

Audit Committee

Tuesday, 22 September 2009

Additional Information

Appendices 1 and 2 to Agenda Item No. 6

Contact: Steve Jones (01793 463602),
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Annual Governance Report

Swindon Borough Council

Audit of Accounts 2008/09

September 2009



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Status of our reports

The Statement of Responsibilities of Auditors and Audited Bodies issued by the Audit Commission explains the respective responsibilities of auditors and of the audited body. Reports prepared by appointed auditors are addressed to non-executive directors/members or officers. They are prepared for the sole use of the audited body. Auditors accept no responsibility to:

- any director/member or officer in their individual capacity; or
 - any third party.
-

Ladies and Gentlemen

2008/09 Annual Governance Report

I am pleased to present the final version of my report on the results of my audit work for 2008/09.

A draft of the report was discussed and agreed with the Director of Finance on 11 September 2009 and has been updated since as issues have been resolved.

The report sets out the key issues that you should consider before I complete the audit.

It asks you to:

- consider the matters raised in the report before approving the financial statements (pages 6 to 27);
- take note of the adjustments to the financial statements which are set out in this report (Appendix 2);
- approve the letter of representation on behalf of the Council before I issue my opinion and conclusion (Appendix 3); and
- agree your response to the proposed action plan (Appendix 5).

Yours faithfully

Martin Robinson
District Auditor
September 2009

Key messages

This report summarises the findings from the 2008/09 audit which is substantially complete. It includes the messages arising from my audit of your financial statements and the results of the work I have undertaken to assess how well you use and manage your resources to deliver value for money and better and sustainable outcomes for local people.

Financial Statements	Results	Page
Unqualified audit opinion?	Yes	6
Financial statements free from material error?	Yes	6
Adequate internal control environment?	Yes	6
Use of resources	Results	Page
Use of resources judgements finalised?	Yes	13
Adequate arrangements to secure value for money?	Yes	14

Audit opinion

- 1 Although we have yet to fully complete our work we expect to issue an unqualified opinion on the financial statements after the Audit Committee meeting on 22 September 2009.

Financial statements

- 2 The financial statements submitted for audit contained nine non trivial errors all of which have been adjusted. None of these were material. In addition there were a number of opportunities identified to improve disclosure in the statements.

Use of resources

- 3 Our work on the Value for Money Conclusion has been completed and we expect to issue an unqualified opinion after the Audit Committee meeting on 22 September 2009.

Next steps

This report identifies the key messages that you should consider before I issue my opinion on the financial statements, value for money conclusion, and audit closure certificate. It includes only matters of governance interest that have come to my attention in performing my audit. My audit is not designed to identify all matters that might be relevant to you.

- 4** I ask the Audit Committee to:
- consider the matters raised in the report before approving the financial statements (pages 6 to 27);
 - take note of the adjustments to the financial statements which are set out in this report (Appendix 2);
 - take note of the VFM Conclusion and Use of Resources score;
 - approve the letter of representation on behalf of the Council before I issue my opinion and conclusion (Appendix 3); and
 - agree your response to the proposed action plan (Appendix 5).

Financial statements

The Council’s financial statements and annual governance statement are important means by which the Council accounts for its stewardship of public funds. As Council members you have final responsibility for these statements. It is important that you consider my findings before you adopt the financial statements and the annual governance statement.

Opinion on the financial statements

- 5 Subject to satisfactory clearance of outstanding matters, I plan to issue an audit report including an unqualified opinion on the financial statements. Appendix 1 contains a copy of my draft audit report.

Errors in the financial statements

- 6 The financial statements contained nine non-trivial errors, none of which were material and all of which have been adjusted (see Appendix 2). This year we have reduced the level of error we feel obliged to report to you in this document from £0.6 million to £0.08 million. This has increased the number of reported issues compared to last year (from 3 to 9). However, the finance team has responded positively to the recommendations contained in our report last year and has continued to improve the overall quality of the accounts. In particular the Statement of Recognised Gains and Losses now contains no balancing figure.

Material weaknesses in internal control

- 7 There were no material weaknesses in internal control identified from our audit, although a number of opportunities to improve internal control were identified and these are set out in Appendix 6

Recommendation	
R1	The improvements in internal control identified in Appendix 6 should be implemented by management.

Letter of representation

- 8 Before I issue my opinion, auditing standards require me to obtain appropriate written representations from you and management about your financial statements and

governance arrangements. Appendix 3 contains the draft letter of representation I seek to obtain from you.

Key areas of judgement and audit risk

9 In planning my audit I identified specific risks and areas of judgement that I have considered as part of my audit. My findings are set out in Table 2.

Table 1 Key areas of judgement and audit risk

Issue or risk identified at planning stage of the audit	Finding
Changes required by the 2008 Statement of Recommended Practice (SoRP) may not be implemented correctly	All changes required by the SoRP that we have considered have been implemented correctly.
Preparations for the move to International Financial Reporting Standards (IFRS) may not be adequate to ensure future compliance	Preparations for the move to IFRS are well underway, although the work on improving the level of information held in respect of Council assets is not yet completed. This is an important element as it will help to ensure correct accounting for fixed assets. We will continue to monitor progress.
Asset values may not reflect the impact of the recent economic downturn	Asset values have been subject to adjustment as a result of the economic downturn.
The Council may not be able to produce a fully reconciled Statement of Total Recognised Gains and Losses (STRGL)	The STRGL was fully reconciled in June 2009.
The Council may not have accounted correctly for the liability in relation to Single Status	The Council has accounted correctly for the impact of single status based on its knowledge to date.
The accuracy of the housing accounts may be affected by the loss in knowledge as a result of the departure of the Chief Housing Accountant during the year and by the examples of non compliance with grant rules identified in our 2007/08 grants report.	We have not yet completed the audit of all housing related claims and returns which provide the basis for estimated figures in the housing accounts but we have concluded that the risk of a material mis-statement in the accounts is low.

Accounting practice and financial reporting

10 I consider the qualitative aspects of your financial reporting. Table 3 contains the more significant issues I want to raise with you.

Table 2 Accounting practice and financial reporting issues

Issue or risk	Finding
Fixed Assets	<ul style="list-style-type: none"> There is scope for finance to take more of a client approach in relation to specifying the valuation requirements for the in-house valuation team (e.g. cyclical valuation process) and in understanding the approach they have taken to impairment. Assets held for disposal have not been considered for impairment. The value of assets held for disposal is £6.107m so there is no risk of a material mis-statement in the accounts. Accounting for the disposal of assets is not strictly in line with the SoRP as disposals should be identified separately in the income and expenditure account whereas at present they are included in net cost of services. There is no impact on the financial position as a result of this treatment.
Reconciliations	<p>We identified a number of concerns relating to reconciliation procedures including:</p> <ul style="list-style-type: none"> Cash flow – an unexplained difference of £6.288m between the cash flow statement and the other financial statements Bad debts – a difference of £23k between the ledger and bad debt system Payroll – a number of small value reconciling items are still included in the reconciliation and should be written off <p>We are not of the view that there is a risk of material mis-statement in the accounts associated with any of these issues.</p>
Prior Period Adjustments	<p>The Council made two adjustments to prior year comparatives which were not required by the SoRP:</p> <ul style="list-style-type: none"> profit and loss on disposals (£23.425m) which has been amended pensions (various amounts) which have not been amended, but an additional note was made in the accounts. <p>There is no impact on the income or expenditure or financial position of the Council as a result of these changes.</p>
Trade debtors	<p>The Council has estimated a provision for bad trade debts rather than carry out an impairment review, as required by the SoRP. As the total value of trade debtors is £1.8m there is no risk of a material mis-statement in the accounts.</p>

Issue or risk	Finding
Related Party Transactions	There are 3 returns outstanding from members as at September 2009
Other amendments to the statements	The largest of these was a £70k error in the apportionment of impairment between two accounts. This is below our triviality level.
Disclosure issues	<p>The accounts have been amended to improve disclosure in a number of areas (e.g. addition of an accounting policy on cut off procedures). Other improvements have been deferred until next year. These include:</p> <ul style="list-style-type: none">• changing the classification of tangible fixed assets on the balance sheet to comply with the SoRP• including the costs of disposal in the Income and expenditure account• impairment review of trade debtors and assets held for disposal

Recommendation
R2 Members should ensure the finance team take a client-based approach to the work of the Council's in house asset valuation team

11 Working papers were again provided promptly and in a helpful format and preparations are well underway to enable the 2010/11 accounts to be prepared in an International Financial Reporting Standards (IFRS) format.

Use of resources

I am required to consider how well the Council is managing and using its resources to deliver value for money and better and sustainable outcomes for local people, and give a scored use of resources judgement.

I am also required to conclude whether the Council put in place adequate corporate arrangements for securing economy, efficiency and effectiveness in its use of resources. This is known as the value for money (VFM) conclusion.

Use of resources judgements

- 12 In forming my scored use of resources judgements, I have used the methodology set out in the use of resources framework. Judgements have been made for each key line of enquiry (KLOE) using the Audit Commission’s current four point scale from 1 to 4, with 4 being the highest. Level 1 represents a failure to meet the minimum requirements at level 2.
- 13 I have also taken into account, where appropriate, findings from previous use of resources assessments (updating these for any changes or improvements) and any other relevant audit work.
- 14 The Council's use of resources theme scores are shown in Table 4 below.

Table 3 Use of resources theme scores

Use of resources theme	Scored judgement
Managing finances	3
Governing the business	3
Managing resources	2

- 15 The new framework applied this year is more challenging than last year as it is wider ranging and focussed more on outcomes. A score of 3 in two of the three themes is therefore a very creditable performance.
- 16 The Council scored 3 out of 4 for five of the nine KLOE areas, including one area (commissioning) which was assessed for the first time. The four KLOE which scored 2 out of 4 were financial reporting, data quality, natural resources and asset management.
- 17 The key findings and conclusions for the three themes, and the underlying KLOE, are summarised in Appendix 4.

Value for money conclusion

- 18 I assess your arrangements to secure economy, efficiency and effectiveness in your use of resources against criteria specified by the Audit Commission. From 2008/09, the Audit Commission will specify each year, which of the use of resources KLOE are the relevant criteria for the VFM conclusion at each type of audited body. My conclusions on each of the areas are set out in Appendix 4.
- 19 I intend to issue an unqualified conclusion stating that the Council had adequate arrangements to secure economy, efficiency and effectiveness in the use of resources. Appendix 1 contains the wording of my draft report.

Appendix 1 – Independent auditor’s report to Members of Swindon Borough Council

Opinion on the financial statements

I have audited the Authority and Group accounting statements and related notes of Swindon Borough Council for the year ended 31 March 2009 under the Audit Commission Act 1998. The Authority and Group accounting statements comprise the Authority and Group Income and Expenditure Account, the Authority Statement of Movement on the General Fund Balance, the Authority and Group Balance Sheet, the Authority and Group Statement of Total Recognised Gains and Losses, the Authority and Group Cash Flow Statement, the Housing Revenue Account, the Statement of Movement on the Housing Revenue Account, the Collection Fund and the related notes. These accounting statements have been prepared under the accounting policies set out in the Statement of Accounting Policies.

This report is made solely to the members of Swindon Borough Council in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 49 of the Statement of Responsibilities of Auditors and of Audited Bodies prepared by the Audit Commission.

Respective responsibilities of the Responsible Financial Officer and auditor

The Responsible Financial Officer’s responsibilities for preparing the financial statements in accordance with relevant legal and regulatory requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2008 are set out in the Statement of Responsibilities for the Statement of Accounts.

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

I report to you my opinion as to whether the Authority and Group accounting statements present fairly, in accordance with relevant legal and regulatory requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2008:

- the financial position of the Authority and its income and expenditure for the year; and
- the financial position of the Group and its income and expenditure for the year.

I review whether the governance statement reflects compliance with ‘Delivering Good Governance in Local Government: A Framework’ published by CIPFA/SOLACE in June 2007. I report if it does not comply with proper practices specified by CIPFA/SOLACE or if the statement is misleading or inconsistent with other information I am aware of from my audit of the financial statements. I am not required to consider, nor have I considered, whether the governance statement covers all risks and controls. Neither am I required to form an opinion on the effectiveness of the Authority’s corporate governance procedures or its risk and control procedures

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

Basis of audit opinion

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

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

Opinion

In my opinion:

- The Authority financial statements present fairly, in accordance with relevant legal and regulatory requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2008, the financial position of the Authority as at 31 March 2009 and its income and expenditure for the year then ended; and
- The Group financial statements present fairly, in accordance with relevant legal and regulatory requirements and the Code of Practice on Local Authority Accounting in the United Kingdom 2008, the financial position of the Authority as at 31 March 2009 and its income and expenditure for the year then ended.

Conclusion on arrangements for securing economy, efficiency and effectiveness in the use of resources

Authority’s Responsibilities

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 regularly to review the adequacy and effectiveness of these arrangements.

Auditor’s Responsibilities

I am required by the Audit Commission Act 1998 to be satisfied that proper arrangements have been made by the Authority for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires me to report to you my conclusion in relation to proper arrangements, having regard to relevant criteria specified by the Audit Commission for principal local authorities. I report if significant matters have come to my attention which prevent me from concluding that the Authority has made such proper arrangements. I am not required to consider, nor have I considered, whether all aspects of the Authority’s arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Conclusion

I have undertaken my audit in accordance with the Code of Audit Practice and having regard to the criteria for principal local authorities specified by the Audit Commission and published in May 2008 and updated in February 2009, and the supporting guidance, I am satisfied that, in all significant respects, Swindon Borough Council made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2009.

Certificate

I certify that I have completed the audit of the accounts in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

Martin Robinson (District Auditor)
Audit Commission
Westward House
Stoke Gifford
Bristol

Dated September 2009

Appendix 2 – Adjusted amendments to the accounts

The following misstatements were identified during the course of my audit and the financial statements have been adjusted by management. I bring them to your attention to assist you in fulfilling your governance responsibilities.

Table 4

		Income and Expenditure Account		Balance Sheet	
Adjusted misstatements	Nature of Adjustment	Dr £000s	Cr £000s	Dr £000s	Cr £000s
Section 106 receipts	2 capital receipts were incorrectly shown as unapplied grants rather than unapplied capital receipts			£6,177	£6,177
CAA/Revaluation Reserve	A donated asset was incorrectly credited to CAA when it should have been credited to the Revaluation Reserve.			£1,350	£1,350
Community Assets	We identified a community asset) which was included in the valuation of community assets when it should be valued at £NIL as there is no alternative use.			£1,272	£1,272

Appendix 2 – Adjusted amendments to the accounts

		Income and Expenditure Account		Balance Sheet	
Adjusted misstatements	Nature of Adjustment	Dr £000s	Cr £000s	Dr £000s	Cr £000s
Creditors	The finance team identified an invoice relating to 2008/09 which was coded to 2009/10	£473	£473	£473	£473
Disposal	We identified a number of properties which were included in the value of fixed assets when they had been disposed of in the year.	£413	£413	£413	£413
Unapplied grants	The balance of the unapplied grants account should have been included in the Government Grants Deferred Account to be consistent with the Council's accounting policies			£124	£124
Government Grants	There was an error in the calculation of write down of government grants.	£84	£84	£84	£84
Other statements				Collection Fund	
NNDR	Payments to the National Non Domestic Rating pool are included in the accounts on a cash basis rather than accruals			£2,772	£2,772

Appendix 3 – Draft letter of representation

Management representation letter

To: Martin Robinson
Appointed Auditor
Audit Commission
Westward House
Lime Kiln Close
Stoke Gifford
Bristol

Swindon Borough Council - Audit for the year ended 31 March 2009

I confirm to the best of my knowledge and belief, having made appropriate enquiries of other directors and officers of Swindon Borough Council, following representations given to you in connection with your audit of the Council's financial statements for the year ended 31 March 2009. All representations cover the Council's accounts and Group Accounts included within the financial statements.

Compliance with the statutory authorities

I acknowledge my responsibility under the relevant statutory authorities for preparing the financial statements in accordance with the Code of Practice for Local Authority Accounting in the United Kingdom, and the relevant Statement of Recommended Practice United Kingdom which present fairly the financial position and financial performance of the Council and for making accurate representations to you.

Supporting records

All the accounting records have been made available to you for the purpose of your audit and all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records. All other records and related information, including minutes of all Council, Cabinet and Audit Committee meetings, have been made available to you.

Irregularities

I acknowledge my responsibility for the design and implementation of internal control systems to prevent and detect fraud or error.

There have been no:

- irregularities involving management or employees who have significant roles in the system of internal accounting control;
- irregularities involving other employees that could have a material effect on the financial statements; or
- communications from regulatory agencies concerning non-compliance with, or deficiencies on, financial reporting practices which could have a material effect on the financial statements.

I also confirm that I have disclosed:

- my knowledge of fraud, or suspected fraud, involving either management, employees who have significant roles in internal control or others where fraud could have a material effect on the financial statements; and
- my knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, analysts, regulators or others.

Law, regulations, contractual arrangements and codes of practice

There are no instances of non-compliance with laws, regulations and codes of practice, likely to have a significant effect on the finances or operations of the Council.

The Council has complied with all aspects of contractual arrangements that could have a material effect on the financial statements in the event of non-compliance. There has been no non-compliance with requirements of regulatory authorities that could have a material effect on the financial statements in the event of non-compliance.

Fair Values

I confirm the reasonableness of the significant assumptions within the financial statements. For the assumptions in respect of loans and investments, I confirm:

- the appropriateness of the measurement method;
- the basis used by management to overcome the presumption under the financial reporting framework;
- the completeness and appropriateness under the financial reporting framework; and
- there are no subsequent events which require adjustment to the fair value measurement.

Group entities

I confirm that the Council plan to hold their investment in Thamesdown Transport Ltd for a period of more than 12 months or longer.

Assets

The following have been properly recorded and, where appropriate, adequately disclosed in the financial statements:

- losses arising from sale & purchase commitments;

- agreements & options to buy back assets previously sold; and
- assets pledged as collateral.

Compensating arrangements

There are no formal or informal compensating balancing arrangements with any of our cash and investment accounts. Except as disclosed in Note 27 to the financial statements we have no other lines of credit arrangements.

Contingent liabilities

There are no other contingent liabilities, other than those that have been properly recorded and disclosed in the financial statements. In particular:

- there is no significant pending or threatened litigation, other than those already disclosed in the financial statements; and
- there are no material commitments or contractual issues, other than those already disclosed in the financial statements; and
- no financial guarantees have been given to third parties.

Related party transactions

I confirm the completeness of the information disclosed regarding the identification of related parties.

The identity of, and balances and transactions with, related parties have been properly recorded and where appropriate, adequately disclosed in the financial statements

Post balance sheet events

Since the date of approval of the financial statements by the Audit Committee the Council, no additional significant post balance sheet events that have occurred which would require additional adjustment or disclosure in the financial statements.

The Council has no plans or intentions that may materially alter the carrying value or classification of assets and liabilities reflected in the financial statements.

Specific representations

I am satisfied that the valuations of fixed assets takes adequately into account the potential impact on asset values of the current economic downturn.

Signed on behalf of Swindon Borough Council

I confirm that this letter has been discussed and agreed by the Audit Committee on behalf of the Council on 22 September 2009.

Stuart McKellar
Director of Finance and Section 151 Officer

Date 22 September 2009

Appendix 4 – Use of resources key findings and conclusions

The following tables summarise the key finding and conclusions for each of the three Use of Resources themes.

Table 5 Theme 1: Managing finances

Theme score	3
KLOE 1.1 (financial planning)	
Score	3
VFM criterion met	Yes
Key findings and conclusions	
The Council has good arrangements for financial planning including: <ul style="list-style-type: none">• Integrated financial and performance arrangements inclusive of key partners• Sound arrangements for treasury management• A good understanding of local communities and effective engagement• Identification and management of cost pressures	
KLOE 1.2 (understanding costs and achieving efficiencies)	
Score	3
VFM criterion met	Yes

Appendix 4 – Use of resources key findings and conclusions

Key findings and conclusions	
The Council had a good understanding of its costs and has a history of making efficiencies, evidenced by: <ul style="list-style-type: none">• The Council's 2008 value for money baseline and use of benchmarking• Recent direction of travel assessments• Joint working and understanding with the PCT• Notable practice in relation to the use of the Gateway procurement system• £6.9m efficiencies achieved in 2008/09	
KLOE 1.3 (financial reporting)	2
Score	Yes
VFM criterion met	
Key findings and conclusions	
<ul style="list-style-type: none">• Budget monitoring and financial reporting is fit for purpose and supports the achievement of priorities• Budget holders understand their responsibilities and are happy with the currency of data provided• The Council manages its finances well within a fragile financial environment• The latest financial reports are readily accessible to the public• Accounts meet statutory requirements but contain a number of non trivial errors• There were a number of opportunities to improve disclosure in the financial statements	

Appendix 4 – Use of resources key findings and conclusions

Table 6 Theme 2: Governing the business

Theme score	3
KLOE 2.1 (commissioning and procurement)	
Score	3
VFM criterion met	Yes
Key findings and conclusions	
	<ul style="list-style-type: none">• Notable practice submitted in relation to the use of the Gateway procurement system• Well-developed joint commissioning arrangements with the PCT• Service re-design and procurement options used to improve outcomes for local people• Involvement of local people and stakeholders in commissioning• Effective challenge to service performance
KLOE 2.2 (data quality and use of information)	
Score	2
VFM criterion met	Yes
Key findings and conclusions	
	<ul style="list-style-type: none">• Notable practice submitted in relation to the provision of updates produced by the Council in respect of the economic downturn• Generally sound arrangements for data quality and security• Improvements made as a result of last years work were not embedded for the period up to 31 March 2009• Continuing examples of data inaccuracy identified form our spot check work• Performing monitoring arrangements are generally effective and action is taken when poor performance is identified (e.g. Housing Benefits)

Appendix 4 – Use of resources key findings and conclusions

KLOE 2.3 (good governance)	
Score	3
VFM criterion met	Yes
Key findings and conclusions	
<ul style="list-style-type: none">• Notable practice submitted to promoting good governance in partnerships• Strong ethical framework and culture• Clear vision by leadership based around the Council's '50 promises'• Good relationships between senior officers and members• Level of training on treasury management for members is low	
KLOE 2.4 (risk management and internal control)	
Score	3
VFM criterion met	Yes
Key findings and conclusions	
<ul style="list-style-type: none">• Risk management is embedded and a positive risk culture enables innovative projects• Strong anti-fraud culture with a zero tolerance policy• Internal Audit is an effective control mechanism and supports the Audit Committee with robust reporting and challenge concerning potential weaknesses in internal control• A transparent Annual Governance Statement is produced	

Appendix 4 – Use of resources key findings and conclusions

Table 7 Theme 3: Managing resources

Theme score	2
Key findings and conclusions	
KLOE 3.1 (use of natural resources)	
Score	2
VFM criterion met	Yes
Key findings and conclusions	
	<ul style="list-style-type: none">• Systems and processes to manage the Council's performance in the use of natural resources are being developed, although they are not yet fully embedded• A high priority is given to sustainability within the Council, particularly at a strategic level• There are examples of effective measures to reduce the use and cost of energy• Partners are involved in the Councils sustainability strategy and work
KLOE 3.2 (strategic asset management)	
Score	2
VFM criterion met	Yes
Key findings and conclusions	
	<ul style="list-style-type: none">• The Council has a strategic approach to the use of assets but this is not yet fully embedded throughout the Council or with partners• A number of different models of sharing, owning and management of public sector assets with key partners are used• The property estate is generally well maintained although there is a significant backlog of maintenance work• Redundant assets are disposed of

Appendix 5 – Action Plan

Page no.	Recommendation	Priority 1 = Low 2 = Med 3 = High	Responsibility	Agreed	Comments	Date
	Annual Governance Report 2008/09 - Recommendations					
6	The improvements in internal control identified in Appendix 6 should be implemented by management.	Medium	Director of Finance	Yes	System processes are being reviewed, with updates to policies being made and to document the existence of material assets.	31/3/10
9	The finance team should take a client focussed approach to the work of the Council's in house asset valuation team	High	Director of Finance	Yes	Routine meetings are being held with Property Services and review of annual requirements will be documented.	31/3/10

Appendix 6 – Summary of opportunities to improve internal control

System	Areas for improvement
General Ledger	<ul style="list-style-type: none">reconciliations in respect of cash, accounts payable and accounts receivable undertaken during the year should be subject to formal review including an authorising signatureauthorisation of all material journals processed should be obtained as journals are processed, rather than after the year end as was the case this year
Fixed Assets	<ul style="list-style-type: none">to improve the controls in the fixed asset system, the property and finance sections should obtain verification from the legal section of the properties bought and disposed of each yeara control should be established within the fixed asset system to demonstrate the existence of assets (e.g. a cyclical process to verify the existence of all assets)the asset register should contain a reference back to evidence of ownership (e. g. deeds).
TASK	<ul style="list-style-type: none">when requesting payment for work carried out via the TASK system, Swindon Commercial Services should ensure finance are supplied with sufficient information to ensure accurate apportionment of costs (i.e. materials invoices)
SWIFT	<ul style="list-style-type: none">improving access controls within the SWIFT system to ensure that leavers are not retained as potential users of the system

The Audit Commission

The Audit Commission is an independent watchdog, driving economy, efficiency and effectiveness in local public services to deliver better outcomes for everyone.

Our work across local government, health, housing, community safety and fire and rescue services means that we have a unique perspective. We promote value for money for taxpayers, auditing the £200 billion spent by 11,000 local public bodies.

As a force for improvement, we work in partnership to assess local public services and make practical recommendations for promoting a better quality of life for local people.

Copies of this report

If you require further copies of this report, or a copy in large print, in Braille, on tape, or in a language other than English, please call 0844 798 7070.

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For further information on the work of the Commission please contact:

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EXPLANATORY FOREWORD

These accounts relate to the year ending 31 March 2009 and have been prepared in accordance with the Code of Practice on Local Authority Accounting in Great Britain. The Code represents the Statement Of Recommended Practice (SORP) to be adopted by Local Authorities when publishing their accounts. The accounting convention adopted is historical cost, modified by the revaluation of certain categories of tangible fixed assets.

Updates to the Accounts Required Under Changes to Accounting Practice

Every year the SORP is reviewed and minor adjustments are made to the presentation of local authority accounts to comply with these changes. Those with greater impact on the accounts presentation in 2008/09 relate to the revaluing of fixed assets on disposal no longer being allowed and updates to FRS17 (retirement benefits) accounting standards.

Restatement has taken place for the FRS17 updates, which has impacted upon the opening and closing pension liability/asset and actuarial gains/losses of the Statement of Total Recognised Gains and Losses (STRGL). No revenue consequence is seen.

The Statements

The accounting statements that are presented within these accounts follow recommended practice in their content and layout. These statements are grouped under the set requirement contained in the SORP. They contain the following information relevant to the functions of the Council.

Explanatory notes for the core statements are presented after the cashflow statement, whilst each supplementary statement has its own notes directly after the statement.

Core Statements

- **Income and Expenditure Account (I&E)**
Summarising the income and expenditure on all functions of the Authority (including Housing)
- **Statement of Movement on the General Fund Balance**
Reconciling the balance of the I&E account to the Authority's General Fund Balance
- **Statement of Total Recognised Gains and Losses**
Summarising the key movements between opening and closing balance sheet Net Assets
- **Balance Sheet**
Setting out the financial position (assets and liabilities) of the Council at 31 March
- **Cash Flow Statement**
Summarising the inflows and outflows of cash for the Authority

Supplementary Statements

- **Housing Revenue Account (HRA) Income & Expenditure Account**
Summarising the income and expenditure in respect of the provision of local authority housing
- **Collection Fund**
Showing the Council Tax and National Non-Domestic Rates income collected and disbursed during the year
- **Group Accounts**
For Swindon Borough Council and Thamesdown Transport which contain group versions of the core statements

Financial Overview

This overview provides a brief explanation of the financial aspects of Swindon Borough Council's activities and draws attention to the main characteristics of the Council's financial position. Being a Unitary Council, which provides council housing, Swindon is required by legislation to account for its expenditure in three distinct categories:

- **General Fund (GF) Revenue Account**

This includes day-to-day expenditure on all services except those directly relating to council housing. Expenditure is financed mainly from Government grant (Revenue Support Grant or RSG and specific grants), Business Rates income (National Non-Domestic Rates or NNDR), fees and charges and Council Tax.

- **Housing Revenue Account (HRA)**

Included within this account is all expenditure on the day-to-day management of the Council's housing stock. Expenditure is principally funded from council house rents. HRA income cannot be used to fund GF services beyond the extent that it buys support from those services.

- **Capital**

All improvements and enhancements to the Council's assets are included in this category. This expenditure is financed partly from the sale of capital assets, borrowing, Government grant support and contributions from developers. Capital funding cannot be used for revenue activities unless a capitalisation directive is authorised by the Secretary of State.

Financial Overview – The General Fund

The net GF budget for 2008/09 was set at £123.478m. This excludes funding for schools, which is provided via the Dedicated Schools Grant (DSG). Service expenditure was £120.871m, leaving a service underspend of £2.158m. Combined with additional grant funding, a total £3.690m was available for supporting earmarked reserves, details of which are provided in note 29f, leaving a net nil over/underspend.

The following table provides more detail on the outturn position for each of the Council's Group Directorates. This presentation differs from the nationally prescribed format for the I&E Account on page 16, as it reflects the Council's local management structure. However, the total expenditure, and hence that amount to be funded from Council Taxpayers, is identical. It can be seen that three of the Council's Group Directorates were unable to contain net expenditure within the approved budget, although this was offset primarily by reduced expenditure on debt charges.

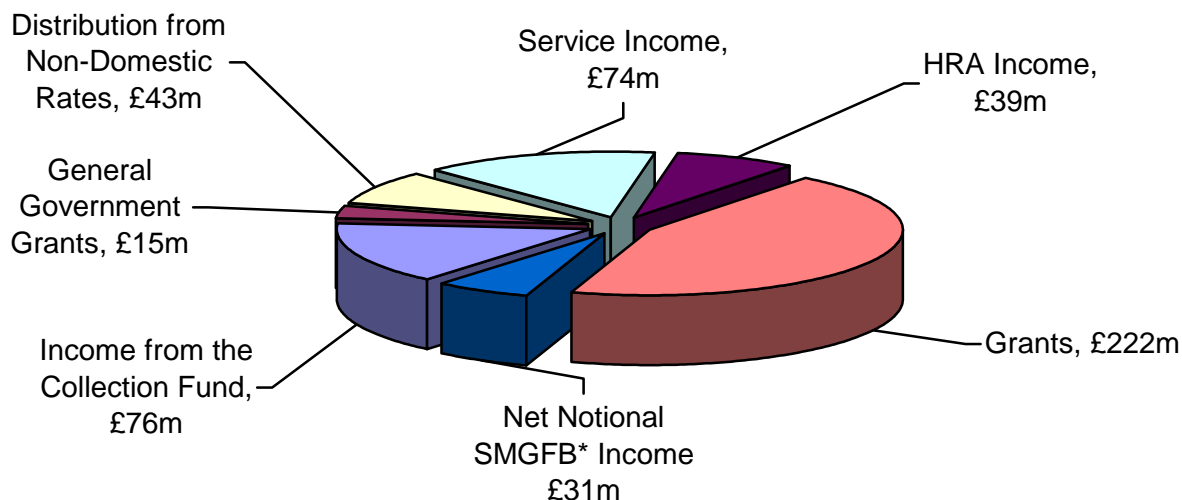
	Budget	Actual	Variance
	£000's	£000's	£000's
Children Services	28,099	27,706	(393)
Housing and Social Care	50,096	51,261	1,165
Environment and Regeneration	28,764	29,275	511
Business Transformation	16,514	17,021	507
Swindon Commercial Services	(1,458)	(1,672)	(214)
Chief Executive and Corporate	1,014	(2,720)	(3,734)
Sub Total	123,029	120,871	(2,158)
Contingency	449	449	0
Additional Grant Income	0	(3,001)	(3,001)
Transfers to Support 2009/10 one-offs	0	1,469	1,469
Other Reserve commitments	0	3,690	3,690
Net Cost of General Fund Services	123,478	123,478	0
Parish Precepts		1,822	
Net Corporate Income and Expenditure		2,366	
Net Capital, Reserves and other Appropriations in Net Cost of Services		37,580	
Net Operating Expenditure		165,246	
Income From The Collection Fund		(76,181)	
General Government Grants		(14,598)	
Distribution From Non-Domestic Rates (NDR)		(43,116)	
Net (Surplus)/Deficit For Year on the I&E		31,351	
Items Included In the Statement of General Fund Movement		(31,351)	

The following items highlight significant variances between budgeted and actual expenditure within the above figures:

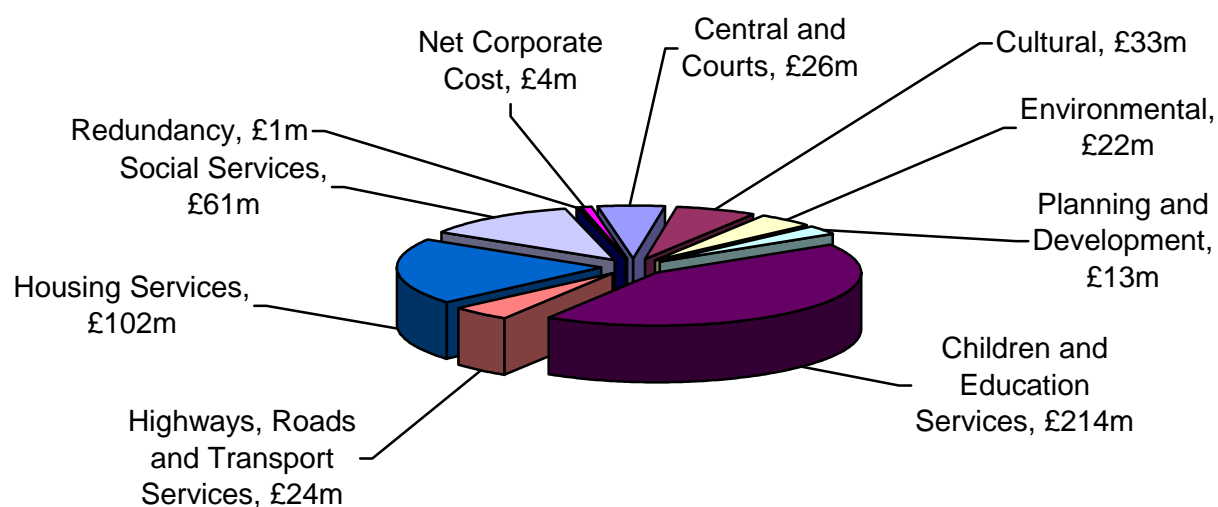
- **Housing and Social Care** - £1,031k, mainly due to higher costs of care packages for learning disabilities;
- **Environmental and Regeneration** - £1,255k impact of lower income from parking services, planning fees, land charges and building control, due to economic climate (supported by £686k corporate contingency contribution);
- **Chief Executive and Corporate** - Capital Financing costs £3.840m below budget.

The following charts analyse the main income sources to the Council in 2008/09, and the gross expenditure on services. Income sources include grants, HRA income, service fees and charges and net corporate income streams.

Council Funding Sources 2008/09¹



Where The Money Was Spent on Services 2008/09¹



¹ Source: Income and Expenditure Account on page 16. Spend includes capital charges.

*SMGFB is the Statement of Movement on the General Fund Balance and contains the reversals of items that contribute to some of the costs in service spend.

Financial Overview – The Collection Fund

The Collection Fund is credited with Council Tax income and debited with Swindon Borough Council's budgeted call on the fund plus the precepts of the Fire and Police Authorities and Town and Parish Councils. The Fund is used to smooth the difference between the actual and budgeted amount of Council Tax collected each year. Any surplus or deficit on the Fund is reflected in the following year's Council Tax calculations.

Financial Overview – The Housing Revenue Account (HRA)

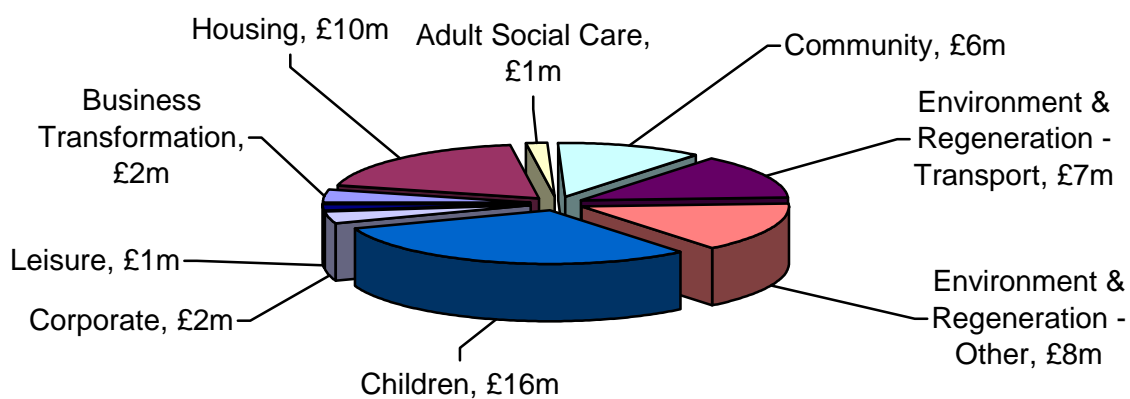
The HRA planned to transfer £185k from reserves, but due to an underspend of £12k against the original gross budget of £44.0m in 2008/09, the transfer required was smaller. The HRA finished the year with a small decrease in balances held at the 31st March 2009.

There were overspends in relation to capital financing costs but compensating savings were made in management costs and improved performance in relation to rent arrears collection, resulting in a positive financial impact.

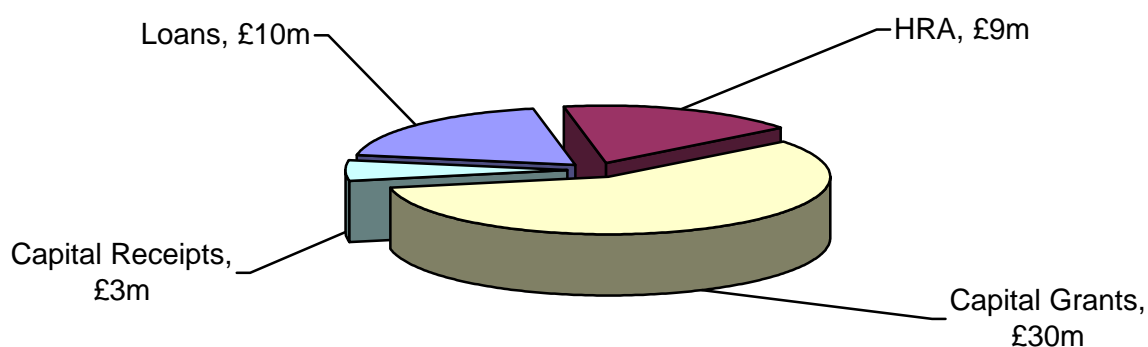
Financial Overview – Capital Income & Expenditure

During the year, the Council incurred capital expenditure of £56.546m. This expenditure is analysed in the chart below into key service areas of the Council.

Capital Expenditure by Council Directorate 2008/09



Capital Funding By Source 2008/09



Significant areas of capital expenditure in 2008/09 were on:

- Schools - £16m
- Transport - £7m
- Lydiard Park and other open spaces - £1.1m

- Residential Homes - £0.9m

The economic climate has seen a fall in market prices for assets and the Council has consequently delayed planned disposals until the market improves. Capital grant has subsequently funded the majority of spend with increased borrowing undertaken. Information on borrowing facilities can be found in note 26.

Financial Overview – Other Key Disclosures

- **Integration With Swindon Primary Care Trust (PCT)**

The Council continued to cement its close working relationship with the PCT by entering into agreement under Section 75 of the National Health Services Act 2006 for the joint commissioning of services to Children and Adults and for the joint provision of services for Children. Under the agreements the Council became the custodian of £44.541m of funds from the PCT under pooled budget arrangements.

- **Wichelstowe**

The development of Wichelstowe (the Southern Development Area adjacent to the M4 motorway) continued to progress through a collaboration agreement with Taylor Wimpey Developments in 2008/09. However, the arrangement will come to a close in 2009/10 as detailed in the post balance sheet event note.

- **Pension Liability**

The net pension liability as disclosed in the balance sheet, under FRS17 requirements, has seen a large increase over the 2007/08 disclosures. The liability is reported as £145m (£85m as restated for 2007/08), an increase of £60m. This increase reflects changes in the financial assumptions underlying the liability due to accounting valuation changes, and lower returns on assets. More detail on the pension liability is contained within note 32.

- **Other Material Liabilities**

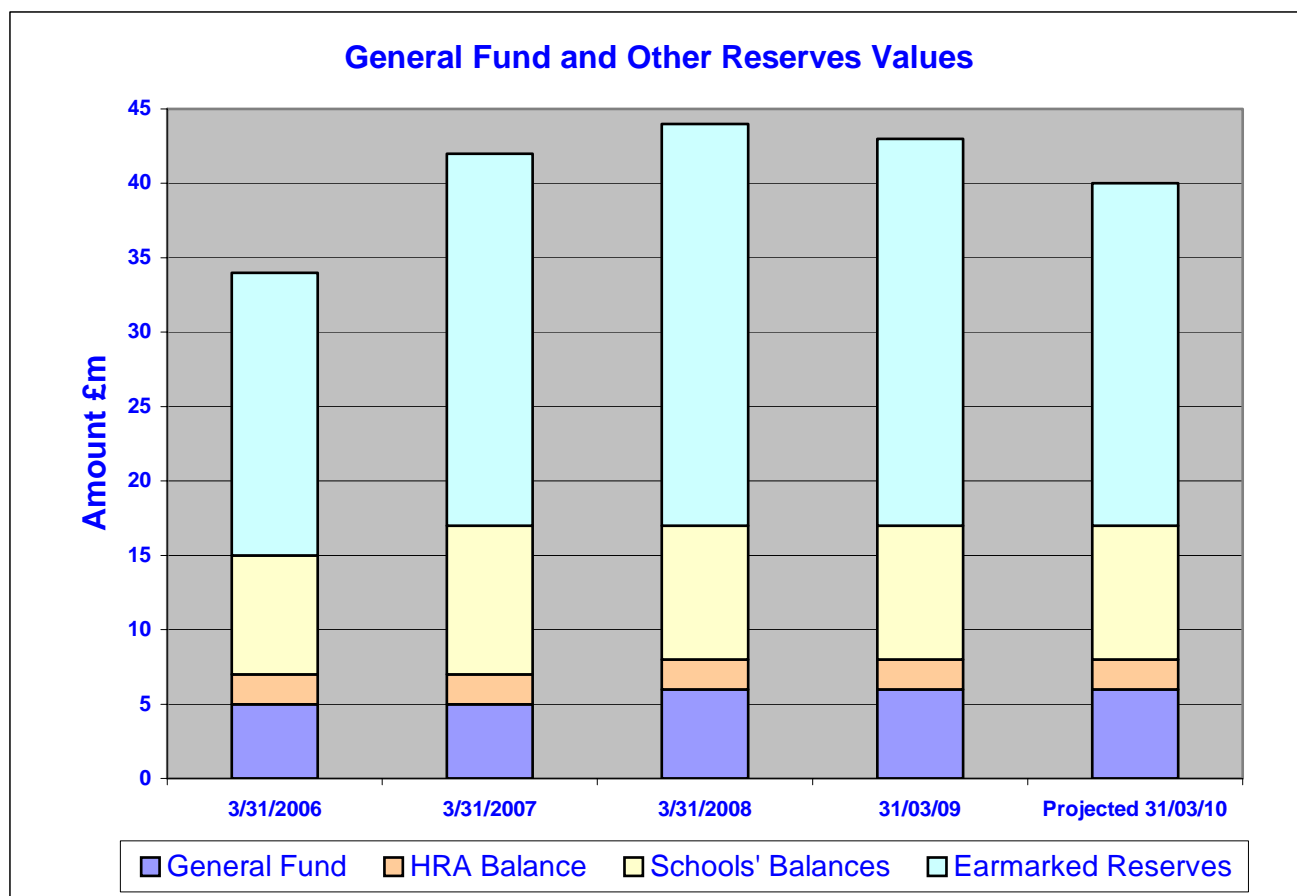
The Council incurred material cost in relation to redundancy payments of £0.610m, which it has funded from an earmarked reserve created in 2007/08 for such purpose.

Financial Overview – Financial Outlook

- **Medium Term Resourcing Plan**

The Council's revenue position will be particularly challenging in the coming years. The move from single year Central Government grant settlements to three-year settlements offered more certainty over grant income levels until 2010/11. However, with considerable future cost pressures to address local and national priorities, set against inevitable further tightening of financial settlements due to the tightness of the public finances, the Council will need to rely on significant efficiency savings and service redesign to balance its annual budgets. A major Transformation programme has been initiated that is expected to provide a major platform for delivery of the required savings as well as driving service improvements.

The Council's balance sheet continues to be strong, with a healthy level of reserves as shown in the chart below and borrowing remaining at a lower level than that of many comparator authorities. The level of earmarked reserves will fall during 2009/10 as the Council pump primes investment in its Transformation programme and in promoting its other key objectives.



The Council originally approved a three-year capital programme of £223m to 2010/11. Future Primary Infrastructure Works on Wichelstowe is subject to a review of available options given the economic climate, with only essential works of approximately £27m currently budgeted for through to 2011/12. Work will commence shortly on developing options towards Capital programme proposals beyond 2010/11.

- Audit Report**

The draft accounts have to be approved before the 30 June 2009, independently audited as required by the Audit Commission Act 1998 and published in their audited form by 30 September 2009. The Council's auditors are the Audit Commission.

- Further Information**

If readers would like to know more about the accounts of the Council, please write to Stuart McKellar, Director of Finance, Civic Offices, Swindon SN1 2JH.

STATEMENT OF ACCOUNTING POLICIES

Accounting Standards

The accounting policies of the Council are set out over the following pages. The accounts are prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2008: A Statement of Recommended Practice (SORP) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA), and also with relevant Statements of Standard Accounting Practice (SSAP) and Financial Reporting Standards (FRSs) that apply to Local Authorities.

The net cost of services within the Income & Expenditure Account has been prepared in accordance with the CIPFA Best Value Accounting Code of Practice (BVACOP), and the Council's borrowing strategy complies with the CIPFA Code of Practice on Treasury Management.

Three key accounting concepts are followed within these accounts:

- **Accruals**

Whereby transactions are recorded in the period in which they occurred, not necessarily when a payment was made.

- **Going Concern**

The authority has prepared its accounts on the assumption that it will continue in operational existence for the foreseeable future.

- **Primacy of Legislation**

Accounting concepts in the above standards may not apply in all cases, to the degree that treatment is stipulated in law. "It is a fundamental principle of local authority accounting that, where specific legislative requirements and accounting principles conflict, legislative requirements shall apply." (SORP2008.)

In any area where the above standards have not been followed, an explanation will be given in the notes to the accounts.

Estimation techniques are methods adopted by the authority to arrive at an estimated value to ensure completeness of balances in the accounts. They are specifically used in the apportionment of support service costs, but could be used in other areas in the absence of known actual values.

Valuation of Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets has been capitalised on an accruals basis.

The current asset values used in the accounts at 31st March 2009 are based on a formal valuation certificate issued. The sources of information and assumptions made in producing the various valuations are set out in the valuation certificate and report. The current asset values used in the accounts are based upon a certificate issued by the Council's Director of Property and Assets as at 1 April 2008.

Financial year 2008/09 was the fourth year of a 5-year rolling programme of asset revaluations. The de minimis level applied is £10,000. All valuations have been carried out by the Council's valuers, who are RICS qualified.

Their bases for valuation are as follows:

<u>Type of Asset</u>	<u>Basis of Valuation</u>
Council Dwellings	- Existing Use Value – Social Housing
Other Land and Buildings:	
- Operational	- Net current replacement cost, using either the existing use value or the depreciated replacement cost (includes plant and machinery)
- Non-operational	- Open market value
Infrastructure (e.g. roads and sewers)	- Historic cost (where known)
Vehicles, Plant & Equipment	- Current written down value
Community Assets	- Historic cost (where known)

Intangible Assets

Intangible assets, namely software licenses, are considered annually against capital materiality and the impact of non-inclusion on the balance sheet position. No intangible assets have been identified.

Financial Instruments

Investments have been valued at fair value through profit or loss using bid-market price information supplied by **Investec** or supplemented by reputable sources when not available. Standard market conventions have been used to calculate accrued interest due on securities.

All realised and unrealised gains and losses, interest and other items of income and expense associated with financial assets and liabilities are taken to the Income and Expenditure Account.

As a bad debt provision is made on aged trade debtors, which are typically not of material value in total, impairment has not been undertaken through the accounts.

Further information on financial instruments can be found in note 27 of the accounts.

Depreciation of Assets

FRS 15 requires that all operational assets be depreciated, unless the depreciation concerned is immaterial. Any asset not depreciated within the accounts is the subject of a formal impairment review and, where there is reason to believe that its value has changed materially during the accounting period, the valuation is adjusted. Examples of events and changes in circumstances that could indicate a reduction in value may include physical damage to a building or a decline in market value.

The Council uses the straight-line method of calculating depreciation on all its Fixed Assets, with the exception of non-depreciable land, community assets, investment properties and vehicles. Straight-line depreciation is the method in which the cost of an asset is split equally over the period of its estimated useful life.

Depreciation is charged in the year of acquisition but not in the year of disposal.

Depreciation of assets is charged against relevant services to show the cost of their use of assets in provision of the service. This depreciation charge is reversed out in the I&E adjustment statement and subsequently has no impact on Council Tax levels.

Due to the Right-to-Buy scheme where the stock is reducing each year, it is more appropriate for the Council to use the average value of the stock to calculate depreciation on Council Dwellings (as below).

The following table summarises the estimated useful lives of the different asset classes:

<u>Type of Asset</u>	<u>Useful Life</u>
Council Dwellings	- 70 years
Operational Assets	- 20-70 years dependant on the assessed expected useful life
Infrastructure	- 20 years
Plant, Equipment & ICT	- Normally 5 years dependent on the assessed expected useful life
Vehicles	- Based on an annual valuation of each vehicle

Capital Receipts

Capital receipts are the monies received by the Council from the sale of land, buildings and other assets. These are available, subject to Government restrictions, to finance new capital schemes. The usable percentage for 2008/09 receipts arising from the sale of non-HRA land and property was 100%.

The Local Government Act 2003 introduced the principle of 'pooling' HRA capital receipts with effect from 1 April 2004. Under this system, 75% of the capital receipt from the disposal of a dwelling from the Right-to-Buy scheme must be paid over to Central Government, with the remaining 25% being available to the Council to fund capital expenditure. With regards to the disposal of HRA land and surplus assets, the local authority can retain 100% of the capital receipt, providing the receipt is used to fund affordable housing.

Disposal of Assets

Assets are disposed of at their carrying value to the authority in line with the SORP. Carrying values, together with their disposal proceeds, are transferred to the capital adjustment account via the I&E account. The net balance is the profit or loss on disposal figure. Associated costs of disposal are contained within the net cost of services analysis, as part of apportioned central support costs.

Redemption of Debt

Under the Prudential Code, local authorities are required to charge to their revenue account a minimum revenue provision (MRP) for debt redemption. Revised regulations applicable to 2007-08 and subsequent years replaced a detailed calculation based on 4% of the capital financing requirement with a requirement that local authorities calculate an amount of MRP that they consider to be prudent. One of the options the Prudential Code for Capital Financing recommends is linking the MRP to the useful life of the asset that is being funded. This is the approach the council has adopted for major capital schemes from 2007/08 onwards. The Council also now defers charging MRP until the year after an asset becomes operational, as allowed by the code.

Premiums and Discounts

The 2007 SORP introduced a change in accounting policy with regard to premiums and discounts whereby they were de-recognised and taken immediately to the Income and Expenditure account, other than where considered part of a debt restructuring exercise. In the Council's case the premiums and discounts and the accounts relate exclusively to its PWLB loans portfolio.

The regulations and statutory guidance allow (or in the case of discounts require) any premiums and discounts arising from 1 April 2007 that are required under the SORP to be taken immediately to the Income and Expenditure account to be amortised to Revenue over the various periods specified in the regulations/guidance or in the case of premiums such shorter period as the authority may choose.

Private Finance Initiative (PFI)

PFI contracts were determined by ABROS under FRS5 as off-balance sheet for the Authority and no fixed assets are included on the balance sheet for the school buildings. Over the course of the contract the Council will build up a "residual interest" on the balance sheet, being the difference between the amounts the assets will transfer to Council at the end of the contract and the expected fair value at that time.

Prepayments of cash, resulting in lower annual cost of the contracts, are released through the revenue account throughout the life of the contract over which the benefit is received.

Leasing

The Council leases many items such as vehicles, plant and equipment from finance companies. Leases can be a finance lease, (one that transfers substantially the risks and rewards of ownership of a fixed asset to a Lessee (i.e. the Council) and would appear as an asset / liability on the balance sheet), or an operating lease, which are all other cases and constitute a revenue payment.

The Authority classifies leases as per the requirements of SSAP 21 and FRS 5. For a finance lease to be classified substantially all the risks and rewards relating to the leased property should transfer to the council, with the present value of the minimum lease payments worth 90% or more of the fair value of the leased asset. In this assessment the true substance of the transaction will also be considered.

For leases that are not considered finance leases, a classification as an operating lease is given. The council also has a number of premises it makes available on a lease basis as disclosed in note 20 to the financial statements.

Value Added Tax (VAT)

Swindon Borough Council complies with the statutory requirements of the VAT Act 1994. It seeks to maximise VAT recovery according to Section 33 of the Act, which includes Local Authorities and enables certain bodies to recover VAT on costs relating to non-business activities.

Stocks and Work in Progress

Stocks are valued at the lower of cost or net realisable value as required by SSAP 9. Work in Progress has been valued at the cost of labour, materials and other resources used, including the appropriate apportionment of indirect costs and overheads, but excluding any profit.

Debtors and Creditors (Accruals)

The Council's revenue and capital accounts are prepared on an accruals basis in accordance with the accounting conventions of FRS18. This means that amounts due to (debtors) or owed from (creditors) the Council in the financial year are accounted for whether or not the cash payment has been made. Where final invoices are not available, prudent estimates will be made in making debtor and creditor provisions.

Where outstanding debtors are considered doubtful that they will be fully received, a prudent bad debt provision is provided for, which reduces the level of income expected in the accounts.

As part of the accrual process a de minimis level of £200 is applied to year-end service accruals to reflect materiality thresholds. For cyclical periodic payments, such as utility bills, the accounts aim to reflect a full twelve months in the accounting year, which may not necessarily be April to March, but will reflect 12 months worth of costs.

Pensions

Swindon Borough Council employees belong to one of two pension schemes:

- The Wiltshire Pension Fund, which is managed in accordance with the Local Government Pension Scheme, or,
- The Teachers Pension Scheme.

Wiltshire County Council, on behalf of all the Local Authorities in Wiltshire, manages the Wiltshire Pension Fund. The Council's contribution to the Pension Fund has been determined on the basis that contribution rates are set to meet 100% of the liabilities of the Pension Fund over the longer term, in accordance with relevant Government Regulations and the requirements of the Fund Actuary.

A prior period adjustment has been made to the accounts to reflect a change in estimation applied to the valuation of scheme assets/liabilities, which was considered a policy change. This restatement aims to remove any in-year adjustments to the disclosure notes to improve clarity.

Government Grants Deferred Account

The Code of Practice requires fixed assets to be included in the balance sheet at their continuing value to the Council, even when grants or contributions have been received towards their financing. This account is therefore credited with the amounts of grants and contributions used in financing of capital expenditure. Amounts are released to offset depreciation charged to the revenue account in respect of such expenditure, and are shown as credits to the revenue account and debited out through the Statement of Movement on the General Fund Balance.

Unapplied Grants and Contributions Account

This account shows amounts received to support capital enhancements but which are not yet applied to assets. Once applied to assets the contribution will be transferred to the government grants deferred account.

Prior Period Adjustments

General Fund and HRA statements have been restated to reflect SORP changes to FRS17 actuary adjustments.

Revenue Funded from Capital

There are certain costs of the authority that are classified as capital expenditure under statute that do not result in the creation or enhancement of a council asset. These costs are shown as revenue expenditure within the net cost of services but with a compensatory reversal through the statement of movement on general fund balance to capital accounts. This could include capital grants to third parties.

Post Balance Sheet Events

Where a significant event occurs after the balance sheet date, prior to the year-end financial statements being authorised for publication, that has a bearing upon the financial position of the Council at the 31 March, the accounts are adjusted with details of the event set out in notes to the accounts. Significant non-adjusting events are also disclosed (note 31).

Landfill Allowance Trading Scheme (LATS)

The Waste and Emissions Trading Act 2003 placed a duty on waste disposal authorities (WDA) to reduce the amount of biodegradable municipal waste deposited within landfill sites. It also provides the legal framework for the LATS. The scheme allocates tradable landfill allowances to each WDA in England.

The value of the LATS allowances has been determined based on the weighted average cost of trading volumes to date, previously confirmed by DEFRA.

Provisions, Reserves and Contingencies

- **Provisions**

Provisions are amounts set aside for losses or liabilities that are likely or certain to be incurred in future periods and where the financial effect can be assessed with reasonable accuracy. They are created by charging the revenue account and appear as charges within the net cost of services in the Income and Expenditure Account.

- **Reserves**

Reserves are amounts set aside from the Council's General Reserves for specific purposes that fall outside the definition of provisions. Transfers to and from reserves fall outside the net cost of services and are shown within the Statement of Movement on the General Fund Balance.

Certain reserves are kept to manage the accounting processes for tangible fixed assets and retirement benefits and that do not represent usable resources for the council – these reserves are highlighted in note 29.

- **Contingencies**

In planning and budgeting for future financial years the Council has taken the prudent view to allow for contingencies. Such contingencies are to mitigate a range of risks of unknown value, and therefore cannot constitute provisions. They are also not for specific activities or events and therefore cannot constitute earmarked reserves. Contingencies are only budgeted for within a single financial year, and any element remaining at year-end would be reintegrated in to general reserves, unless satisfying criteria for transfer as a provision or earmarked reserve.

- **Insurance**

To obtain insurance in the most cost effective manner, the Council has chosen to carry "excesses" in respect of property and other insurances, subject to annual stop-loss limits. A reserve has been created from the Council's internal funds with a view to covering uninsured risks. In addition, the Council also has provisions for earlier years' claims from which it will meet the cost of those claims, below the excess levels, that may arise in future years relating to incidents occurring since 2001/02.

Overheads

As recommended by the BVACOP, central support services' costs have been fully charged to other services and therefore appear within the net cost of services within the Income & Expenditure Account, as an expenditure item. Individual cost drivers have been identified for each support service, such as gross budget, floor space occupied, number of payslips raised and number of transactions, and these have been used to allocate costs broadly in line with usage.

Income Recognition

The Council receives income from many sources for a range of purposes, such as statutory service provision, recreation charges, planning fees etc. In order that the Council can account for this income correctly the following policy is adopted when key income is recognised:

Income Source	Recognition
Government Formula Grant	- The Council is notified by central government of its level of grant due in the financial year. All income is budgeted for and recognised in the year it is due to the Council.
Council Tax	- Council Tax is typically collected from Borough taxpayers on a monthly basis. The amount recognised in the I&E is the amount due to the Council for that financial year. The amount is adjusted for in the balance sheet for any arrears, bad or doubtful debts.
Other Government Specific Grants	- Other government grants are given to the Council for specific uses or projects. The terms of the individual projects will dictate the precise requirements of the grant. However, if grant covers or spans more than one financial year, only the amount of grant that has been spent in the reporting year will be recorded as income, the remainder will be carried forward on an accruals basis.
Fees for goods and services	- Income from fees and charges are recognised at the point when goods or services are provided. Income received in one financial year relating to goods / services being provided in the next financial year, will be carried forward under the matching principle.
Developer Deposits and Capital Receipts	- Monies received from developers and capital receipts are recorded at the time that the contribution is received.

Group Relationship

Swindon Borough Council, as sole shareholder and therefore parent organisation of Thamesdown Transport Limited (TTL), is required to produce group financial statements for the combined entities. In collation of these accounts it is necessary that the accounting policies of the parent be used for the Group as a whole. In the publication of the Group accounts it is also required that UK GAAP be the accounting standards that are followed, and the SORP has provided guidance to allow this.

The main accounting policies for Group Accounts are those given previously, adapted for SORP interpretation of UK GAAP, with specific issues on consolidation disclosed below.

The accounting policies that the group statements follow are those of the Authority, and the following have been the policy changes to align the subsidiary and parent undertakings:

- **Fixed Asset Depreciation**

The straight-line method of depreciation is used by both organisations. Useful life of assets has been considered as corresponding between parties. One new class of asset, namely buses, is disclosed for the group statements, using a 10-15 year basis.

- **Asset Valuation**

In 2005, TTL relocated from their Corporation Street site to a new build site at Barnfield Road. In doing so buildings and equipment were built/purchased and refurbished as new. It is therefore the decision that the cost stated in the accounts of TTL is a current valuation. The exception to this is buses, which, as allowed per the SORP, form a distinct asset class.

No other material policy adjustments are noted.

Accruals and transactions between the group entities have been removed from the group statements using information from the subsidiary and authority records.

As per the SORP, notes to the group accounts are only included where material amounts or details over the single entity accounts are witnessed.

CORE SWINDON BOROUGH COUNCIL FINANCIAL STATEMENTS

Income And Expenditure Account

2007/08		2008/09	2008/09	2008/09	
Net		Gross	Income	Net	Note
Expenditure		Expenditure		Expenditure	
£'000		£'000	£'000	£'000	
Continuing Operations					
2,361	Central Services to the Public	14,884	(13,179)	1,705	
5,064	Corporate and Democratic Core	5,635	(987)	4,648	
3,858	Non-Distributed Cost	5,037	(41)	4,996	
207	Court Services	218	0	218	
18,644	Cultural	32,674	(11,444)	21,230	
16,294	Environmental and Regulatory	21,582	(4,050)	17,532	
15,348	Planning and Development	13,471	(9,276)	4,195	
46,561	Children and Education	214,776	(176,276)	38,500	3,17
11,503	Highways, Roads and Transport	24,123	(9,958)	14,165	
122,811	Housing Services	102,173	(92,738)	9,435	
38,510	Adult Social Care	60,748	(16,924)	43,824	
3,908	Redundancy Costs	610	0	610	1
285,069	Net Cost Of Services	495,931	(334,873)	161,058	
0	(Gain) / Loss on Disposal of Asset			(1,239)	
1,742	Precepts Paid to Local Precepting Authorities			1,822	
(3,022)	Dividends and Deficit / (Surplus) From Trading Accounts			(558)	4,25
8,673	Interest and Similar Charges Payable			7,726	
3,156	Contribution of Housing Capital Receipts to Pool			478	
(6,368)	Interest and Investment Income			(9,350)	
24,177	Pensions Interest Cost			27,634	32
(23,436)	Expected Return on Pensions Asset			(22,325)	32
289,991	Net Operating Expenditure			165,246	
(74,055)	Income From Collection Fund			(76,181)	
(6,526)	General Government Grant			(14,598)	12
(38,885)	Distribution from NDR			(43,116)	
(119,466)	Sub-Total Sources of Finance			(133,895)	
170,525	(Surplus) / Deficit For Year			31,351	

The effect of changes in the SORP for the 2007/08 financial year in relation to the revaluation reserve and impairments can be clearly seen in the service costs in the I&E above, most notably for Housing services where significant impairments in 2007/08 are reflected. The significant changes to expenditure between years due to impairments are compensated for in the increase to the Statement of Movement of the General Fund Balance, under the Depreciation and Impairment of Fixed Assets reversals.

General Government Grant contains the Council's revenue support grant, of £6.002m, plus its allocated Area Based Grant (ABG), of £8.596m

Statement of Movement on the General Fund Balance

The I&E account shows the Council's actual financial performance for the year, measured in terms of the resources consumed and generated over the last twelve months. However, the authority is required to raise council tax on a different accounting basis, the main differences being:

- Capital investment is accounted for as it is financed, rather than when the fixed assets are consumed,
- The payment of a share of housing capital receipts to the Government is a loss in the I&E account but is met from the useable capital receipts balance rather than council tax,
- Retirement benefits are charged as amounts that become payable to the pension fund and pensioners rather than as future benefits are earned.

The GF balance compares the Council's net expenditure against its call on the Collection Fund for the year, taking into account the use of reserves built up in the past and contributions to reserves earmarked for future use. This table reconciles the balance on the I&E account above, to the balance on the GF, which is used for Council Tax purposes. The detail of the transactions follows.

	2007/08	2008/09
	£'000	£'000
Net General Fund (Surplus) / Deficit For Year (from I&E	170,525	31,351
Net additional amount required by statute and non-statutory proper practices to be debited or credited to the General Fund Balance for the year	(171,525)	(31,351)
(Increase) / Decrease in GF Balance for the year	(1,000)	0
General Fund Balance Brought Forward	(5,000)	(6,000)
General Fund Balance Carried Forward	(6,000)	(6,000)

Amounts included in the I&E account but excluded in determining the GF Movement:

	2007/08	2008/09	
	£'000	£'000	Note
Depreciation & Impairment of fixed assets	(167,752)	(34,504)	18a
Government grants deferred amortisation	2,167	3,199	
Transfer from Capital Receipts to Unapplied Grants	(4,759)	0	
Revenue costs under SORP but capital by statute	(6,862)	(1,633)	
Reversing Profit / (Loss) on Disposal Of Assets	0	1,239	
Difference between SORP & statutory finance costs	(1,735)	446	
Net charges made for retirement benefits under FRS17	705	(1,934)	32
	(178,236)	(33,187)	

Amounts not included in the I&E account but included in determining the GF Movement:

	2007/08	2008/09	
	£'000	£'000	Note
Minimum Revenue Provision for capital financing	2,402	668	2
Capital Expenditure Charged to the General Fund	3,241	2,313	
Housing Capital Pool contribution	(3,156)	(478)	
	2,487	2,503	

Transfers to or from the GF balance required in determining the GF Movement:

	2007/08	2008/09	
	£'000	£'000	Note
HRA balance movement	32	(174)	
Net transfer to / (from) all reserves (including MRR)	4,192	(493)	29f
	4,224	(667)	

Analysis of GF balance between schools and generally available balances:

	2007/08	2008/09	
	£'000	£'000	
General Fund Balance	(5,000)	(6,000)	
Schools Balances	(9,589)	(9,130)	
Total General Fund & Schools' Balance 1st April	(14,589)	(15,130)	
General Fund Movement	(1,000)	0	
Schools Balances Movement	459	(244)	
Total Net Surplus / Deficit for the year	(541)	(244)	
General Fund Balance	(6,000)	(6,000)	
Schools Balances	(9,130)	(9,374)	
Total General Fund & Schools' Balance at 31st March	(15,130)	(15,374)	

Statement of Total Recognised Gains & Losses

	2007/08	2008/09	
	£'000	£'000	Note
	Restated		
(Surplus) / Deficit on the I&E	170,525	31,351	
(Surplus) / Deficit arising from revaluation of fixed assets	(73,349)	(57,258)	18a
Pension actuarial (gains) / losses	(29,816)	58,287	32
Movement on the Collection Fund (gain) / loss	1,387	(1,065)	
Net Gain on Transfer of Asset Right/Removal of Void Asset	0	(1,317)	
Gain in PFI residual interest	0	(1,009)	
Transfer of Capital receipts from unapplied grants to UCR	0	(6,177)	
Any other (gain) or loss	(10)	0	
Total Recognised (Gain) / Loss	68,737	22,812	

The Balance Sheet

	2007/08 £'000 Restated	2008/09 £'000	Note
Operational Fixed Assets	988,473	1,050,854	18
Non-Operational Fixed Assets	126,387	136,925	18
Long-term Investments	1,489	1,489	25a
Long-term Debtors	332	283	
Long-term Payments In Advance	9,803	9,658	
Total Long-term Assets	1,126,484	1,199,209	
Stocks and Work in Progress	1,842	1,540	21a
Debtors Less Provision for Bad Debts	36,181	44,773	21b
Payments in Advance	2,680	3,282	
Short-term Investments	98,064	58,976	25b
Cash	9,890	9,502	
Total Current Assets	148,657	118,073	
Creditors	(36,315)	(56,953)	21c
Long Term Borrowing repayable within one year	(17,270)	(13,178)	
Receipts in Advance	(11,410)	(10,498)	21d
Unapplied Grants and Contributions	(34,607)	(20,049)	21e
Total Current Liabilities	(99,602)	(100,678)	
Net Current Assets	49,055	17,395	
Government Grants Deferred	(55,141)	(82,375)	21f
Long Term Creditors	(23,285)	0	23
Provisions	(3,195)	(3,088)	28
Long-term Borrowing	(73,906)	(73,720)	26
Liability Related to Pension Scheme	(84,808)	(145,029)	
Total Long-term Liabilities	(240,335)	(304,212)	
TOTAL ASSETS LESS LIABILITIES (net assets)	935,204	912,392	24
Capital Adjustment Account	(921,108)	(896,989)	29b
Revaluation Reserve	(45,408)	(101,007)	29c
Usable Capital Receipts Reserve	(7,669)	(14,137)	29d
Financial Instruments Adjustment Account	1,735	1,289	29e
Pension Reserve	84,808	145,029	32
Major Repairs Reserve	(2,191)	(2,977)	41
Specific Reserves and Funds	(36,907)	(34,279)	29f
General Fund	(6,000)	(6,000)	
Housing Revenue Account Balance	(2,249)	(2,075)	
Collection Fund Balance	538	(527)	
Deferred Capital Receipts (Mortgages)	(142)	(108)	
Passenger Transport Realisation Account	(611)	(611)	
TOTAL FINANCING	(935,204)	(912,392)	

The Cashflow Statement

	2007/08 £'000	2008/09 £'000	Note
Revenue Activities			
Outflows Cash paid to and on behalf of employees	166,910	173,567	
Housing Benefits	38,186	43,905	
NNDR to National Pool	100,992	108,731	
Precepts paid (Police Authority/Parishes)	15,139	15,712	
Housing Pool Payments	3,156	478	
Other operating costs	207,446	243,809	
Inflows House Rents (net of benefits)	(17,936)	(23,860)	
Other Housing Income	(6,390)	(14,839)	
Council Tax Income	(73,226)	(76,930)	
NNDR from National Pool	(38,885)	(43,116)	
NNDR Receipts	(89,034)	(99,757)	
Revenue Support Grant	(6,526)	(6,002)	
Grant for benefits	(38,109)	(43,068)	
Other Government Grants	(168,333)	(179,399)	35
Cash received for goods and services	(83,711)	(60,528)	
Other operating receipts	(16,511)	(13,179)	
Net cash (inflow)/outflow from revenue activities	(6,832)	25,524	
Dividends			
Inflows Dividends received	(250)	0	
Returns on Investments and Servicing of Finance			
Outflows Interest paid	8,673	7,726	
Inflows Interest received	(6,368)	(9,350)	
Capital Activities		0	
Outflows Purchase of fixed assets	56,867	53,023	
Inflows Sales of fixed assets	(59,872)	(5,089)	
Capital Grants received	(12,511)	(23,178)	
Developers' deposits (Sec 106)	(1,320)	(915)	
Net cash (inflow)/outflow before financing	(21,613)	47,741	
Management of Liquid Resources			
Outflows Net (decrease) / increase in liquid resources	43,808	(51,541)	36
Financing			
Outflows Repayment of amounts borrowed	15,095	16,538	
Inflows New loans	(35,350)	(12,350)	
(Increase) / Reduction in cash and cash equivalents	1,940	388	

Notes to the Core Swindon Borough Council Financial Statements

The following notes support the preceding accounting statements.

Notes mainly relating to the Income & Expenditure Account.**Note 1 : Exceptional Item**

In 2007/08 the Council applied for and received authorisation from the Department for Communities and Local Government to capitalise costs of £3.908m in relation to statutory redundancy payments and contributions to the Authority pension fund for costs incurred during that year. This treatment was formally approved on the 31st January 2008. This facility was not available in 2008/09.

Note 2 : Minimum Revenue Provision (MRP)

The Council has a statutory obligation to make minimum provision to meet its liabilities in respect of capital expenditure financed by external borrowing. For 2008/09 this amounted to £0.669m (£2.402m in 2007/08). The difference reflecting the use of an updated policy for MRP calculation approved by Council.

Note 3 : PFI – Private Finance Initiative

In 2004/05 the Council entered into a PFI contract with Equion plc to provide seven schools in the northern sector of Swindon, at a capital cost to the provider of £69.5m. The Department for Education & Skills sponsored the project and has issued the Council with a Notional Credit Approval of £62.8m. The Council is committed to making payments estimated at £274.9m under the contract although the actual level of payments will depend on contract performance by the provider. This payment covers a range of ongoing services in the management of the schools once the building is complete. The contract expires in 2032.

As part of the accounting for the PFI, the Council has created a prepayment on the balance sheet. This has arisen through the total payment of £10m in the last two years. As the effect of these payments is to reduce the annual cost of the charges to the PFI supplier, the benefit of those payments should be shown over each of the scheme's 26 years. This prepayment balance will be released annually to the revenue account.

In addition to the prepayment, the Council is also building up residual interest in relation to the PFI contract. This asset will build up through the life of the scheme in order that at the point when the schools assets revert to Council ownership, the amount of consideration plus the residual interest will equal the fair value of the asset.

Note 4 : Trading Accounts

Swindon Commercial Services, which directly provides the Council's waste, highways, catering, grounds, cleaning and buildings services has become the Council's main trading account service after Recreation became a core service in 2008/09. The following table shows the performance of the trading services and includes depreciation charges. Reserve movements for the trading services are shown within the Statement of Movement on the General Fund Balance. Any dividend received from Thamesdown Transport is also included in this income & expenditure account balance.

		2007/08	2008/09
		£'000	£'000
Swindon Commercial Services	Income	(51,786)	(66,268)
	Expenditure	49,683	65,710
	(Surplus) / Deficit	(2,103)	(558)
Recreation Services	Income	(10,649)	0
	Expenditure	9,980	0
	(Surplus) / Deficit	(669)	0
Net (Surplus) / Deficit to Income and Expenditure Account		(2,772)	(558)
Dividends Received		(250)	0
Net Disclosed in the I&E		(3,022)	(558)

Note 5 : Publicity – Section 5 Expenditure

Under Section 5 of the Local Government Act 1986, the Borough Council is required to keep a separate account of its expenditure on publicity. "Publicity" refers to any communication, in whatever form, addressed to the public at large or to a sector of the public. It includes advertising to recruit employees, the staff costs & external payments associated with marketing local events and public notices. 2007/08 figures have been restated to provide better consistency of analysis.

		2007/08	2008/09
		£'000	£'000
Restated			
Recruitment Advertising		755	641
Promotional Advertising		392	193
Public Notices		44	59
Public Relations Team & Other		275	339
Publicity Total		1,466	1,232

Note 6 : The Building Control Statement

The Building Regulations Chargeable Account has been drawn up in accordance with the Council's statement of accounting policies, shown on pages 9 to 15 and the guidance on costs and income provided by CIPFA in its publication Building Control Accounting.

Building regulation fee income is attributable to the accounting year in which it is received. The Council, in accordance with national guidance, is seeking to break-even over a rolling 3-year period. Any surplus on the building regulation fee earning account is transferred to general reserves.

Schedule of Charges

Swindon Borough Council, in conjunction with all Wiltshire Local Authorities have adopted the Local Government Association (LGA) model scheme of charges for the period 1 April 2007 to 31 March 2008.

Building Regulations Chargeable Account

The following account includes only the fee earning work of the service:

	2007/08	2008/09
	£'000	£'000
Direct and Indirect Expenditure	528	461
Building Regulation Fee Income	(461)	(394)
Net Deficit / (Surplus)	67	67

Building Control Statement

The following statement includes both fee earning and non-fee earning work.

	2007/08	2008/09
	£'000	£'000
Direct Expenditure		
Employee Costs	396	413
Transport Costs	20	20
Supplies and Services	18	10
Indirect Expenditure		
Departmental Management Costs and Support Services	57	63
Premises Costs and Other Support Services	97	77
Total Expenditure	588	583
Income		
Building Regulation Fees	(458)	(395)
Other Income	(10)	(2)
Total Income	(468)	(397)
Total Net Expenditure	120	186

Note 7 : Agency Arrangements

Agency arrangements are where the Authority has undertaken work / services on behalf of another provider with agreed funding.

	2007/08	2008/09
	£'000	£'000
Primary Care Trust Section 28A arrangements	5,333	5,452
Other health services	2,180	2,287
Net non – social services arrangements	279	226
	7,792	7,965

Note 8 : Goods & Services Act

The Council received income of £0.648m in 2008/09 (£1.099m in 2007/08) in respect of services provided to other local authorities and bodies under the Local Government (Goods and Services) Act 1970. The related expenditure was £0.654m (£1.084m in 2007/08).

Note 9 : Business Improvement Districts (BIDs)

The local business community voted on BID status in 2006/07 and as a result a BID scheme became operational in 2007/08. The Council collects a BID levy from business ratepayers on behalf of the BID Company. The below table treats Council contributions to the BID as expenditure and subsequently shows an increased deficit. The Council contribution is planned to reduce over coming years so that the BID is self-sufficient.

	2007/08	2008/09
	£'000	£'000
BID levy income	(350)	(430)
Costs of collecting levy	13	13
Council expenditure on providing services	138	163
Payment for services provided by other parties	239	343
Increased provision for bad debts	0	3
Total expenditure	390	522
(Surplus) / Deficit for the year	40	92
(Surplus) / Deficit brought forward	0	40
(Surplus) / Deficit carried forward	40	132

Note 10 : Pooled Budgets (under S75 of the Health Services Act 2006)

Swindon Borough Council went into partnership with Swindon Primary Care Trust over the provision of Mental Health services with effect from 1 April 2001. The purpose of the arrangement was to create a single pooled budget for the commissioning and provision of Mental Health services across Swindon so that services could be commissioned in partnership between the statutory agencies in accordance with the needs of users.

The Authority has also entered into pooled arrangement for Swindon Integrated Community Equipment Stores (ICES) and for Learning Disabilities Short Breaks. From 1st April 2008 the Council and PCT entered into further S75 agreements covering the vast majority of Children's and Adults services.

The financial activity of the pooled arrangements is summarised in the following table. (These arrangements are separate from the agency arrangements detailed previously in note 7.)

	2007/08	2008/09
	£'000	£'000
Swindon Integrated Community Equipment Stores		
Gross Expenditure	1,039	1,015
Gross Income (including SBC contribution)	(1,039)	(1,018)
Swindon Borough Council's Contribution	(460)	507

The following tables show the budgets contained within Section 75 agreements, which are aligned but not truly pooled. This means that the PCT picks up any health related under or overspends within the pool and the Borough Council picks up any social care variances.

	2007/08	2008/09
	£'000	£'000
Children Section 75 Commissioning		
Net Expenditure	0	36,162
Net Income (including SBC contribution)	0	(36,162)
Swindon Borough Council's Contribution	0	(27,682)

	2007/08 £'000	2008/09 £'000
Main Adults Section 75 Pool		
Mental Health	0	26,550
Learning Disabilities	0	13,705
Community Services	0	22,639
ICES and Wheel Chair	0	1,060
Grants to Voluntary Organisations	0	830
Commissioning Teams	0	2,737
Other services	0	6,985
Gross Expenditure	0	74,506
Mental Health	0	(6,051)
Learning Disabilities	0	(12,476)
Community Services	0	(17,206)
ICES and Wheel Chair	0	(610)
Grants to Voluntary Organisations	0	(549)
Commissioning Teams	0	(1,553)
Other services	0	0
Swindon Borough Council's Contribution	0	(38,445)
Swindon PCT Contribution	0	(36,061)

The table below shows services, which were previously separate arrangements but which are now part of the main adults section 75 agreement. 2007/08 figures are included for comparative purposes only.

	2007/08 £'000	2008/09 £'000
Swindon Primary Care Trust Mental Health		
Gross Expenditure	28,595	26,550
Gross Income (including SBC contribution)	(28,594)	(26,550)
Swindon Borough Council's Contribution	(5,764)	(6,051)
LD Short Breaks		
Gross Expenditure	255	762
Gross Income (including SBC contribution)	(255)	(762)
Swindon Borough Council's Contribution	(92)	(285)

Note 11 : Local Area Agreement (LAA)

Swindon Borough Council is the lead authority for a LAA. Under the banner of "The UK's Best Business Location" the Authority has been increasing partnership working, creating sustainable communities and contributing to equality, inclusion and citizenship. The four main target areas are as below, with some of the individual targets listed:

- 1) Economic Development & Enterprise
 - a. Develop the local workforce
 - b. Establish Swindon as a national destination for cultural events

- 2) Children & Young People
 - a. Increase the number of 16-19 year olds engaged in training, education or employment
 - b. Increase the number of children who are safe from maltreatment
- 3) Safer and Stronger Communities
 - a. Reduce crime and the fear of crime
 - b. Make our public spaces greener, cleaner and safer
- 4) Healthy Communities & Older People
 - a. Reduce health inequalities in the Borough
 - b. Encourage older disabled people and their carers to maintain their independence

A partnership board that consists of senior representatives from the following bodies oversees the LAA. The Leader of the Council chairs it.

- Swindon Borough Council
- Swindon Police
- Swindon PCT
- Wiltshire Fire Brigade
- The Business Sector
- Swindon & Marlborough NHS Trust
- Learning & Skills Council
- Glos. Wilts. & Swindon Job Centre Plus
- The Voluntary & Community Sector
- Government Office of the South West

Note 12 : Area Based Grant

The Area Based Grant (ABG) was introduced in 2008/09. It is a non-ring fenced grant with no conditions of use attached to the grant determination and subsequently is shown under general government grants in the I&E. ABG totalled £8.5m in 2008/09, the remaining £6.0m shown under General Government Grants in the I&E relates to central government distributed revenue support grant.

Note 13 : Remuneration of Staff

The number of employees whose remuneration, including redundancy payments, exceeded £50,000 in the year was as follows:

Remuneration Band			2007/08	2008/09
£		Number of employees	Number of employees	Number of employees
50,000	to	60,000	94	108
60,001	to	70,000	24	33
70,001	to	80,000	6	5
80,001	to	90,000	9	5
90,001	to	100,000	9	7
100,001	to	110,000	5	3
110,001	to	120,000	1	2
120,001	to	130,000	1	1
130,001	to	140,000	0	1
140,001	to	150,000	1	1
150,001	to	160,000	1	1
160,001	to	170,000	1	0
170,001	to	180,000	1	0
180,001	to	190,000	0	0
190,001	to	200,000	1	0
200,001	to	210,000	0	1

Note 14 : Remuneration of Members

The Council paid out £646,163 in Members Allowances during 2008/09 (£607,722 in 2007/08).

The value of payments made to each Member is published in the Swindon Advertiser following the financial accounts closure each year. Further information regarding Members' Allowances can be requested by writing to the Payroll Services, Swindon Borough Council, Civic Offices, Euclid Street, Swindon, SN1 2JH

Note 15 : Related Parties

The Council is required to disclose any material transactions that have taken place with parties that could affect the decision making process within the Council. Transactions with precepting authorities and Government departments are disclosed as notes to the Collection Fund and Cash Flow statement respectively.

The Council is not aware of any material transactions with individual Officers or Members, however, it is noted that the Group Director of Housing and Social Care is also the Chief Executive for the local Swindon Primary Care Trust and a number of other senior posts are joint appointments to both organisations. Executive agreement was reached with Swindon Borough Council's Chief Executive to declare any conflict of interest on specific issues and financial links with the PCT. Further information on Members' interests can be found on the Council's website www.swindon.gov.uk.

Note 16 : Audit Fees

During the financial year 2008/09, the Council spent a total of £0.410m on fees in relation to the work carried out by its Auditors, either in relation to the statutory audit of the accounts, grant claim work or other fees. The following table highlights the amounts payable, split by the type of work undertaken. It should be noted that these values constitute amounts paid and accrued for in the year, and may include fees that relate to work undertaken in prior years. The reduction in fees over the two years reflects the Council's continuing improvement under the Government's Comprehensive Performance Assessment.

	2007/08 £'000	2008/09 £'000
Statutory Audit of the Accounts	340	297
Audit of Grant Claims	70	66
Inspection Fees	0	23
Total Fees Paid	410	386

Note 17 : Dedicated Schools Grant

Schools' funding has previously been provided via general government grant, however, these monies are now provided by the Department for Education and Skills, through the Dedicated Schools Grant (DSG). DSG is ring-fenced and can only be applied to meet expenditure properly included in the Schools Budget. The Schools Budget includes elements for a restricted range of services provided on an authority-wide basis and for the Individual School Budget, which is divided into a budget share for each school. Over- and under-spends on the two elements are required to be accounted for separately. The Council is able to supplement the School Budget from its own resources if it wishes.

	Restated Net Total	Central Expenditure	Schools Budgets	Total
	2007/08	2008/09	2008/09	2008/09
	£'000	£'000	£'000	£'000
DSG receivable for the year	103,260	11,367	95,802	107,169
Actual expenditure for the year*	102,605	12,290	95,734	108,024
(Over) / Underspend for the year*	655	(923)	68	(855)
Supplementary Council Funding / Schools'	0	0	0	0
(Over) / Underspend from prior year	51	706	0	706
(Over) / Underspend carried forward *	706	(217)	68	(149)

*The 2007/08 comparative figures have been restated by -£51k to remove a double counting of the prior year balance carried forward.

Notes mainly relating to the Balance Sheet

Note 18 : Fixed Assets

a) Fixed asset opening balances, movements and closing balances for the year were as follows:

	Operational Assets					
	Council Dwellings	Other Land & Buildings	Infra-structure	Vehicles, Plant & Equipment	Community Assets	Total
	£'000	£'000	£'000	£'000	£'000	£'000
Gross Value	456,578	527,675	60,840	29,905	22,664	1,097,662
Depreciation	(33,640)	(45,316)	(13,832)	(16,401)	0	(109,189)
Value at 31/3/08	422,938	482,359	47,008	13,504	22,664	988,473
Adjustment	0	0	0	(33)	0	(33)
Reclassification	0	6,744	0	0	0	6,744
Revaluations	50,021	6,817	0	0	0	56,838
Additions	10,180	15,795	7,263	3,196	1,759	38,193
Disposals	(1,532)	(472)	0	0	0	(2,004)
Depreciation	(4,385)	(11,108)	(3,286)	(4,846)	0	(23,625)
Impairment	(10,018)	(4,723)	0	0	0	(14,741)
PFI	0	1,009	0	0	0	1,009
Value at 31/3/09	467,204	496,421	50,985	11,821	24,423	1,050,854
Gross Value	505,229	552,845	68,103	33,068	24,423	1,183,668
Depreciation	(38,025)	(56,424)	(17,118)	(21,247)	0	(132,814)

	Non-Operational Assets			
	Investment Properties	Surplus Assets Held for Disposal	Assets Under Construction	Total
	£'000	£'000	£'000	£'000
Gross Value	86,286	6,107	36,991	129,384
Depreciation	(2,997)	0	0	(2,997)
Value at 31/3/08	83,289	6,107	36,991	126,387
Adjustment	0	0	0	0
Reclassification	0	0	(6,744)	(6,744)
Revaluations	420	0	0	420
Additions	1,761	0	17,332	19,093
Disposals	(1,708)	0	0	(1,708)
Depreciation	0	0	0	0
Impairment	(523)	0	0	(523)
PFI	0	0	0	0
Value at 31/3/09	83,239	6,107	47,579	136,925
Gross Value	86,236	6,107	47,579	139,922
Depreciation	(2,997)	0	0	(2,997)

b) An analysis of the capital expenditure and financing in the year is as follows:

	2008/09 £'000	2008/09 £'000
Dwellings	9,922	
Cultural (Libraries, Museums, Arts Centres)	5,898	
Wyvern Theatre	2	
Leisure Facilities and Amenities	541	
Social Services Homes	919	
Schools	15,906	
Other Operational Assets	496	
Operational Assets:		33,684
Highways & Bridges etc.	7,206	
Wichelstowe Project - Infrastructure	6,253	
Environmental Assets:		13,459
Computer Systems & Equipment	1,324	
Vehicles, Refuse Bins & Plant	480	
Vehicles Plant & Equipment:		1,804
Open Spaces including Lydiard Park	1,171	
Cemeteries	62	
Open Spaces:		1,233
Borough Farms etc.	137	
Capitalised Repairs	1,620	
Other Expenditure:		1,757
Improvement Grants DFG	1,200	
Looked After Children Resource Centre	38	
Schools (not SBC owned)	1,891	
Other Deferred Charges	1,480	
Deferred Charges:		4,609
Total Spending		56,546
Expenditure Financed by:		
Borrowing		10,089
Capital Receipts		3,144
Government Grants		30,123
HRA - MRA, RCCO & Capital Receipts		9,132
Other		535
Movement in Accruals		3,523
Total Financing		56,546

c) Reconciliation of Capital Expenditure (note 18b) to Fixed Asset Additions (note 18a)

	£'000 2007/08	£'000 2008/09
Total Capital Expenditure in (18b)	68,529	56,546
Less:		
Expenditure on Deferred Charges (less provisions movement)	(7,992)	(3,283)
Add:		
Expenditure on assets valued at historic cost	1,320	1,933
Financed by Developers' Section 106 contributions		
Wichelstowe Assets Under Construction Creditor	23,285	0
Transfer of Ownership Asset	0	1,350
Housing & Swindon Commercial Services Acquisition (mainly vehicles)	159	740
Total Additions at Historic Cost (18a)	85,301	57,286

Note 19 : Significant Commitments Under Capital Contracts

The Council has committed expenditure of approximately £29.002m under its existing capital programme. The funding for this programme will be met primarily from external grants borrowing. Further expenditure depends on borrowing, grants and other contributions, some of which have already been received or promised. In addition, the Council has the PFI contract with a capital cost to the provider of £69.5m (see note 3).

Note 20 : Leases

Operating Leases - The Council leases many items from finance companies that are not shown in the Balance Sheet. These are held on operating leases with the annual rental payments being charged directly to the Council's revenue account. Within the various revenue accounts of the Council there are annual operating lease payments totalling £1.166m. The total cumulative operating leases payments remaining to be paid amount to £2.785m (£2.651m as at 31/03/2008).

The table below shows the committed payments on leases, split between those leases where the commitment to pay ends in 2009/10 and those where the lease continues into the following 2-5 years. All leases relate to non-property and are mainly vehicle related. Rental payments for office accommodation are charged across all services and will reduce as accommodation is restructured.

Period	In 1 year	In 2-5 years	Over 5 Years	Total
Lease Amount Payable at 31/3/08	£12,588	£789,540	0	£802,128
Lease Amount Payable at 31/3/09	£280,641	£841,342	0	£1,121,983

Finance Leases - The authority has acquired equipment historically, principally photocopiers, under finance leases. In 2007/08 these machines were phased out as part of the introduction of multi-functional devices. The individual sums involved remain below the de-minimis level in relation to capital and have therefore not been treated as fixed assets in the Council's Balance Sheet.

Council as Lessor - The Council owns a number of industrial units, commercial premises and offices throughout the borough. These are rented out at commercial rates. Rental income receivable from commercial property totalled £4.219m in 2008/09 (£4.366m in 2007/08). The net book value of these properties is £66.361m as at 31/3/09 (£65.651m as at 31/3/08).

Note 21 : Current Assets & Liabilities**a) Stocks & Work in Progress**

Stocks and work in progress relate to the following services:

	31/03/08	31/03/09
	£'000	£'000
Leisure Sites	208	256
Swindon Commercial Services Stores	1,017	828
Other	381	379
Total Stocks	1,606	1,463
Swindon Commercial Services	193	0
Other Repairs & Maintenance	43	77
Total Work in Progress	236	77
Net Total Stocks & Work in Progress	1,842	1,540

b) Debtors

Debtors are the organisations or individuals that owe the Council money.

	31/03/08	31/03/09
	£'000	£'000
Car Loans	350	330
Collection Fund Court Fees	356	501
Government Subsidy	6,934	5,380
Housing Tenants	1,059	990
Commercial Property Income	140	22
Council Tax Arrears	6,314	6,346
NNDR Arrears	703	1,049
Amounts invoiced for by the financial system but not yet received	3,972	2,940
Sundry Debtors raised by service departments	23,943	35,897
	43,771	53,445
Less Provision for Bad Debt*	(7,590)	(8,682)
	36,181	44,773

* The Council has made bad debt provisions for £8.682m (£7.590m in 2007/08). Over half of this sum is to guard against the non-payment of Council Tax.

c) Creditors

Creditors are the organisations or individuals that the authority owes payment to. Capital creditors have increased substantial due to the long-term Wichelstowe creditor becoming short-term.

	31/03/08	31/03/09
	£'000	£'000
Government Subsidy	848	696
Bonds	994	271
Invoiced amounts on the financial system due for payment	8,498	3,925
Other Public Bodies	2,031	1,373
Capital Creditors	8,265	33,601
Sundry Creditors raised by service departments	15,679	17,087
	36,315	56,953

d) Receipts in Advance

Receipts in advance relate to income that the Council has physically received during the financial year, but for which the related goods or services will not be provided until the following financial year.

	31/03/08	31/03/09
	£'000	£'000
Income received in advance by Services	11,410	10,498

e) Unapplied Grants & Contributions

These balances represent income that has been deferred until the capital assets, which are being funded by it, are operational. At that trigger point it will be written out to the Government Grants Deferred Account.

	31/03/08	31/03/09
	£'000	£'000
Developer Contributions	27,618	20,049
Other Unapplied Grants & Contributions	6,989	0
	34,607	20,049

f) Government Grants Deferred

The government grants deferred account holds contributions and government grants that will be used in the future on capital works. They are written-down to the I&E account, against the relevant service expenditure analysis, in line with depreciation of the asset they financed.

	2007/08	2008/09
	£'000	£'000
Balance at 1 April	46,545	55,141
Expenditure financed by Central Government Grants	12,510	30,123
Expenditure financed by Developers Contributions	1,321	1,933
Capital Grants to fund Deferred Charges Expenditure	(3,068)	(1,623)
Write-down to Net Cost of Services	(2,167)	(3,199)
Balance at 31 March	55,141	82,375

Note 22 : Landfill Allowance Trading Scheme (LATS)

For 2008/09 no official valuation has been received and significant trading has not taken place. The value of these allowances to the Authority has therefore been taken as nil.

	2007/08	2008/09
	£'000	£'000
Allowance for year	0	0
Allowances used in year	0	0
Allowances Transferred to Reserve	0	0
Allowances Written out of Reserve	(527)	0
Balance at 31 March	0	0

Note 23 : Long Term Creditors

The long-term creditor that shows in 2007/08 relates to the Wichelstowe Development, and the amounts that the Authority will accumulate in payments to the developer whilst they are cashflowing the project. The sums payable are supported in the accounts by a capital debtor that will be due on sale of land being used in the development. As the project with the developer will be closing during 2009/10, the creditor has been transferred to short-term.

	2007/08	2008/09
	£'000	£'000
Balance at 1 April	0	23,285
Movement in year	23,285	(23,285)
Balance at 31 March	23,285	0

Note 24 : Net Assets Employed

The net assets employed by the Council represent the value of its total assets less its liabilities and these have been split across Council activities per the table below.

	2007/08	2008/09
	£'000	£'000
General Fund	493,769	427,339
Housing Revenue Account	428,890	474,320
Trading Undertakings	12,545	10,733
Net Assets	935,204	912,392

Note 25 : Investments**a) Long-term Investments**

Thamesdown Transport Limited is the company that was formed by the former Thamesdown Borough Council as required by the Transport Act 1985. The company's principal activity is the provision of local bus services in the Swindon urban area and surrounding districts. Private hire and contract services are also provided. The accounts and annual report of the company are held at Thamesdown Transport Limited, Barnfield Road, Swindon, Wiltshire, from which the figures below are extracted.

The Council has a 100% Shareholding in Thamesdown Transport Limited which was acquired at a cost of £1.489m. This figure represents the valuation arrived at by using formulae contained in Regulations relevant to the separation of this organisation in October 1986 when the company took over the transport undertaking previously operated by the Council.

The Council (1,488,999 £1 shares) and its Chief Executive (£1 share) are the only shareholders. The net assets of the company at 31 March 2009 were £2.348m (£4.265m restated at 31 March 2008). Should the organisation face financial difficulties in the future, elected Members would state the degree of commitment of the Council and the Council's willingness to meet any accumulated losses would be established at that time.

Group statements for Swindon Borough Council and Thamesdown Transport can be seen later in these accounts. The company's profits/losses have been:

	2007/08 £'000	2008/09 £'000
Profit / (Loss) before taxation	511	(64)
Deferred Tax Adjustment	125	25
Profit / (Loss) after taxation	636	(39)

A dividend of £250,000 was declared and paid for the year ended 31 March 2008, but no dividend was declared payable in 2009.

b) Short-Term Investments

The investments on short-term notice represent reserves and provisions invested on the money market.

Valued at the Cost of Acquisition	31/03/08 £'000	31/03/09 £'000
Dated Government Securities	23	23
Investments fixed for less than one year	75,280	34,500
Sub-total Loans and Receivables	75,303	34,523
Externally Managed Funds	22,761	24,453
	98,064	58,976

Note 26 : Long Term Borrowing

Long-term borrowing refers to loans of one year or more.

	Range of Interest Payable	31/03/08 £'000	31/03/09 £'000
Public Works Loans Board & Co-Op	2.5% to 8.75%	91,176	86,898
Less amounts repayable within 1 year shown as a current liability		(17,270)	(13,178)
		73,906	73,720

An analysis of long-term loans by maturity is:

	31/03/08 £'000	31/03/09 £'000
Maturing in 1 - 2 years	857	7,733
Maturing in 2 - 5 years	29,140	32,090
Maturing in 5 - 10 years	20,021	10,010
Maturing in more than 10 years	23,888	23,887
	73,906	73,720

Note 27 : Financial Instruments

a) Financial Liabilities

Fair Value is defined as the amount for which an asset could be exchanged or a liability settled, assuming that the transaction was negotiated between parties knowledgeable about the market in which they are dealing and willing to buy/sell at an appropriate price, with no other motive in their negotiations other than to secure a fair price.

The fair value of an instrument is determined by calculating the Net Present Value of future cashflows, which provides an estimate of the value of payments in the future in today's terms. The fair value of the financial liabilities within the PWLB portfolio is £99,412,699 as at 31 March 2009. This has been calculated by reference to the premature repayment set of rates in force on that day. It is essentially the amount that the council would have to pay if it were to redeem all its loans on 31/03/09.

It is a requirement that the carrying amounts of each of the following categories are disclosed:

Category	Value £'000	Value £'000
Short Term		
Loans and receivables	75,303	34,523
Available for sale financial assets	Nil	Nil
Unquoted equity investment at cost	Nil	Nil
Financial assets at fair value through profit or loss (fund managers)	22,761	24,453
Long-Term		
Financial liabilities at amortised cost	91,176	86,898
Financial liabilities at fair value through profit or loss	Nil	Nil

External fund managers manage part of the council's investments, and these are treated as fair value through profit and loss, as they are held to make profits through trading. The net interest gain/(loss) on these assets was £1.7m.

b) Risk Exposure

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

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

The authority'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 carried out by a central treasury team, under policies approved by the Director of Finance and endorsed by Council in the annual treasury management strategy. The Council provides written principles for overall risk management, as well as written policies covering specific areas, such as interest rate risk, credit risk, and the investment of surplus cash and has adopted the CIPFA Code of Practice and suitable Treasury Management Practices.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the authority's customers. Deposits are not made with banks and financial institutions unless they are rated independently, with a minimum score of AAA for money market funds and F1+ for banks/building societies.

The authority has a policy of not lending more than £10m of its surplus balances to a single institution, £20m to a single group of institutions, and a maximum of £40m to fund managers. Customers are assessed, taking into account their financial position, past experience and other factors, with individual credit limits being set in accordance with internal ratings in accordance with parameters set by the Council.

The following analysis summarises the authority's potential maximum exposure to credit risk, based on experience of default and uncollectability over the last five financial years, adjusted to reflect current market conditions.

	31 March 2009	Historical Experience of Default	Historical Experience adjusted for market conditions at 31 March 2009	Estimated maximum exposure to default and uncollectability
	£'000's	%	%	£'000's
Deposits with banks and financial institutions	58,953	Nil	Nil	Nil
Customers	3,506	0	0	0

No credit limits were exceeded during the reporting period

The authority does not generally allow credit for customers, such that all of the £3.506m balance is past its due date for payment. The past due amount can be analysed as follows:

Category	Value £'000
Less than 3 months	2,561
3 to 6 months	177
6 months to 1 year	154
> 1 year	614
Total	3,506

Liquidity Risk

As the authority has ready access to borrowings from the Public Works Loans Board, there is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. Instead, the risk is that the authority will be bound to replenish a significant proportion of its borrowings at a time of unfavourable interest rates. The strategy is to ensure that not more than 15% of loans are due to mature within 12 months and no more than 50% within 2-5 years through a combination of careful planning of new loans taken out and (where it is economic to do so) making early repayments.

Interest Rate Risk

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

- Borrowings at variable rates – the interest expense charged to the Income and Expenditure Account will rise.
- Borrowings at fixed rates – the fair value of the liabilities borrowings will fall.

- Investments at variable rates – the interest income credited to the Income and Expenditure Account will rise.
- Investments at fixed rates – the fair value of the assets will fall.

Borrowings are not carried at fair value, so nominal gains and losses on fixed rate borrowings would not impact on the Income and Expenditure Account or STRGL. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Income and Expenditure Account and affect the General Fund Balance £ for £. Movements in the fair value of fixed rate investments will be reflected in the STRGL.

The authority has a number of strategies for managing interest rate risk. The policy is to aim to keep a maximum of 45% of its borrowings in variable rate loans. Currently all borrowings are at fixed rates. During periods of falling interest rates, and where economic circumstances make it favourable, fixed rate loans will be repaid early to limit exposure to losses.

The treasury management team has an active strategy for assessing interest rate exposure that feeds into the setting of the annual budget and which is used to update the budget quarterly during the year. This allows any adverse changes to be accommodated. The analysis will also advise whether new borrowing taken out is fixed or variable.

According to this assessment strategy, at 31 March 2009, if interest rates had been 1% higher with all other variables held constant, the financial effect would be:

Category	Value £000
Increase in interest payable on variable rate borrowings	42
Increase in interest receivable on variable rate investments	(164)
Increase in government grant receivable for financing costs	0
Impact on Income and Expenditure Account	(122)
Share of overall impact debited to the HRA	0
Decrease in fair value of fixed rate investment assets	0
Impact on STRGL	0
Decrease in fair value of fixed rate borrowings liabilities (no impact on I&E Account or STRGL)	0

The impact of a 1% fall in interest rates would be as above but with movements being reversed.

Price Risk

The authority does not generally invest in equity shares but does have investments through its fund manager in Certificate of Deposits to the value of £23,216,977 and Floating rate notes (European Investment Bank) to the value of £1,218,379. The authority is consequently exposed to losses arising from movements in the prices of these securities. The maximum limit for one fund manager is £40m.

Foreign Exchange Risk

The authority has no financial assets or a liability denominated in foreign currencies and thus has no exposure to loss arising from movements in exchange rates.

Note 28 : Provisions

The most significant provision relates to insurance. The provision is in respect of employers and public liability claims where incidents have already taken place but the claims have yet to be settled. The provision is based on the total of the individual claim "reserves" estimated by the Council's loss adjusters. Other provisions cover provision for non-domestic rates repayment and temporary housing needs.

Expenditure relating to these provisions occurs when the Insurers close claims, when confirmation of NDR balances can be used is received, or temporary housing needs require. This occurs during the course of any year and is not fixed to specific dates. The provisions are reviewed annually to ensure they cover prudently estimated liabilities.

	2007/08	2008/09
	£'000	£'000
Insurance Provision for Earlier Years Claims:		
Balance at 1 April	2,290	2,083
Plus Contribution from Revenue	493	879
Less Claims settled for previous years	(700)	(1,132)
Balance at 31 March	2,083	1,830
NDR Provision		
Balance at 1 April	353	546
Plus Contribution from Revenue	193	294
Less amounts paid / provisions closed during the financial year		
Balance at 31 March	546	840
Housing Provision		
Balance at 1 April	273	566
Plus Contribution from Revenue	337	289
Less amounts paid / provisions closed during the financial year	(44)	(437)
Balance at 31 March	566	418
Total Provisions as at 31 March	3,195	3,088

Note 29 : Movements in Financing & Reserves

a) Funds & Reserves

The balance sheet is supported by a number of funds and reserves; the purpose of the material accounts are shown below with greater detail in the following notes:

	31/3/2008	Movement	31/3/2009	Purpose
	£'000	£'000	£'000	
Capital Adjustment Account	(921,108)	24,119	(896,989)	Store of capital resources set aside to meet past expenditure
Revaluation Reserve	(45,408)	(55,599)	(101,007)	Store of gains on revaluation of fixed assets not yet realised through sales
Usable Capital Receipts Reserve	(7,669)	(6,468)	(14,137)	Proceeds of fixed asset sales available to meet future capital investments
FIAA	1,735	(446)	1,289	Balancing account to allow for differences in statutory requirements and proper accounting practices for borrowings and investments
Major Repairs Reserve	(2,191)	(786)	(2,977)	Resources available to meet capital investment in council housing
Specific Reserves	(36,907)	2,628	(34,279)	Amounts set aside to support specific projects or future liabilities
Pension Reserve	84,808	60,221	145,029	Balancing account to allow inclusion of pensions liability in the Balance Sheet
General Fund	(6,000)	(0)	(6,000)	Resources available to meet future running costs

Housing Revenue Account Balance	(2,249)	174	(2,075)	Resources available to meet future running costs for council houses
Collection Fund	538	(1,065)	(527)	Balance of the Council Tax and NNDR collections account.
Deferred Capital Receipts (Mortgages)	(142)	34	(108)	Balancing account for mortgage repayments.
Passenger Transport	(611)	0	(611)	Balance on account from Local Transport reorganisation.
Total Other Reserves	(935,204)	22,812	(912,392)	

b) Capital Adjustment Account (CAA)

The CAA is debited with the historic cost of acquiring; creating or enhancing fixed assets, over the life of those assets.

It is also debited with the historic cost of capital expenditure as defined by statute that does not result in the acquisition, creation or enhancement of fixed assets, over the period that the authority benefits from the expenditure. It is credited with resources set aside to finance capital expenditure.

		2007/08	2008/09
		£'000	£'000
		1,060,333	921,107
Funding of expenditure:	- General Fund	33,254	3,132
	- HRA	11,799	9,132
Minimum Revenue Provision		2,402	668
Depreciation in year:	- General Fund	(15,793)	(18,043)
	- HRA	(4,759)	(4,036)
Set-aside receipts used in debt redemption:	- General Fund	22,606	0
	- HRA	0	0
Release of Government Grants Deferred		2,167	3,199
Revenue spend under the SORP but which is capital by statute:	- Written down	(9)	0
	- Expenditure in year	(6,862)	(1,633)
	- Movement on provisions	109	0
Impairment	- General Fund	(25,206)	(3,934)
	- HRA	(126,681)	(10,033)
Writing out value of disposals	- General Fund	(30,449)	(3,712)
	- HRA	(2,803)	166
Writing off value of assets		0	(33)
Acquisition of Assets		49	0
PFI		951	1,009
Balance at 31 March		921,108	896,989

c) Revaluation Reserve

The Revaluation Reserve was brought into being for 2007/08 with a zero opening balance at 1 April 2007. The closing position on the Reserve at 31 March 2009 therefore only shows revaluation gains accumulated since that date.

		2007/08 £'000	2008/09 £'000
	Balance at 1 April	0	45,408
Add:	Asset Revaluation - General Fund	71,222	7,237
	Asset Revaluation - Housing Revenue Account	2,127	50,021
	Donated Asset	0	1,350
Less:	Depreciation on Revalued Assets	(917)	(1,546)
	Downward Revaluation/Impairment	(1,957)	(1,297)
	Clear Disposal Revaluation on HRA Assets to CAA	(25,067)	(166)
	Balance at 31 March	45,408	101,007

d) Useable Capital Receipts Reserve

These sums arise mainly from the disposal of assets such as land and houses. The Government has placed restrictions on the value of receipts that may be used to finance new capital spending. The council has also used useable receipts in the process of debt redemption.

		2007/08 £'000	2008/09 £'000
	Balance at 1 April	13,405	7,669
Add:	Receipts from sales of assets	59,872	4,999
	Contributions from Revenue & HRA	3,241	2,313
	Correction from Unapplied Grants Account	0	6,177
	Interest on Balances etc.	151	90
		76,669	21,248
Less: *	Utilised to finance capital outlay	(38,467)	(2,185)
	Used in capital financing requirement	(22,606)	(4,448)
	Housing Pooling Payments	(3,156)	(478)
	Right to Buy Costs	(12)	0
	Transfer to Grants Unapplied Account	(4,759)	0
	Balance at 31 March	7,669	14,137

* This figure differs from that stated in the chart in the explanatory forward as the chart also includes HRA funding, which is shown through the HRA Major Repairs Reserve.

e) Financial Instrument Adjustment Account (FIAA)

The FIAA is a new account that holds the accumulated difference between the financing costs included in the Income and Expenditure Account and the accumulated financing costs required in accordance with regulations to be charged to the General Fund Balance.

		2007/08 £'000	2008/09 £'000
	Balance at 1 April	0	1,735
Add:	Transfer from HRA	962	0
	Transfer from General Fund	773	0
Less:	Transfer to HRA	0	(220)
	Transfer to General Fund	0	(226)
	Balance at 31 March	1,735	1,289

f) Earmarked Reserves

These reserves are the reserves that the Council has created in response to specific areas of future funding requirements. The Council continually reviews its earmarked reserves and these are agreed by Members and reflect the risks identified in its budget planning and the Corporate Risk Register. Existing reserves are assessed to ensure that they are of an adequate amount for their continued purpose, whilst new reserves are created to cover new items representing key risks and priorities and old reserves brought back in to the General Fund as appropriate.

The most significant reserve for Schools' Accounts Balances (School's Rollovers) is the total balance held for all Education Authority schools and cannot be used for any other purpose.

	1 April	In Year Movement To / From		31 March
	Opening	Revenue	Balance Sheet	Closing
Central -- Regeneration Reserve	(1,777)	934	0	(843)
Central -- Transformation & Improvement Reserve	(1,971)	(511)	0	(2,482)
Central -- MTRP Cashflowing Reserve	(1,000)	0	0	(1,000)
Central -- Cashflowing Energy Increases Reserve	(500)	500	0	0
Central -- Cashflowing Severance Costs Reserve	(1,250)	410	0	(840)
Central -- Capita Invest to Save	(1,000)	443	0	(557)
Central -- Insurance Excess Self Fund	(2,998)	(332)	0	(3,330)
Central -- Job Evaluation Scheme	(300)	300	0	0
Central -- PFI Equalisation Reserve	(6,947)	3,301	0	(3,646)
Central -- Single Status Reserve	(800)	(2,500)	0	(3,300)
Central -- One-off funds	0	(1,496)	0	(1,496)
Central -- Growth Feasibility Studies	0	(364)	0	(364)
Central -- Recession Response	0	(429)	0	(429)
Central -- Other	(1,020)	412	54	(554)
Children -- School Rollovers	(9,130)	(244)	0	(9,374)
Children -- Other	(968)	633	175	(160)
Environment & Regeneration -- Commuted Sums	0	79	(463)	(384)
Environment & Regeneration -- Fund Planning Reserve	(430)	(170)	0	(600)
Environment & Regeneration -- Winter Maintenance Reserve	(249)	(51)	0	(300)
Environmental -- Other	(1,860)	1,636	(231)	(455)
Housing General Fund -- Other	(387)	60	0	(327)
Housing Revenue Account -- Other	(2,619)	158	0	(2,461)
Swindon Commercial Services -- Other	(1,630)	(141)	465	(1,306)
Recreation -- Other	(71)	0	0	(71)
Total	(36,907)	2,628	0	(34,279)
Reconciliation to SMGFB:				
Less Major Repairs Reserve revenue movements		(2,045)		
Less Recreation Payback to UCR		(90)		
SMGFB Reserve Movement (credit in SMGFB)		493		

Note 30 : Contingent Liabilities / AssetsSingle Status

Local Authorities were required to harmonise the pay and conditions of service for their staff by 1st April 2007 to comply with single status obligations. The Council has been working jointly with the unions representing its workforce and expects to implement the proposed changes during the financial year 2009/01. £1.7m additional pay budgets have been included within the Council's Medium-Term Resourcing Plan as an estimate of the likely costs arising from the harmonisation process.

The Council is also aware of a number of equal pay claims that are undergoing due legal process. It is not known at this stage what the financial implication of these claims will be, although the Council is seeking to settle all current and potential claims during 2009/10. A Capitalisation Directive to fund these costs has been applied for.

Note 31 : Post Balance Sheet Events

The development of Wichelstowe will continue under Council management, however, during 2009 the agreement with the current developer will terminate. As the conclusion of the contract is dependent upon events that occur in 2009, this is a non-adjusting event at the balance sheet date. The result of the contract termination will see the removal of the related creditor and debtor from the accounts.

Note 32 : FRS17 Retirement Benefits (Pensions)

Swindon Borough Council employees belong to one of two pension schemes:

Teacher's Pension Scheme

The Scheme is a defined benefit scheme, administered by the Teacher's Pension Agency (TPA). Although the scheme is unfunded, the TPA uses a notional fund as the basis for calculating the employer's contribution rate paid by local education authorities (LEAs). However, it is not possible for the authority to identify a share of the underlying liabilities in the scheme attributable to its own employees. For the purposes of this statement of accounts it is therefore accounted for on the same basis as a defined contribution scheme.

The authority is responsible for the costs of any additional benefits awarded upon early retirement outside of the terms of the Teacher's Scheme. These benefits are fully accrued in the pensions liability described earlier in this note.

Payments to the Teacher's Pension Fund are based upon contribution rates detailed in the Teachers Superannuation Regulations and in 2008/09 the Council paid £6.041m (£5.944m in 2007/08) in contributions, equivalent to 14.1% of total pensionable pay. In 2008/09, the Council also paid additional sums in respect of added years awarded to former employees amounting to £504,674 (£422,342 in 2007/08).

Local Government Pension Scheme

In 2008/09, the Council paid an employer's contribution of £12.582m (£9.449m in 2007/08) into Wiltshire County Council's Pension Fund, which provides participants with defined benefits relating to pay and service. This represented 17.5% of employees' pensionable pay including some lump sum payments. The basic contribution rate to cover the cost of on-going pensions was 13.2% with the additional lump sum payments being paid to reduce the deficit on the Pension Fund.

The Fund's Actuary, based on triennial actuarial valuations, determines the contribution rate. The last review was at 31 March 2007. Future contribution rates are set so that fund assets should be sufficient to meet 100% of the overall liabilities of the fund over time, however, the current position of the pension fund is that it is only 75% funded (79.7% funded for the Council's element). Though a significant liability, the Council can meet the proportion applicable.

In addition, the Council is responsible for all pension payments relating to added-years' benefits it has awarded, together with the related increases. In 2008/09 these amounted to £770,308 (£717,981 in 2007/08). The capitalised cost of the enhanced pension costs awarded during 2008/09 amounts to £1,825 (£31,022 in 2007/08) and for those awarded in previous years the equivalent capitalised cost is £12.082m (£12.080m in 2007/08).

The administering body of the Local Government pension fund is Wiltshire County Council. To enable the Council to comply with the requirements of FRS17, the fund actuary provides a report each year to the Council, providing the required estimations of liabilities, assessed under the projected unit method. In these calculations the actuary uses a range of assumptions about future pay increases, investment returns and other economic factors. The resulting figures in the accounts are therefore subject to inherent uncertainties.

Changes to the Local Government Pension Scheme permit employees retiring on or after 6 April 2007 to take an increase in their lump sum payment on retirement in exchange for a reduction in their future annual pension. On the advice of our actuaries we have taken the view that a 25% assumption for this take-up is suitable. In undertaking this assumption a gain on the past service cost has been shown within the Income and Expenditure account.

The disclosures required in relation to FRS17 Retirement Benefits are as follows:

- The Council's scheme is a Defined Benefit Statutory Scheme
- The last full Actuarial Valuation (which operates on a tri-annual basis) on which the financial statements are based took place as at 31 March 2007
- The estimated value of employer contributions in 2009/10 was £15.3m
- The main financial assumptions on which the statements are based are set out in the following table:

Assumptions as at 31 March	2008 % per annum	2009 % per annum
Price Increases	3.6	3.1
Salary Increases	5.1	4.6
Expected Return on Assets	7.1	6.7
Discount Rate	6.9	6.8
Commuted sum proportion	25.0	25.0

- The average future life expectancy at age 65 was:

Assumptions as at 31 March	Male	Female
Current Pensioners	19.6 years	22.5 years
Future Pensioners	20.7 years	23.6 years

- The expected return on assets is based on the long-term future expected investment return for each asset class as at the beginning of the current financial period (31 March 2008). The fair values of the Attributable Assets are set out in the table below, which are at bid value:

Assets	Long Term Return %pa 31 March 2008	Long Term Return %pa 31 March 2009	Fund Value at 31 March 2008	Fund Value at 31 March 2009	% Of Fund 2007/08	% Of Fund 2008/09
	%	%	£'000	£'000	%	%
Equities	7.7	7.4	206,682	150,026	65	62
Bonds	5.7	5.5	56,266	55,655	18	23
Property	5.7	5.2	34,262	21,778	11	9
Cash	4.8	4.3	17,966	14,519	6	6
Total			315,176	241,978	100	100

- The history of experience gains & losses are set out in the table below for five years:

History of Experience Gains & Losses	31 March 2008 £'000	31 March 2009 £'000
Fair Value of Employer Assets	315,176	241,977
Present Value of Liabilities	(399,984)	(387,006)
Net Pension Asset / Liability	(84,808)	(145,029)
Which is due in part to actuarial:		
Experience Gains / (Losses) on Assets	(44,465)	(91,160)
Experience Gains / (Losses) on Liabilities	74,281	32,874

History of Experience Gains & Losses	31 March 2005 £'000	31 March 2006 £'000	31 March 2007 £'000
Fair Value of Employer Assets	255,815	327,789	330,073
Present Value of Liabilities	(365,200)	(441,125)	(445,402)
Net Pension Asset / Liability	(109,385)	(113,336)	(115,329)
Which is due in part to actuarial:			
Experience Gains / (Losses) on Assets	12,836	44,071	(5,251)
Experience Gains / (Losses) on Liabilities	(65,846)	(46,289)	4,814

- The position of the Net Pension Asset / (Liability) is set out in the table below:

	31 March 2008 £'000	31 March 2009 £'000
Opening Liability	(445,402)	(399,984)
Current Service Cost	(13,636)	(10,430)
Interest Cost	(24,177)	(27,634)
Contributions by Members	(4,430)	(4,860)
Actuarial (Losses) / Gains	74,281	32,874
Past Service (Costs) / Gains	(86)	(3,476)
(Losses) / Gains on Curtailments	(1,469)	(178)
Liabilities Extinguished on Settlements	0	9,085
Estimated Unfunded Benefits Paid	1,093	1,311
Estimated Benefits Paid	13,842	16,286
Closing liability	(399,984)	(387,006)

Opening Asset	330,073	315,176
Expected Return on Assets	23,436	22,325
Contributions by Members	4,430	4,860
Contributions by the Employer	15,544	15,829
Contributions in Respect of Unfunded Benefits	1,093	1,311
Actuarial (Losses) / Gains	(44,465)	(91,161)
Assets Distributed on Settlements	0	(8,766)
Unfunded Benefits Paid	(1,093)	(1,311)
Benefits Paid	(13,842)	(16,286)
Closing Asset	315,176	241,977
Net Opening Asset / (Liability)	(115,329)	(84,808)
Movement	30,521	(60,221)
Net Pension Asset / (Liability)	(84,808)	(145,029)

- The recognition through I&E is detailed in the table below, where the Total represents the net amount of employer contributions and pension reserve movements:

	2007/08	2008/09
	£'000	£'000
Current Service Cost	13,636	10,430
Interest Cost	24,177	27,634
Expected Return on Employer Assets	(23,436)	(22,325)
Past Service Cost / (Gain)	86	3,476
Losses / (Gains) on Curtailments & Settlements	1,469	(141)
Total	15,932	19,074
Actual return on Plan Assets	(17,105)	(68,836)

- Amounts Recognised in the STRGL as they do not impact on income and expenditure:

	2007/08	2008/09
	£'000	£'000
Actuarial Gains / (Losses)	29,816	(58,287)
Cumulative Actuarial Gains / (Losses)	(25,439)	(83,725)

- The balance sheet disclosure is detailed in the table below, where funded liabilities are supported by investments or other assets, which will go toward meeting the future benefits payable. Unfunded liabilities do not have supporting assets and will be a cost to the supporting employer as and when the benefit is due to be paid:

	2007/08	2008/09
	£'000	£'000
Fair Value of Employer Assets	315,176	241,977
Present Value of Funded Liabilities	(382,288)	(367,277)
Net (Under) / Overfunding in Funded Plans	(67,112)	(125,300)
Present Value of Unfunded Liabilities	(17,696)	(19,729)
Net Asset / (Liability)	(84,808)	(145,029)

It is important to note that the deficit as at 31 March in any one year is based on a 'snapshot valuation' and will be influenced by any short-term volatility in stock market indices.

The Council is addressing the deficit on the Fund over time, in response to actuarial advice. Employers' pension contributions include a percentage to cover the cost of servicing the debt as well as paying for future liabilities.

Effect of FRS17 on the Accounts

Reporting on an FRS17 basis has the following impact on the main statements:

- The overall amount to be met from government grants and local taxation has remained unchanged, but the costs disclosed for individual services are 0.23% lower after the replacement of employer's contributions by current service costs. Net Operating Expenditure is 0.24% lower than it would otherwise have been.
- The requirement to recognise the net pensions liability in the balance sheet has reduced the reported net worth of the authority by 8.16%

FRS17 Disclosures

The following table summarises the transactions that have been accounted for in the Income and Expenditure Account:

FRS17 Summary Disclosures Through The I&E	2007/08	2008/9
	£'000	£'000
Within Net Cost of Service:		
• Current service cost	13,636	10,430
• Non-Distributed cost	1,555	3,335
Within Net operating Expenditure:		
• Interest cost	24,177	27,634
• Expected return on scheme assets	(23,436)	(22,325)
Within SMGFB:		
• Movement on Pensions Reserve	705	(1,934)
Actual Amount Charged Against Council tax for the Year:		
• Employer's contributions payable to the scheme	(16,637)	(17,140)
Net effect on Council Tax of FRS17 adjustments	0	0

Notes mainly relating to the Cashflow Statement

Note 33 : Reconciliation of Net Cash Inflow to the Income and Expenditure Account

	2007/08	2008/09
	£'000	£'000
Deficit / (Surplus) on Income & Expenditure Account	170,525	31,351
Deficit / (Surplus) on Collection Fund	1,387	(1,065)
Non-Cash Transactions:	(173,332)	6,667
Movement in Current Assets	(5,315)	(10,474)
Items shown as Servicing Finance:		
• Interest paid / received	2,305	(1,624)
• Provisions for repayment of debt	(2,402)	669
Net cash (inflow) / outflow from revenue activities	(6,832)	25,524

Note 34 : Reconciliation of Movement in Cash to Movement in Net Debt

	2007/08	2008/09
	£'000	£'000
Cash Inflow / (Outflow)	(1,940)	(388)
Less: Cash inflow from new loans	(35,350)	(12,350)
Creditor	(813)	90
Add: Cash outflow from loan repayments	15,095	16,538
Movement in net debt	(23,008)	3,890
Net debt b/f	(58,278)	(81,286)
Net debt c/f	(81,286)	(77,396)

	2007/08	2008/09
	£'000	£'000
Cash and Bank		
Opening	11,830	9,890
Cash Flow	(1,940)	(388)
Closing	9,890	9,502
Borrowings		
Opening	(70,108)	(91,176)
Cash Flow	(20,255)	4,188
Creditor	(813)	90
Closing	(91,176)	(86,898)
Total Cash & Bank and Borrowings		
Opening	(58,278)	(81,286)
Cash Flow	(22,195)	3,800
Creditor	(813)	90
Closing	(81,286)	(77,396)

Note 35 : Analysis of Other Government Grants

	2007/08	2008/09
	£'000	£'000
Arts Council - South West	109	57
Big Lottery Fund	32	0
Children's Workforce Development Council	18	13
Crime Concern	41	41
DEFRA	0	1
Department For Children, Schools & Families (DCSF)	128,543	139,360
Department for Trade and Industry (DTI)	114	0
Department for Work & Pensions (DWP)	1,859	1,665
Department of Communities & Local Government (DCLG)	19,459	29,432
Department of Health	5,822	1,590
Department of Transport	663	721
Department of Culture Media and Sport	227	473
Employers Organisation	747	0
EU	109	0
Film Council	21	18
Food Standards Agency	1	0
Forestry Commission	69	11
Government Office for the South West	551	278
Home Office	1,114	707
LAA (AREA BASED GRANT)	2,121	0
Learning Skills Council	3,854	3,724
Learning Skills Network	10	0
Ministry of Justice	1,250	0
National Probation Service	0	109
Natural England	43	0
NCSL	32	23
Neighbourhood Renewal	7	16
South West Regional Development Agency	0	306
Training & Development Agency	392	511
Wiltshire County Council	822	0
Wiltshire Youth Offending Service	28	31
Youth Justice board	275	312
	168,333	179,399

Note 36 : Liquid Resources

For the cash flow statement, the Council's liquid resources are the current asset investments held that could be readily disposed of without impacting on the day-to-day activities of the Council.

Note 37 : Movement in Current Assets

	2007/08	Movement	2008/09
	£'000	£'000	£'000
(Decrease) / Increase in Debtors	43,770	9,685	53,455
(Increase) / Decrease in Bad Debt Provision	(7,589)	(1,093)	(8,682)
(Decrease) / Increase in Payments In Advance	2,681	601	3,282
(Decrease) / Increase in Work In Progress	236	(159)	77
(Decrease) / Increase in Stock	1,606	(143)	1,463
(Increase) / Decrease in Creditors	(36,315)	(20,278)	(56,593)
(Increase) / Decrease in Receipts in Advance	(11,410)	912	(10,498)
	(7,021)	(10,475)	(17,496)
	Cash at	Movement	Cash at
	31/3/08		31/3/09
	£'000	£'000	£'000
Cash Balance / (Overdraft)	9,890	(388)	9,502

Note 38 : Trust Funds

The Council acts as trustee for legacies left to the Borough and detailed below are those with a value of more than £500. The purposes of the funds are as follows:

Langley Brooke	For educational purposes
W G Little	To assist with the purchase of school clothing, equipment etc.
Withy Trust	To award the achievement of less financially well-off individuals between 11 and 25 years old
Ethel May	To award students of good character and perseverance
Swindon Development Trust	For the benefit of the area of the Borough and to promote architecture
George Game	To promote the welfare of blind persons
Mary Ellen Boddington	To promote the welfare of blind persons
F C Phelps	To encourage the display of works of art in public places
G A Gerring	To fund the general services of the Hawthorne Centre
F A Thompson	To fund the general services of the Savernake Street Centre
M E Cowley	To promote the welfare of blind persons
McDermott Memorial	To support orchestral music
M E Packer	To promote the welfare of blind persons
Timothy Griffiths	To assist young people to partake in outdoor activities
Powell Trust	For educational purposes

Trust	Balance 1/04/08 £'000	Income 2008/09 £'000	Expenditure 2008/09 £'000	Balance 31/03/09 £'000
Langley Brooke	(28)	(2)	0	(30)
W G Little	(196)	(42)	36	(202)
Withy Trust	(8)	(3)	9	(2)
Ethel May	(52)	(3)	5	(50)
Swindon Development Trust	(18)	(1)	0	(19)
George Game	(1)	(0)	0	(1)
Mary Ellen Boddington	(3)	(0)	0	(3)
F C Phelps	(11)	(1)	0	(12)
G A Gerring	(5)	(0)	0	(5)
F A Thompson	(15)	(1)	0	(16)
M E Cowley	(26)	(1)	0	(27)
McDermott Memorial	(64)	(3)	5	(62)
M E Packer	(2)	(0)	0	(2)
Timothy Griffiths	(1)	(0)	0	(1)
Powell Trust	(2)	(0)	0	(2)
	(432)	(57)	55	(434)

The above balances represent the cash asset for the Trusts. With the exception of the WG Little Trust, this is the sole asset source. WG Little Trust also has two properties as non-cash assets.

SUPPLEMENTARY SWINDON BOROUGH COUNCIL FINANCIAL STATEMENTS

The following statements are not core statements of the authority but do constitute a significant element in understanding the wider services and position the authority holds.

Housing Revenue Account (HRA) Income & Expenditure Account

	2007/08 £'000 Restated	2008/09 £'000	Note
Income			
Gross rent income from dwellings	(32,253)	(33,284)	
Deduct: rent loss on void dwellings	377	474	
Net rent income from dwellings	(31,876)	(32,810)	
Non dwelling rents	(1,436)	(1,366)	
Tenants' charges for services and facilities	(3,674)	(3,244)	
Leaseholders' charges for services and facilities	(168)	(159)	
Other Charges for Services and facilities	(1)	0	
Contributions Towards Expenditure	(1,075)	(1,120)	
Total Income	(38,230)	(38,699)	
Expenditure			
Repairs and Maintenance	8,533	9,502	
Supervision and Management	6,370	5,995	
Special Services	3,773	4,012	
Rents, Rates, Taxes and Other Charges	21	43	
Transfer of HRA Subsidy Surplus to CLG	7,042	9,424	
Increase / (Decrease) in Provision for Bad Debt	280	332	
Depreciation and Impairments of Fixed Assets	130,629	14,503	45
Debt Management Costs	48	48	
Total Expenditure	156,696	43,859	
Net cost of HRA services as included in the whole-authority Income and Expenditure Account	118,466	5,160	
HRA services share of Corporate and Democratic Core	264	272	
HRA share of other amounts included in the whole-authority Net Cost of Services	31	33	
Net cost of HRA services including HRA share of costs not allocated to specific services	118,761	5,465	
Gain or Loss on Sale of HRA Fixed Assets	0	(108)	
HRA share of interest payable and similar charges including amortisation of premiums and discounts	1,873	609	
HRA share of pensions interest cost and expected return on pensions assets	36	240	
HRA Investment Income	(360)	(377)	
Surplus or deficit for the year on HRA Income and Expenditure Account	120,310	5,829	

Statement of Movement on the HRA Balance

This statement reconciles the HRA surplus/deficit for the year to the balance on the HRA.

	2007/08 £'000 Restated	2008/09 £'000	
Increase / (Decrease) in the Housing Revenue Account Balance comprising:			
HRA Balance Brought Forward			
Surplus or deficit for the year on the HRA Income and Expenditure Account	120,310	5,829	
Difference between interest payable and similar charges including amortisation of premiums and discounts determined in accordance with the SORP and those determined in accordance with statute	(962)	220	
Difference between any other item of income and expenditure determined in accordance with the SORP and those determined in accordance with statutory HRA requirements	(125,853)	(10,118)	
Gain or Loss on Sale of HRA Fixed Assets	0	108	
HRA share of contributions to or from the pension reserve	109	62	
Capital expenditure funded by the HRA	2,760	2,185	
Transfer to / (from) Major Repairs Reserve	1,880	2,045	40
Transfers to / (from) Housing Repairs Account	1,450	(900)	
Transfers to / (from) specific reserves	274	742	
(Increase) / Decrease in the Housing Revenue Account Balance for the year	(32)	173	
Housing Revenue Account Balance Brought Forward	(2,217)	(2,248)	
Housing Revenue Account Balance Carried Forward	(2,249)	(2,075)	

Notes to the HRA

Note 39 : Housing Stock

The stock of Council dwellings at 31st March was:

Year of Construction					
Type	Pre 1919	1919-1944	1945-1964	After 1964	TOTAL
Low Rise Flats:					
1 Bedroom	129	22	414	1,128	1,693
2 Bedrooms	19	2	653	74	748
3 or more Bedrooms	1	1	53	2	57
Medium Rise Flats:					
1 Bedroom	24	0	269	636	929
2 Bedrooms	0	0	380	85	465
3 or more Bedrooms	0	0	12	1	13
High Rise Flats:					
1 Bedroom	0	0	26	0	26
2 Bedrooms	0	0	98	138	236
3 or more Bedrooms	0	0	0	0	0
Houses and Bungalows:					
1 Bedroom	102	123	295	365	885
2 Bedrooms	77	35	809	495	1,416
3 Bedrooms	13	500	2,616	719	3,848
4 or more Bedrooms	3	18	84	78	183
Shared Dwellings:					
Multi-Occupied	0	0	0	0	0
Total	368	701	5,709	3,721	10,499

The previous stock is summarised as below.

	31/03/08	31/03/09
Houses and Bungalows	6,350	6,332
Flats	4,192	4,167
Shared Dwellings	0	0
Total Dwellings	10,542	10,499

The Balance Sheet value of land, houses and other property within the Housing Revenue Account as at 31st March is summarised below.

	31/03/2008	31/03/2009
Operational Assets:	£'000	£'000
Dwellings	418,248	467,204
Land	4,135	4,163
Buildings	5,047	4,962
Total Balance Sheet Value	427,430	476,329

There is a statutory requirement for the Council's assets to be revalued every 5 years. The tenanted dwellings were revalued as at 1st April 2008.

Note 40 : Vacant Possession Valuation

In addition to the balance sheet valuation it is a requirement of the HRA (Accounting Practices) Direction 2007 that the vacant possession value of dwellings as at 1st April is disclosed as a note to the accounts. The inclusion of both the balance sheet valuation (note 1) and the vacant possession valuation ensures that the economic cost to the Government of providing council housing at less than open market rents is shown in the accounts. The vacant possession valuation as at 31st March 2009 was £ 1,070,561,500.

Note 41 : Major Repairs Reserve

The Major Repairs Allowance (MRA) was introduced by Government to assist Councils in bringing the stock up to the Decent Homes Standard by 2010. Swindon Borough Council Achieved this in March 2008.

	2007/08 £'000	2008/09 £'000
Capital expenditure for HRA purposes financed by MRA		
Resources:		
• Houses	6,352	5,643
• Land	0	0
• Other property	0	0
Total Expenditure	6,352	5,643
Amount equivalent to total depreciation charges for all HRA assets	(4,776)	(4,385)
Transfer from HRA	(1,880)	(2,045)
Total Income	(6,656)	(6,430)
Deficit / (Surplus) for the Year	(304)	(787)
Balance b/fwd	(1,886)	(2,190)
Carried Forward – (Surplus)	(2,190)	(2,977)

Note 42 : Housing Repairs Account

	2007/08 £'000	2008/09 £'000
Repairs & Maintenance	7,474	8,627
Total Expenditure	7,474	8,627
Contribution from HRA	(8,854)	(7,406)
Service charges	(70)	(321)
Total Income	(8,924)	(7,727)
Deficit / (Surplus) for the Year	(1,450)	900
Balance b/fwd	0	(1,450)
Carried Forward – (Surplus)	(1,450)	(550)

Note 43 : HRA Capital Expenditure

	2007/08	2008/09
	£'000	£'000
Opening Accruals	414	1,290
Dwellings	12,290	8,626
Land	0	0
Buildings	569	265
Closing Accruals	(1,290)	(1,049)
Total to Finance	11,983	9,132
Usable Capital Receipts	2,871	1,304
Revenue Contributions	2,760	2,185
Major Repairs Reserve	6,352	5,643
Insurance Fund	0	0
Total Finance	11,983	9,132

Note 44 : HRA Capital Receipts

	2007/08	2008/09
	£'000	£'000
Sale of Council Houses	4,384	832
Discount Repaid	20	25
Council Mortgage Repayments	76	34
Sale of Land	445	1,138
Sale of Other Assets	0	0
Total	4,925	2,029

In 2008/09, the Council paid £0.478m to the Secretary of State with respect to the pooling of capital receipts arising from the disposal of housing assets as required in the Local Government Act 2003 (£3.156m in 2007/08).

Note 45 : HRA Cost of Capital Charge

Depreciation is the cost of capital charge on the HRA that pays for the wearing out, using up or other reduction in the remaining life of the asset through use, passage of time or obsolescence. The majority of council dwellings are being depreciated over 70 years. All impairment is now also charged through the HRA in line with SORP guidelines.

	2007/08	2008/09
	£'000	£'000
Depreciation on dwellings	4,691	4,385
Depreciation on other property	85	85
Impairment of dwellings	125,853	10,033
Total	130,629	14,503

Note 46 : HRA Negative Subsidy Paid Over to the Secretary of State

Following the removal of rent rebates from the HRA to the General Fund, with effect from 1st April 2004, the HRA is a contributor to the national housing pot through housing subsidy. The amount that the Authority contributed in 2008/09 was £15.814m. However, the Council receives a grant (MRA) from central Government to improve the condition of its Council stock. The MRA grant of £6.515m is netted off the negative subsidy amount leaving a balance of £9.299m to be paid over to the Secretary of State.

	2007/08	2008/09
	£'000	£'000
Management & Maintenance Allowances	15,275	15,313
Charges for capital	2,006	1,862
Interest on Receipts	(12)	(12)
Guideline Rent Income	(31,563)	(32,977)
Total Negative Subsidy	(14,294)	(15,814)
Major Repairs Allowance	6,655	6,515
Total Repaid to the Secretary of State	(7,639)	(9,299)

Note 47 : HRA Share of FRS 17 Contributions

Pension liabilities arising from the introduction of FRS17 are accounted for within the HRA, in line with the statement of recommended practice. Further detail on FRS17 adjustments is contained within note 31.

Note 48 : HRA Arrears & Provisions for Bad Debt

The arrears of rent and other housing related charges due to the Council at 31st March were:

	2007/08	2008/09
	£'000	£'000
Current tenants	993	694
Former tenants	444	296
Total Arrears	1,437	990
Less: provision for bad debts	(731)	(758)
Total Arrears After Provisions	706	232

This represents 0.7% (2008/09) and 2.2% (2007/08) of rent income and service charges due to the Council.

The Collection Fund

	2007/08	2008/09
	£'000	£'000
INCOME		
Income from Council Tax	(77,850)	(81,985)
Transfers from General Fund Council Tax Benefits	(9,610)	(10,476)
Non-Domestic Rates	(90,562)	(96,552)
Adjustment in respect of Community Charge	8	0
Contributions (SBC, Wiltshire Police Authority and Wilts and Swindon Fire Authority)	0	(884)
	(178,014)	(189,897)
EXPENDITURE		
Precepts and Demands	86,474	90,956
Business Rates		
Payment to National Pool	90,444	96,413
Cost of collection allowance	291	295
(Write-Ons) / Write-Offs	(717)	(842)
(Decrease) / Increase in Bad Debt provision	544	687
Council Tax Bad and Doubtful Debts		
Net Write-Offs / (Ons)	2,092	190
(Decrease) / Increase in Bad Debt Provision	(706)	1,136
Transitional Relief	1	(3)
Contributions (SBC, Wiltshire Police Authority and Wilts and Swindon Fire Authority)	978	0
	179,401	188,832
Movement on the Fund – (Surplus) / Deficit	1,387	(1,065)
(Surplus) / Deficit brought forward	(849)	538
(Surplus) / Deficit as at 31 March	538	(527)

Notes to the Collection Fund

Note 49 : Rateable Value

The total rateable value in the Local Rating List at 31 March 2009 was £236,103,223 (£237,956,995 at 31 March 2008). The multiplier for 2008/09 was 46.2 pence for the majority of properties and 45.8 pence for small businesses, (44.4 pence and 44.1 pence respectively for 2007/08).

Note 50 : Council Tax Base

The Council Tax Base for 2008/09, i.e. the number of chargeable dwellings in each band (adjusted for dwellings where discounts apply) converted to an equivalent number of Band D dwellings, was as shown in the table below.

Band	No of Taxable Properties *	Ratio to Band D	Band D Equivalents
A	11,411.50	6/9	7,607.67
B	22,724.70	7/9	17,674.77
C	19,181.90	8/9	17,050.58
D	12,748.15	9/9	12,748.15
E	7,024.00	11/9	8,584.89
F	2,656.10	13/9	3,836.59
G	1,143.35	15/9	1,905.58
H	47.00	18/9	94.00
Total	Band D equivalents		69,502.23
Contributions in lieu	(MOD properties)		57.90
Add:	Anticipated changes in year		975.40
Less:	Provision for non-collection (2%)		(1,466.40)
			69,069.13

* After adjustment for discounts and relief.

Note 51 : Major Preceptors

	Precept 2007/08 £'000	Precept 2008/09 £'000
Swindon Borough Council (including Parishes)	73,226	76,930
Wiltshire Police Authority	9,480	10,038
Wiltshire & Swindon Fire Authority	3,768	3,988
Total	86,474	90,956

GROUP FINANCIAL STATEMENTS

For a variety of legal and regulatory reasons, organisations are often required to conduct their activities through several undertakings, each under the control of the parent company. In such circumstances the financial reports of the parent organisation do not present the full picture by themselves. To understand the full picture, and therefore the full economic benefits and risks, group accounts are required.

The authority has considered its relationship with key partners and has concluded that Group Accounts are required with Thamesdown Transport Ltd (TTL) only.

In order to consolidate the accounts of the authority with TTL, different accounting treatments than those followed for the Council's single entity accounts must be followed. The accounts of the authority are compiled under policies that typically relate to the need to show statutory council tax and funding sources. The Authority performs a number of prescribed adjusting entries, in accordance with the SORP, to remove transactions between the group entities.

Group Disclosures

Group accounts relate to summarised financial information of the entities / organisations that an Authority has a material interest in.

TTL, a bus service providing company in Swindon, has been identified as being a subsidiary undertaking of the Authority, established in October 1986. This classification is due to the 100% shareholding that the Authority has in TTL. The origin of this shareholding and commitment of the authority towards the organisation should it encounter financial difficulties is explained in note 23.

Consolidation of TTL figures in these statements is by the acquisition method, on a line-by-line basis, using the company's final accounts as the base detail for consolidation. The accounts of TTL can be obtained via a request in writing to: Thamesdown Transport Limited, Barnfield Road, Swindon, SN2 2DJ.

Certain adjustments to the single entity financial statements are required on consolidation, which are detailed in the accounting policies. With the increased alignment of the SORP to UK GAAP the number of adjustments required has reduced. These adjustments to the main statements for 2007/08 are summarised below:

		2007/08	2008/09
		£'000	£'000
I&E Adjustments	Comment	£'000	£'000
Group Accruals	Reduction in authority spend/subsidiary income	(66)	(88)
Group Transactions	Reduction to account for inter-group trading	(1,817)	(1,699)
Balance Sheet Adjustments	Comment	£'000	£'000
Accruals	Reduction in debtors/creditors	(66)	(88)
Investment/ Share Capital	Reduction for investment in subsidiary	(1,489)	(1,489)
Dividend	Reserves adjustment for dividend income/expense	(250)	0

Group Income and Expenditure Account

2007/08		2008/09	2008/09	2008/09
Net		Gross		Net
Expenditure		Expenditure	Income	Expenditure
£'000		£'000	£'000	£'000
Continuing Operations				
2,361 Central Services		14,884	(13,179)	1,705
5,064 CDC		5,635	(987)	4,648
3,858 NDC		5,037	(41)	4,996
207 Court Services		218	0	218
18,644 Cultural		32,674	(11,444)	21,230
16,294 Environmental		21,582	(4,050)	17,532
15,348 Planning and Development		13,471	(9,276)	4,195
46,497 Education		214,685	(176,235)	38,450
10,951 Highways, Roads and Transport		33,338	(19,404)	13,934
122,811 Housing Services		102,173	(92,738)	9,435
38,510 Social Services		60,748	(16,924)	43,824
3,908 Redundancy Costs		610	0	610
284,453 Net Cost Of Services		505,055	(344,278)	160,777
0 (Gains) / Losses on Disposal of Fixed Assets				(1,239)
1,742 Precepts Paid to Local Precepting Authorities				1,822
(2,772) Dividends and Deficit / (Surplus) From Trading Accounts				(558)
8,810 Interest and Similar Charges Payable				7,915
3,156 Contribution of Housing Capital Receipts to Pool				478
(6,408) Interest and Investment Income				(9,375)
25,114 Pensions Interest Cost				28,698
(24,363) Expected Return on Pensions Asset				(23,208)
(125) Taxation of Group				(25)
289,607 Net Operating Expenditure				165,285
(74,055) Income From Collection Fund				(76,181)
(6,526) General Government Grant				(14,598)
(38,885) Distribution from NDR				(43,116)
(119,466) Sub-Total Sources of Finance				(133,895)
170,141 Group (Surplus) / Deficit For Year				31,390

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Group Balance Sheet

	2007/08 £'000 Restated	2008/09 £'000	Note
Operational Fixed Assets	997,604	1,060,041	52
Non-Operational Fixed Assets	126,387	136,925	52
Long-term Debtors	332	283	
Long-term Payments In Advance	9,803	9,658	
Total Long-term Assets	1,134,126	1,206,907	
Stocks and Work in Progress	2,058	1,742	53
Debtors Less Provision for Bad Debts	36,937	45,353	54
Payments in Advance	2,681	3,282	
Short-term Investments	98,064	58,976	
Cash	10,582	10,278	55
Total Current Assets	150,322	119,631	
Creditors	(37,980)	(58,648)	57
Long Term Borrowing repayable within one year	(17,270)	(13,178)	
Receipts in Advance	(11,410)	(10,498)	
Unapplied Grants and Contributions	(34,607)	(20,049)	
Total Current Liabilities	(101,267)	(102,373)	
Net Current Assets	49,055	17,258	
Government Grants Deferred	(55,141)	(82,375)	
Long Term Creditors	(23,285)	0	
Provisions	(3,216)	(3,088)	
Long-term Borrowing	(73,906)	(73,720)	
Liability Related to Pension Scheme	(87,448)	(149,624)	56
Subsidiary Finance Leases	(2,020)	(2,039)	58
Deferred Income	(184)	(151)	
Total Long-term Liabilities	(245,200)	(310,997)	
TOTAL ASSETS LESS LIABILITIES (net assets)	937,981	913,168	
Capital Adjustment Account	(921,108)	(896,989)	
Revaluation Reserve	(45,408)	(101,007)	
Usable Capital Receipts Reserve	(7,669)	(14,137)	
Financial Instruments Adjustment Account	1,735	1,289	
Pension Reserve	87,448	149,624	56
Major Repairs Reserve	(2,191)	(2,977)	
Specific Reserves and Funds	(36,907)	(34,279)	
General Fund	(5,750)	(6,000)	
Housing Revenue Account Balance	(2,249)	(2,075)	
Collection Fund Balance	538	(527)	
Deferred Capital Receipts (Mortgages)	(142)	(108)	
Passenger Transport Realisation Account	(611)	(611)	
P&L Reserve	(5,667)	(5,371)	
TOTAL FINANCING	(937,981)	(913,168)	

Group Statement of Total Recognised Gains & Losses

	2007/08	2008/09
	Restated £'000	£'000
(Surplus) / Deficit on the Group I&E	170,141	31,390
(Surplus) / Deficit arising from revaluation of fixed assets	(73,349)	(57,258)
Pension actuarial (gains) / losses	(30,488)	60,769
Collection Fund	1,387	(1,065)
Net Gain on Transfer of Asset Right/Removal of Void	0	(1,317)
Gain in PFI Residual Interest	0	(1,009)
Transfer from Unapplied Grants to UCR	0	(6,177)
Any other gain or loss	130	(520)
Total Recognised (Gain) / Loss	67,821	24,813

Reconciliation of the Single Entity (Surplus) / Deficit to the Group (Surplus) / Deficit

This table reconciles the balance on the I&E account of the Authority, to the Group I&E balance.

	2007/08	2008/09
	£'000	£'000
(Surplus) / Deficit on the Single Entity IEA	170,525	31,351
Less Subsidiary Dividend	250	0
(Surplus) / Deficit from Subsidiary IEA	(636)	39
Group (Surplus) / Deficit for the year	170,139	31,390

Group Cashflow Statement

	2007/08	2008/09
	£'000	£'000
Net cash (inflow) / outflow from revenue activities	(8,122)	24,344
Servicing of Finance		
Outflows Interest paid	8,810	7,915
Inflows Interest received	(6,408)	(9,375)
Taxation of Group Entities	0	7
Capital Activities		
Outflows Purchase of fixed assets	56,989	53,133
Inflows Sales of fixed assets	(59,909)	(5,177)
Capital Grants received	(12,511)	(23,178)
Developers' deposits (Sec 106)	(1,320)	(915)
Net cash (inflow)/outflow before financing	(22,471)	46,754
Management of Liquid Resources		
Outflows Net (decrease)/increase in liquid resources	43,808	(51,541)
Financing		
Outflows Repayment of amounts borrowed	15,095	16,538
Inflows New loans	(34,638)	(11,447)
(Increase) / Reduction in cash and cash equivalents	1,794	304

Reconciliation of Net (Inflow) / Outflow to Operating Activities	2007/08 £'000	2008/09 £'000
Deficit / (Surplus) on Income & Expenditure Account	170,525	31,351
Deficit / (Surplus) on Subsidiary Undertaking Operating Profit	(618)	(368)
Deficit / (Surplus) on Collection Fund	1,387	(1,065)
Non-Cash Transactions (Reserves/Provisions/Revenue)	(174,257)	5,623
Movement in Current Assets	(5,426)	(10,507)
Profit on Sale of Fixed Assets	37	76
Subsidiary Pensions Cash difference	327	189
Items shown as Servicing Finance	(97)	(955)
Net cash (inflow) / outflow from revenue activities	(8,122)	24,344

Notes to the Group Statements

The Group Statements are required to show the same notes to the accounts as the single entity statements, but only to the extent that the Group disclosures are materially different from the single entity notes.

Note 52 : Operational Fixed Assets

The table below shows the split of operational assets between the authority and its subsidiary.

	Operational Assets			
	SBC	Thamesdown Transport	Thamesdown Finance Leases	Total
	£'000	£'000	£'000	£'000
Value at 31/3/08	988,473	4,993	4,138	997,604
Adjustment	(33)	0	0	(33)
Reclassification	6,744	0	0	6,744
Revaluations	56,838	0	0	56,838
Additions	38,193	110	1,001	39,304
Disposals	(2,004)	(385)	0	(2,389)
Depreciation	(23,625)	51	(721)	(24,293)
Impairment	(14,741)	0	0	(14,741)
PFI	1,009	0	0	1,009
Value at 31/3/09	1,050,854	4,769	4,418	1,061,041

Note 53 : Stocks & Work in Progress

The table below shows the split of stocks between the authority and its subsidiary.

	2007/08 £'000	2008/09 £'000
SBC	1,606	1,463
Thamesdown Transport	216	202
Total Stocks	1,822	1,665
Total Work in Progress	236	77
Net Total Stocks & Work in Progress	2,058	1,742

Note 54 : Debtors less Provisions for Bad Debt

The table below shows the split of debtors between the authority and its subsidiary.

	2007/08	2008/09
	£'000	£'000
SBC	43,771	53,455
Thamesdown Transport	756	580
Gross Debtors	44,527	54,035
Less SBC Provision for Bad Debt	(7,590)	(8,682)
Net Debtors	36,937	45,353

Note 55 : Cash

The table below shows the split of cash balances between the authority and its subsidiary.

	2007/08	2008/09
	£'000	£'000
SBC	9,890	9,502
Thamesdown Transport	692	776
Net Cash	10,582	10,278

Note 56 : Creditors

The table below shows the split of creditors between the authority and its subsidiary.

	2007/08	2008/09
	£'000	£'000
SBC	36,249	56,865
Thamesdown Transport	1,730	1,783
Net Creditors	37,979	58,648

Note 57 : Finance Leases

The table below shows the split of finance lease payments between the authority and its subsidiary.

Period	In 1 year £'000	In 2-5 years £'000	Over 5 Years £'000	Total £'000
SBC - Finance Lease Payments	0	0	0	0
TTL - Finance Lease Payments	822	2,017	22	2,861
Total	822	2,017	22	2,861

Note 58 : Liability Related to the Pension Scheme

The table below shows the split of the pension asset and liability between the authority and its subsidiary.

	SBC	TTL	Group
	£'000	£'000	£'000
Opening Liability 31-Mar-2008	(399,984)	(15,758)	(415,742)
Current Service Cost	(10,430)	(157)	(10,587)
Interest Cost	(27,634)	(1,064)	(28,698)
Contributions by Members	(4,860)	(43)	(4,903)
Actuarial (Losses) / Gains	32,874	1,028	33,902
Past Service (Costs) / Gains	(3,476)	(97)	(3,573)
(Losses) / Gains on Curtailments	(178)	0	(178)
Liabilities Extinguished on Settlements	9,085	0	9,085
Estimated Unfunded Benefits Paid	1,311	0	1,311
Estimated Benefits Paid	16,286	828	17,114
Closing liability 31-Mar-2009	(387,006)	(15,263)	(402,269)
Opening Asset 31-Mar-2008	315,176	12,415	327,591
Expected Return on Assets	22,325	883	23,208
Contributions by Members	4,860	43	4,903
Contributions by the Employer	15,829	443	16,272
Contributions in Respect of Unfunded Benefits	1,311	0	1,311
Actuarial (Losses) / Gains	(91,161)	(3,510)	(94,671)
Assets Distributed on Settlements	(8,766)	0	(8,766)
Unfunded Benefits Paid	(1,311)	0	(1,311)
Benefits Paid	(16,286)	(828)	(17,114)
Deferred Tax Assets	0	1,222	1,222
Closing Asset 31-Mar-2009	241,977	10,668	252,645
Net Opening Asset / (Liability) 31-Mar-2008	(84,808)	(3,343)	(88,151)
Movement	(60,221)	(1,252)	(61,473)
Net Pension Asset / (Liability) 31-Mar-2009	(145,029)	(4,595)	(149,624)

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 secure that one of its officers has the responsibility for the administration of those affairs (Section 151 of the Local Government Act 1972). During the financial year 2008/09, the designated officer was the Director of Finance.
 - To manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Officer's Responsibilities

- The Director of Finance had the responsibility to ensure that these final accounts were prepared in accordance with best practice. The Code of Practice on Local Authority Accounting in Great Britain ("the Code") requires the Statement to present fairly the financial position of the authority at the accounting date and its income and expenditure for the year ended 31st March 2009.
- In preparing this Statement of Accounts, the Director of Finance:
 - Selected suitable accounting policies and then applied them consistently;
 - Made judgements and estimates that were reasonable and prudent;
 - Complied with the Code.
- The Director of Finance also:
 - Kept proper accounting records which were up to date;
 - Took reasonable steps for the prevention and detection of fraud and other irregularities.

Certificate

I certify that the above responsibilities have been accounted for in the production of these statements and that they present fairly the financial position of the authority at 31 March 2009.

Signed:

Date:

Stuart McKellar, Director of Finance

Approval

The Council's Audit Committee, being the relevant body within the Authority for such purpose, approved the draft accounts on 29 June 2009, and the post-audit accounts on 22 September 2009. The dates of approval are also taken as the dates that the accounts were authorised for issue.

Signed:

Date:

Cllr Michael Dickinson, Chair of Audit Committee

Governance Statement**SWINDON BOROUGH COUNCIL****ANNUAL GOVERNANCE STATEMENT: 2008/09****1. Scope of responsibility**

Swindon Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having a regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

The Council has approved and adopted a local code of corporate governance, which is consistent with the principles of the CIPFA/SOLACE *Framework for Delivering Good Governance in Local Government*. This statement explains how the Council has complied with the code and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 in relation to the publication of a statement on internal control.

2. The purpose of the governance framework

The governance framework comprises the systems and processes, and culture and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.

The system of internal control is a significant part of the framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised, and to manage them efficiently, effectively and economically.

The following section of the statement summarises Swindon Borough Council's governance framework that has been in place for the year ended 31st March 2009 and up to the date of approval of this Statement and the Statement of Accounts. The framework described reflects the arrangements in place to meet the six core principles of effective governance.

3. The Council's framework for ensuring compliance with the core principles of effective governance

- (a) *The Council's purpose, outcomes for the community and creating and implementing a vision for the local area.*

The Council published a new Community Vision after nine months of extensive consultation. This sets out an ambitious Vision for place that is supported by our Corporate Plan. The supporting strategies and objectives are summarised in the Council's Annual Operating Plan (AOP). The Community Vision is shared by our partners and identification of supporting partnership outcomes is contained within our Local Area Agreement (LAA) monitored and monitored via the Local Partnership Board (LPB) and reviewed twice yearly by the wider Swindon Strategic partnership. Many of the Council's services are informed by local consultation and are delivered to a high standard that make the best use of resources and are value for money by:

- Benchmarking the cost and performance of our services. SBC took a national lead in setting up a Unitary Benchmarking club in partnership with PWC.
 - Working increasingly with our partners, delivering services that meet the needs of the local community, and put in place processes to ensure that they operate effectively in practice.
 - Through the use of data, determining local needs and targeting resources accordingly.
 - Developing effective relationships and partnerships with
 - o other public sector agencies, including integration with the coterminous PCT voluntary and community organisations
 - o the private sector through our Swindon Economic Partnership (SSEP) through our incremental strategic partnership with Capita.
 - Responding positively to the findings and recommendations of external auditors and statutory inspectors and putting in place arrangements for the implementation of agreed actions.
 - Carrying out value for money benchmarking of our costs and performance against our family groupings to ensure best use is made of the resources available to the Council.
 - Delivering specific projects within an effective, corporate programme management framework, as appropriate.
- (b) *Members and Officers working together to achieve a common purpose with clearly defined functions and roles.*

The Council has ensured that the necessary roles and responsibilities for its governance are identified and allocated so that it is clear who is accountable for decisions that are made. The Council has done this by:

- Appointing a Leader of the Council, and executive members (cabinet members), with defined executive responsibilities.
- Agreeing a scheme of delegated executive responsibilities to directors, and protocols that make clear the respective roles of members and officers and ensure effective communication between them.
- Annually appointing committees to discharge the Council's regulatory responsibilities.

- Annually appointing committees to discharge the Council's overview and scrutiny responsibilities.
- Setting clear role definitions for chairs of committees and councillors in their different roles.
- Undertaking an annual review of the operation of the Council's constitution.
- Making the Chief Executive (the Head of Paid Service) responsible and accountable to the Council for all aspects of operational management.
- Making a senior officer (the Monitoring Officer) responsible to the authority for ensuring the lawfulness and fairness of decision-making, and that agreed procedures are followed and that all applicable statutes and regulations are complied with.
- Making a senior officer (the Section 151 officer) responsible to the authority for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control.
- Ensuring significant partnerships and contracts with other public bodies, voluntary and community organisations, and the private sector have clear governance accountabilities, including effective and equitable financial arrangements.
- Developing clear Section 75 arrangements to underpin integrated work with Swindon Primary Care Trust.
- Having in place effective and comprehensive arrangements for the scrutiny of services.

(c) *Promoting our values and upholding high standards of Conduct and behaviour.*

The Council promotes and maintains high standards of ethical conduct of members and officers through the work of its Standards Committee.

The Council fosters a culture of behaviour based on shared values, ethical principles and good conduct.

The Council has done this by establishing and keeping under review:

- The Council's Constitution
- A Members' Code of Conduct
- An Officer's Code of Conduct
- A protocol governing Member/Officer Relations
- A Members' Planning Code of Good Practice
- Monitoring Officer Protocol
- Media Guidelines
- Contract Standing Orders and Financial Regulations
- The Council has committed itself to "In Touch" a set of values and behaviours (determined through extensive consultation with staff and Members) that will set and embed the organisational tone and culture moving forward. Commitment to this will be achieved by embedding it in the recruitment, appraisal and development processes.

The Council takes fraud and corruption very seriously and has the following policies that aim to prevent or deal with such occurrences:

- An anti-fraud and corruption strategy
- A Whistleblowing policy
- A Fraud Response Plan

Conduct of Members is monitored by a Standards Committee, which also investigates allegations of misconduct by Members.

(d) *Taking informed and transparent decisions that are subject to effective scrutiny and managing risk.*

The Council has ensured that the decision-making process includes a rigorous risk assessment including:

- Financial, legal and staffing implications
- Sustainability implications
- Health Impact and Promotion implications
- Value for Money;
- Implications for Partnerships
- Implications for Community Safety
- Impact on Rural Communities.
- Diversity and racial impact assessment
- Risks, mitigations and opportunities

The Council has been rigorous and transparent about how decisions are taken and recorded. The Council has:

- Ensured the Cabinet make decisions in an open and transparent way and that information relating to those decisions is made available to the public, unless statutory rules allow otherwise
- Ensured that all decisions of regulatory committees of the Council are made in public and that information relating to those decisions is made available to the public, unless statutory rules allow otherwise
- Ensured that legal and financial implications are recognised in all reports on which decisions are based
- Recorded all decisions that are made by committees and key decisions made by officers (where applicable).
- Rules and procedures, which govern how decisions are made.
- Developed and maintained an effective overview and scrutiny function which encourages constructive challenge
- Maintain an effective Standards Committee and Audit Committee

The Council has continued to develop its risk management strategy to enable the Council to manage and control risks in order to maximise the quality of its service provision and uphold its reputation, making a powerful contribution to continuous service improvement and the achievement of best value.

The Council has ensured that the risk management system:

- Formally identifies and manages risks

- Involves elected Members in the risk management process
- Includes the undertaking of a risk assessment of every key or strategic decision
- Maps risks to financial and other key internal controls
- Develop a joint risk register for integrated working with Swindon Primary Care Trust
- Reflects business continuity planning; and
- Reviews and, if necessary, updates its risk management processes at least annually.

(e) *Developing the capacity and capability of Members and officers to be effective.*

The Council has ensured that those charged with the governance of the Council have the skills, knowledge and experience they need to perform well. The Council has done this by:

- Maintaining member training and development through the Member Development Steering Group
- Developing leadership skills and capacity across the Council
- Developing our approach to workforce planning
- Achieving Investor in People accreditation across all directorates
- Encouraging quality mark accreditation
- Maintaining and developing our personal development and performance review systems
- Cascading regular information to Members and staff by paper and electronic means, having regard to diversity issues

(f) *Engaging with local people and other stakeholders to ensure robust public accountability.*

The Council is committed to increasing public involvement in decision-making and devolving power to individuals and local organisations. We have sought and responded to the views of stakeholders and the community. The Council has done this by:

- Forming and maintaining relationships with the leaders of other organisations
- Ensuring openness and accessibility to citizens, service users and staff, including partner organisations
- Implementing the Corporate Consultation Strategy and utilising an appropriate range of consultation methods
- Making use of local forums at ward, parish and neighbourhood level to maintain communication with all the Borough's communities and other stakeholders
- Encouraging and supporting the public in submitting requests for Scrutiny
- Maintaining and reviewing an effective complaints procedure
- Developing the Connecting people, Connecting Places programme.

4. Review of effectiveness

Swindon Borough Council annually reviews the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by executive managers within the authority who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

Directors have completed a detailed questionnaire reviewing the control environment within their directorate and the results of the questionnaire have been used to inform our assessment of significant control issues for the Council.

The following process has been applied in maintaining and reviewing the effectiveness of the system of internal control. Both in year and year-end reviews processes have taken place.

In year review mechanisms include:

- The Executive is responsible for considering overall financial and performance management and receives comprehensive reports on a regular basis. It also receives reports relating to risk management and monitors the corporate risk register, as well as being responsible for key decisions and for initiating corrective action in relation to risk and internal control issues.
- The terms of reference for the Audit Committee reflect best practice, CIPFA guidance and CPA requirements. The Committee is a full committee of the Council emphasising the commitment to ensuring that there are high standards of internal control within the Council. The Committee is responsible for reviewing the financial performance, risk management and both Internal and External Audit performance and their findings and recommendations.
- Internal Audit is an independent and objective assurance service to the management of the Council who complete a programme of reviews throughout the year to provide an opinion on the internal control environment in the areas examined. Their reviews include examination of the main financial systems, enabling them to provide the Section 151 Officer with an overall opinion on the main financial controls in place as well as risk management, internal control and governance arrangements across the authority. In addition the Section undertakes fraud investigation and proactive fraud detection work. Internal Audit report bimonthly to Audit Committee summarising audits issued since the previous meeting. Audit Committee has called in relevant Directors to update them on the progress in implementing agreed audit recommendations. The Audit Committee also reviews the effectiveness of the Council's system of internal audit.
- The External Auditor / Audit Commission's Annual Audit and Inspection letter is considered by both Cabinet and the Audit Committee. The report stated that the Council continues to make good progress. Monitoring of progress towards implementing recommendations takes place.
- The External Auditors completed their CPA Use of Resources assessment during the year and awarded the Council a score of three overall. The Council's arrangements regarding probity and propriety scored four with the overall internal control arrangements scoring a three.
- A Corporate Governance Working Group, consisting of both Members and officers, including the Monitoring Officer, reviews the effectiveness of the Council's corporate governance arrangements by reference to the CIPFA/SOLACE corporate governance standards and other best practice. The Group has streamlined the Council's decision-making process ensuring that agreed decisions could be implemented promptly.
- The Council has also adopted a Local Code of Corporate Governance against which Internal Audit assessed the Council's compliance.
- Risk Management – the Corporate Risk Management Group provide guidance and feedback to Group Directors and management teams.

- Performance management is carried out through the CPAR and LPAR process and through the use of the Council's performance management system COMPASS. LAA Outcomes are monitored via the LPB.

A year-end review of governance arrangements and the control environment has also been completed which included:

- Obtaining assurances from all Group Directors and Directors that key elements of the control framework were in place during the year in their departments. They were also asked to identify areas where control weaknesses had resulted in a significant issue arising for the department.
- Validation by a Working Group including the Section 151 Officer and the Monitoring Officer of these assurances to other relevant sources of information.
- Reviewing the Head of Internal Audit's annual audit report presented to Audit Committee.
- Obtaining specific assurances from Directors with regard to the governance arrangements in place for key partnerships.

Corporate Board and the Audit Committee have advised us on the implications of the result of the review of the effectiveness of the governance framework and a plan to address weaknesses and ensure continuous improvement of the systems is in place.

5. Governance: Key Areas of Focus

The review process has highlighted a number of significant areas for enhanced focus regarding the governance and internal control environment and these are described briefly below. For each one, action plans have been determined by a responsible officer and are under implementation or are in the process of being prepared and a summary of the key elements of these are included below:

- **Sickness absence (BVPI 12)** - despite significant interventions and activities over the last three years (2006 to 2008) the Council's overall sickness absence levels have not improved. A range of best practice solutions have been deployed over this team; Promotion of Health & Well-being (SMILE programme), New occupational health programme, Employee Assistance through new Care First contract etc. Despite this programme of work, Promise 7 (reduce levels from current 14.3 days to 7.5 days) is unlikely to be delivered by 2010. Our objective in 09/10 is to show that there has been an improvement in overall performance compared to 08/09.

Key actions for the coming year include: a focus on interventions targeted at areas with highest levels of sickness absence via Chief Executive and Group Director deep dive sessions; tailored support for Managers; continue with sickness absence clinics, ensuring that the actions from these sessions are being implemented; continue with the current Health and Well-being programme; maximise support for managers from Care First and the Employee Assistance Provision; improve managers' recording and reporting process by refreshing and communicating a single and clear method of reporting sickness absence rates; improve the quality of data being used to monitor sickness absence by completing the current data quality review and implementing targeted recommendations from this review; ensure that all Group Directors, Directors and Heads of Service have access to reports that have the complete picture of sickness absence in their respective areas.

- **The impact of single status** - Single Status is the move to an equality proofed pay scheme and model across the Council and is planned for completion in 2009. One outcome of this is that some employees will have their pay reduced, whilst others will have an increase or no change. Inevitably this will be a difficult time for employees, teams and managers and it is likely to impact the performance of individuals and departments. It is critical that this change is managed well and that staff and managers are kept as well informed as early as possible.

Key actions for 2009/10 are to ensure that each Directorate develops a risk plan based on the initial outcomes of single status evaluation results; ensure that support for impacted individuals is clearly identified, understood and effectively deployed; ensure the project is adequately resourced, particularly the areas of job evaluation and pay modelling; ensure that the basic principles and criteria underpinning the evaluation and pay modelling processes are understood by Directors, Heads of Services and Team Managers; deploy the communication and engagement methods used during Project Aspire in order to drive effective stakeholder management; and to build the capability and capacity of our managers to be able to consistently and confidently deliver 'difficult messages'.

- **Benefits Service: speed and accuracy of processing** - the Audit Commission inspection in December 2008 of Swindon's Benefits service identified weaknesses in performance, quality and customer service, and rated the service as zero stars and as "poor but with promising prospects for improvement". The commission made 4 critical recommendations that the Council is now in the process of implementing.

- Deliver quicker more accurate benefits payments to customers
- Design the service to meet customer needs
- Improve performance management
- Improve benefit take up to raise the income levels of the poorest part of the community.

At a time when the Swindon residents are experiencing increasing levels of unemployment and changes of circumstances, it is critical that the Benefits service is effectively and efficiently serving the community and that the recommendations made by the Audit Commission are robustly implemented.

Key actions for 2009/10 are to ensure that the 'Benefits Improvement Plan' as defined in the PID is delivered in full and on time; ensure that both the SBC client team and the Capita delivery team are working effectively and seamlessly to solve this problem in order to respond efficiently to the needs of Swindon residents; ensure that the Director of Customer Services, Revenues and Benefits is able to relinquish duties related to Customer Services and Business Support in order to focus on delivering the required improvement.

- **Integration and live testing of business continuity plans** - during the recent live emergencies of flooding and heavy snow (February 2009) the Council's operational response to these events has been highly effective. At a recent Gold exercise to test Swindon and Wiltshire responses to a flu pandemic our emergency and continuity plans were identified as being 'good'. There is, however, a gap in the level of integration

between individual business continuity plans and to date no simulation exercise has been deployed to test the level of integration.

Key actions for 2009/10 are to design a simulation exercise that will test the level of integration between business continuity plans and will assess our overall state of readiness to respond to a significant emergency; conduct the simulation and ensure that lessons learnt are captured and turned into recommendations and a corresponding action plan; ensure that post simulation, all service areas have updated individual business continuity plans in the light of lessons learnt and that these are signed off by the relevant Group Director.

- **Completeness, reliance and integration of risk registers inc. fraud - risk registers** across the organisation are not of a consistent quality and are not always integrated across organisational boundaries.

Key actions for the coming year are to develop a targeted and prioritised action plan that emerges from the recently agreed Risk Management strategy; agree the action plan with the Operations Board and report progress on a quarterly basis; develop a framework for accessing fraud risk and ensure this is used by all Directorates.

- **Project Management** – the Council has a large capital programme that reflects its transformational ambition. To further enhance value for money and efficiency Corporate Board approved the creation of a corporate Project Management Office (PMO). The PMO will help to define and manage projects more effectively. However, although there has been improvement the Capital programme is still seen to be ‘slipping’ and some projects are still being initiated and ‘managed’ without the basics in place.

Our focus this year will be to ensure that there is a step change in the delivery of key projects across the Council; to organise and govern the Capital Programme as one single programme, so that this is shaped and performance managed by a single board empowered to ensure that the programme as a whole delivers on time and within budget; ensure that ‘call –off ‘ funding for Project Management of Capital projects is being used effectively in the delivery of these projects; re-visit the Project Management skills audit conducted last year and ensure that key gaps are identified and addressed in individual development plans; ensure that there is a renewed drive to make sure that projects from concept to delivery stage are registered with the PMO and that project teams are using the at least the basic set of tools and templates available on with the PMO; introduce the ‘PMO Registered’ and ‘PMO Assured’ logos as visible signs to be exhibited on project documentation and as mechanism to give lead members reassurance that their projects have been structured appropriately; ensure that for projects related to the building or modification of property there is a clear route map (accountabilities, responsibilities, process) for the Customer, the corporate client for the Capita partnership and Capita to follow.

- **Information governance, ICT security, disposals, data quality and information sharing** - this area is complicated and potentially there is a high degree of reputation risk or exposure for the Council and partners if this is not managed appropriately.

Key actions for 2009/10 are to ensure that the current plan to comply with the DWP's ICT security requirements in order to use the Government Connect gateway is delivered as agreed with the DWP; ensure that the Council ICT disposal policy and process is clearly understood by all staff and that this is seen to be effective across the Council and all its main office buildings; implement the new security features enabled by the Council's recent Microsoft Enterprise Agreement in order to further strengthen the Council's ICT security arrangements; develop and agree a framework of policy recommendations to cover the areas of information governance, data quality and information sharing; ensure all Directors conduct a gap analysis of their current state against this agreed framework and develop local action plans.

- **Commissioning capability and capacity** - Corporate Board and Cabinet have identified this as a critical competency and capability. The success of a number of programmes depends on having this capability and capacity in place e.g. Street Smart, SCS de-coupling, Adult Social Care transformation etc. A Commissioning capability framework has been developed in 2008 using external best practice and internal experiences and skills. This framework identifies key competencies, capabilities and behaviours needed to successfully develop and get the best out of partnerships with service providers. It is now critical that this framework is translated into delivering a step change in commissioning capability and capacity.

Key actions for 2009/10 are to complete and launch the Commissioning Capability Framework, ensuring that as a minimum it is used as a self-assessment tool in the process of agreeing individual development plans; agree and implement the deployment plan for 'Commissioning Capability' in priority areas in 09/10 e.g. Street Smart and Adult Social Care; ensure that the Swindon Learning Platform offers access to on-line tools for Commissioning practitioners.

- **Car Parking** - a recent internal audit report has identified significant weaknesses in some of the processes for car parking income. An action plan with timescales has been agreed to implement the recommendations from the audit report and many of the issues have already been rectified.
- **Young People not in employment, education or training (NEET)** - we have a rising percentage of young people aged between 16 and 18 who are not in education, employment and training. In April 2009, this figure stood at 8.91%. A year ago it was 6.6%. Across the Borough the NEET figure in central Swindon is over 12%, whilst in the north and south of the town it is between 6 and 7%. The numbers in learning have remained reasonably stable at about 81%, but there was a large dip in late 2008, caused by some of our most vulnerable young people failing to hold down their places on courses at FE colleges. There has been a drop in the numbers in work and training, falling from 12% to 10% in a year. Swindon has been hit hard by the economic recession resulting in a reduction in employment opportunities, including apprenticeships for young people. We now have one of the highest youth unemployment rates in the country.

Our priorities for improvement and outline actions for 2009-10 are to improve transition from school to post 16 provision, especially for the most vulnerable; increase employment and training opportunities including apprenticeships; improve performance management and workforce development; ensure the production and sharing of accurate and timely management information; improve GCSE performance

- **Special Educational Needs (SEN) statements issued within 26 weeks** - this indicator is aimed at improving the procedures involved in issuing statements of special educational need so that final agreements are reached within 26 weeks of starting the assessment process. The reasons for our apparent poor performance are that there has been some confusion about how the indicator is calculated and, in addition, we have prioritised getting the best educational placement for a child over hitting a deadline date. There are exceptions, legitimate reasons why a statement may not be issued within 26 weeks; these are mainly concerned with allowing additional time for parents to respond or schools to agree a placement. There are two parts to the indicator, not just the one that is currently reported. The first part is the measure of statements excluding exceptions; the second includes exceptions. We have set a target for the first part of the indicator at 80% and for the second at 71%. These are higher than the single target set in 2008-09.

We have taken action to improve the efficiency of our administrative procedures and have seconded an additional person to the statementing team for a year to cope with the increasing workload. Current performance in the first 2 months of the financial year shows achievement of 100% against the first indicator target of 80% and an average of 90% against the second target of 71%.

- **GCSE attainment** - Secondary schools' GCSE performance is very low in comparison with national averages and the averages of our statistical neighbours. We have commissioned an independent review into achievement and standards in secondary schools and the quality of the support provided by the local authority. The secondary heads have met the Corporate Board on two occasions to discuss the issues of aspirations for young people.

The independent review confirmed that schools are now implementing the strategies that will lead to higher standards and that the local authority support is suitable for the task of helping schools to raise attainment. The standards of children entering secondary schools have been rising for the last four years and so the outlook for the future is positive. Schools are forecasting higher results in 2009 compared with 2008.

A constant risk, however, is schools' ability to recruit and retain high quality specialist teachers of English, mathematics, science and ICT. This risk tends to increase in schools working in the most deprived areas that also tend to have the greatest challenge to raise standards.

Our actions for 2009-10 are to deploy LA advisers to support schools in three main areas to improve English, mathematics and the quality of assessment; support two schools with low standards through the National Challenge, which brings £119k to the schools in this financial year and additional monitoring of progress; support three schools to work in collaboration on shared issues of low rates of pupil progress. Each school will receive £10k plus additional monitoring of performance; improve the knowledge and skills of mathematics teachers by establishing a network to share good practice and learn from research into what works best for children. In addition, a school with leading practice in mathematics is hosting a conference for teachers; train secondary school improvement partners in deeper analysis of data to identify issues and raise the level of challenge to schools to improve; work with the Villiers Park Educational trust to support 30 pupils aged 14 in 2009-10 in a four year programme to help them achieve entry to higher education.

These young people will be from disadvantaged backgrounds who would be the first generation in their families to enter university; implement a transition and transfer policy to avoid the dips in progress when children transfer to secondary schools and young people move on to post 16 provision.

6. Certification

To the best of our knowledge, the governance arrangements, as defined above, have been effectively operating during the year although we recognise the areas for additional focus identified in section 5. We are satisfied that these enhancements will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed:

Signed:

Councillor Roderick Bluh

Gavin Jones

Leader of the Council

Chief Executive

Independent Auditor's Report to the Members of Swindon Borough Council

To follow on completion of the audit.

Glossary of Terms Used in the Statement of Accounts

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:

- a) Events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses) or
- b) The actuarial assumptions have changed.

AMORTISATION

The write out of intangible fixed assets and deferred charges to revenue on a systematic basis over its economic life. For deferred charges this will be the year the deferred charge is recognised.

ASSET

An item having value in monetary terms. Assets are defined as current or fixed.

- A current asset will be consumed or cease to have value within the next financial year, e.g. stock and debtors.
- A fixed asset provides benefits to the Authority and to the services that it provides for a period of greater than one year.

BUDGET

A forecast of revenue or capital expenditure over the accounting period.

CAPITAL EXPENDITURE

Expenditure on the acquisition of a fixed asset that will be used in providing services beyond the current accounting period or expenditure that adds to an existing fixed asset.

CAPITAL RECEIPTS

The proceeds from the disposal of land or other assets.

COMMUNITY ASSETS

Assets that the 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 historic buildings.

CONSISTENCY

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

CONTINGENCY

A condition that 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.

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 local basis for apportioning these costs to services.

CREDITOR

Amounts owed by the Authority for works done, goods received or services rendered before the end of the accounting period but for which payments have not been made by the end of that accounting period.

CURRENT SERVICE COST (PENSIONS)

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

CURTAILMENT

For a defined benefit pension scheme, an event that reduces the expected years of future service of present employees or reduces for a number of employees the accrual of defined benefits for some or all of their future service. Curtailments include:

- a) Termination of employees' services earlier than expected, for example as a result of closing a factory or discontinuing a segment of a business, and
- b) Termination of, or amendment to the terms of, a defined benefit scheme so that some or all future service by current employees will no longer qualify for benefits or will qualify only for reduced benefits.

DEBTOR

Amounts owed to the Authority for works done, goods received or services rendered before the end of the accounting period but for which payments have not been received by the end of that accounting period.

DEFERRED ASSETS AND LIABILITIES

Expenditure or income that may properly be deferred but is recognised in the appropriate section of the balance sheet, e.g. mortgage repayments.

REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE

Expenditure which may properly be capitalised, but which does not result in, or remain matched with, tangible assets and is written out to revenue in the year it is incurred.

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 of the scheme. The scheme may be funded or unfunded (including notionally funded).

DEFINED CONTRIBUTION SCHEME

A pension or other retirement benefit scheme into which an employer pays regular contributions fixed as an amount or as a percentage of pay and will have no legal or constructive obligation to pay further contributions if the scheme does not have sufficient assets to pay all employee benefits relating to employee service in the current and prior periods.

DEPRECIATION

The theoretical loss in value of an asset due to age, wear and tear, deterioration or obsolescence.

DISCRETIONARY BENEFITS

Retirement benefits which the employer has no legal, contractual or constructive obligation to award and which are awarded under the authority's discretionary powers, such as The Local Government (Discretionary Payments) Regulations 1996, the Local Government (Discretionary Payments and Injury Benefits)(Scotland) Regulations 1998, or The Local Government (Discretionary Payments) Regulations (Northern Ireland) 2001.

EXPECTED RATE OF RETURN ON PENSIONS ASSETS

For a funded defined benefit pension 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, possessing a high degree of abnormality, which derive from events or transactions that fall outside the ordinary activities of the authority and which are not expected to recur. They do not include exceptional items nor do they include prior period items merely because they relate to a prior period.

FAIR VALUE

The amount for which an asset could be exchanged or a liability settled, assuming that the transaction was negotiated between parties knowledgeable about the market in which they are dealing and willing to buy / sell at an appropriate price, with no other motive in their negotiations other than to secure a fair price.

FINANCE LEASE

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

FINANCIAL INSTRUMENTS

Contracts that give rise to a financial asset of one entity and a financial liability or equity instrument of another entity. For local authorities, which do not issue equity instruments such as share capital, this means the following:

Financial asset

A right to future economic benefits controlled by the authority that is represented by:

- Cash
- An equity instrument of another entity
- A contractual right to receive cash (or another financial asset) from another entity
- A contractual right to exchange financial assets/liabilities with another entity under conditions that are potentially favourable to the authority.

Financial liability

An obligation to transfer economic benefits controlled by the authority that is represented by:

- A contractual obligation to deliver cash (or another financial asset) to another entity
- A contractual obligation to exchange financial assets/liabilities with another entity under conditions that are potentially unfavourable to the authority.

Equity instrument

A contract that evidences a residual interest in the assets of an entity after deducting all of its liabilities (such as an equity share in a company) – will only apply to investments in other entities held by the authority.

GOVERNMENT GRANTS

Assistance by Government and inter-government agencies and similar bodies, whether local, national or international, in the form of cash or transfers of assets to an authority in return for past or future compliance with certain conditions relating to the activities of the authority.

IMPAIRMENT OF ASSETS

Impairment is caused by the consumption of economic benefits e.g. physical damage to be a general fall in process and requires the value of a fixed asset to be adjusted.

INTANGIBLE FIXED ASSETS

Intangible fixed assets are defined as non-financial assets that do not have physical substance but are identifiable and controlled by the entity through custody or legal right. Examples are: scientific or technical knowledge in order to produce new or improved materials, copyright, intellectual property rights and computer software licences. The Authority itself has no class of this asset.

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.

INVESTMENTS (NON-PENSIONS FUND)

A long-term investment is an investment that is intended to be held for use on a continuing basis in the activities of the authority. Investments should be so classified only where an intention to hold the investment for the long term can clearly be demonstrated or where there are restrictions as to the investor's ability to dispose of the investment.

Investments, other than those in relation to the pensions fund, that do not meet the above criteria, should be classified as current assets.

INVESTMENTS (PENSIONS FUND)

The investments of the Pensions Fund will be accounted for in the statements of that Fund. However authorities (other than town parish and community councils and district councils in Northern Ireland) are also required to disclose the attributable share of pension scheme assets associated with their underlying obligations.

LIQUID RESOURCES

Current asset investments that are readily disposable by the authority without disrupting its business and are either: readily convertible to known amounts of cash, at or close to, the carrying amount, or traded in an active market.

MAJOR REPAIRS ALLOWANCE (MRA)

The MRA represents the Governments estimate of the cost of maintaining the current condition of the housing stock and is based on the annual cost of replacing individual building components as they reach the end of their useful life. The MRA forms part of the overall subsidy paid to local authorities. The Major Repairs Allowance forms part of the overall subsidy paid to local authorities.

Negative subsidy authorities are able to use the MRA allocation as part of a transitional relief scheme to support the removal of the transfer from the HRA to the General Fund. From 2004/05 the Government will fund 2/3rds of this transitional scheme enabling a larger proportion of the MRA to be targeted at investment in the local housing stock.

MAJOR REPAIRS RESERVE (MRR)

A reserve to be created from MRA contributions, for investment in large-scale capital investment schemes to improve Council dwellings and estates in future years.

NET BOOK VALUE

The amount at which fixed 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 the 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-DISTRIBUTED COSTS

These are overheads for which no user now benefits and should not be apportioned to services.

NON-OPERATIONAL ASSETS

Fixed assets held by a local authority but not directly occupied, used or consumed in the delivery of services. Examples of non-operational assets are investment properties, assets surplus to requirement awaiting disposal or redevelopment, assets in construction.

OPERATING LEASES

A lease where the ownership of the fixed asset remains with the lessor.

OPERATIONAL ASSETS

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

PAST SERVICE COST

For a defined benefit scheme, the increase in the present value of the scheme liabilities related to employee service in prior periods arising in the current period as a result of the introduction of, or improvement to, retirement benefits.

PENSIONS / FRS 17

The requirements of the Accounting Standard "Accounting for Retirement Benefits" is based on a simple principle – that an organisation should account for retirement benefits when it is committed to give them, even if the actual giving will be many years into the future. The important accounting distinction for pension schemes is whether they are "defined contribution" or "defined benefit".

PFI (PRIVATE FINANCE INITIATIVE)

PFI allows the public sector to contract with the private sector to provide quality services on a long-term basis, typically 25-30 years, so as to take advantage of private sector infrastructure delivery and service management skills, incentivised by having private finance at risk.

The private sector takes on the responsibility for providing a public service against an agreed specification of required outputs prepared by the public sector.

The private sector carries the responsibility and risks for designing, financing, enhancing or constructing, maintaining and operating the infrastructure assets to deliver the public service in accordance with the public sector's output specification.

The public sector typically pays for the project through a series of performance or throughput related payments, which cover service delivery and return on investment. Central Government may provide payment support to the public sector through grants and other financial mechanisms.

POST BALANCE SHEET EVENTS

Those events, both favourable and unfavourable, which occur between the balance sheet date and the date on which the Statement of Accounts is signed by the Chair of the Audit Committee.

PRIOR PERIOD ADJUSTMENT

A prior period adjustment is the material adjustment applicable to prior year figures 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 correction or adjustments to accounting estimates made in prior years.

PROJECTED UNIT METHOD

An accrued benefits valuation method in which the scheme liabilities make allowance for projected earnings. An accrued benefits valuation method is a valuation method in which the scheme liabilities at the valuation date relate to:

- a) the benefits for pensioners and deferred pensioners (i.e. individuals who have ceased to be active members but are entitled to benefits payable at a later date) and their dependants, allowing where appropriate for future increases, and
- b) the accrued benefits for members in service on the valuation date.

The accrued benefits are the benefits for service up to a given point in time, whether vested rights or not. Guidance on the projected unit method is given in the Guidance Note GN26 issued by the Faculty and Institute of Actuaries.

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.

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 sources; or
- One party has 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 interest; 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.

Examples of related parties of a pension fund include its:

- Administering authority and its related parties;
- Scheduled bodies and their related parties; and
- Trustees and advisers.

These lists are not intended to be comprehensive.

For individuals identified as related parties, the following are also presumed to be related parties:

- Members of the close family, or the same household; and
- Partnerships, companies, trusts or other entities in which the individual, or a member of their close family or the same household, has a controlling interest.

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. Examples of related party transactions include:

- The purchase, sale, lease, rental or hire of assets between related parties;
- The provision by a pension fund to a related party of assets of loans, irrespective of any direct economic benefit to the pension fund;
- The provision of a guarantee to a third party in relation to a liability or obligation or a related party;
- The provision of services to a related party, including the provision of pension fund administration services;
- Transactions with individuals who are related parties of an authority or a pension fund, except those applicable to other members of the community or the pension fund, such as Council Tax, rents and payments of benefits.

This list is not intended to be comprehensive.

The materiality of related party transactions should be judged not only in terms of their significance to the authority, but also in relation to its related party.

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. Retirement benefits do not include termination benefits payable as a result of either (i) an employer's decision to terminate an employee's employment before the normal retirement date or (ii) an employee's decision to accept voluntary redundancy in exchange for those benefits, because these are not given in exchange for services rendered by employees.

SCHEME LIABILITIES

The liabilities of a defined benefit pension 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.

SECTION 106

Monies received from developers under section 106 of the Town & Country Planning Act 1990, as a contribution towards the cost of providing facilities and infrastructure which may be required as a result of their development.

STOCKS

The amount of unused or unconsumed stocks 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 of 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.

TOTAL COST

The total cost of a service or activity includes all costs which relate to the provision of the service (directly or bought in) or to the undertaking of the activity. Gross total cost includes employee costs, expenditure relating to premises and transport, supplies and services, third party payments, transfer payments, support services and capital charges. This includes an appropriate share of all support services and overheads, which need to be apportioned.

USEFUL LIFE

The period over which the local authority will derive benefits from the use of a fixed asset.

VESTED RIGHTS

In relation to a defined benefit pension scheme, these are:

- a) For active members, benefits they would unconditionally be entitled on leaving the scheme;
- b) For deferred pensioners, their preserved benefits;
- c) For pensioners, pensions to which they are entitled.

Vested rights include where appropriate the related benefits for spouses or other dependants.

**If you require Council Information in another format, please contact
Customer Services on 01793 445500**

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