost depreciation	226	249
Downward revaluation not charged to the Comprehensive Income and Expenditure Statement	59	21
Accumulated gains on assets sold	-	264
Balance at 31 March	(23,741)	(23,926)

(b) Accumulated Absences Account

The Accumulated Absences Account shows the difference that would otherwise arise on the General Fund Balance from accruing for untaken leave entitlement at the end of the year. Statutory arrangements require that the impact on the General Fund Balance is removed by transfers to or from this account.

	2017/18	2016/17
	£000	£000
Balance at 1 April		
Settlement or cancellation of accrual made at the end of the preceding year	(84)	(83)
Amounts accrued at the end of the current year	86	84
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	2	1
Balance at 31 March	86	84

Notes to the Core Financial Statements

Note 21 - Unusable Reserves (continued)

(c) Capital Adjustment Account

The Capital Adjustment Account accumulates the write down of the historical cost of non current assets as they are consumed by depreciation and impairments or written off on disposal, together with the resources that have been set aside to finance capital expenditure.

	2017/18	2016/17
	£000	£000
Balance at 1 April	(95,721)	(85,766)
<i>Reversal of items relating to capital expenditure charged to or credited to the Comprehensive Income and Expenditure Statement:</i>		
Charges for depreciation and impairment of non current assets	2,273	1,943
Revaluation losses on property, plant and equipment	454	
Amortisation of intangible assets	183	117
Revenue expenditure funded from capital under statute	496	1,222
Amounts of non current assets written off on disposal or sale as part of the loss on disposal to the Comprehensive Income and Expenditure Statement	7	850
	<u>3,413</u>	<u>4,132</u>
Adjusting amounts written out of the Revaluation Reserve	(226)	(367)
<i>Capital financing applied in the year:</i>		
Use of the Capital Receipts Reserve to finance new capital expenditure	(1,993)	(3,150)
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(255)	(1,990)
Application of grants to capital financing from the Capital Grants Unapplied account	(113)	(15)
Capital expenditure charged against the General Fund balance	(2,398)	(4,940)
	<u>(4,759)</u>	<u>(10,095)</u>
Movements in the market value of investment property charged to or credited to the Comprehensive Income and Expenditure Statement	(4,047)	(3,625)
Balance at 31 March	<u>(101,340)</u>	<u>(95,721)</u>

(d) 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 Council does not treat these gains as useable for financing new capital expenditure until they are backed by cash receipts. When the deferred cash settlement eventually takes place, amounts are transferred to the Capital Receipts Reserve.

	2017/18	2016/17
	£000	£000
Balance at 1 April	(393)	-
Transfer of deferred sales proceeds as part of the gain on disposal to the Comprehensive Income and Expenditure Statement	-	(393)
Transfer to the Capital Receipts Reserve upon receipt of cash	10	-
Balance at 31 March	<u>(383)</u>	<u>(393)</u>

Notes to the Core Financial Statements

Note 21 - Unusable Reserves (continued)

(e) Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for retirement benefits. The Council accounts for future retirement benefits in the Comprehensive Income and Expenditure Statement as they are earned by employees accruing years of service. Liabilities are also updated to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the future pension payments. However, statutory arrangements require benefits earned to be financed as the Council makes employer's contributions to the pension fund.

The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits accrued by past and current employees and the resources the Council has set aside to meet future payments. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid (see also note 32).

	2017/18	2016/17
	£000	£000
Balance at 1 April	20,028	15,713
Actuarial (gains)/losses on pensions assets and liabilities	(4,618)	3,319
Reversal of items relating to retirement benefits charged to or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	2,042	996
Balance at 31 March	17,452	20,028

(f) Collection Fund Adjustment Account

The Collection Fund Adjustment Account records the difference between the demand on the Collection Fund in the Comprehensive Income and Expenditure Statement and the amount required by regulations to be credited to the General Fund.

	2017/18	2016/17
	£000	£000
Balance at 1 April	2,448	1,698
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	(27)	73
Amount by which non domestic rate income credited to the Comprehensive Income and Expenditure Statement is different from non domestic rate income calculated for the year in accordance with statutory requirements	(1,429)	677
Balance at 31 March	992	2,448

Note 22 - Cash Flow Statement - Operating Activities

The cash flows for operating activities include the following items:

	2017/18	2016/17
	£000	£000
Interest received	650	555
Interest paid	(52)	-
Balance at 31 March	598	555

Notes to the Core Financial Statements

Note 22 - Cash Flow Statement - Operating Activities (continued)

Adjustments to the net surplus on the provision of services for non cash movements:

	2017/18	2016/17
	£000	£000
Depreciation, revaluations and impairments	(2,456)	(2,060)
Increase in creditors	(1,339)	(1,831)
Decrease/(increase) in debtors	1,236	(632)
Decrease in inventories	(11)	(43)
Movement in pension liability	(2,042)	(996)
Carrying amount of non current assets sold	(305)	(850)
Other non cash items charged to the net surplus/deficit	4,096	5,590
	(821)	(822)

Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities:

	2017/18	2016/17
	£000	£000
Capital grants credited to the net surplus or deficit on the provision of services	252	1,990
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	1,507	2,112
	1,759	4,102

Note 23 - Cash Flow Statement - Investing Activities

	2017/18	2016/17
	£000	£000
Purchase of property, plant and equipment, investment property and intangible assets	21,424	6,192
Purchase of short term and long term investments	40,665	28,654
Other payments for investing activities	748	2,375
Proceeds from the sale of non current assets	(1,517)	(2,113)
Proceeds from short term and long term investments	(45,450)	(25,950)
Other receipts from investing activities	(269)	(1,990)
Net cash flows from investing activities	15,601	7,168

Note 24 - Cash Flow Statement - Financing Activities

	2017/18	2016/17
	£000	£000
Council tax and NDR adjustments	(18,302)	137
Other payments for financing activities	4,197	-
Balance at 31 March	(14,105)	137

Notes to the Core Financial Statements

Note 25 - Trading Operations

The Council maintains the following trading units, which operate in a competitive environment.

	2017/18			2016/17		
	Turnover	Expenditure	(Surplus)/ Deficit	Turnover	Expenditure	(Surplus)/ Deficit
	£000	£000	£000	£000	£000	£000
Trading Operations Included in Cost of Services						
Broxbourne Sport and Broxbourne Leisure and Culture	(5,446)	5,798	352	(5,522)	5,646	124
	(5,446)	5,798	352	(5,522)	5,646	124
Trading Operations Included in Financing and Investment Income and Expenditure						
Commercial Properties	(5,707)	1,673	(4,034)	(4,693)	1,270	(3,423)
	(5,707)	1,673	(4,034)	(4,693)	1,270	(3,423)
Total Trading Operations	(11,152)	7,471	(3,681)	(10,215)	6,916	(3,299)

Trading operations are incorporated into the Comprehensive Income and Expenditure Statement. They are an integral part of the Council's services to the public (e.g. leisure management). The income and expenditure of Broxbourne Sport and Broxbourne Leisure and Culture is included in the cultural and related services line in the Cost of Services. Only the net surplus achieved by commercial properties is included as Financing and Investment Income and Expenditure (see note 8).

The Broxbourne Sport and Broxbourne Leisure and Culture trading operation runs the Council's two sports centres - Laura Trott and John Warner - as well as other leisure facilities within the Borough such as Cheshunt Park Golf Centre and The Spotlight.

Note 26 - Members' Allowances

The Council paid the following amounts to members of the Council during the year:

	2017/18	2016/17
	£000	£000
Allowances (including national insurance contributions)	227	221
Expenses	2	2
Balance at 31 March	229	223

Notes to the Core Financial Statements

Note 27 - Officers' Remuneration

The Council is required to disclose the remuneration of senior officers whose salary exceeds £50,000. Senior officers are defined as those who are responsible for departments within the Council, report directly to the Chief Executive and form the Corporate Management Team.

	Year	Salary	Expenses, Fees and Allowances	Pension Contribution	Total
Chief Executive	2017/18	116,748	118	26,131	142,998
	2016/17	108,346	172	20,704	129,222
Director of Finance	2017/18	80,885	29	18,138	99,052
	2016/17	75,600	201	14,447	90,247
Director of Environmental Services	2017/18	80,800	-	19,937	98,737
	2016/17	75,350	-	14,399	89,749
Head of Legal Services	2017/18	51,537	536	11,590	63,662
	2016/17	16,274	79	3,231	19,584

The Head of Legal Services has been in post since 14 November 2016.

The number of employees of other employees whose remuneration (excluding employer's pension contributions) was £50,000 or more in bands of £5,000 was:

	2017/18	2016/17
Remuneration Band	Number of Employees	
£50,000 - £54,999	6	7
£55,000 - £59,999	5	6
Total	11	13

Notes to the Core Financial Statements

Note 27 - Officers' Remuneration (continued)

The number of exit packages with total cost per band and total cost of the redundancies (compulsory and other) and all other exit packages are set out in the table below:

Exit package cost band (including special payments)	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band	
	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17
							£	£
£0-£20,000	4	1	18	8	22	9	49,354	11,723
£20,001 - £40,000	2	-	-	-	2	-	65,492	-
£40,001 - £60,000	1	-	-	-	1	-	55,819	-
£60,001 - £80,000	-	-	-	-	-	-	-	-
£80,001 - £100,000	-	-	-	-	-	-	-	-
£100,000 - £150,000	-	-	1	-	1	-	121,454	-
Total cost included in bandings and in the CIES	149,434	5,823	142,685	5,900	292,119	11,723	292,119	11,723

Note 28 - External Audit Fees

The Council has incurred the following fees payable to Ernst & Young LLP relating to external audit services:

	2017/18	2016/17
	£000	£000
External audit services	51	51
Certification of grant claims and returns	15	14
Total	66	65

Notes to the Core Financial Statements

Note 29 - Grants

The Council received the following grants and contributions, which are recorded in the Comprehensive Income and Expenditure Statement:

Credited to Taxation and Non Specific Grant Income

	2017/18	2016/17
	£000	£000
<i>Revenue Grants</i>		
Revenue Support Grant	675	1,143
New Homes Bonus	1,026	1,596
Business Rate s31 Grant	549	383
Total	2,250	3,122

Capital Grants and Contributions (used to fund capital expenditure)

Disabled Facilities Grants	78	371
Hertfordshire Local Enterprise Partnership	-	1,358
Other Grants	79	57
Planning Benefit Agreements (s106 monies)	95	219
Total	252	2,005

Capital Grants and Contributions (not yet applied to capital expenditure)

Disabled Facilities Grants	317	238
Total	317	238

Credited to Services

Housing Benefit Grant	36,536	36,286
Benefit Administration Grant	305	336
Council Tax Support Grant	115	151
Flexible Homeless Support Grant	389	-
Police and Crime Commissioner	67	38
Other Grants	604	594
Total	38,016	37,405

Capital Grant Receipts in Advance

Planning Benefit Agreements (s106 monies)	10,120	8,389
Total	10,120	8,389

Notes to the Core Financial Statements

Note 30 - Related Parties

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

The UK Government has effective control over the general operations of the Council – it is responsible for providing the statutory framework within which the Council operates, provides funding in the form of grants and prescribes the terms of many of the transactions the Council has with other parties (e.g. housing benefits). Government grants received during the year are set out in Note 3 - Expenditure and Income Analysed by Nature and Note 29 on Grants.

The Council has a wholly owned and controlled limited company, Badger BC Investments Ltd. During the year the Company's Board was made up of three Council Officers and one elected Member. Information concerning this company is set out in Note 33 on Investments in Companies and Group Relationships. The Council also has a one seventh share in Hertfordshire Building Control Ltd. This company is owned equally by seven Hertfordshire authorities. The Director of Finance sits on the Board of this company.

Members of the Council have direct control over the Council's financial and operating policies. During 2017/18 the Grants Panel approved grants totalling £127,962 of which £53,376 (£80,275 in 2016/17) was paid to voluntary organisations in which ten members had an interest. In each of these cases, the relevant members did not take part in any discussion or decision relating to the grants.

No other material transactions have been identified for disclosure which are not shown elsewhere in the Statement of Accounts.

Note 31 - Leases

The Council as Lessee

Operating Leases

The Council uses a number of items of equipment financed under the terms of an operating lease. In addition, the Council rents five properties. The future minimum lease payments due under non-cancellable leases in future years are:

	2017/18		2016/17	
	Buildings	Equipment	Buildings	Equipment
	£000	£000	£000	£000
Not later than one year	171	447	266	452
Later than one year and not later than five years	422	297	421	744
Later than five years	49	-	49	-
	642	744	736	1,196

The amount charged to the Comprehensive Income and Expenditure Statement during 2017/18, in respect of leases was £772,994 (£666,107 in 2016/17).

Notes to the Core Financial Statements

The Council as Lessor

Operating Leases

The Council leases out properties under operating leases for the provision of community services, such as sports facilities, community centres and for economic development purposes to provide suitable affordable accommodation for local businesses.

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

	2017/18	2016/17
		Restated
	£000	£000
Not later than one year	5,904	4,226
Later than one year and not later than five years	15,863	10,136
Later than five years	48,197	41,460
	69,964	55,822

The 2016/17 figures have been restated downwards by a total of £2,103k to reflect a change in the assumption around the remaining life of leases passed their renewal date whereby the assumed remaining life has been changed to one year from five years .

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews. In 2017/18 no material contingent rents were receivable by the Council.

Finance Leases

The Council has leased out land at Woollensbrook, Hoddesdon, for a crematorium and cemetery to Westerleigh PLC, on a finance lease with a remaining term of 98 years.

The Council has a total investment in the lease, made up of the minimum lease payments expected to be received over the remaining term. There is not expected to be any residual value in the land when the lease comes to an end. The minimum lease payments comprise settlement of the long term debtor for the right to the property acquired by the lessee and finance income that will be earned by the Council in future years whilst the debtor remains outstanding. The gross investment is made up of the following amounts:

	2017/18	2016/17
	£000	£000
Finance lease debtor (net present value of minimum lease payments):		
Not later than one year	10	10
Later than one year	382	384
Unearned finance income	588	596
Total	980	990

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 March 2018	31 March 2017	31 March 2018	31 March 2017
	£000	£000	£000	£000
Not later than one year	10	10	10	10
Later than one year and not later than five years	40	40	39	32
Later than five years	930	940	343	352
	980	990	392	394

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

Notes to the Core Financial Statements

Note 32 - Defined Benefit Pension Scheme

Participation in Pension Schemes

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

The Council participates in the Local Government Pension Scheme, a funded defined benefit scheme administered by Hertfordshire County Council.

(a) Transactions Relating to Post Employment Benefits

The costs of retirement benefits are recognised in the Cost of Services when they are earned by employees, rather than when the benefits are eventually paid as pensions.

However, as the charge the Council is required to make against council tax is based on the cash payable in the year, the real cost of 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:

	2017/18	2016/17
	£000	£000
Comprehensive Income and Expenditure Statement		
<i>Service Cost Comprising:</i>		
Current service cost	3,317	2,003
Past service cost	76	10
<i>Financing and Investment Income and Expenditure</i>		
Net interest expense	519	541
Total Post Employment Benefit Charged to the Surplus of Deficit on the Provision of Services	3,912	2,554
<i>Other Post Employment Benefit Credited to the Comprehensive Income and Expenditure Statement</i>		
<i>Remeasurement of the net defined benefit liability comprising:</i>		
Return on plan assets (excluding the amount included in the net interest expense)	(2,654)	(9,270)
Actuarial losses arising on changes in demographic assumptions	-	(1,126)
Actuarial (losses)/gains arising on changes in financial assumptions	(1,964)	17,376
Other	-	(3,661)
Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	(706)	5,873

Movement in Reserves Statement

Reversal of net charges made to the Surplus or Defecit on the Provision of Services for post employment benefits in accordance with the code	(3,912)	(2,470)
--	---------	---------

Actual Amount Charged Against the General Fund Balance for Pensions in the Year:

Employer's contributions payable to scheme	1,870	1,670
--	-------	-------

Notes to the Core Financial Statements

Note 32 - Defined Benefit Pension Scheme (continued)

(b) Pensions Assets and Liabilities Recognised in the Balance Sheet

	2017/18	2016/17
	£000	£000
Opening fair value of scheme assets	87,576	77,187
Interest Income	2,177	2,598
<i>Remeasurement gain/(loss):</i>		
The return on plan assets, excluding the amount included in the net interest expense	2,654	9,270
Contributions from employer	1,870	1,558
Contributions from employees into scheme	519	518
Benefits paid	(3,259)	(3,555)
Balance at 31 March	91,537	87,576

Reconciliation of Present Value of the Scheme Liabilities

Balance at 1 April	107,604	92,900
Current service cost	3,317	2,003
Past service cost (including curtailments)	76	10
Interest cost	2,696	3,139
Contributions by scheme participants	519	518
<i>Remeasurement (loss)/gain:</i>		
Actuarial losses arising from changes in demographic assumptions	-	(1,126)
Actuarial (losses)/gains arising on changes in financial assumptions	(1,964)	17,376
Other	-	(3,661)
Benefits paid	(3,259)	(3,555)
Balance at 31 March	108,989	107,604

	2017/18	2016/17
	£000	£000
Present value of the defined benefit obligation	(108,989)	(107,604)
Fair value of plan assets	91,537	87,576
Net Liability Arising from Defined Benefit Obligation	(17,452)	(20,028)

Notes to the Core Financial Statements

Note 32 - Defined Benefit Pension Scheme (continued)

(c) Local Government Pension Scheme Assets Comprised:

	2017/18	2016/17
	£000	£000
Equity securities:		
Consumer	4,183	6,828
Manufacturing	3,598	6,553
Energy and utilities	960	1,578
Financial institutions	4,083	5,865
Health and care	579	1,186
Information technology	2,854	4,775
Other	218	295
Debt securities		
Other	37	-
Private equity	3,473	4,043
Real estate		
UK property	3,032	2,834
Overseas property	2,988	3,282
Investment funds and unit trusts		
Equities	24,059	18,350
Bonds	32,921	24,124
Infrastructure	218	199
Other	5,352	4,948
Foreign exchange derivatives	(73)	(174)
Cash and cash equivalents	3,055	2,890
Total assets	91,537	87,576

Notes to the Core Financial Statements

Note 32 - Defined Benefit Pension Scheme (continued)

(d) Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method to arrive at an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc. The pension fund liabilities have been assessed by Hymans Robertson, an independent firm of actuaries with estimates being based on the latest full valuation of the scheme as at 31 March 2016.

The principal assumptions used in the actuary's calculations are:

	2017/18	2016/17
Mortality assumptions:		
Longevity at 65 for current pensioners:		
Men	22.5 years	22.5 years
Women	24.9 years	24.9 years
Longevity at 65 for future pensioners:		
Men	24.1 years	24.1 years
Women	26.7 years	26.7 years
Rate of inflation	3.4%	3.4%
Rate of increase in salaries	2.5%	2.5%
Rate of increase in pensions	2.4%	2.4%
Rate for discounting scheme liabilities	2.6%	2.5%

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out above. The sensitivity analysis on page 51 have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

(e) Local Government Pension Scheme Assets Comprised:

	Increase in Assumption £000	Decrease in Assumption £000
Rate for discounting scheme liabilities (decrease 0.5%)	-	10,221
Rate of increase in salaries (increase by 0.5%)	1,090	-
Rate of increase in pensions (increase by 0.5%)	9,025	-
	10,115	10,221


(f) Impact on the Council's Cash Flows

The objectives of the scheme are to keep employer's contributions at as constant a rate as possible. Funding levels are monitored on an annual basis.

Notes to the Core Financial Statements

Note 33 - Investments in Companies and Group Relationships

The Council holds the following investments in companies. These investments have been considered for inclusion within the Council's group boundary, as explained in the accounting policy (13) for Group Accounts. Group accounts have been prepared consolidating Badger BC Investments Limited.

Name	Nature of Business	Owned %	Nominal Value
	A wholly owned and controlled limited company that was set up to acquire, develop and refurbish homes to provide rental properties to tenants wishing to live in the private sector, but with the assurance that the accommodation is managed by a responsible landlord.	100%	£1

In addition to the above, the Council also has an interest in Hertfordshire Building Control Limited, this company is owned equally by seven Hertfordshire authorities. The Council holds 14% of the share capital (£7) and is represented on the board. The Company aims to provide a more flexible and efficient response to building control issues across the County. Control is shared equally among the seven partners and the Company will operate out of both the Hertsmeare Borough Council Civic Offices and Welwyn Hatfield Borough Council.

In 2017/18 the Council's share of losses for the year amounted to £95.6k (2016/17 £15.7k). In August 2016 the Council made a loan to the Company of £107k, which is held in Long Term Debtors on the Balance Sheet.

Note 34 - Assumptions made about the Future and Other Major Sources of Estimation Uncertainty

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for the revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates. The key judgements and estimation uncertainty that have a significant risk of causing material adjustments to the carrying amounts of assets and liabilities within the next financial year are:

Pension 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 can be measured. For instance, a 0.5% decrease in the discount rate assumption would result in a increase in the pension liability of £10.221 million. However, the assumptions interact in complex ways. During 2017/18, the Council's actuaries advised that the net pension liability had decreased by £2.8 million to £17.5 million as a result of changes in estimates and the updating of assumptions.

Provisions

The Council has made a provision of £0.054 million for the levy from the scheme administrator of Municipal Mutual Insurance Limited (in Scheme of Arrangement) (MMI). One of the terms of the original scheme was that if the company failed to secure solvent run off then a contribution would be taken from the scheme creditors of which the Council is one. No demands have been made by the administrator during 2017/18.

This provision is taken from an actuarial assessment based on pessimistic assumptions of the funding required by MMI to meet its financial obligations. The Council could be required to make further levy contributions depending on future claims development and MMI's investment return.

The Council holds the liability for refunding ratepayers who have successfully appealed against rateable value of their

Notes to the Core Financial Statements

Note 34 - Assumptions made about the Future and Other Major Sources of Estimation Uncertainty (continued)

properties. It is unknown how many of the outstanding appeals will be successful, though estimation techniques have been applied to the outstanding appeals using historic success rate data. Approximately 200 appeals are lodged each year.

The carrying amount of the provision is £2.23m, of which the Council's share of £0.89m is reflected in the accounts. An increase in the overall success rate by 5% would change the required provision by £0.112m.

Arrears

At 31 March 2018, the Council had a balance of sundry debtors of £16,214 million. An allowance for the non collection of debt is made at each year end, based on a combination of how long the debt has been outstanding and previous experience of recovery rates. However, the current economic climate means that there is added uncertainty about both the amount of income that the Council is likely to raise and the likely recovery rates. The wide variety of income sources and the different factors affecting each make it difficult to assess the potential impact of future changes. The total income raised by the Council in 2017/18 from sales, fees and charges and rents was £19.2 million therefore the impact of a 2% decrease in collection rates would be a loss of income of £0.38 million.

Property, Plant and Equipment

Assets are included on the basis of valuations and assessed useful lives determined by the Council's valuer, on the basis of standards of professional practice set out by the Royal Institute of Chartered Surveyors (RICS). The assumptions underlying such valuations and the assessment of useful lives are subject to revision and therefore the valuations would also change.

Any change in valuation or useful life of an asset would affect the carrying value of the asset on the Balance Sheet and the charge for depreciation or impairment in the Comprehensive Income and Expenditure Statement. It is estimated that the annual depreciation charge for buildings would increase by £1.16 million for every year that useful lives had to be reduced. These changes do not have an impact on the Council's General Fund position as the Council is not required to fund such non cash items from council tax.

Note 35 - Nature and Extent of Risks Arising from Financial Instruments

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

- Credit risk - the possibility that other parties might fail to pay amounts due the Council.
- Liquidity risk - the possibility that the Council might not have funds available to meet its commitments to make payments.
- Market risk - the possibility that financial loss might arise for the Council as a result of changes in interest rates.

The Council's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is undertaken by the Finance Department under policies approved by the Council in the Annual Treasury Management Strategy. The Council provides written principles for overall risk management and written policies covering specific areas such as interest rate risk, credit risk and investment of surplus cash are set out in the Treasury Management Policy Statement and Treasury Management Practices.

Credit risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposure to the Council's customers. The Council manages credit risk by ensuring that investments are only placed with organisations of high credit quality as set out in the Treasury Management Strategy. These include rated commercial entities, the UK government, other local authorities and organisations without credit ratings upon which the Council has received independent investment advice.

Recognising that credit ratings are imperfect predictors of default, the Council has regard to other measures

Notes to the Core Financial Statements

Note 35 - Nature and Extent of Risks Arising from Financial Instruments (continued)

including credit default swap entitles and equity prices when selecting commercial entities for investment.

A limit of £5 million is placed on the amount of money that can be invested with a single counterparty (other than the UK government). The Council also sets limits on investments in certain sectors. No more than £18 million in total can be invested for a period longer than one year.

The Council's maximum exposure to credit risk in relation to its investments in banks and building societies of £41 million cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all of the Council's deposits, but there was no evidence at 31 March 2018 that this was likely to occur.

In relation to the sums owed by customers, the Council makes prudent financial provision for bad and doubtful debts based on an assessment of the risks for each type of debt and the age of these debts.

The methodology adopted to determine the level of provision to be made is established having regard to the nature of the receivable including specific provision against individual items where appropriate and provision against a number of individual items on a percentage basis. The judgement exercised has regard to the age of the receivable, historical experience of delayed collection and economic circumstances affecting debtors, including arrangement for extended payment where appropriate.

The Council's assessment of its potential maximum exposure to credit risk is as follows:

	Amount at 31 March 2018	Historical experience of default	Estimated maximum exposure to default and uncollectability
	£000	%	£000
Customers	2,602	5.11	133

Amounts due by customers at 31 March 2017 and written off during 2017/18 has been used as the basis for the historical experience default percentage.

The Council does not generally extend credit to its customers beyond 14 days. At 31 March 2018, of the total debtor balances for invoiced debt of £2.602 million, the past due amount was £0.539 million, which can be analysed by age as follows:

	31 March 2018	31 March 2017
Customer Debts	£000	£000
Less than three months	122	178
Three months to one year	157	108
More than one year	259	239
Total	538	525

Market risk

- Liquidity risk

The Council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. The Council currently has three short term borrowings from other Local Authorities. Immediately accessible funds are also maintained in call accounts and money market funds within investments. The level of funds to be committed for periods in excess of one year is limited to 50% of the total investment portfolio. There is no significant risk that the Council will be unable to raise finance to meet its commitments under financial instruments.

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

Notes to the Core Financial Statements

Note 35 - Nature and Extent of Risks Arising from Financial Instruments (continued)

Market risk (continued)

- Interest rate risk

The Council is exposed to risk in terms of its exposure to interest rate movements on its investments.

A rise in interest rates would have the following effects:

- Investments at variable rates - the interest income credited to the Comprehensive Income and Expenditure Statement will increase.
- Investments at fixed rates - the fair value of the assets will fall.

Changes in interest receivable on variable rate investments will be debited or credited to the Comprehensive Income and Expenditure Statement and impact on the General Fund Balance. Movements in the fair value of fixed rate investments will be reflected in the Movement in Reserves Statement.

As at 31 March 2018, £7.76 million of the Council's investments had a potential exposure to risk from changes in interest rates.

A +/-1% change in interest rates equates to approximately +/- £77,600 per annum.

As the Council generally has a policy of making a revenue contribution to capital equal to the interest it achieved on its investments, variations in interest rates do not impact on its annual revenue budget.

- Price risk

The Council does not invest in equity shares, other than the wholly owned subsidiary Badger BC Investments Ltd. Where it has an equity share value of £1.

- Foreign exchange risk

The Council has no financial assets or liabilities denominated in foreign currencies and thus has no exposure to loss

Note 36 - Accounting Standards that have been Issued, but not yet Adopted

The Code of Practice on Local Authority Accounting in the United Kingdom (the Code) requires the disclosure of information relating to the expected impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. This applies to the adoption of the following new or amended standards within the 2018/19 Code:

- IFRS 9 Financial Instruments
- IFRS 15 Revenue from Contracts with Customers including amendments to IFRS 15 Clarifications to IFRS 15 Revenue from Contracts with Customers
- Amendments to IAS 12 Income Taxes: Recognition of Deferred Tax Assets for Unrealised Losses
- Amendments to IAS7 Statement of Cash Flows: Disclosure Initiative

It is not anticipated that these new standards and amendments will have a material impact on the Council's Statement of Accounts.

The Code required implementation from 1 April 2018 and there is therefore no impact on the 2017/18 Statement of Accounts.

Note 37 - Events After the Balance Sheet Date

These accounts have been authorised for issue on 26 July 2018 by the Director of Finance (Chief Finance Officer). Events taking place after this date are not reflected in the financial statements or notes.

Notes to the Core Financial Statements

Note 38 - Accounting Policies

1 General Principles

The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015, in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 (The Code), and the Service Reporting Code of Practice 2017/18 (SeRCOP), supported by International Financial Reporting Standards (IFRS).

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

2 Accruals of Income and Expenditure

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

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

3 Cash and Cash Equivalents

Cash is represented by cash in hand and 'callable' deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature on demand and are therefore readily convertible to known amounts of cash with insignificant risk of change in value.

In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand.

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

Prior period adjustments may arise as a result of a change in accounting policy or to correct a material error. Changes in accounting estimates are accounted for 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 effects of transactions, other events and conditions on the Council's financial position or financial performance. Where a change is made, it is applied retrospectively (unless otherwise stated) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied. Any material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

Notes to the Core Financial Statements

Note 38 - Accounting Policies (continued)

5 Charges to Revenue for Non Current Assets

Service revenue accounts, support services and trading accounts are debited with the following amounts to record the cost of holding non current assets during the year:

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

The Council is not required to raise council tax to fund depreciation, amortisation, revaluation or impairment losses. These charges are therefore removed from the General Fund Balance, by way of an adjusting transaction within the Capital Adjustment Account in the Movement in Reserves Statement.

6 Council Tax and Non-Domestic Rates

The Council, as a billing authority, acts as an agent, collecting council tax and non-domestic rates (NDR) on behalf of Hertfordshire County Council (and the government for NDR) and, as a principal, collecting council tax and NDR for itself. The Council is required, by statute to maintain a separate fund (i.e. the Collection Fund) for the collection and distribution of amounts due in respect of council tax and NDR. Under the legislative framework for the Collection Fund, the Council, Hertfordshire County Council and the government share proportionately the risks and rewards that the amount of council tax and NDR collected could be less or more than predicted.

Accounting for Council Tax and NDR: The council tax and NDR income included in the Comprehensive Income and Expenditure Statement is the Council's share of accrued income for the year. However, regulations determine the amount of council tax and NDR that must be included in the Council's General Fund. Therefore, the difference between the income included in the Comprehensive Income and Expenditure Statement and the amount required by regulation to be credited to the Collection Fund Adjustment Account is included as a reconciling item in the Movement in Reserves Statement.

The Balance Sheet includes the Council's share of the end of year balances in respect of council tax and NDR relating to arrears, impairment allowances for doubtful debts, overpayments and prepayments and appeals.

7 Employee Benefits

Benefits Payable During Employment: Short term employee benefits are those due to be settled within 12 months of the year end. They include such benefits as wages and salaries, paid annual leave, paid sick leave, bonuses and non-monetary benefits for current employees. These benefits are recognised as an expense for services in the year in which employees render service to the Council. An accrual is made for the cost of holiday entitlements earned by employees but not taken before the year end which employees can carry forward into the next financial year. The accrual is charged to the Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits: Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy. They are charged on an accruals basis to the appropriate service in the Comprehensive Income and Expenditure Statement when the Council is demonstrably committed to the termination of the employment or making an offer to encourage voluntary redundancy. Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund Balance to be charged with the amount payable by the Council to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancements and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year end.

Post-Employment Benefits: Employees of the Council are members of the Local Government Pension Scheme administered by Hertfordshire County Council. This scheme provides defined benefits to members, earned during employment for the Council. This is accounted for as a defined benefits scheme:

Notes to the Core Financial Statements

Note 38 - Accounting Policies (continued)

- The liabilities of the pension scheme attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of future earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate of 2.5% (2016/17 2.5%) (based on the indicative rate of return on the single average gilt yield plus the mean credit spread on AA corporate bonds).
- The assets of the Hertfordshire County Council pension fund attributable to the Council are included in the Balance Sheet at their fair value:
 - Quoted securities – current bid price
 - Unquoted securities – professional estimate
 - Unitised securities – current bid price
 - Property – market value

The change in the net pensions liability is analysed into the following components:

- Service cost comprising:
 - Current service cost – the increase in liabilities as a result of years of service earned this year, allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked.
 - Past service cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years, debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs.
 - Net interest on the net defined benefit liability (asset), i.e. net interest expense for the Council - the change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income line of the Comprehensive Income Statement and Expenditure Statement. This is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period, taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.
- Remeasurements comprising:
 - The return on plan assets - excluding amounts included in net interest on the net defined benefit liability (asset), charged to the Pensions Reserve as Other Comprehensive Income and Expenditure.
 - Actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions, charged to the Pensions Reserve as Other Income and Expenditure.
 - Contributions paid to the Hertfordshire County Council pension fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

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

Notes to the Core Financial Statements

Note 38 - Accounting Policies (continued)

the Local Government Pension Scheme.

8 Events after the Balance Sheet Date

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of events can be identified:

- Those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events.
- Those that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

9 Financial Instruments

Financial Instruments comprise Financial Assets and Financial Liabilities.

Financial Assets

Financial assets are classified into two types:

- Available for sale assets - assets that have a quoted market price and/or do not have fixed or determinable payments.
- Loans and receivables – assets that have fixed or determinable payments but are not quoted in an active market.

The Council only holds loans and receivables.

Loans and Receivables: Loans and receivables are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. 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 Council has made, this means the amount presented on 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.

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective rate of interest 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 the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principle 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.

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

10 Government Grants and Contributions

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

- The Council will comply with the conditions attached to the payments; and

Notes to the Core Financial Statements

Note 38 - Accounting Policies (continued)

- The grants or contributions will be received.

Amounts recognised as due to the Council are not credited in the Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits are required to be consumed by the Council as specified, or the grant or contribution must be returned to the transferor.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried on 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 ringfenced 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. When the grant has been used to finance capital expenditure, it is credited to the Capital Adjustment Account. Where the grant is yet to be used, it is credited to the Capital Grants Unapplied Reserve. Amounts in this reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

11 Heritage Assets

The Council's Heritage Assets are not only held at the Council's Lowewood Museum but can also be found across the Borough as sites of cultural interest. The museum's collections of Heritage Assets are held in support of the primary objective of the Council's museum, i.e. increasing the knowledge, understanding and appreciation of the history of the Council and local area. Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Council's accounting policies on Property, Plant and Equipment. However, some of the measurement rules are relaxed for Heritage Assets as detailed below. The Council's collections of Heritage Assets are accounted for as follows:

Ceramics, Porcelain Work and Figurines: The collection of ceramics, porcelain work and figurines includes carved figurines held at the museum. These items are held on the Balance Sheet at insurance valuation, which is based on market values. These assets are deemed to have an indefinite life; hence the Council does not consider it appropriate to charge depreciation. The collection is relatively static and acquisitions and donations are rare. When they do occur, acquisitions are recognised at cost and donations recognised at a valuation ascertained by the museum's curator in accordance with the Council's policy on ceramics, porcelain works and figurines.

Art Collection: The art collection includes oil paintings and portraits, held on the Balance Sheet at insurance valuation, which is based on market values. The assets are deemed to have an indefinite life; hence the Council does not consider it appropriate to charge depreciation. Acquisitions are made by purchase or donation. Acquisitions are recognised at cost and donations are recognised at a valuation ascertained by an external valuer with reference to appropriate commercial markets using up to date information from sales at auction.

General: The carrying amounts of Heritage Assets are reviewed where there is evidence of impairment, e.g. where an item has suffered physical deterioration or breakage or where doubt arises to its authenticity. Any impairment is recognised and measured in accordance with the Council's policies on impairment.

12 Intangible Assets

Expenditure on non-cash assets that do not have physical substance but are identifiable and controlled by the Council (e.g. software licences) are capitalised when they will bring benefits to the Council for more than one financial year. Intangible assets are carried at amortised cost. The assets are amortised over their useful life with the charge going to the relevant service line in the Comprehensive Income and Expenditure Statement.

Any gain or loss arising on the disposal of an intangible asset is recorded as Other Operating Expenditure in the Comprehensive Income and Expenditure Statement. Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account.

13 Interests in Companies and Other Entities

The Council has a wholly owned subsidiary, Badger BC Investments Ltd, which has the principal activity of acquiring,

Notes to the Core Financial Statements

Note 38 - Accounting Policies (continued)

developing and refurbishing homes. The Company's accounts are consolidated into the Council's accounts and the consolidated accounts are included in the Council's Statement of Accounts document. In addition, the Council also has an interest in Hertfordshire Building Control Limited, this company is owned equally by seven Hertfordshire authorities.

14 Inventories

Inventories are included on the Balance Sheet at the lower of cost and net realisable value.

15 Investment Property

Investment properties are those that are used solely to earn rentals or for capital appreciation. The definition is not met if the property is used in any way to facilitate the delivery of services or is held for sale. Investment properties are measured initially at cost and subsequently at fair value, based on the highest and best use value of the asset from the market participant's perspective. Properties are not depreciated but are revalued annually according to market conditions at the year end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal. Rentals received are credited to the Financing and Investment Income line and result in a gain for the General Fund Balance.

However, disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account.

Fair value: Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

- in the principal market for the asset or liability; or
- in the absence of a principal market, in the most advantageous market for the asset or liability.

The Council measures the fair value of an asset or liability using the assumptions that market participants would use when pricing the asset or liability, assuming that market participants act in their economic best interest.

When measuring the fair value of a non-financial asset, the Council takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

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

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

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

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

Level 3 – unobservable inputs for the asset or liability.

16 Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases.

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification. Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

Notes to the Core Financial Statements

Note 38 - Accounting Policies (continued)

The Council as Lessee

The Council only holds operating leases as a lessee.

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

The Council as Lessor

Finance Leases: Where the Council grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. 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 Council'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, matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivables 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 is 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 future rentals are received, the element for the capital receipt for the disposal of the asset is used to write down the lease 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 non current assets is fully provided for under separate adjustments for the 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 Council grants an operating lease over a property or an item of plant or equipment, the asset is retained on 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.

17 Overheads and Support Services

The costs of overheads and support services are charged to those services that benefit from the supply or service in accordance with the costing principles of the CIPFA Services Reporting Code of Practice 2017/18 (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.

18 Property, Plant and Equipment

Assets that have physical substance and are held for use in the provision of services or for administrative purposes on a continuing basis are classified as Property, Plant and Equipment.

Recognition: Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits associated with the item will flow to the Council and the services that it provides for more than one financial year. Expenditure that

Notes to the Core Financial Statements

Note 38 - Accounting Policies (continued)

secures but does not extend the previously assessed standard of performance of an asset (e.g. repairs and maintenance) is charged to revenue as it is incurred. The Council has selected a de minimis level of £3,000 below which expenditure is not capitalised.

Measurement: Assets are initially measured at cost, comprising all expenditure that is directly attributable to bringing the asset into working condition for its intended use.

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

- Infrastructure and assets under construction – depreciated historical cost.
- All other assets – current value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

Where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of fair value.

Assets included on the Balance Sheet at fair value are revalued where there have been material changes in the value, but as a minimum 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 an impairment loss due to market price fluctuations previously charged to a service revenue account.

Where decreases in value are identified, they are accounted for in the following way:

- 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 on the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service lines in the Comprehensive Income and Expenditure Statement.

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

Impairment: Assets are reviewed at the end of each financial year for evidence of reductions in value. Where impairment is identified as part of this review or as a result of a valuation exercise, this is accounted for in the following ways:

- 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 subsequently reversed, the reversal is credited to the relevant service lines in the Comprehensive Income and Expenditure Statement up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

Depreciation: Depreciation is provided for on all Property, Plant and Equipment with a determinable finite life (except for non-depreciable land), by allocating the value of the asset on the Balance Sheet over the periods expected to benefit from its use.

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 and equipment – straight line over 3-10 years, as advised by a suitably qualified officer.
- Infrastructure (e.g. footpaths and street furniture) – straight line allocation, up to 5 years.

Where an item of Property, Plant and Equipment has major components the cost of which is significant in relation to

Notes to the Core Financial Statements

Note 38 - Accounting Policies (continued)

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

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 costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previously recognised losses in the Surplus or Deficit in Provision of Services. Depreciation is not charged on Assets Held for Sale.

When an asset is disposed of or decommissioned, the value of the asset on 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 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 balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment. Receipts are appropriated to the reserve from the General Fund Balance in the Movement in Reserves Statement.

The written off value of disposals is not a charge against council tax, as the cost of non current 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.

19 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 a transfer of economic benefits and a reliable estimate can be made of the amount of the obligation. For instance, the Council may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation. Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the Council becomes aware of the obligation and are measured at the best estimate of the likely settlement. When payments are eventually made, they are charged to the provision carried on the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes more likely than not that a transfer of economic benefits will not now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service. Where some or all of the payment required to settle a provision is expected to be met by another party (e.g. from an insurance claim), this is only recognised as income in the relevant service if it is virtually certain that reimbursement will be received if the obligation is settled.

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

20 Reserves

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service revenue account in that year to be reflected in the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then transferred back into the General Fund Balance so that there is no net charge against council tax for the expenditure. Certain reserves are kept to manage the accounting processes for non current assets, financial instruments, employee benefits and retirement benefits and do not represent usable resources for the Council – these reserves

Notes to the Core Financial Statements

Note 38 - Accounting Policies (continued)

are explained in the relevant accounting policies and notes to the accounts.

21 Revenue Expenditure Funded from Capital under Statute

Expenditure incurred during the year that may be capitalised under statutory provisions but does not result in the creation of a non current asset has been charged as expenditure to the relevant service in the Comprehensive Income and Expenditure Statement in the year. Where the Council has determined to meet the cost of this expenditure from existing capital resources, 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 there is no impact on the level of council tax.

22 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.

23 Group Accounts

The boundary for Group Accounts is determined by the extent of the Council's control or influence over an entity, and the materiality of the relationship to users of the Council's accounts. Group Accounts are prepared in accordance with IFRS3, IFRS10 and with IAS27 and the Code, where required and material.

A subsidiary is an entity which the Council controls through the power to govern its financial and operational activities; where it has exposure or rights to variable returns from its involvement in the entity, and where it has the ability to use its power to influence the level of those returns. Control will normally, but not necessarily, be presumed to exist where the Council is the majority shareholder.

A subsidiary is consolidated into Group Accounts by adding like items of income, expense, assets and liabilities, and eliminating transactions and balances between the entities. The extent of these investments is disclosed in the Statement of Accounts in the Investment in Companies note.

Note 39 - Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in note 38, 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 concerns the high degree of uncertainty about future levels of funding for local government. However, the Council has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Council might be impaired as a result of a need to reduce levels of service provision.

Collection Fund Statement

Collection Fund Income and Expenditure Statement

	Note	2017/18		2016/17	
		Council Tax	Business Rates	Council Tax	Business Rates
		£000	£000	£000	£000
Income					
Income from council tax	2	53,872	-	50,861	-
Income collectable from business ratepayers	3	-	40,713	-	38,907
Transitional payment protection receivable		-	-	-	(2,806)
		53,872	40,713	50,861	36,101
Expenditure					
Precepts and demands					
Hertfordshire County Council		42,935	3,931	40,373	4,245
Hertfordshire Police and Crime Commissioner (council tax only)		5,238	-	5,001	-
Central Government (business rates only)		-	19,654	-	21,224
Borough of Broxbourne	2	4,247	15,723	4,023	16,979
		52,420	39,308	49,397	42,448
Charges to the Collection Fund					
Costs of collection		-	111	-	117
Transitional payment protection payable		-	1,462	-	-
Increase/(decrease) in bad debt provision		(486)	249	725	297
Increase/(decrease) in provision for appeals		-	(277)	-	(3,822)
		(486)	1,545	725	(3,408)
Distribution of previous years' estimated Collection Fund surplus/(deficit)		1,590	(3,715)	1,623	(1,247)
		53,524	37,138	51,745	37,793
Movement on Fund Balance					
(Surplus)/Deficit for year		(348)	(3,575)	884	1,692
Balance at 1 April		(1,236)	6,373	(2,120)	4,681
Balance at 31 March		(1,584)	2,798	(1,236)	6,373

Notes to the Collection Fund

Note 1 - General

The Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers and distribution to local authorities and the Government, of council tax and non domestic rates.

Note 2 - Council Tax

This tax is a property tax and assumes that two adults are resident in the property. Discounts are available where less than two adults reside. Properties are placed into one of eight valuation bands.

The base upon which the council tax collected is calculated is the total number of dwellings in each valuation band (adjusted for dwellings where discounts apply) and converted to an equivalent number of band D dwellings. For 2017/18 the numbers were:

Band	Value	Number of chargeable dwellings	Equivalent number of dwellings at Band D (after adjustments)
	£		
A	up to 40,000	529	297
B	40,001 - 52,000	3,598	2,363
C	52,001 - 68,000	9,261	7,342
D	68,001 - 88,000	13,976	13,058
E	88,001 - 120,000	7,413	8,586
F	120,001 - 160,000	2,786	3,870
G	160,001 - 320,000	2,090	3,376
H	over 320,000	162	317
Total		39,815	39,209
	Adjustment for local Council Tax Support scheme		(4,043)
			35,166
	Tax base (assuming 98% collection rate)		34,463

The Council's own council tax charge was calculated as follows:

	£
Net budget for year	7,083,942
less:	
Revenue Support Grant	(674,663)
Retained Business Rates	(2,033,106)
Contribution from the 2016/17 Collection Fund deficit	(128,928)
Demand from Collection Fund	4,247,245

The figure of £4,247,245 is divided by the tax base to give a band D tax rate of £123.24 (£118.24 for 2016/17). The average overall band D council tax rate for the Borough, which includes the County Council and police charge is £1,521.07 (£1,451.86 for 2016/17).

Notes to the Collection Fund

Note 3 - Income from Business Ratepayers

The Council collects non domestic rates for its area which are based on local rateable values multiplied by a uniform rate which for 2017/18 was 47.9p (49.7p for 2016/17).

At the year end the total non domestic rateable value was £96.1 million for 2,399 properties (2,318 at 31 March 2017).

Note 4 - Precepts and Demands on the Collection Fund

	2017/18 precept/ demand	Share of 31.03.17 surplus/ (deficit)	2017/18 total	2016/17 total
	£000	£000	£000	£000
Council Tax				
Borough of Broxbourne	4,247	129	4,376	4,153
Hertfordshire County Council	42,935	1,306	44,241	41,697
Hertfordshire Police	5,238	155	5,393	5,170
	52,420	1,590	54,010	51,020
Business Rates				
Borough of Broxbourne	15,723	(1,486)	14,237	16,480
Hertfordshire County Council	3,931	(371)	3,560	4,120
Central Government	19,654	(1,857)	17,797	20,601
	39,308	(3,715)	35,593	41,201

Group Accounts

Introduction

In order to provide a full picture of the economic and financial activities of the Council, and its exposure to risk, the accounting statements of its subsidiary are consolidated with those of the Council. The resulting Group Accounts are presented in addition to the Council's single entity accounts. They include the core accounting statements, similar in presentation and purpose to the Council's accounts, and any explanatory notes considered necessary to explain material movements from the single entity accounts. Where no notes are given, users of the accounts should refer to the notes in the single entity accounts.

Group accounts have been prepared under the requirements of the Code of Practice on Local Authority Accounting, consolidating any subsidiary over which the Council exercises control or influence. The basis for determining the Group Boundary is as set out in the Council's Accounting policies on page 60.

Badger BC Investments Ltd, is a company formed in November 2013, since then the Council has owned 100% of shares (purchased for a cash consideration of £1) and so it has been consolidated as a subsidiary. There are no minority shareholders and no restrictions on the Council's ability to access or use the assets or settle the liabilities of the group. Badger BC Investments Ltd was created to acquire, develop and refurbish homes to provide rental properties to tenants wishing to live in the private sector, but with the assurance that the accommodation is managed by a responsible landlord.

Accounting Policies

Badger BC Investments Ltd has prepared 2017/18 accounts using accounting policies consistent with those applied by the Council and no adjustments have been required to align accounting policies. Both entities have a financial year end of 31 March.

Group Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (those that can be used to fund expenditure) and other reserves.

	Total Revenue Reserves	Capital Grants Unapplied	Capital Receipts Reserve	Total Usable Reserves	Unusable Reserves	Total Authority Reserves	Badger BC Usable Reserves	Total Reserves
	£000	£000	£000	£000	£000	£000	£000	£000
Balance at 31 March 2016	(16,247)	(541)	(17,269)	(34,058)	(89,866)	(123,924)	29	(123,894)
Movement in Reserves during 2016/17								
Surplus on provision of services	(6,543)	-	-	(6,543)	-	(6,543)	-	(6,543)
Other comprehensive income	-	-	-	-	619	619	(648)	(29)
Tax expenses for Badger BC Investments Ltd	130	-	-	130	-	130	-	130
Total Comprehensive Income and Expenditure	(6,413)	-	-	(6,413)	619	(5,794)	(648)	(6,442)
Adjustments between group accounts and authority accounts	(155)	-	-	(155)	-	(155)	155	-
Adjustments between accounting basis and funding basis under regulations	7,026	(223)	1,431	8,235	(8,235)	-	-	-
(Increase)/decrease in year	458	(223)	1,431	1,667	(7,617)	(5,949)	(493)	(6,442)
Balance at 31 March 2017 carried forward	(15,789)	(764)	(15,838)	(32,391)	(97,482)	(129,871)	(463)	(130,334)
Movement in Reserves during 2017/18								
Surplus on provision of services	(6,973)	-	-	(6,973)	-	(6,973)	-	(6,973)
Other comprehensive income	-	-	-	-	(4,657)	(4,657)	(1,393)	(6,050)
Tax expenses for Badger BC Investments Ltd	237	-	-	237	-	237	-	237
Total Comprehensive Income and Expenditure	(6,736)	-	-	(6,736)	(4,657)	(11,393)	(1,393)	(12,786)
Adjustments between group accounts and authority accounts	(223)	-	-	(223)	-	(223)	223	-
Adjustments between accounting basis and funding basis under regulations	4,524	(204)	475	4,795	(4,795)	-	-	-
(Increase)/decrease in year	(2,435)	(204)	475	(2,164)	(9,452)	(11,616)	(1,170)	(12,786)
Balance at 31 March 2018 carried forward	(18,224)	(968)	(15,363)	(34,554)	(106,934)	(141,488)	(1,632)	(143,120)

Group Comprehensive Income and Expenditure Statement

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

	2017/18			2016/17		
	Gross Expenditure	Gross Income	Net Expenditure	Gross Expenditure	Gross Income	Net Expenditure
	£000	£000	£000	£000	£000	£000
Chief Executive	4,902	(1,544)	3,358	4,896	(1,650)	3,246
Environmental Services	10,128	(4,313)	5,815	10,152	(4,606)	5,546
Finance	46,630	(43,293)	3,337	45,368	(41,422)	3,946
Legal Services	119	(100)	19	110	(103)	7
Broxbourne Sport and Broxbourne Leisure and Culture	5,798	(5,446)	352	5,646	(5,522)	124
Cost of Services	67,577	(54,696)	12,881	66,172	(53,303)	12,869
Other Operating Income	310	(303)	7	1	(293)	(292)
Financing and Investment Income and Expenditure	1,521	(9,645)	(8,124)	1,977	(9,033)	(7,056)
Taxation and Non Specific Grant Income	-	(11,737)	(11,737)	-	(12,064)	(12,064)
(Surplus)/Deficit on Provision of Services			(6,973)			(6,543)
Tax expenses for Badger BC Investments Ltd			237			130
(Surplus)/deficit			(6,736)			(6,414)
(Surplus)/deficit on revaluation of non current assets			(1,432)			(3,348)
Actuarial losses/(gains) on pension assets/liabilities			(4,618)			3,319
Other Comprehensive Income and Expenditure			(6,050)			(29)
Total Comprehensive Income and Expenditure			(12,786)			(6,443)

Group Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date (31 March 2018) of the assets and liabilities recognised by the Council. The net assets of the Group (assets less liabilities) are matched by the reserves held by the Group.

	31 March 2018	31 March 2017
Note	£000	£000
Property, Plant and Equipment	56,666	58,010
Heritage Assets	462	409
Investment Property	86,869	61,002
Intangible Assets	528	580
Long Term Investments	2,036	2,036
Long Term Debtors	1,170	1,154
Non Current Assets	147,731	123,191
Short Term Investments	25,533	30,257
Assets Held for Sale	385	373
Inventories	84	95
Short Term Debtors	15,807	10,605
Cash and Cash Equivalents	13,877	9,288
Current Assets	55,686	50,618
Short Term Creditors	23,149	22,218
Short Term Borrowing	18,302	-
Current Liabilities	41,451	22,218
Long Term Creditors and Provisions	18,846	21,257
Non Current Liabilities	18,846	21,257
Net Assets	143,120	130,334
Unusable Reserves	106,934	97,480
Usable Reserves	36,186	32,854
Total Reserves	143,120	130,334

These financial statements have been authorised for issue on 26 July 2018 by the Director of Finance (Chief Finance Officer)



Sandra Beck FCCA
Director of Finance

Group Cash Flow Statement

This consolidated statement summarises the Council's inflows and outflows of cash and cash equivalents arising from transactions with third parties for revenue and capital purposes.

Transfers between internal funds and accruals of expenditure and income are therefore excluded.

	2017/18	2016/17
	£000	£000
Net Surplus on the Provision of Services	(6,973)	(6,543)
Adjustments to net surplus on the provision of services for non cash movements	(654)	(1,143)
Adjustments for items included in the net deficit on the provision of services that are investing and financing activities	1,759	4,100
Net cash flows from operating activities	(5,868)	(3586)
Investing activities	15,384	7,576
Financing activities	(14,105)	137
Net Decrease in Cash and Cash Equivalents	(4,589)	4,127
Cash and Cash Equivalents at 1 April	9,288	13,415
Cash and Cash Equivalents at 31 March	13,877	9,288

Notes to the Group Accounts

Notes to the Group Accounts are presented where it is deemed that extra disclosure supporting the Council's notes to the single entity accounts is appropriate. Where notes have not been replicated in the Group Accounts, it is because it is deemed that there is no material change between the Council's single entity notes and Group Accounts.

The single entity accounting policies are also the accounting policies of the Group.

Note 1 - Investment Property

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:

	2017/18		2016/17	
	Broxbourne Borough Council	Badger BC Investments Ltd	Total	Total
	£000	£000	£000	£000
Rental income from investment property	5,707	523	6,230	5,035
Direct operating expenses arising from investment property	(1,673)	(24)	(1,697)	(1,287)
Net gain	4,034	499	4,533	3,748

There are no restrictions on the Group's ability to realise the value of its investment property or on the Group's right to receive income from any proceeds of sale. The Group had contractual obligations to purchase, develop or enhance investment property to the value of £1.5 million (Broxbourne Borough Council had no contractual obligations).

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

	2017/18		2016/17	
	Broxbourne Borough Council	Badger BC Investments Ltd	Total	Total
	£000	£000	£000	£000
Balance at 1 April	51,808	9,194	61,002	53,905
Purchases	19,872	855	20,727	3,859
Disposals	(300)	-	(300)	(730)
Net gains/(losses) from fair value adjustments	4,047	1,393	5,440	4,273
Transfer to Property, Plant and Equipment	-	-	-	(305)
Balance at 31 March	75,427	11,442	86,869	61,002

Note 2 - Debtors and Creditors

Group Accounts should eliminate the effect of transactions between the Council and Badger BC Investments Ltd as its subsidiary, therefore debtors and creditors between these parties have been excluded.

Notes to the Group Accounts

Note 3 - Summary of Financial Position of Subsidiary

Badger BC Investments has been consolidated in the group accounts as a 100% owned subsidiary. The summary of financial position of the company is shown below:

Statement of Comprehensive Income	2017/18	2016/17
	£000	£000
Turnover	522	342
Cost of Sales	(24)	(17)
Gross profit	498	325
Administrative expenses	(34)	(17)
Other expenses	(104)	(66)
Amortisation of intangible assets	(2)	(2)
Increase in fair value of investment properties	1,393	648
Operating profit/(loss)	1,751	887
Interest payable	(345)	(264)
Profit/(loss) on ordinary activities before taxation	1,406	623
Taxation	(237)	(130)
Profit/(loss) for the financial period after tax	1,169	493
 Summary Balance Sheet	 31 March	 31 March
	2018	2017
	£000	£000
 Non Current Assets		
Investment properties	11,442	9,194
Intangible assets	5	7
	11,447	9,201
 Current Assets		
Trade debtors	21	28
Amounts owed by group undertakings	6	-
Cash and cash equivalents	113	49
	140	77
 Liabilities		
Trade creditors	150	406
Amounts owing to group undertakings	428	318
Long term liabilities	9,377	8,091
Total Liabilities	9,955	8,815
Net Assets	1,632	463
 Capital and Reserves		
Profit and loss account	1,632	463
Total Equity	1,632	463

Report of the Auditors

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF BOROUGH OF BROXBOURNE COUNCIL

Opinion

We have audited the financial statements of Borough of Broxbourne Council for the year ended 31 March 2018 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Authority and Group Movement in Reserves Statement,
- Authority and Group Comprehensive Income and Expenditure Statement,
- Authority and Group Balance Sheet,
- Authority and Group Cash Flow Statement,
- Related notes 1 to 39, Group 1 to 3
- and Collection Fund and the related notes 1 to 4

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

In our opinion the financial statements:

- give a true and fair view of the financial position of Borough of Broxbourne Council and Group as at 31 March 2018 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report below. We are independent of the group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the Comptroller and Auditor General's (C&AG) AGN01, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Director of Finance's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Director of Finance has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the statement of accounts, other than the financial statements and our auditor's report thereon. The Director of Finance is responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in this report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or

Report of the Auditors

apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of the other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Local Audit and Accountability Act 2014

In our opinion, based on the work undertaken in the course of the audit, having regard to the guidance issued by the C&AG in November 2017, we are satisfied that, in all significant respects, Borough of Broxbourne Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

Matters on which we report by exception

We report to you if:

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

We have nothing to report in these respects

Responsibility of the Director of Finance

As explained more fully in the Statement of the Chief Finance Officer's Responsibilities set out on page 11, the Director of Finance is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18, and for being satisfied that they give a true and fair view.

In preparing the financial statements, the Director of Finance is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to cease operations, or have no realistic alternative but to do so.

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

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Report of the Auditors

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

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General (C&AG) in November 2017, as to whether the Borough of Broxbourne Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Borough of Broxbourne Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

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

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

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

Certificate

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

Use of our report

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

Andrew Brittain (Key Audit Partner)

Ernst & Young LLP (Local Auditor)

Reading

Date:

Report of the Auditors

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

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

Glossary of Financial Terms

Accounting Basis

The basis on which the Council's accounts are prepared whereby expenditure and income are reported when they are incurred.

Accounting Period

The period of time covered by the accounts, normally a period of twelve months, commencing on 1 April for local authority accounts. The end of the accounting period is the balance sheet date.

Accounting Policies

Those principles, bases, conventions, rules and practices applied by an entity that specify how the effects of transactions and other events are to be reflected in its financial statements through:

- (i) recognising;
- (ii) selecting measurement bases for; and
- (iii) presenting assets, liabilities, gains, losses and changes to reserves.

Accruals

The concept that income and expenditure are recognised as they are earned or incurred, not as money is received or paid.

Actuarial Gains and Losses

For a defined benefit pension scheme, the changes in actuarial deficits or surpluses that arise because:

- (i) events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses); or
- (ii) the actuarial assumptions have changed.

Accumulated Absences

Holiday entitlements (or any form of leave such as time off in lieu) earned by employees but not taken before the year end which can be carried forward into the following year.

Appointed Auditors

These are the external auditors appointed by Public Sector Audit Appointments Ltd (PSAA). The Council's current approved auditors are Ernst and Young LLP.

Approved Institutions

Funds that are not immediately required may be invested but only with third parties meeting the credit rating criteria approved annually as part of the Council's Treasury Management Strategy.

Arrears

Unpaid, overdue debts.

Audit of Accounts

An independent examination of the Council's accounts to ensure that the relevant legal obligations, accounting standards and codes of practice have been followed.

Balances

The capital or revenue reserves of an authority made up of the accumulated surplus of income over expenditure on the General Fund, etc.

Capital Expenditure

Expenditure on the acquisition of a non current asset or expenditure which adds to and not merely maintains the value of an existing non current asset.

Capital Financing

The raising of money to pay for capital expenditure. There are various methods of financing capital expenditure including borrowing, direct revenue financing, usable capital receipts, capital grants, capital contributions and revenue reserves.

Capital Receipt

The proceeds from the disposal of land and other assets. Proportions of capital receipts can be used to finance new capital expenditure, within rules set down by the Government, but they cannot be used for revenue purposes.

Cash Equivalents

Cash investments which are held on deposit and are repayable on demand without financial penalty.

Cash Flow Statement

A statement that summarises the inflows and outflows of cash within the Council's accounts.

CIPFA

Chartered Institute of Public Finance and Accountancy. The principal accountancy body dealing with local government finance.

Collection Fund

A separate fund maintained by a billing authority that records the expenditure and income relating to council tax and non domestic rates, including the amounts raised on behalf of and paid over to precepting authorities.

Code of Practice on Local Authority Accounting (The Code)

The Code of Practice on Local Authority Accounting sets out the arrangements required to be followed in the Statement of Accounts. It constitutes 'proper accounting practice' and is recognised as such by statute.

Glossary of Financial Terms

Collection Fund Adjustment Account

This account holds the difference between the income (including accruals) held in the Comprehensive Income and Expenditure Statement and the amount required by statutory regulation to be credited to the Collection Fund.

Community Assets

Assets that a local authority intends to hold in perpetuity, that have no determinable useful life, and that may have restrictions on their disposal. Examples of community assets are parks and allotments.

Comprehensive Income and Expenditure Statement

An account which summarises income generated and money spent in the provision of services for which the Council is responsible.

Consistency

The principle that the accounting treatment of like items within an accounting period and from one period to the next is the same.

Contingency

A condition which exists at the balance sheet date, where the outcome will be confirmed only on the occurrence or non occurrence of one or more uncertain future events.

Contingent Asset

A contingent asset is a possible asset arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain events not wholly within the Council's control.

Contingent Liability

A contingent liability is a possible liability arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain events not wholly within the local authority's control.

Corporate and Democratic Core

The corporate and democratic core comprises all activities which local authorities engage in specifically because they are elected, multi purpose authorities. The cost of these activities are thus over and above those which would be incurred by a series of independent, single purpose, nominated bodies managing the same services. There is, therefore, no logical basis for apportioning these costs to services. Activities include:

- corporate policy making;
- representing local interests;
- support to elected bodies;
- duties arising from public accountability.

Council Tax

This is a local tax set by local councils to help pay for local services.

Creditors

Amounts owed by the Council for goods received or services provided before the end of the accounting period but for which payments have not been made by the end of that accounting period.

Current Assets

Assets which can be classified as cash or cash equivalents, assets held primarily for the purposes of trading (e.g. inventories), or any asset which is expected to be realised within the next financial year.

Current Service Cost (Pensions)

The increase in the present value of a defined benefit pension scheme's liabilities expected to arise from employee service in the current period.

Deficit

An excess of expenditure over income (or liabilities over assets).

Debtors

Amounts due to the Council before the end of the accounting period but for which payments have not yet been received by the end of that accounting period.

Deferred Capital Receipts

Capital receipts to be received by instalments over agreed periods of time.

Defined Benefit Scheme

A pension or other retirement benefit scheme other than a defined contribution scheme. Usually the scheme rules define the benefits independently of the contributions payable, and the benefits are not directly related to the investments in the scheme. The scheme may be funded or unfunded (including notionally funded).

Depreciation

The measure of the cost or revalued amount of the benefits of the non current asset that have been consumed during the period.

Consumption includes the wearing out, using up or other reduction in the useful life of a fixed asset whether arising from use, effluxion of time or obsolescence through either changes in technology or demand for the goods and services produced by the asset.

Earmarked Reserves

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

Glossary of Financial Terms

Employee Benefits

Entitlements accrued by employees as part of their employment rights, e.g. annual leave (holiday), sick pay and payments as a result of their employment being terminated before normal retirement age.

Estimation Techniques

The methods adopted by an entity to arrive at estimated monetary amounts, corresponding to the measurement bases selected for assets, liabilities, gains, losses and changes to reserves.

Estimation techniques implement the measurement aspects of accounting policies. An accounting policy will specify the basis on which an item is to be measured. Where there is uncertainty over the monetary amount corresponding to that basis, the amount will be arrived at by using an estimation technique. Estimation techniques include, for example:

- methods of depreciation, such as straight-line and reducing balance, applied in the context of a particular measurement basis, used to estimate the proportion of the economic benefits of a tangible fixed asset consumed in the period;
- different methods used to estimate the proportion of debts that will not be recovered, particularly where such methods consider a population as a whole rather than individual balances.

Events After the Balance Sheet Date

Events After the Balance Sheet Date are those events, favourable or unfavourable, that occur between the Balance Sheet date and the date when the Statement of Accounts is authorised for issue.

Exceptional Items

Material items which derive from events or transactions that fall within the ordinary activities of the authority and which need to be disclosed separately by virtue of their size or incidence to give fair presentation of the accounts.

Expected Rate of Return on Pension Assets

For a funded defined benefit scheme, the average rate of return, including both income and changes in fair value but net of scheme expenses, expected over the remaining life of the related obligation on the actual assets held by the scheme.

Extraordinary Items

Material items which derive from events or transactions that fall outside the ordinary activities of the authority and which are therefore expected not to recur frequently or regularly.

Fair Value

The fair value of an asset is the price at which it could be

exchanged in an arm's length transaction less, where applicable, any grants receivable towards the purchase or use of the asset.

Finance Lease

A lease that transfers substantially all of the risks and rewards of a non current asset to the lessee.

Financial Instruments

Any document with monetary value. For example, securities such as bonds and stocks which have value and may be traded in exchange for money.

Financial Reporting Standard (FRS)

Financial Reporting Standards cover particular aspects of accounting practice and set out the correct accounting treatment, for example, of depreciation. Compliance with these statements is mandatory and any departure from them must be disclosed and explained. The standards originated in the commercial sector and some are not directly relevant to local authority accounts.

Funding Basis

The basis according to statute on which the Council determines what resources are available to meet capital and revenue expenditure.

General Fund

The main revenue account of a charging authority. Day to day spending on services is met from the fund.

Going Concern

The concept that the authority will remain in operational existence for the foreseeable future, in particular that the revenue accounts and Balance Sheet assume no intention to curtail significantly the scale of operations.

Government Grants

Assistance by government and inter-government agencies and similar bodies, whether local, national or international, towards either revenue or capital expenditure incurred in providing local authority services.

Gross Carrying Amounts

The amount at which an asset is held in the Council's balance sheet.

Heritage Asset

An asset which is held solely for its cultural, environmental or historic associations. This encompasses such things as civic regalia, historical buildings and monuments, museum collections and works of art. Any asset which is used for operational purposes would not be classified as a Heritage Asset. So, for example, within this Council, the Lowewood Museum building itself would not be considered a Heritage Asset as its primary use is as the premises for the museum and thus it is an operational asset.

Glossary of Financial Terms

Housing Benefits

A system of financial assistance to individuals towards certain housing costs, which is administered by local authorities.

Assistance takes the form of rent rebates and rent allowances toward which central government pays a subsidy.

Impairment

A reduction in the value of a non current asset below its carrying amount on the balance sheet.

Infrastructure Assets

Examples of infrastructure assets are highways and footpaths.

Intangible Assets

An asset that brings benefit for more than one financial year, that does not have physical substance but is identifiable and controlled by the owner (e.g. software licences).

Interest Cost (Pensions)

For a defined benefit scheme, the expected increase during the period in the present value of the scheme liabilities because the benefits are one period closer to settlement.

International Financial Reporting Standard (IFRS) also International Accounting Standard (IAS)

International Financial Reporting Standards cover particular aspects of accounting practice, and set out the correct accounting treatment, for example, of depreciation. Compliance with these statements is mandatory and any departure from them must be disclosed and explained. The standards originated in the commercial sector and some are not directly relevant to local authority accounts.

Inventories

The amount of unused or unconsumed inventories (stock) held in expectation of future use. When use will not arise until a later period, it is appropriate to carry forward the amount to be matched to the use or consumption when it arises. Stocks comprise the following categories:

- Goods or other assets purchased for resale;
- Consumable stores;
- Raw materials and components purchased for incorporation into products for sale;
- Products and services in intermediate stages of completion;
- Long term contract balances; and
- Finished goods.

Investments

The commitment of funds to purchase financial instruments or other assets in order to gain profitable returns in the form of interest, income or appreciation of the value of the instrument.

Investment Property

Property which is held solely to earn rentals and/or for capital appreciation but not used for the purpose of service delivery.

Liabilities

Money owed to somebody else.

Market value/price

The amount at which an asset could be bought or sold on the open market.

Member

An elected Councillor.

Net Book Value

The amount at which non current assets are included in the balance sheet, i.e. their historical cost or current value less the cumulative amounts provided for depreciation.

Net Current Replacement Cost

The cost of replacing or recreating a particular asset in its existing condition and in its existing use, i.e. the cost of its replacement or of the nearest equivalent asset, adjusted to reflect the current condition of the existing asset.

Net Realisable Value

The open market value of the asset in its existing use (or open market value in the case of non operational assets), less the expenses to be incurred in realising the asset.

Non Current Asset

Any asset which is not regarded as a current asset.

Non Domestic Rates (Business Rates)

These are rates charged on properties other than domestic property. The business rate poundage is set annually by the Government and is a flat rate throughout the country.

Obligating Event

An event which creates a legal or constructive obligation that results in the Council having no realistic alternative to settling that obligation.

Officer

An employee of the Council.

Operating Lease

A lease other than a finance lease.

Operational Assets

Non current assets held and occupied, used or consumed by a local authority in the direct delivery of those services for which it has either a statutory or discretionary

Glossary of Financial Terms

responsibility or for the service or strategic objectives of the authority.

Precept

The levy made by one authority on another. Hertfordshire County Council and Hertfordshire Police (Hertfordshire Police and Crime Commissioner) who do not administer the council tax system each levy an amount on the Borough of Broxbourne which collects the required income from local taxpayers on their behalf.

Prior Period Adjustments

Those material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors. A fundamental error is one that is of such significance as to destroy the validity of the financial statements. They do not include normal recurring corrections or adjustments of accounting estimates made in prior years.

Property Plant and Equipment

Assets that have physical substance and are held for use in the provision of services.

Provisions

Provisions are sums set aside to meet any liabilities or losses which are likely to be incurred in the future but where there is uncertainty as to the amounts or dates on which they will arise.

Prudence

The concept that revenue is not anticipated but is recognised only when realised in the form either of cash or of other assets, the ultimate cash realisation of which can be assessed with reasonable certainty.

Prudential Code

The Prudential Code, introduced in April 2004, sets out the arrangements for capital finance in local authorities. It constitutes 'proper accounting practice' and is recognised as such by statute.

Related Parties

Two or more parties are related parties when at any time during the financial period:

- one party has direct or indirect control of the other party; or
- the parties are subject to common control from the same source; or
- one party has the ability to exercise significant influence over the financial and operational policies of the other party to an extent that the other party might be inhibited from pursuing at all times its own separate interests; or
- the parties, in entering a transaction, are subject to

influence from the same source to such an extent that one of the parties to the transaction has subordinated its own separate interests.

Examples of related parties of an authority include:

- central government;
- local authorities and other bodies precepting or levying demands on the council tax;
- its subsidiary and associated companies;
- its joint ventures and joint venture partners;
- its members;
- its chief officers; and
- its pension fund.

Related Party Transaction

A related party transaction is the transfer of assets or liabilities or the performance of services by, to or for a related party irrespective of whether a charge is made.

Remuneration

All sums paid to or receivable by an employee and sums due by way of expenses allowances (as far as those sums are chargeable to UK income tax) and the money value of all benefits received other than in cash. Pension contributions payable by the employer are excluded.

Reserves

Amounts set aside to meet general items of future expenditure, without being earmarked for any particular service or project.

Retirement Benefits

All forms of consideration given by an employer in exchange for services rendered by employees that are payable after the completion of employment.

Revaluation Reserve

An account containing any unrecognised gains or losses arising from the revaluation of non current assets held by the Council. When assets are sold, the gain or loss on sale will be recognised in the Comprehensive Income and Expenditure Statement once all previous entries relating to unrecognised gains or losses have been removed from the accounts.

Revenue Contributions to Capital Outlay

The financing of capital expenditure directly from revenue.

Revenue Expenditure

The day to day running costs an authority incurs in providing services.

Glossary of Financial Terms

Revenue Expenditure Funded from Capital Under Statute

Expenditure incurred during the year that may be capitalised under statutory provisions but does not result in the creation of a non current asset.

Revenue Support Grant

A grant paid by the Government to councils, contributing towards the costs of their services.

Scheme Liabilities

The liabilities of a defined benefit scheme for outgoings due after the valuation date. Scheme liabilities measured using the projected unit method reflect the benefits that the employer is committed to provide for service up to the valuation date.

SeRCOP

Service Reporting Code of Practice (SeRCOP) is CIPFA's accounting recommendations for local authorities that legally constitute proper accounting practice, below the statement of accounts level.

Service Organisation (SO)

A separate trading unit which operates in a competitive environment and which consists of people directly employed by the authority.

Subsidiary

A company that is more than 50% controlled by another company or entity. The Council has a wholly owned subsidiary - Badger BC Investments Ltd.

Surplus

An excess of income over expenditure (or assets over liabilities).

Total Cost

The total cost of a service or activity includes all costs which relate to the provision of the service or to the undertaking of the activity.

Trading Operation

Services operating on a "trading" basis which are financed by charges made to recipients of the services.

Useful Life

The period over which the authority will derive benefits from the use of a non current asset.

Broxbourne Borough Council

Borough Offices

Bishops' College

Churchgate

Cheshunt

Herts EN8 9XQ

Phone: 01992 785555

E-mail: finance@broxbourne.gov.uk

www.broxbourne.gov.uk