



STATEMENT OF ACCOUNTS

2019/20

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The Statement of Accounts 2019-20 showing signatures is available for inspection at the Civic Centre.

NARRATIVE REPORT

Introduction

This Narrative Report provides a guide to the Council's accounts for the year ending 31 March 2020. The Accounts and Audit Regulations 2015 (as amended due to the Coronavirus outbreak) require the 2019/20 Statement of Accounts to be prepared, and signed, by the responsible officer by 30th August. The statement also provides some analysis of the development and performance of the Council in the financial year and of its position at the end of that year.

The accounts are set out on pages 24 to 118.

The Statement of Accounts comprises:

The Statement of Responsibilities for the Statement of Accounts: this sets out the Council's and the Section 151 Officers responsibilities for the statement of accounts. This statement also carries the certification of the Section 151 Officer.

Movement in Reserves Statement: this statement shows the movement in the year on the different reserves held by the authority, analysed into usable reserves (i.e. those that can be used to fund expenditure or reduce local taxation) and unusable reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. This is different from the statutory amounts required to be charged to the General Fund and the Housing Revenue Account for Council Tax setting and dwellings' rent setting purposes. The line titled "Net Increase/Decrease before Transfers to Earmarked Reserves" shows the statutory General Fund and Housing Revenue Account balances, before any discretionary transfers to or from earmarked reserves undertaken by the Council.

Comprehensive Income and Expenditure Statement: this statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost.

Balance Sheet: The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the authority. The net assets of the authority (assets less liabilities) are matched by the reserves held by the authority. Reserves are reported in two categories. The first category of reserves is usable reserves, i.e. those reserves that the authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example, the Capital Receipts Reserve may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the authority is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve) where cash amounts would only become available to provide services if the assets were sold.

Cash Flow Statement: this statement brings together the total movements of the Council's assets and liabilities during the financial year; these are inflows and outflows of cash arising from both revenue and capital transactions with third parties.

Expenditure and Funding Analysis: Officially a note to the accounts, this analysis brings together both the fiscal/funding framework and the accounting framework by service. It takes the net expenditure that is chargeable to taxation and rents and reconciles it to the Surplus or Deficit on the Provision of Services line in the Consolidated Income and Expenditure Statement.

Other Notes to the Accounts: the various accounts and statements are supported by detailed notes to help the reader. These include the significant accounting policies adopted by the Council and other explanatory information.

Housing Revenue Account (HRA) and notes: the Council is required by law to account separately for the provision of housing. This account shows the major elements of housing revenue expenditure: repairs and maintenance, administration and financing costs as well as how the expenditure is financed from rents and other income. The HRA Income and Expenditure Statement is supported by a Movement on the HRA Statement.

Collection Fund and notes: there is a statutory requirement for local authorities that bill for council tax and non-domestic rates (billing authorities) to maintain a separate fund to show the transactions in respect of these items and the way in which they have been distributed to precepting authorities.

Glossary: this provides a guide to some of the technical terms used in this document.

Changes to the 2019/20 Statement of Accounts

There were no significant changes to the 2019/20 apart from the deadline changes due to the outbreak of Covid-19

Summary of financial performance in the year

The General Fund

The financial statements are produced in accordance with accounting principles. These differ markedly from the internal financial management information used to set budgets and monitor performance.

The General Fund accounts for all revenue services other than those provided in respect of council housing. The budget requirement is the net expenditure on services and is the sum to be met from government grants, retained business rates and council tax.

The Council set its budget requirement for 2019/20 at the budget meeting on 25 February 2019. This allowed for a net increase in reserves and balances of £4,161,640.

The following table compares the final figures for 2019/20 with the original budget.

	Original Budget £,000	Actual £,000
Net expenditure on services	12,820	9,738
Contribution to reserves	4,774	7,975
Budget Requirement	17,594	17,713
Less:		
Business Rates Retention	(5,000)	(4,890)
Other grants	(4,774)	(4,875)
Council tax	(7,209)	(7,209)
Contribution from reserves	(611)	0
Deficit (Surplus) for the year	0	739

Net expenditure on services was £3.08M lower than the original budget. In the main, this was due to £2.3m additional income from interest relating to the Council's investments.

Other areas where income was higher or expenditure was lower than budget include, staffing variances of £360,000 and planning income of £246,000. Conversely, an overspend of £296,000 was incurred on temporary accommodation for homeless families.

There were several other smaller budget variances. Full details can be found in the report to Cabinet of 25 June 2020.

Because of the favourable outturn position, it was possible to avoid the planned draw-down from reserves and make an additional contribution to specific reserves of £2.46m to set against nominal losses in the value of investments as a result of the Coronavirus crisis. A transfer from general reserves to earmarked reserves of £739,000 was made for the same reason so that the General Fund balance decreased to £3m.

Earmarked Reserves

Earmarked Reserves movements not reflected in the table above include expenditure of £609,000 and transfers of £580,000 from the General Fund into reserves. The total amount carried forward in earmarked revenue reserves was £42m.

The Housing Revenue Account

The Housing Revenue Account accounts for all revenue services in respect of council housing.

The Housing Revenue Account is "ringfenced", i.e. it cannot subsidise or receive subsidies from other accounts. It is also known as the 'Landlord Account', as all costs and income relate to the provision of council housing.

The 2019/20 account was budgeted to make a deficit of £3.258m. The final outturn was a surplus of £1.476m.

The main reason that the revenue expenditure reduced compared to budget was that the total revenue contribution from the HRA to capital projects was £3.6m lower than originally planned. The previous year HRA capital scheme overspent by £1.8m due to the new build scheme working ahead of original profile. There was also an underspend against the budget in year resulting in £2.1m less spend than expected over the two years for the scheme. This, together with the availability of an additional £281,000 of other contributions, meant that the £3.2m budgeted contribution for the scheme was not required. There was also other capital underspending of £441,000.

Other areas of underspend include Repairs and Maintenance of £0.22m. Income also was £0.686m higher than the budget.

The Council is due to pay back a significant debt instalment in 2021/22 and the account continues to fund the new build programme. The reserve balance of £13.8m will be important in responding to these challenges.

The Capital Programme

The Capital Programme consists of a number of projects where expenditure is incurred on investment in new assets or improving existing ones. Ongoing revenue costs, such as those charged to the General Fund or Housing Revenue Account, cannot be charged to capital.

The Council budgeted to spend £30.771m on investment in assets of a capital nature; actual expenditure was £17.379m. This was lower due to slower progress than initially expected with the Acacia, New Homes and Town Centre projects, budgets are likely to be rolled forward in the 2020/21 budget. Capital expenditure was funded from capital receipts, government grants, developer contributions, revenue contributions and the Major Repairs Reserve.

The Usable Capital Receipts Reserve had a balance at the beginning of the year of £11.80m. New usable receipts during the year totalled £19.99m, £6.65m was used to finance expenditure, £1.57m was paid to the Government in respect of receipts pooling. Additionally capital receipts of £1.06m arising from the sale of council housing, were set aside to be used to finance the provision of new social housing under the "one for one receipts" scheme. The balance of usable capital receipts carried forward at the end of the year was £24.62m.

The Balance Sheet valuation of property, plant and equipment plus investment properties at the end of the year is £392m, a similar figure to the previous year. Movements within this figure can be seen in the relevant notes.

Capital commitments as at 31 March 2020 stand at £4.7m, compared with £11.6m as at 31 March 2019. This commitment relates to the ongoing completion of various schemes including works to Acacia, Stone Lodge and the town centre.

Non-Financial Performance

Of the target performance indicators:

- 85.71% - the targets were green
- 0% - the targets were amber
- 14.29% - the targets were red

Improvement from last year in the target performance indicators can be seen in:

- Percentage of repairs completed in time (93.25% in 2019-20 compared to 91.40% in 2018-19)
- Average time taken to re-let local authority housing (in calendar days) (EXCL major works) (20.01 in 2019-20 compared to 23.58 in 2018-19)
- Average number of DBC working days lost due to long term (>4 weeks) illness per employee (4.49 in 2019-20 compared to 6.31 in 2018-19)

The following target performance indicators consistently meet their target each year:

- Number of households taking part in green bin (garden waste) service
- Number of service requests completed for Private Sector Housing
- No of private sector vacant dwellings that are returned into occupation or demolished
- Number of affordable homes delivered (gross)
- Percentage of in-year Council Tax collected
- Percentage of in-year Business Rates collected
- Average time taken to process a new claim for Housing Benefit (cumulative)
- Percentage of supplier payments made within 30 days of receipt of invoice
- Rent Collection and Arrears Recovery - rents collected as a proportion of rents owed

However, performance has gone down from last year on the following target indicators:

- Percentage of High risk (categories A & B) food hygiene inspections due and completed (cumulative) (80% in 2019-20 compared to 100% in 2018-19)
- Average number of DBC working days lost due to short term (<4 weeks) illness per employee (4.85 in 2019-20 compared to 4.69 in 2018-19)

Of the “data only” indicators improvement from last year can be seen in:

- Community Infrastructure Levy income (£3,727,327 in 2019-20 compared to £2,075,404 in 2018-19)
- Usage of DBC Sports Facilities: Average Number of parkrun Users (271 in 2019-20 compared to 266 in 2018-19)
- Usage of DBC Sports Facilities: Princes Park Mini Pitch Users (176 in 2019-20 compared to 159 in 2018-19)

- Total number of arrests instigated by CCTV this month (93 in 2019-20 compared to 76 in 2018-19)
- Total number of arrests supported by CCTV this month (102 in 2019-21 compared to 81 in 2018-19)
- Number of Dartford Town Against Crime (DTAC) interventions against persistent offenders (40 in 2019-20 compared to 10 in 2018-19)
- The average results of Nitrogen Dioxide levels from all automatic air quality monitoring stations in the Borough (micrograms per m2) (32.9 in 2019-20 compared to 40.2 in 2018-19)
- Number of graffiti incidents (38 in 2019-20 compared to 64 in 2018-19)
- Number of households where homelessness has been prevented (282 in 2019-20 compared to 215 in 2018-19)
- Number of phone calls received by the Council (484,650 in 2019-20 compared to 502,241 in 2018-19)
- Overall business birth rate (latest available figures – 705 in 2018-19 compared to 660 in 2017-18)
- Overall business death rate (latest available figures – 575 in 2018-19 compared to 640 in 2017-18)
- Life expectancy gap for men (latest available figures - 7.1 in 2016-18 compared to 7.5 in 2015-17)

However, the data only indicators where outcomes have worsened from last year are:

- District wide unemployment rate (2.3% in 2019-20 compared to 1.7% in 2018-19)
- Usage of DBC Sports Facilities: Total Fairfield Centre Visits (412,583 in 2019-20 compared to 526,563 in 2018-19)
- Usage of DBC Sports Facilities: Average Number of Junior parkrun Users (40 in 2019-20 compared to 41 in 2018-19)
- Number of local groups supported through Community Grant and other grant schemes (13 in 2019-20 compared to 40 in 2018-19)
- Percentage attendance at the Orchard Theatre (% of total seats available which are used) (45.75% in 2019-20 compared to 62% in 2018-19)
- Number of businesses supporting Dartford Town Against Crime (DTAC) (64 in 2019-20 compared to 83 in 2018-19)
- Number of households taking part in energy efficiency initiatives in the Borough (225 in 2019-20 compared to 350 in 2018-19)
- Number of fly tipping incidents (2,766 in 2019-20 compared to 2,670 in 2018-19)
- Percentage of household waste going to landfill (0.5% in 2019-20 compared to 0.4% in 2018-19)
- No of households on the housing register (829 in 2019-20 compared to 785 in 2018-19)
- No of households living in temporary accommodation (114 in 2019-20 compared to 69 in 2018-19)
- Life expectancy gap for women (latest available figures – 5.7 in 2016-18 compared to 4.8 in 2015-17)

More details about performance including mitigating actions will be found as reported to Cabinet in due course.

Influences affecting the Authority's income and expenditure and levels of reserves

The Council has cash and investments of approximately £126m, compared to £109m as at 31 March 2019. Whilst these levels are affected by various factors, it is expected that balances will reduce over the next 12 months due to planned capital expenditure.

The capital programme for 2020/21 totals £29.8m, of which £11.5m is for housing. The capital programme is funded from a mixture of capital receipts, grants and contributions, and revenue/reserve contributions.

Recent years have seen significant reductions in government grant, and further reductions in resources are expected to occur over the next few years. However, the Council has benefitted from increased income from business rates and the New Homes Bonus, although both may only be short term and it is likely a business rates reset will reduce income from business rates significantly. The Council has approved a Medium Term Financial Plan, which identifies the potential budget needs and resource requirements in the next few years.

The major financial risks for the Council in the coming years are the direct and indirect effect of the Coronavirus. The Council will have additional costs and loss of income. It is also possible that the increased government spend and decreased economic activity will affect local government income in the medium term.

Other pre-existing risks include the proposed fair funding review and possible reductions in retained income, business rate changes (including appeals, reset, retail market conditions and the ongoing consultation for the move towards 75% business rates retention) and the new arrangement to replace the New Homes Bonus.

At 31 March 2020, the Council had £45m of usable reserves for general use and £13.8m for housing. This is considered prudent and adequate for current estimated needs.

The Council has sufficient balances and earmarked reserves to enable a smooth transition to lower expenditure levels due to the reasons identified above. The main variable risk to cash flows is income from investments, business rates and council tax.

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

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Dartford Borough Council (the 'Authority') for the year ended 31 March 2020 which comprise the Comprehensive Income and Expenditure Statement, the Movement in Reserves Statement, the Balance Sheet, the Cash Flow Statement, the Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Account Statement, the Collection Fund and notes to the financial statements, including a summary of significant accounting policies. The notes to the financial statements include the EFA, Notes to the Core Statements, Policies and Judgements, Notes to the Housing Revenue Account Statement and Notes to the Collection Fund. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2019/20.

In our opinion, the financial statements:

- give a true and fair view of the financial position of the Authority as at 31 March 2020 and of its expenditure and income for the year then ended;
- have been properly prepared in accordance with the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2019/20; and
- have been prepared in accordance with the requirements of the Local Audit and Accountability Act 2014.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the financial statements' section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

The impact of macro-economic uncertainties on our audit

Our audit of the financial statements requires us to obtain an understanding of all relevant uncertainties, including those arising as a consequence of the effects of macro-economic uncertainties such as Covid-19 and Brexit. All audits assess and challenge the reasonableness of estimates made by the Section 151 Officer and the related disclosures and the appropriateness of the going concern basis of preparation of the financial statements. All of these depend on assessments of the future economic environment and the Authority's future operational arrangements.

Covid-19 and Brexit are amongst the most significant economic events currently faced by the UK, and at the date of this report their effects are subject to unprecedented levels of uncertainty, with the full range of possible outcomes and their impacts unknown. We applied a standardised firm-wide approach in response to these uncertainties when assessing the Authority's future operational arrangements. However, no audit should be expected to predict the unknowable factors or all possible future implications for an authority associated with these particular events.

Conclusions relating to going concern

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

- the Section 151 Officer's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Section 151 Officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

In our evaluation of the Section 151 Officer's conclusions, and in accordance with the expectation set out within the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2019/20 that

the Authority's financial statements shall be prepared on a going concern basis, we considered the risks associated with the Authority's operating activities, including effects arising from macro-economic uncertainties such as Covid-19 and Brexit. We analysed how those risks might affect the Authority's financial resources or ability to continue operations over the period of at least twelve months from the date when the financial statements are authorised for issue. In accordance with the above, we have nothing to report in these respects.

However, as we cannot predict all future events or conditions and as subsequent events may result in outcomes that are inconsistent with judgements that were reasonable at the time they were made, the absence of reference to a material uncertainty in this auditor's report is not a guarantee that the Authority will continue in operation.

Emphasis of Matter – effects of Covid-19 on the valuation of Property Plant and Equipment and Investment Properties

We draw attention to Note 6 of the financial statements, which describes the effects of the Covid-19 pandemic on the valuation of the Authority's Property Plant and Equipment (included in Note 14) and Investment Properties (included in note 15) as at 31st March 2020. As disclosed in note 6, The valuer has declared a 'material valuation uncertainty' in the valuation report issued. This is on the basis of uncertainties in markets caused by COVID-19. The values in the report have been used to inform the measurement of the Council's properties at valuation in these financial statements. With the valuer having declared this material valuation uncertainty, the valuer has continued to exercise professional judgement in providing the valuation and this remains the best and most reliable information available to the Council.

Our opinion is not modified in respect of this matter.

Emphasis of Matter – effects of Covid-19 on the Pension Liability

We draw attention to Note 6 of the financial statements, which describes the effects of the Covid-19 pandemic on the valuation of property and property based investments in the Kent Local Government Pension Scheme. As at the valuation date, valuers consider they can attach less weight to previous market experience for comparison purposes to inform opinions of value. Valuations are therefore reported on the basis of "material valuation uncertainty" as per VPS3 and VPGA 10 of the RICS Red Book Global. Material valuation uncertainties were disclosed in both Kent Pension Fund's accounts and pension fund's property valuation reports.

Our opinion is not modified in respect of this matter.

Other information

The Section 151 Officer is responsible for the other information. The other information comprises the information included in the Narrative Report, the Statement of Accounts, the Annual Governance Statement other than the financial statements. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge of the Authority obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Other information we are required to report on by exception under the Code of Audit Practice

Under the Code of Audit Practice published by the National Audit Office on behalf of the Comptroller and Auditor General (the Code of Audit Practice) we are required to consider whether the Annual Governance Statement does not comply with the 'delivering good governance in Local Government Framework 2016 Edition' published by CIPFA and SOLACE or is misleading or inconsistent with the information of which we are aware from our audit. We are not required to consider whether the Annual Governance Statement addresses all risks and controls or that risks are satisfactorily addressed by internal controls.

We have nothing to report in this regard.

Opinion on other matter required by the Code of Audit Practice

In our opinion, based on the work undertaken in the course of the audit of the financial statements and our knowledge of the Authority gained through our work in relation to the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources, the other information published together with the financial statements in the Statement of Accounts, the Narrative Report, and the Annual Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

Under the Code of Audit Practice, we are required to report to you if:

- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we make a written recommendation to the Authority under section 24 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014 in the course of, or at the conclusion of the audit; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014, in the course of, or at the conclusion of the audit.

We have nothing to report in respect of the above matters.

Responsibilities of the Authority, the Section 151 Officer and Those Charged with Governance for the financial statements

As explained more fully in the Statement of Responsibilities, the Authority is required to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Section 151 Officer. The Section 151 Officer is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom 2019/20, for being satisfied that they give a true and fair view, and for such internal control as the Section 151 Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Section 151 Officer is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless there is an intention by government that the services provided by the Authority will no longer be provided.

The Audit Board is Those Charged with Governance. Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's responsibilities for the audit of the financial statements

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

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

Report on other legal and regulatory requirements - Conclusion on the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources

Conclusion

On the basis of our work, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General in April 2020, we are satisfied that the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2020.

Responsibilities of the Authority

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

Auditor's responsibilities for the review of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to be satisfied that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General in April 2020, as to whether in all significant respects the Authority had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2020.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to be satisfied that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

Report on other legal and regulatory requirements – Certificate

We certify that we have completed the audit of the financial statements of Dartford Borough Council in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice.

Use of our report

This report is made solely to the members of the Authority, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. Our audit work has been undertaken so that we might state to the Authority's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

Iain Murray

Iain Murray, Key Audit Partner
for and on behalf of Grant Thornton UK LLP, Local Auditor
London

30 November 2020

RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS AND CERTIFICATE OF THE SECTION 151 OFFICER

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. In this authority that officer is the Head of Finance who is the named Section 151 Officer under section 151 of the Local Government Act 1972.
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- to approve the Statement of Accounts.

The Section 151 Officer's responsibilities

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

In preparing that statement of accounts, the Section 151 officer has:

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

The Section 151 officer has also:

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

SECTION 151 OFFICER'S CERTIFICATION TO THE STATEMENT OF ACCOUNTS

I hereby certify that the Statement of Accounts for the year ended 31 March 2020 required by the Accounts and Audit Regulations 2015 gives a true and fair view of the financial position and transactions of the Council, and its income and expenditure for the same year then ended.

T Sams

TIM SAMS CPFA
SECTION 151 OFFICER

APPROVAL OF THE STATEMENT OF ACCOUNTS IN ACCORDANCE WITH THE ACCOUNTS AND AUDIT REGULATIONS 2015

COMPLETION OF THE APPROVAL OF THE ACCOUNTS

The Statement of Accounts was formally approved for publication by the Audit Board on 21st October 2020.

D Hammock

COUNCILLOR D A HAMMOCK
CHAIRMAN OF THE AUDIT BOARD

ANNUAL GOVERNANCE STATEMENT

FOR THE PERIOD 1 APRIL 2019 TO 31 MARCH 2020

SCOPE OF RESPONSIBILITY

Dartford Borough Council (the 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. The Council also has a duty under the Local Government Act 1999 (as amended) to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, the Council is responsible for implementing proper arrangements for the governance of its affairs, the stewardship of the resources at its disposal and 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 (the Local Code), which is consistent with the principles and reflects the requirements of the CIPFA/SOLACE Framework *Delivering Good Governance in Local Government (2016)*. The Local Code is published on the Council's website at www.dartford.gov.uk.

This statement explains how the Council has complied with the Local Code and with meeting the requirements of regulation 6 of the Accounts and Audit Regulations 2015 to review and report on the effectiveness of its system of internal control and to prepare an Annual Governance Statement.

The Council has in place appropriate management and reporting arrangements to enable it to satisfy that its approach to corporate governance is adequate and effective in practice.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

THE PURPOSE OF THE GOVERNANCE FRAMEWORK

The governance framework comprises the systems and processes, culture and values by which the Council is directed and controlled, and by which it, through its activities, can account to, engage with and lead the community. The governance framework enables the Council 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 that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

This Annual Governance Statement is produced for the year 1 April 2019 to 31 March 2020 and includes the period up to the date of approval of the statement of accounts.

THE GOVERNANCE FRAMEWORK

The key elements of the systems and processes that comprise the Council's governance arrangements are summarised below:

Identifying and communicating our vision and outcomes for citizens and service users

The Corporate Plan 2017-2020 has been approved by the General Assembly of the Council [17 July 2017 Min 34]. The Corporate Plan is published on the Council's website.

Reviewing our vision and its implications for our governance arrangements

Progress towards the achievement of the objectives is monitored through the Performance Management Framework, with performance reports to Management Team, Cabinet and Policy Overview Committee, and through other internal review mechanisms.

Measuring the quality of services for users, to ensure that they are delivered in accordance with the Council's objectives and for ensuring that they represent the best use of resources

The Council measures the quality of service to users through a number of mechanisms including:

- Customer surveys
- Comments, compliments and complaints
- Monitoring against targets and indicators
- Scrutiny by the Scrutiny Committee and reviews by the Policy Overview Committee
- Comparison with similar authorities

Establishing clear channels of communication with all sections of our community and other stakeholders, ensuring accountability and encouraging open consultation

The Council has developed a Consultation and Engagement Strategy to meet its duty to inform, consult and involve people in the delivery of Council services. An Equalities and Diversity Document Framework has been developed to meet the Council's obligations under the Equality Act 2010. The Statement of Community Involvement sets out how the community will be involved in decisions about the Council's Local Plan.

Defining and documenting the roles and responsibilities of the executive, non-executive, scrutiny and officer functions, with clear delegation arrangements and protocols for effective communication

The Council has an adopted Constitution, which details how the Council operates, how decisions are made, and the procedures, which are to be followed to ensure that these are efficient, transparent and accountable to local people. The Constitution defines the terms

of reference for all Council committees. The Cabinet (exercising the executive functions of the Council) is responsible for most decisions. The Cabinet is made up of the Leader and Six Councillors. The Council elects the Leader and the Leader appoints the Cabinet. Major decisions are published in advance, in the Regulation 9 Notice, and will generally be discussed in a meeting open to the public. All decisions must be in line with the Council's overall policies and budget. Any decisions the Cabinet wishes to take outside the budget or policy framework must be referred to the General Assembly of the Council to decide. There is a Scrutiny Committee that scrutinises the work of the Cabinet, presenting challenge and the opportunity for a decision to be reconsidered. Most scrutiny is undertaken post-decision but a "call-in" procedure allows Scrutiny Committee to also review Cabinet decisions before they are implemented.

The Policy Overview Committee reviews general policies and makes recommendations on future policy options to Cabinet.

A Scheme of Delegation to Officers is approved by the Cabinet/General Assembly of the Council. This defines the framework and limits within which officers can take decisions.

Developing, communicating and embedding codes of conduct, defining the standards of behaviour for members and staff

The standards of conduct and personal behaviour expected of Council Members and Officers, its partners and the community are defined and communicated through codes of conduct and protocols. These include:

- A Member Code of Conduct
- An Employee Code of Conduct
- Regular performance appraisals for staff linked to corporate and service objectives
- An Anti-Fraud and Corruption Strategy
- A Member/Officer Protocol
- A Whistleblowing Policy
- An Annual Monitoring Officer report
- An Audit Board to oversee and monitor the Member Code of Conduct

Whistleblowing and receiving and investigating complaints from the public

The Council's Whistleblowing Policy is regularly reviewed and provides for confidential reporting on matters of concern. Informants are requested to be open in their disclosure, but it is recognised that on occasions, informants will wish to remain anonymous.

The Council has an effective Corporate Complaints Procedure. A report is submitted annually to the Audit Board on corporate complaints. The Cabinet receives an annual report from the Local Government and Social Care Ombudsman containing feedback statistics from the complaints made to the Ombudsman and comment on the Council's performance in responding to Ombudsman investigations.

Reviewing and updating standing orders, financial instructions, scheme of delegations and supporting procedure notes/manuals, which clearly define how decisions are taken and the processes and controls required to manage risks

Standing Orders, Contract Standing Orders, Financial Regulations and the Scheme of Delegations to Officers are regularly reviewed as are supporting procedures and manuals.

Compliance with relevant laws and regulations, internal policies and procedures, and that expenditure is lawful

The Council has a duty to ensure that it acts in accordance with the law and various regulations in the performance of its functions. It has developed policies and procedures for its Officers and Members to ensure that, as far as possible, they understand their responsibilities both to the Council and to the public. Key documents and procedures include:

- Standing Orders
- Contract Standing Orders
- Procurement Guide
- Finance Guidance incorporating Financial Regulations
- Money Laundering procedures
- Committee reporting procedure including requirements for the monitoring of legal and financial implications
- Regular training on new legal requirements
- Regular updates from the Head of Legal Services for Members and Officers on key changes to the local authority legal framework

Other key corporate policies on a range of topics such as Equalities, Customer Care, Data Protection, Freedom of Information and Fraud have been adopted. All policies are subject to internal review, to ensure they are adequately maintained and fit for purpose.

Measuring the quality of services for users, for ensuring they are delivered in accordance with our objectives and for ensuring that they represent the best use of resources

The Council, through its budgetary monitoring and control processes, ensures that financial resources are being used in accordance with the budget and corporate policy via regular management reporting to Directors, the Finance Portfolio Member and Cabinet.

Financial planning is underpinned by service planning and annual budget reviews to ensure that individual service plans and service improvements are in line with corporate objectives.

Through performance reports, corporate and key service objectives are monitored to ensure that performance targets and indicators are being achieved.

Economic, effective and efficient use of resources is subject to review through the work of the Scrutiny and Policy Overview Committees, Internal and External Audit and annual budget reviews.

Financial Management

Responsibility for ensuring that an effective system of internal financial control is maintained and operated rests with the S151 Officer. The systems of internal financial control provide reasonable and not absolute assurance that assets are safeguarded, that transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.

The CIPFA Statement on the Role of the Chief Financial Officer is reported to the General Assembly as part of the annual budget report. The Council meets all the governance requirements contained in the statement.

Internal financial control is based on a framework of management information, financial regulations and administrative procedures, which include the segregation of duties where practical, management supervision and a system of delegation and accountability.

In particular, the process in 2019/20 included:

- The setting of a one year detailed budget and Medium Term Financial Plan;
- Monitoring of actual income and expenditure against the annual budget;
- A budget review by officers and Members;
- Setting of financial and performance targets;
- Regular reporting of the Council's financial position to Members;
- Clearly defined capital expenditure guidelines;
- Managing risk in key financial service areas.

Effectiveness of Internal Audit

The Council's Internal Audit service is provided in partnership with Sevenoaks District Council.

During 2019/20, the internal audit team have worked to deliver the annual audit plan, approved by the Audit Board in April 2019. The plan has been delayed both due to the restructure in the service and latterly the Covid-19 outbreak. The service has provided regular updates to Members on the outcomes of audit work, progress on implemented audit actions, and also updates regarding the outstanding actions from the External Quality Assessment.

In August 2018 the Council entered into a secondment with Mid Kent Audit for the provision of an Audit Manager, a role that also fulfils the Chief Audit Executive functions. Over the course of the year the service has taken steps to review, update and improve delivery of audit work, and the Internal Audit process has been revised to reflect the requirements of the Public Sector Internal Audit Standards (PSIAS). This arrangement finished in January and interim arrangements were in place for the remainder of the year.

The seconded Audit Manager led the service through a restructure in year with the structure changed in order to improve the service and increase added-value. The restructure work, recruitment and induction of new staff has taken some time and the audit plan has slowed as a result. Additionally, catch-up work towards the end of the year was thwarted due to the Covid 19 pandemic.

Internal audit have issued no audit conclusions less than substantial in 2019/20, and the majority of audit actions have been agreed and fully implemented. The Audit Board request details of outstanding or deferred high priority actions, and while the Board has not expressed any concerns over 2019/20, they have the power to invite Officers to attend meetings to provide updates directly.

Individual audit reports continue to be issued and distributed to relevant Senior Managers, with copies to the Managing Director and Section 151 Officer.

The effectiveness of the Internal Audit service was assessed in 2019/20 (using the PSIAS checklist) following the formal follow-up of the External Quality Assessment (EQA) by PricewaterhouseCoopers. The assessment was undertaken again in early 2019/20 and will be the basis of a new EQA which should take place during 2020/21 which will provide a baseline for the new audit manager (commenced May 2020) to work from.

The Audit Board, as those charged with governance, will provide continued oversight and direction as required. As such, the operation of the service will also be monitored by the Strategic Management Team, and the Section 151 Officer.

Performance and Risk Management

Performance indicators and targets remain under review and are monitored and reported internally and externally. Management information on key performance indicators are reported monthly. Performance data has continued to be managed through Pentana, which enables the Council to input, collate, and report on real time performance as necessary.

The need to refresh and improve the risk management framework has continued and the work to do that was not completed in 2019/20 due to other priorities. The Council will be working with the Audit Partnership to update and rollout a new risk process over 2020/21. This work will include updating the risk process to meet recognised modern practices, and creating a greater link between operational and strategic level risks.

By doing this, the Council will have greater oversight and more effective management of key risks as they arise.

The development needs of Members and senior officers in relation to their strategic roles, are supported by appropriate training

Members receive training on key topics or where significant changes have occurred or new legislation introduced. Training for officers is considered at the annual appraisal meeting and also during the year, if required.

REVIEW OF EFFECTIVENESS

Dartford Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework, including the system of internal control. This review is informed by:

- The work of Internal Audit and the Chief Audit Executive's Annual Opinion.

- The work of senior managers within the Council who have responsibility for the development and maintenance of the governance environment
- The work of the Data Protection Officer
- The work of the Senior Information Risk Owner
- The opinion of the external auditors as expressed in their annual report to the Audit Board.
- The detailed review undertaken on behalf of the Management Team.
- The overview provided by Management Team.
- The Monitoring Officer's Annual Report to the Audit Board.

The following processes have been applied in maintaining and reviewing the effectiveness of the governance framework:

Council

The Corporate Plan and the budget are approved and reviewed by the General Assembly of the Council. Other strategies and policies are approved and reviewed by the General Assembly of the Council (where the functions are reserved to it, by legislation).

Cabinet

The Cabinet receives reports on financial performance. strategies and policies are approved and reviewed by Cabinet (where the functions are reserved to Cabinet, by legislation).

Scrutiny Committee and Policy Overview Committee

These Committees have respectively a role in (a) reviewing/scrutinising action and decisions taken, (b) advising on and reviewing policies and (c) external scrutiny i.e. looking at issues which lie outside the Council's responsibilities.

Audit Board

The Audit Board receives quarterly updates on the assurance, which can be placed on various systems and processes during the year, along with an annual assessment at the year-end.

The Audit Board reviews reports presented to it by the Audit Manager (Chief Audit Executive). The Board receives a summary of all internal audit reports and keeps a check on those areas where adverse audit findings or assurance is given. Additionally, the Board has regard to the effectiveness of the Council's risk management arrangements.

The Audit Board receives an annual report from the Monitoring Officer on ethical governance arrangements and on the effectiveness of the Corporate Complaints Procedure.

Ethics is a key element of governance and the purpose of the Monitoring Officer's annual review of the Council's ethical governance is to ensure that robust arrangements are in place and that the Council continues to develop and improve management and reporting

arrangements so as to satisfy itself that its approach to ethical governance is both adequate and effective in practice.

Data Protection Officer

The Head of Legal Services has been appointed the Data Protection Officer (DPO) in accordance with the Data Protection Act 2018 (applying the General Data Protection Regulation) (the 2018 Act).

The DPO's minimum tasks are:

- to inform and advise the Council and its employees about their obligations to comply with the 2018 Act;
- to monitor compliance with the 2018 Act, including managing internal data protection activities, advising on data protection impact assessments, training staff and conducting internal compliance audits;
- to be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc.).

The DPO operates independently and is required to report to the highest management level in the Council.

Senior Information Risk Officer

The Strategic Director (Internal Services) is the Council's appointed SIRO who has responsibility for ensuring that the Council's IT systems' risk within the organisation is managed appropriately.

The SIRO's other responsibilities can be summarised as:

- owning the Council's overall IT Security Policy and IT risk assessment processes and ensuring they are implemented consistently by Information Asset Owners;
- advising the Management Team and the Audit Board on the information risk aspects of the Council's statement on internal controls/annual governance statement;
- reporting to the Audit Board on the effectiveness of the Council's' cyber security management processes;
- owning the Council's IT incident management framework.

Annual Audit Opinion

Based on the work completed to date in 2019-20 and other sources of assurance available to the function, the Chief Audit Executive's overall annual assurance opinion is that the Council's arrangements for internal control, risk management, governance and anti-fraud during the period is "sound".

SIGNIFICANT GOVERNANCE ISSUES

On the basis of the review undertaken and considered by the Strategic Directors, the Council is satisfied that there are no significant governance matters that need to be brought to the immediate attention of Members and that the Council's corporate governance arrangements are adequate and operating effectively.

However, the Council continues to seek to improve and strengthen the governance and control environment. As such, the assessment against the Governance Code and Principles have highlighted some areas for improvement. A supporting action plan is appended to this statement.

Over the coming year, the Council will monitor and track progress against the action plan, to ensure steps are taken to improve and enhance its governance arrangements. The Council is satisfied that these steps will address the need for improvements that were identified in the review of effectiveness and will monitor their implementation and operation as part of the next annual review.

COVID-19 pandemic

This governance statement AGS assesses governance in place during 2019/20, so the majority of the year was unaffected by coronavirus.

However, coronavirus impacted on governance during March 2020. It is essential that the AGS reflects the impact of the COVID-19 pandemic on governance.

In March there was an impact on:

- Business as usual and delivery of services mainly from staff working at home and some self-isolation, some services were unable to function during the initial lockdown such as parking enforcement. Decisions around any necessary changes to internal controls were discussed with senior managers and escalated if necessary
- The Council started a food delivery service for those shielding in partnership with NHS volunteers at the request of government and procured personal protective equipment to help staff carry out their roles.
- An initial assessment of the costs and loss of income of immediately apparent changes was also carried out and reported to management.

During the 2020-21 year a continuing response has been in operation including additional financial monitoring and assessment of the long-term disruption and consequences arising from the coronavirus pandemic.

Once the crisis is over the local authorities would intend to conduct a review of the lessons to be learned from its response. This is included in the action plan.

The Leader of the Council

J Kite

Strategic Director – Internal Services

S Martin

Strategic Director – External Services

S Green

Governance Action Plan 2019-20

Ref	Action	Link to Code & Framework	Co-ordinating Officer	How will success be measured?
1	Develop and implement the workforce strategy & value framework	Principles A, E, F, G	HR Manager	<ul style="list-style-type: none"> Strategy created and adopted Communication and engagement plan to support rollout
2	Consider Hybrid system for physical and virtual meetings	Principles A, B	Strategic Director - Internal Services	<ul style="list-style-type: none"> Assessment concluded System in place and working effectively
3	Review Corporate plan in light of Covid 19 recovery requirements	Principles A, F, G	Policy and Performance Manager	<ul style="list-style-type: none"> New Corporate Plan agreed
4	Review of performance indicators and reporting / monitoring arrangements - effectiveness of management oversight, intervention and link to objectives	Principles D, F	Audit Manager, Policy and Performance Manager	<ul style="list-style-type: none"> Updated reports focussing on outcomes and objectives Greater oversight and support to achieve outcomes
5	Asset Management review and associated actions planning and tracking	Principles C, E	Head of Legal Services	<ul style="list-style-type: none"> Delivery of Asset Management Strategy action plan
6	Consider new ways of working in a post-Covid 19 environment	Principle E	Strategic Directors	<ul style="list-style-type: none"> Improved efficiency and effectiveness
7	Complete the refresh and rollout of the risk management framework (strategic level risks and operational)	Principles A, F, G	Audit Manager	<ul style="list-style-type: none"> Strategic & operational risk registers in place Key risks escalated and reported Risk themes are strategies monitored
8	Improve resilience and community capacity to respond to additional peaks in demand	Principles E, F	Strategic Directors	<ul style="list-style-type: none"> Resilience improved
9	Carry out lessons learnt review of Covid -19 response	Principles D, E, G	Audit Manager	<ul style="list-style-type: none"> Audit Report and consideration of any recommendations

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

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

		2019/20 Gross Expenditure £,000	2019/20 Gross Income £,000	2019/20 Net Expenditure £,000	2018/19 Net Expenditure £,000
Managing Director		292	(10)	282	291
Strategic Director External Services		17,635	(10,160)	7,475	7,973
Strategic Director Internal Services		39,328	(26,157)	13,171	7,738
Local Authority Housing (HRA)	Page 105	13,536	(21,544)	(8,008)	(7,720)
Cost of Services		70,791	(57,871)	12,920	8,282
Other Operating Expenditure	Note 11			(6,103)	(960)
Financing and Investment Income and Expenditure	Note 12			8,146	(2,135)
Taxation and Non Specific Grant Income and Expenditure	Note 13			(24,969)	(22,209)
Surplus or Deficit on the Provision of Services				(10,006)	(17,022)
(Surplus) / Deficit on the revaluation of non current assets	Note 9			(8,337)	(6,409)
(Surplus) or Deficit on the revaluation of available for sale financial assets	Note 9				0
Remeasurements of the net defined benefit liability (asset)	Note 9			(1,875)	(6,676)
Total Other Comprehensive Income and Expenditure				(10,212)	(13,085)
Total Comprehensive Income and Expenditure				(20,218)	(30,107)

MOVEMENT IN RESERVES STATEMENT

The statement below shows the movement in the financial year for the different reserves held by the Authority, analysed into 'Usable Reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and Unusable Reserves.

The (Surplus) or Deficit on the Provision of Services line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. This is different from the statutory amounts required to be charged to the General Fund balance and the Housing Revenue Account for council tax setting and dwellings rent setting purposes.

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

Movement in Reserves during 2019/20	General Fund Balance	Earmarked GF Reserves	Total General Fund Reserves	Housing Revenue Account	Capital Grants Unapplied Account	Capital Receipts Reserve	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
-	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Balance at 31 March 2019	(3,740)	(33,441)	(37,181)	(12,328)	(5,877)	(11,795)	(67,181)	(298,893)	(366,074)
Total Comprehensive Income and Expenditure	(1,710)	0	(1,710)	(8,296)	0	0	(10,006)	(10,212)	(20,218)
Adjustments between accounting basis and funding basis under regulations	Note 8 (6,077)	0	(6,077)	6,820	(5,192)	(12,827)	(17,276)	17,276	0
(Net increase) / decrease before transfers to Earmarked Reserves	(7,787)	0	(7,787)	(1,476)	(5,192)	(12,827)	(27,282)	7,064	(20,218)
Transfers (to) / from Earmarked Reserves	Note 10 8,527	(8,527)	0	0	0	0	0	0	0
(Increase) / Decrease in Year	740	(8,527)	(7,787)	(1,476)	(5,192)	(12,827)	(27,282)	7,064	(20,218)
Balance at 31 March 2020	(3,000)	(41,968)	(44,968)	(13,804)	(11,069)	(24,622)	(94,463)	(291,829)	(386,292)

Further analysis of the specific adjustments and transfers which have been made to reserves is contained in notes 8 and 9.

The following table shows the comparative information for movements in reserves which took place during previous financial year:

Movement in Reserves during 2018/19	General Fund Balance	Earmarked GF Reserves	Total General Fund Reserves	Housing Revenue Account	Capital Grants Unapplied Account	Capital Receipts Reserve	Total Usable Reserves	Unusable Reserves	Total Authority Reserves
-	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Balance at 31 March 2018	(3,000)	(26,522)	(29,522)	(12,934)	(3,864)	(12,158)	(58,478)	(277,489)	(335,967)
Total Comprehensive Income and Expenditure	(9,395)	0	(9,395)	(7,627)	0	0	(17,022)	(13,085)	(30,107)
Adjustments between accounting basis and funding basis under regulations	Note 8 1,736	0	1,736	8,233	(2,013)	363	8,319	(8,319)	0
(Net increase) / decrease before transfers to Earmarked Reserves	(7,659)	0	(7,659)	606	(2,013)	363	(8,703)	(21,404)	(30,107)
Transfers (to) / from Earmarked Reserves	Note 10 6,919	(6,919)	0	0	0	0	0	0	0
(Increase) / Decrease in Year	(740)	(6,919)	(7,659)	606	(2,013)	363	(8,703)	(21,404)	(30,107)
Balance at 31 March 2019	(3,740)	(33,441)	(37,181)	(12,328)	(5,877)	(11,795)	(67,181)	(298,893)	(366,074)

BALANCE SHEET

		31 March 2020	31 March 2019
		£,000	£,000
Long Term Assets			
Property, Plant and Equipment	Note 14	382,151	379,004
Investment Property	Note 15	10,150	12,811
Intangible Assets		36	47
Long Term Investments	Note 17	57,796	61,838
Long Term Debtors	Note 18	11,740	13,437
Total Long Term Assets		461,873	467,137
Current Assets			
Cash and Cash Equivalents	Note 19	40,360	13,588
Inventories		2	2
Short Term Debtors	Note 18	12,602	10,466
Short Term Investments	Note 17	27,794	34,105
Total Current Assets		80,758	58,161
Current Liabilities			
Short Term Borrowing	Note 17	(4,651)	(4,663)
Short Term Creditors	Note 20	(28,364)	(26,535)
Grants Receipts in Advance - Revenue	Note 28	(1,394)	(97)
Provisions	Note 21	(1,501)	(3,288)
Total Current Liabilities		(35,910)	(34,583)
Net Current Assets		44,848	23,578
Long Term Liabilities			
Long Term Creditors	Note 20	(12,663)	(13,370)
Provisions	Note 21	(5,898)	(5,031)
Long Term Borrowing	Note 17	(46,962)	(51,405)
Net Pensions Liability	Note 32	(54,906)	(54,835)
Total Long Term Liabilities		(120,429)	(124,641)
Total Net Assets		386,292	366,074
Financed by:			
Usable Reserves			
Usable Capital Receipts Reserve	Note 8	(24,622)	(11,795)
Earmarked Reserves	Note 10	(41,967)	(33,440)
Capital Grants Unapplied Reserve	Note 8	(11,069)	(5,877)
General Fund		(3,000)	(3,740)
Housing Revenue Account	HRA	(13,804)	(12,328)
Unusable Reserves			
Capital Adjustment Account	Note 9	(206,636)	(208,853)
Revaluation Reserve	Note 9	(133,219)	(127,299)
Collection Fund	Note 9	(1,670)	(1,432)
Pensions Reserve	Note 9	54,906	54,835
Deferred Capital Receipts Reserve	Note 9	(13,772)	(15,376)
Pooled Fund Adjustment Account	Note 9	8,561	(769)
Total Net Worth		(386,292)	(366,074)

I certify that these accounts provide a true and fair view of the financial position of the Council and its income and expenditure for the year ended 31 March 2020.

T Sams

Tim Sams CPFA
Head of Finance
30/11/2020

CASH FLOW STATEMENT

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

		2019/20	2018/19
		£,000	£,000
Net surplus or (deficit) on the provision of services		10,006	17,022
Adjustments to net surplus or deficit on the provision of services for non cash movements	Note 22	33,550	14,031
Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	Note 22	(27,070)	(9,821)
Net cash flows from operating activities		16,486	21,232
Investing activities	Note 23	15,179	(24,291)
Financing activities	Note 24	(4,893)	(4,505)
Net increase (decrease) in cash and cash equivalents		26,773	(7,564)
Cash and cash equivalents at the beginning of the reporting period		13,588	21,152
Cash and cash equivalents at the end of the reporting period		40,360	13,588

1a Expenditure and Funding Analysis

This analysis brings together both the fiscal/funding framework and the accounting framework by service. It takes the net expenditure that is chargeable to taxation and rents, and reconciles it to the Surplus or Deficit on the Provision of Services line in the Consolidated Income and Expenditure Statement.

2019/20	Net Expenditure Chargeable to the General Fund and HRA Balances (MIRS) £,000	Adjustments between Funding and Accounting Basis (Note 6) £,000	Net Expenditure in the Comprehensive Income and Expenditure Statement £,000
Managing Director	269	13	282
Strategic Director External Services	6,959	516	7,475
Strategic Director Internal Services	2,615	10,556	13,171
Local Authority Housing (HRA)	(1,476)	(6,532)	(8,008)
Net cost of services	8,367	4,553	12,920
Other income and expenditure	(17,630)	(5,296)	(22,926)
(Surplus) or deficit	(9,263)	(743)	(10,006)
Opening General Fund and HRA Balance at 31 March 2019	49,509		
Plus Surplus on General Fund and HRA Balance in year	9,263		
Closing General Fund and HRA Balance at 31 March 2020	58,772		

2018/19	Net Expenditure Chargeable to the General Fund and HRA Balances (MIRS) £,000	Adjustments between Funding and Accounting Basis (Note 6) Restated £,000	Net Expenditure in the Comprehensive Income and Expenditure Statement Restated £,000
Managing Director	274	17	291
Strategic Director External Services	7,382	591	7,973
Strategic Director Internal Services	3,321	4,417	7,738
Local Authority Housing (HRA)	607	(8,327)	(7,720)
Net cost of services	11,584	(3,302)	8,282
Other income and expenditure	(18,637)	(6,668)	(25,305)
(Surplus) or deficit	(7,053)	(9,970)	(17,023)
Opening General Fund and HRA Balance at 31 March 2018	42,456		
Plus Surplus on General Fund and HRA Balance in year	7,053		
Closing General Fund and HRA Balance at 31 March 2019	49,509		

1b Note to the Expenditure and Funding Analysis

The tables below show a further breakdown of the adjustments made to the General Fund position in order to arrive at Comprehensive Income and Expenditure Statement amounts.

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts 2019/20	Adjustment for Capital Purposes	Net Change for Pensions Adjustment	Other Differences	Total Adjustments
	Note 1 £,000	Note 2 £,000	Note 3 £,000	£,000
Managing Director	0	13	0	13
Strategic Director External Services	(31)	547	0	516
Strategic Director Internal Services	7,527	(67)	3,096	10,556
Local Authority Housing (HRA)	(6,374)	(275)	117	(6,532)
Net cost of services	1,122	218	3,213	4,553
Other income and expenditure	(11,878)	837	5,745	(5,296)
Surplus or deficit	(10,756)	1,055	8,958	(743)

Adjustments from General Fund to arrive at the Comprehensive Income and Expenditure Statement amounts 2018/19	Adjustment for Capital Purposes	Net Change for Pensions Adjustment	Other Differences	Total Adjustments
	Note 1 £,000	Note 2 £,000	Restated Note 3 £,000	£,000
Managing Director	0	17	0	17
Strategic Director External Services	62	529	0	591
Strategic Director Internal Services	2,807	(683)	2,293	4,417
Local Authority Housing (HRA)	(7,338)	(897)	(92)	(8,327)
Net cost of services	(4,469)	(1,034)	2,201	(3,302)
Other income and expenditure	(2,818)	1,173	(5,023)	(6,668)
Surplus or deficit	(7,287)	139	(2,822)	(9,970)

1 Adjustments for Capital Purposes

Adjustments for capital purposes – this column adds in depreciation and impairment and revaluation gains and losses in the services line, and for:

Other operating expenditure – adjusts for capital disposals with a transfer of income on disposal of assets and the amounts written off for those assets.

Financing and investment income and expenditure – the statutory charges for capital financing i.e. Minimum Revenue Provision and other revenue contributions are deducted from other income and expenditure as these are not chargeable under generally accepted accounting practices.

Taxation and non-specific grant income and expenditure – capital grants are adjusted for income not chargeable under generally accepted accounting practices. Revenue grants are adjusted from those receivable in the year to those receivable without conditions or for which conditions were satisfied throughout the year. The Taxation and Non Specific Grant Income and Expenditure line is credited with capital grants receivable in the year without conditions or for which conditions were satisfied in the year.

2 Net Change for the Pensions Adjustments

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

For services this represents the removal of the employer pension contributions made by the authority as allowed by statute and the replacement with current service costs and past service costs.

For Financing and investment income and expenditure — the net interest on the defined benefit liability is charged to the CIES.

3 Other Differences

This column includes variations in the amount chargeable for Business Rates and Council Tax under statute and the code. Other differences include interest costs budgeted and reported under the service headings during the year but accounted in other income and expenditure under the code and timing differences for debits or credits relating to premiums or discounts on debt settlement

2 Expenditure and Income Analysed by Nature

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

Expenditure/Income	2019/20	2018/19
	£000	£000
Expenditure		
Employee benefits expenses	11,037	10,566
Other services expenses	47,212	45,983
Depreciation, amortisation, impairment	12,537	8,574
Interest payments	11,908	5,353
Precepts and levies	1,167	1,226
Payments to Housing Capital Receipts Pool	1,573	408
Discounted sale scheme	0	402
Non Domestic Rates Tariff/Levy	30,110	29,096
Total expenditure	115,544	101,608
Income		
Fees, charges and other service income	(30,938)	(29,464)
Gain on the disposal of assets	(8,359)	(2,996)
Discounted sale scheme	(485)	0
Interest and investment income	(3,756)	(7,489)
Income from council tax and non-domestic rates	(42,857)	(44,050)
Government grants and contributions	(39,155)	(34,631)
Total income	(125,550)	(118,630)
Surplus or Deficit on the Provision of Services	(10,006)	(17,022)

3 Accounting Policies

General Principles

The Statement of Accounts summarises the Authority's transactions for the 2019/20 financial year and its position at the year-end of 31 March 2020. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015, which require it to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20 supported by International Financial Reporting Standards (IFRS). The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

Accruals and Revenue Recognition

Expenditure and Income are accounted for in the year that it takes place, not simply when cash payments are made or received and relate to activity on all of the Council's functions including non-exchange transactions e.g. Council Tax, Housing Rents and Business Rates. In particular:

- Revenue from contracts with service recipients, whether for services or the provision of goods, is recognised when (or as) the goods or services are transferred to the service recipient in accordance with the performance obligations in the contract.
- supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet;
- expenses in relation to services received, including those from employees, are recorded as expenditure when the services are received rather than when payments are made;
- interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract;
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.
- “There is a de-minimis limit for manual accruals (not automatic accruals) of £5,000 to aid faster closing, transactions below this limit are not generally accrued for as they are deemed not material to the understanding of these accounts.”

Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months of the Balance Sheet date and are readily convertible to known amounts of cash with insignificant risk of change in value. In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Authority's cash management.

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

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Authority's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied. Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

Charges to Revenue for Non-Current Assets

Services, support services and trading accounts are debited with the following amounts to record the cost of holding fixed assets during the year:

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

The Authority is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement (equal to an amount calculated on a prudent basis determined by the authority in accordance with statutory guidance).

Depreciation, revaluation and impairment losses and amortisations are therefore replaced by the contribution in the General Fund Balance [Minimum Revenue Provision (MRP) or loans fund principal], by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

Council Tax and Non-Domestic Rates

Billing authorities act as agents, collecting council tax and non-domestic rates (NDR) on behalf of the major preceptors (including government for NDR) and, as principals, collecting council tax and NDR for themselves. Billing authorities are required by statute to maintain a separate fund (i.e. the Collection Fund) for the collection and distribution of amounts due in respect of council tax and NDR. Under the legislative framework for the Collection Fund, billing authorities, major preceptors and central government share proportionately the risks and rewards that the amount of council tax and NDR collected could be less or more than predicted.

Accounting for Council Tax and NDR

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

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

Discounted Sales Scheme

Discounts have been provided by two third parties on sales of new dwellings on a development scheme in the borough.

Income due is based on a percentage of the market value of the properties and becomes due to the Council upon either the first sale or redemption of the property or after 25 years if no sale or redemption takes place.

The income due is secured as a result of a charge on the properties. For properties sold before January 2017 the charge is in the Council's favour. For properties after this date the charge is in the favour of a third party and a floating charge over the portfolio held by the Council.

To determine the fair value of the asset at the balance sheet date each year the following method will be used:

- Adjust the historic sale figure by appropriate price indices to reflect the gross income due at the balance sheet date.
- Estimate the likely income stream based on disposals of properties over the 25 year period.

- In order to reflect that the income will come in the future these values are discounted, using an appropriate rate of discount to be determined by the Council and its advisers.

Indices and discount rates are reviewed annually, and the value is updated for any sales that have occurred, to reflect the estimated position at 31 March.

Employee Benefits

Benefits Payable During Employment

Short-term employee benefits are those due to be settled within twelve months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits for current employees. Such benefits are recognised as an expense for services in the year in which employees render service to the Authority. The calculated cost of unpaid benefits owing to employees at year end is not considered material, so no accrual has been made in the accounts for this.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the Comprehensive Income and Expenditure Statement at the earlier of when the Authority can no longer withdraw the offer of those benefits or when the Authority recognises costs for a restructuring.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund Balance to be charged with the amount payable by the Authority to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are made to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

Post-Employment Benefits

Employees of the Council are generally eligible to be members of the Local Government Pension Scheme, administered by Kent County Council.

The scheme provides defined benefits (retirement lump sums and pensions) to its members, linked to their length of service as employees of the Council, including transferred-in service from past employers.

The local government scheme is accounted for as a defined benefits scheme. The liabilities of the Kent County Council pension scheme attributable to the Council are included in the Balance Sheet on an actuarial basis, using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc., and projections of earnings for current employees.

Liabilities are discounted to their value at current prices, using a discount rate based on the indicative rate of return on high quality (AA) corporate bonds. At March 2020 the discount rate was 2.35%.

The assets of the Kent County Council pension scheme, attributable to the Council, are included in the Balance sheet at their fair value, as follows:

Quoted securities:	current bid price
Unquoted securities:	professional estimate
Unitised securities:	current bid price
Property:	market value

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

Service Cost

- current service cost: the increase in liabilities as a result of years of service earned this year (allocated to the revenue accounts of services for which the employees worked, in the Comprehensive Income and Expenditure Statement).
- past service cost: the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years (debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs).
- net interest on the net defined benefit liability (asset), i.e. net interest expense for the authority – the change during the period in the net defined benefit liability (asset) that arises from the passage of time (charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period, taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments).

Remeasurement

- the return on plan assets – excluding amounts included in net interest on the net defined benefit liability (asset) – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
- actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuary has updated their assumptions – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
- contributions paid to the Kent County Council pension fund - cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

Statutory provisions require the General Fund Balance to be charged with the amount payable by the Council to the pension fund, or directly to pensioners, in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required, to and from the Pensions Reserve, to remove the notional debits and credits for retirement benefits and replace them with debits

for the cash paid to the pension fund and pensioners, or any amounts payable to the fund but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

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

Events After the Reporting Period

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

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

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

Financial Instruments

Financial Liabilities

Financial Liabilities are recognised in the Balance Sheet when the authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised. This means that the amount presented in the Balance Sheet is the outstanding principal repayable and the interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

Financial Assets

Financial assets are classified based on a classification and measurement approach that reflects the business model for holding the financial assets and their cashflow characteristics. There are three main classes of financial assets measured at:

- amortised cost

- fair value through profit or loss (FVPL), and
- fair value through other comprehensive income (FVOCI)

The authority's business model is to hold investments to collect contractual cash flows. Financial assets are therefore classified as amortised cost, except for those whose contractual payments are not solely payment of principal and interest (i.e. where the cash flows do not take the form of a basic debt instrument).

Financial Assets Measured at Amortised Cost

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

Any gains and losses that arise on the derecognition of an asset are credited or debited to the Financing and Investment Income and Expenditure line in the CIES.

Expected Credit Loss Model

The authority recognises expected credit losses on all of its financial assets held at amortised cost, either on a 12-month or lifetime basis. The expected credit loss model also applies to lease receivables and contract assets. Lifetime losses are recognised for material trade receivables (debtors) held by the authority.

Impairment losses are calculated to reflect the expectation that the future cash flows might not take place because the borrower could default on their obligations. Credit risk plays a crucial part in assessing losses. Where risk has increased significantly since an instrument was initially recognised, losses are assessed on a lifetime basis. Where risk has not increased significantly or remains low, losses are assessed on the basis of 12-month expected losses.

Financial Assets Measured at Fair Value through Profit of Loss (FVPL)

Financial assets that are measured at FVPL are recognised on the Balance Sheet when the authority becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Fair value gains and losses are recognised as they arrive in the Surplus or Deficit on the Provision of Services.

The fair value measurements of the financial assets are based on the following techniques:

- instruments with quoted market prices – the market price
- other instruments with fixed and determinable payments – discounted cash flow analysis.

The inputs to the measurement techniques are categorised in accordance with the following three levels:

Level 1 inputs – quoted prices (unadjusted) in active markets for identical assets that the authority can access at the measurement date.

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

Level 3 inputs – unobservable inputs for the asset. Any gains and losses that arise on the derecognition of the asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

Financial Assets Measured at Fair Value through other Comprehensive Income (FVOCI)

It is the policy of the authority that certain equity assets will be designated as Financial Assets Measured at Fair Value through other Comprehensive Income. Designation is considered when the investment would normally fall into the Fair Value through Profit or Loss classification, the investment meets the definition of an equity instrument and is not held for trading. Any designation is determined so that a reliable accounting policy is maintained for the investment reflecting the long term strategic nature of each investment. Designation is irrevocable so that gain/losses in movements in fair value are not recognised in usable reserves until the investment matures or is sold.

Government Grants and Contributions

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

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

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

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

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

Community Infrastructure Levy

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

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

Heritage Assets

A Heritage Asset is a tangible or intangible asset that is intended to be preserved in trust for future generations because of its historical, artistic, scientific, technological, geophysical or environmental qualities and is held principally for its contribution to knowledge and culture. The value of Heritage Assets held by the Council is not material and therefore is not recognised on the balance sheet.

Interest in Companies or Other Entities

The Council does not have material interests in companies, nor in other entities that have the nature of subsidiaries; accordingly group accounts have not been prepared. The Council is a shareholder in the Bridge Estate Management Company Limited. To date the company's activities have been very limited and are not considered material; and it is not considered that the preparation of group accounts would aid in the understanding of the financial standing of the Council.

Investment Property

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

Investment properties are measured initially at cost and subsequently at fair value, being the price that would be received to sell such an asset in an orderly transaction between market participants at the measurement date. As a non-financial asset, investment properties are measured at highest and best use.

The inputs to the measurement techniques are categorised in accordance with the following three levels:

- Level 1 inputs – quoted prices (unadjusted) in active markets for identical assets that the authority can access at the measurement date.

- Level 2 inputs – inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly.
- Level 3 inputs – unobservable inputs for the asset.

Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the General Fund Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account.

Joint Operations

Joint operations are arrangements where the parties that have joint control of the arrangement have rights to the assets and obligations for the liabilities relating to the arrangement. The activities undertaken by the Authority in conjunction with other joint operators involve the use of the assets and resources of those joint operators. In relation to its interest in a joint operation, the Authority as a joint operator recognises its:

- assets, including its share of any assets held jointly;
- liabilities, including its share of any liabilities incurred jointly;
- revenue from the sale of its share of the output arising from the joint operation;
- share of the revenue from the sale of the output by the joint operation;
- expenses, including its share of any expenses incurred jointly.

Leases

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

The Authority as Lessee

Finance leases

Property, plant and equipment held under finance leases is recognised on the balance sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the authority are added to the carrying amount of the asset. Premiums paid on entry into a lease are applied to writing down the lease liability. Contingent rents are charged as expenses in the periods in which they are incurred.

Lease payments are apportioned between:

- a charge for the acquisition of the interest in the property, plant or equipment – applied to write down the lease liability, and
- a finance charge (debited to the financing and investment income and expenditure line in the comprehensive income and expenditure statement).

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

The authority is not required to raise council tax to cover depreciation or revaluation and impairment losses arising on leased assets. Instead, a prudent annual contribution is made from revenue funds towards the deemed capital investment in accordance with statutory requirements. Depreciation and revaluation and impairment losses are therefore substituted by a revenue contribution in the general fund balance, by way of an adjusting transaction with the capital adjustment account in the movement in reserves statement for the difference between the two.

Operating Leases

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

The Authority as Lessor

Finance Leases

Where the Authority grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease, the carrying amount of the asset in the Balance Sheet is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. A gain, representing the Authority's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure

Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal), matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

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

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

Operating Leases

Where the Authority grants an operating lease over a property or an item of plant or equipment, the asset is retained in the Balance Sheet. Rental income is credited to the other operating expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease.

Overheads and Support Services

In past years these have been charged to appropriate Service Reporting Code of Practice line, however as part of the “Telling the Story” changes to the accounts outlined in the Narrative Report the costs of overheads and support services are now charged to service segments in accordance with the Authority’s arrangements for accountability and financial performance.

Property, Plant and Equipment

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

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Authority and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (i.e. repairs and maintenance) is charged as an expense when it is incurred. Expenditure above £10,000 is capitalised; amounts below this sum are charged directly to revenue.

Measurement

Assets have been valued on the basis recommended by CIPFA and in accordance with the Statements of Asset Valuation principles and Guidance Notes issued by the Royal Institution of Chartered Surveyors (RICS). They have been classified in accordance with the IFRS Code.

Assets are initially measured at cost, comprising:

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

The Authority does not capitalise borrowing costs incurred whilst assets are under construction.

The cost of assets acquired other than by purchase is deemed to be its fair value.

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

- infrastructure, community assets and assets under construction – depreciated historical cost
- dwellings – fair value, determined using the basis of existing use value for social housing (EUV-SH)
- council offices – current value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV),
- surplus assets – the current value measurement base is fair value, estimated at highest and best use from a market participant's perspective
- all other assets – current value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

Where there is no market-based evidence of current value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of current value. Where non-property assets have short useful lives or low values (or both), the depreciated historical cost basis is used as a proxy for fair value.

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

The schedule of valuations for operational property is shown in note 14. The date of revaluation for non-dwelling Property, Plant and Equipment assets valued during the year is 1 January 2020. Investment Properties have been revalued as at 31 March 2020.

The valuer has confirmed on the 31st March that observable changes had not taken place despite growing uncertainty in the light of Covid-19. The Council is confident that the PPE valuations at 1st January 2020 are materially correct as at the 31st March 2020 subject to the uncertainty mentioned above and noted elsewhere in the statement.

Council dwellings are revalued annually using the Beacon principle. The asset valuations in these accounts have been prepared by the Richard Robson BSc MRICS and by Michael Rogers LLP (HRA Beacon properties only). The valuations were produced in accordance with guidelines issued by CIPFA, and in accordance with the Royal Institute of Chartered Surveyors' current guidance notes for Asset Valuation.

The basis for Council dwellings' valuations is Existing Use Value for Social Housing (EUV-SH). Under this method the vacant possession value of the dwellings is reduced to 33% of the market value, to reflect their occupation by secure tenants. A full valuation of the Beacon properties is undertaken every five years, but an annual adjustment to reflect market changes is made in the intervening years. The date of valuation for Housing Revenue Account dwellings was 31 March 2020.

Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Gains can also be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.

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

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

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

Impairment

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

Where impairment losses are identified, they are accounted for in the following ways:

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

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

Depreciation

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

- dwellings – straight-line allocation over 60 years, the useful life of the property as estimated by the valuer,
- other buildings – reducing balance charge over the useful life of the property as estimated by the valuer, (ranges from 10-60 years).
- vehicles, plant, furniture and equipment – a percentage of the value of each class of assets in the Balance Sheet on a reducing balance basis, as advised by a suitably qualified officer, (ranges from 3-10 years).
- Infrastructure – reducing balance charge over the useful lives of the assets, (ranges from 10-35 years).

Expenditure on the acquisition or enhancement of an asset is not depreciated in the year it is incurred unless the value is significant.

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

Components

The IFRS code requires local authorities to identify elements of major assets that either have a capital cost that is significant in relation to the total cost of the asset and/or have a different useful life or depreciation method. The Council accounts for components for individual assets with a gross book value in excess of £1m, and where any individual component has a value in excess of £100,000.

The treatment of components for the Housing Revenue Account dwellings differs from that shown above. The component policy for the HRA dwelling stock has been compiled based on advice received from external valuers and officers. The criterion for this asset class is if an individual component has a value in excess of 20% of the average dwelling valuation. The Council has not implemented component accounting for the HRA stock as no individual components meet the Council's criterion.

Disposals and Non-current Assets Held for Sale

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

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

When an asset is disposed of, the carrying amount of the asset in the Balance Sheet is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are also credited to the same line in the Comprehensive Income and Expenditure Statement, as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts in excess of £10,000 received for a disposal are categorised as capital receipts. A proportion of certain receipts relating to housing disposals is payable to the Government. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment. Receipts are appropriated to the reserve from the General Fund balance in the Movement in Reserves Statement.

The written-off value of disposals is not a charge against council tax, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund balance in the Movement in Reserves Statement.

Provisions

Provisions are made where an event has taken place that gives the Authority a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the Authority becomes aware of the obligation, and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties. When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year.

Contingent Liabilities

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

Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

Contingent Assets

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

Contingent assets are not recognised in the Balance Sheet but disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential

Reserves

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

Revenue Expenditure Funded from Capital under Statute (REFCUS)

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

Value Added Tax

VAT has been included in the income and expenditure accounts, whether of a capital or revenue nature, only to the extent that it is irrecoverable.

4 Accounting Standards that Have Been Issued but Have Not Yet Been Adopted

The Code of Practice on Local Authority Accounting in the United Kingdom (the Code) requires the disclosure of information relating to the expected impact of an accounting change that will be required by a new standard which has been issued but is yet to be adopted by the 2019/20 Code.

The Code also requires that changes in accounting policy are to be applied retrospectively unless transitional arrangements are specified, this would result in an impact on disclosures spanning two financial years.

Accounting changes that are introduced by the 2020/21 code are:

- Amendments to IAS 28 Investment in Associates and Joint Ventures: Long term Interests in Associates and Joint Ventures
- Annual Improvements to IFRS Standards 2015-2017 Cycle
- Amendments to IAS 19 Employee Benefits: Plan Amendment, Curtailment or Settlement

These changes are not expected to have a material impact on the Council's statements.

- Changes relating to IFRS16 Leases were originally in the 2020/21 code but the implementation of these have now be delayed for a further year. These changes relate to the classification of leases and will affect the authorities accounts from 1st April 2021.

5 Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in Note 3 the Authority has had to make certain judgements about complex transactions or those involving uncertainty about future events.

The Council's aggregate interest in the discounted sales scheme is continuing, (167 properties as at 31 March 2020). The historic costs of the sales since the commencement of the scheme have been uplifted to March 2019 prices using the Land Registry indices for Dartford, relevant to the respective balance sheet dates.

The Council's income from this scheme is variable and dependant on the individual owner occupiers' decisions to sell, redeem the charge or to do neither. During the 2019/20 financial year 40 properties were sold or redeemed.

The Council considers that the future value of its interest needs to be reduced in the statement of accounts by applying a net present value to the gross figure in order to reflect the long term, future, value of anticipated income. A discount rate of 2% has been applied, being the Bank of England forecast for long-term inflation.

It has been determined that the discounted sales scheme receivable is not a financial instrument as the Council's rights under the scheme do not meet the definition of a financial asset. This is because the Council's legal charge over the properties concerned does not arise from a contractual relationship between the Council and the purchasers of the property. Additionally, the Council has offered no consideration to the owners of the property in return for the economic benefits received.

There is still a fairly high degree of uncertainty about future levels of funding for local government. However, the Authority has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to close facilities and/or reduce levels of service provision.

The Council is a shareholder in The Bridge Estate Management Company Limited. To date the Company's activities have been limited; they are increasing but are still not considered material, nor would the inclusion of the Company's activities in the Council's Statement of Accounts aid the understanding of the financial standing of the Council. In view of this, Group Accounts have not been prepared for 2020/21.

6 Assumptions Made About the Future and Other Major Sources of Estimation Uncertainty

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

There are three items in the balance sheet where actual results could be materially different from assumptions and estimates:

Pensions Liability

The Council's Balance Sheet as at 31 March 2020 includes an amount of £54.90m for pension liability for which it is considered there is a significant risk of material adjustment in the forthcoming financial years.

In particular valuation techniques are used to determine the fair values of directly held property and pooled property funds. Where possible these valuation techniques are based on observable data, but where this is not possible management uses the best available data. Changes in the valuation assumptions used, together with significant changes in rental growth, vacancy levels or the discount rate could affect the fair value of property. Since the outbreak of Covid-19 as at the valuation date, valuers consider they can attach less weight to previous market experience for comparison purposes to inform opinions of value. Valuations are therefore reported on the basis of "material valuation uncertainty" as per VPS3 and VPGA 10 of the RICS Red Book Global.

The effect of variations in the factors supporting the valuation would be an increase or decrease in the value of directly held property of £1.1m on a fair value of £11.4m.

Additional information regarding the assessment of valuation, uncertainty and risk is covered in Note 32.

Property Valuations

Valuations of Property, Plant and Equipment (included in Note 14) and Investment Properties (included in note 15) were carried out by external valuers. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors.

The valuer has declared a 'material valuation uncertainty' in the valuation report issued. This is on the basis of uncertainties in markets caused by COVID-19. The values in the report have been used to inform the measurement of the Council's properties at valuation in these financial statements. With the valuer having declared this material valuation uncertainty, the valuer has continued to exercise professional judgement in providing the valuation and this remains the best and most reliable information available to the Council.

The uncertainty would have the greatest effect on Social Housing assets where a reduction in market values of 10% would decrease holding values from £313m by £31m. Other land and buildings and investment property are held at £46m and £10m respectively so the same change would reduce values by £4.6m and £1.1m.

Provision for Business Rate Valuation Appeals

A provision has been made for the potential effect of outstanding appeals in respect of rating list entries relating to the Collection Fund as detailed in Note 5.

The 2010 provision for business rate valuation appeals is based on the latest list of outstanding rating list proposals provided by the Valuation Office and is an estimate based on changes in comparable hereditaments, market trends and other valuation issues, including the potential for some proposals to be withdrawn. The Dartford element of this provision is £1.5m and is variable to changes in the estimate of likelihood of claims

success and the amount of the reduction if successful. The current estimate assumes a 15% reduction in value across all cases. An estimated figure of 10% would reduce this part of the provision to £1.068m or to £1.93m if using 20%

A provision of £5.7m has also been made for the 2017 appeals list, which is based upon average estimates of successful appeals as calculated by central government with additional amounts for residual issues relating to the 2010 list. The government average is based upon an average reduction of 2.1% in ratable value. The amount provided would change accordingly with the percentage used.

Investment Property – The Bridge

The Balance Sheet includes a value for The Bridge investment property of £3.65m (£6.855m in 2018/19). The Bridge is a development the Council has entered into in partnership with Prologis. The value of the investment property is based on future estimated cash flows to the Council. These will vary each year and will, in part, be determined by the property market; The Bridge is revalued each year and the balance sheet adjusted accordingly.

The estimation uses a risk reduction for future incomes figures. A change in the risk value used would reduce the valuation to £2.73m if doubled and £3.92m if reduced by 50%.

7 Events After The Reporting Period

The Statement of Accounts was approved and authorised for issue on the 13th September 2020 by the Audit Board, and this is the date to which events after the Balance Sheet date have been considered for inclusion in the financial statements.

8 Adjustments Between Accounting Basis and Funding Basis Under Regulations, including Usable Reserves Disclosure

Details of movements in the Authority's usable reserves are set out in the Movement in Reserves Statement and the tables later in this note. The movements are summarised in the table below. Earmarked Reserves are also part of useable reserves and are analysed separately in note 10.

	Movements in Year				
	2018/19	CI&ES	MIRS	Reserves	2019/20
	£'000	£'000	£'000	£'000	£'000
General Fund Balance	3,740	1,710	6,077	(8,527)	3,000
Housing Revenue Account	12,328	8,296	(6,820)	0	13,804
Capital Grants Unapplied	5,877	0	5,192	0	11,069
Capital Receipts Reserve	7,402	0	12,099		19,501
"One for One" Receipts	4,393	0	728		5,121
Total	33,740	10,006	17,276	(8,527)	52,495

The Usable Reserves are composed of:

General Fund Balance

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

Housing Revenue Account Balance

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

Major Repairs Reserve

The Authority is required to maintain the Major Repairs Reserve, which controls the application of the Major Repairs Allowance (MRA). The MRA is restricted to being applied to new capital investment in HRA assets or the financing of historical capital expenditure by the HRA.

Capital Grants Unapplied

The Capital Grants Unapplied Account (Reserve) holds the grants and contributions received towards capital projects for which the Council has met the conditions that would otherwise require repayment of the monies but which have yet to be applied to meet expenditure. The balance is restricted by grant terms as to the nature of capital expenditure against which it can be applied and/or the financial year in which this can take place.

Capital Receipts Reserve

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

‘One for One’ Receipts

This is a part of the capital receipts reserve and is broken down here for additional disclosure; these receipts arise from the sale of Council properties via the Right to Buy. The receipts must be held separately and used to fund the provision of new social housing, within three years of receipt.

Adjustments Between Accounting Basis and Funding Basis Under Regulations

The table below details the adjustments that are made to the total comprehensive income and expenditure recognised by the Authority in the year, in accordance with proper accounting practice, to the resources that are specified by statutory provisions as being available to the Authority to meet future capital and revenue expenditure.

	Usable Reserves				
	General Fund Balance £,000	Housing Revenue Account £,000	Major Repairs Reserve £,000	Capital Grants Unapplied £,000	Capital Receipts Reserve £,000
2019/20					
Adjustments to the Revenue Resources					
Pensions Costs	(1,501)	(446)	0	0	0
Council Tax and NDR	238	0	0	0	0
Reversal of entries in relation to Investments	(9,253)	83	0	0	0
Reversal of entries in relation to Capital Expenditure	(19,278)	(6,502)	0	0	0
Total Adjustments to Revenue Resources	(29,794)	(6,865)	0	0	0
Adjustments Between Revenue and Capital Resources					
Transfer of Cash Sale Proceeds credited as part of the gain/loss on disposal to the Comprehensive Income & Expenditure Statement	17,917	3,081	0	0	(20,998)
Transfer from Deferred Capital Receipts on receipt of cash	(9)	0	0	0	(53)
Recognition of Deferred Capital Receipt on change of lease conditions	351	0	0	0	0
Recognition of Long Term Debtor re Discounted Sales Scheme	485	0	0	0	0
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(1,573)	0	0	0	1,573
Capital expenditure financed from the General Fund and Housing Revenue Account Balances	98	2,642	0	0	0
Statutory provision for the repayment of debt	220	4,443	0	0	0
Transfer from HRA to Major Repairs Reserve	0	3,518	(3,518)	0	0
Total Adjustments between Revenue and Capital Resources	17,489	13,684	(3,518)	0	(19,478)
Adjustments to Capital Resources					
Capital Grants Applied to Finance Capital expenditure	0	0	0	1,036	0
Capital Grants and Contributions unapplied credited to the Comprehensive Income and Expenditure Statement	6,228	0	0	(6,228)	0
Use of the Major Repairs Reserve to finance capital expenditure	0	0	3,518	0	0
Use of the Capital Receipts Reserve to finance capital expenditure	0	0	0	0	6,650
Total Adjustments to Capital Reserves	6,228	0	3,518	(5,192)	6,650
Total Adjustments	(6,077)	6,819	0	(5,192)	(12,828)

	Usable Reserves				
	General Fund Balance £,000	Housing Revenue Account £,000	Major Repairs Reserve £,000	Capital Grants Unapplied £,000	Capital Receipts Reserve £,000
2018/19					
Adjustments to the Revenue Resources					
Pensions Costs	(1,036)	(321)	0	0	0
Council Tax and NDR	388	0	0	0	0
Reversal of entries in relation to Investments	1,861	101			
Reversal of entries in relation to Capital Expenditure	(7,873)	(7,055)	0	0	0
Total Adjustments to Revenue Resources	(6,660)	(7,275)	0	0	0
Adjustments Between Revenue and Capital Resources					
Transfer of Cash Sale Proceeds credited as part of the gain/loss on disposal to the Comprehensive Income & Expenditure Statement	6,638	2,580	0	0	(9,218)
Transfer from Deferred Capital Receipts on receipt of cash	(1)	0	0	0	(51)
Recognition of Long Term Debtor re Discounted Sales Scheme	(402)	0	0	0	0
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool	(407)	0	0	0	407
Capital expenditure financed from the General Fund and Housing Revenue Account Balances	41	4,921	0	0	0
Statutory provision for the repayment of debt	314	4,443	0	0	0
Transfer from HRA to Major Repairs Reserve	0	3,566	(3,566)	0	0
Total Adjustments between Revenue and Capital Resources	6,183	15,510	(3,566)	0	(8,862)
Adjustments to Capital Resources					
Capital Grants Applied to Finance Capital expenditure	0	0	0	200	0
Capital Grants and Contributions unapplied credited to the Comprehensive Income and Expenditure Statement	2,213	0	0	(2,213)	0
Use of the Major Repairs Reserve to finance capital expenditure	0	0	3,566	0	0
Use of the Capital Receipts Reserve to finance capital expenditure	0	0	0	0	9,225
Total Adjustments to Capital Reserves	2,213	0	3,566	(2,013)	9,225
Total Adjustments	1,736	8,235	0	(2,013)	363

9 Unusable Reserves

	2019/20	2018/19
	£,000	£,000
Capital Adjustment Account	(206,636)	(208,853)
Revaluation Reserve	(133,219)	(127,299)
Collection Fund Adjustment Account	(1,670)	(1,432)
Pensions Reserve	54,906	54,835
Deferred Capital Receipts Reserve	(13,772)	(15,376)
Pooled Investment Fund Adjustment Account	8,561	(769)
Total Unusable Reserves	(291,830)	(298,894)

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The account is credited with the amounts set aside by the Authority as finance for the costs of acquisition, construction and enhancement. The account contains accumulated gains and losses on investment properties and gains recognised on donated assets that have yet to be consumed by the authority. The account also contains revaluation gains accumulated on property, plant and equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

CAPITAL ADJUSTMENT ACCOUNT	2019/20 £,000	2018/19 £,000
Balance as at 1 April	(208,853)	(194,314)
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
Charges for depreciation and impairment of non-current assets	12,505	8,540
Amortisation of intangible assets	32	34
Revenue expenditure funded from capital under statute	3,689	1,083
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	10,612	4,063
Adjusting amounts written out of the Revaluation Reserve		
Adjustment re Historic Cost Depreciation	(1,956)	(1,828)
Other Adjustments	(461)	(529)
Net written out amount of the cost of non-current assets consumed in the year:	24,421	11,363
Capital financing applied in the year:		
Use of the Capital Receipts Reserve to finance new capital expenditure	(6,650)	(9,225)
Use of the Major Repairs Reserve to finance new capital expenditure	(3,518)	(3,462)
Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(3,435)	(951)
Application of grants to capital financing from the Capital Grants Unapplied Account	(1,036)	(200)
Statutory Provision for the financing of capital investment charged against the General Fund and HRA balances	(4,663)	(4,757)
Capital expenditure charged against the General Fund and HRA balances	(2,740)	(5,066)
	(22,042)	(23,661)
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	(162)	(2,241)
Balance as at 31 March	(206,636)	(208,853)

Revaluation Reserve

The Revaluation Reserve contains the gains made by the Authority arising from increases in the value of its property, plant and equipment.

The balance is reduced when assets with accumulated gains are:

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

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

REVALUATION RESERVE	2019/20		2018/19	
	£,000		£,000	
Balance as at 1 April		(127,299)		(123,247)
Upward revaluation of assets	(12,783)		(14,546)	
Downward revaluation of assets and impairment losses not charged to the surplus or deficit on the provision of services	4,446		8,137	
Surplus or deficit on revaluation of non-current assets not posted to the surplus or deficit on the provision of services		(8,337)		(6,409)
Difference between fair value depreciation and historical cost depreciation	1,956		1,828	
Accumulated gains on assets sold or scrapped	461		529	
Amount written off to the Capital Adjustment Account		2,417		2,357
Balance at 31 March		(133,219)		(127,299)

Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the differences arising from the recognition of council tax and non-domestic rates income in the Comprehensive Income and Expenditure Statement as it falls due from council tax and business rates payers, compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund.

	2019/20	2018/19
COLLECTION FUND ADJUSTMENT ACCOUNT	£,000	£,000
Balance at 1 April	(1,432)	(1,044)
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	344	135
Amount by which non domestic rates income credited to the Comprehensive Income and Expenditure Statement is different from non domestic rates income calculated for the year in accordance with statutory requirements	(582)	(523)
Balance at 31 March	(1,670)	(1,432)

Pensions Reserve

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

	2019/20	2018/19
PENSIONS RESERVE	£,000	£,000
Balance at 1 April	54,835	60,154
Remeasurements of the net defined benefit liability (asset)	(1,875)	(6,676)
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the provision of Services	4,791	4,133
Employer's pensions contributions and direct payments to pensioners payable in the year	(2,845)	(2,776)
Balance at 31 March	54,906	54,835

Deferred Capital Receipts Reserve

The Deferred Capital Receipts Reserve holds the gains recognised on the disposal of non-current assets for which cash settlement has yet to take place. Under statutory arrangements the authority does not treat these gains as usable for financing new capital expenditure until they are backed by capital receipts. When the deferred cash settlement eventually takes place, amounts are transferred to the Capital Receipts Reserve. The Council has identified monies due to it in respect of discounts provided by two third parties on sales of new dwellings on a development in the borough. These receipts will arise over the next 25 years, as relevant properties are sold or redeemed, and they are shown on the balance sheet and within Long Term Debtors in note 18 to the accounts.

	2019/20	2018/19
DEFERRED CAPITAL RECEIPTS RESERVE	£,000	£,000
Balance at 1 April	(15,376)	(17,989)
New Deferred Receipts	62	53
Transfer to the Capital Receipts Reserve upon receipt of cash	(350)	0
Discounted Sale Scheme - New Receipts and Valuation Changes	(485)	402
Discounted Sales Scheme - Written Out on Receipt of Cash	2,377	2,158
Balance at 31 March	(13,772)	(15,376)

Pooled Investment Fund Adjustment Account

The pooled investment fund adjustment account holds unrecognised gains and losses of financial instruments accounted for at fair value through profit and loss. A statutory override allows for these unrecognised gains and losses to be transferred from the general fund to the pooled investment fund adjustment account via the MIRS so that the fluctuations in the movement of these funds does not impact the council tax payer. When the asset is eventually sold the accumulated gain or loss is then transferred back to the General fund via the MIRS.

POOLED INVESTMENT FUND ADJUSTMENT ACCOUNT	2019/20	2018/19
	£,000	£,000
Balance at 1 April *	(769)	(1,049)
Upward revaluation of investments	0	(370)
Downward revaluation of investments	9,275	592
Accumulated gains on assets sold written out to the General Fund via the MIRS	57	58
Accumulated losses on assets sold written out to the General Fund via the MIRS	(1)	0
Balance at 31 March	8,562	(769)

10 Transfers to/from Earmarked Reserves

This note sets out the amounts set aside from the General Fund balances in Earmarked Reserves to provide financing for future expenditure plans, and the amounts posted back from Earmarked Reserves to meet General Fund expenditure in 2019/20.

	Balance at 31 March 2018 £,000	Transfers Out 2018/19 £,000	Transfers In 2018/19 £,000	Balance at 31 March 2019 £,000	Transfers Out 2019/20 £,000	Transfers In 2019/20 £,000	Balance at 31 March 2020 £,000
Identified Initiatives	(2,698)	242	(1,123)	(3,579)	421	(486)	(3,644)
Additional Pensions	(2,000)	0	0	(2,000)	0	0	(2,000)
Acacia	(300)	0	0	(300)	0	0	(300)
Structural Changes and Partnering	(560)	41	0	(519)	32	(11)	(498)
Default and Exceptional Loss	(572)	0	0	(572)	0	0	(572)
Feasibility and Service Provision	(538)	17	0	(521)	0	(200)	(721)
Minor Insurance Liabilities	(100)	0	0	(100)	0	0	(100)
Investment Volatility	(1,000)	0	(500)	(1,500)	0	(3,311)	(4,811)
Museum Donation Box	(14)	0	0	(14)	0	0	(14)
Replacement and Renewals	(677)	21	(62)	(718)	31	(6)	(693)
Corporate Property Maintenance	(646)	0	0	(646)	7	0	(639)
Homelessness	(300)	0	(100)	(400)	0	0	(400)
New Homes Bonus	(12,569)	351	(4,122)	(16,340)	122	(4,774)	(20,992)
Environmental and Waste Management	(604)	138	0	(466)	40	0	(426)
NNDR Stability	(415)	0	0	(415)	110	0	(305)
Exceptional Cost Overrun	(1,000)	0	0	(1,000)	0	0	(1,000)
Business Rates Pool Growth Fund	(573)	28	(487)	(1,032)	28	(560)	(1,564)
Major Projects	(1,677)	42	(364)	(1,999)	0	0	(1,999)
Community Infrastructure Levy	(279)	0	0	(279)	0	0	(279)
Business Rates Pilot Economic Development	0	0	(1,040)	(1,040)	50	(20)	(1,010)
Total		880	(7,798)	(33,440)	841	(9,368)	(41,967)

11 Other Operating Expenditure

	2019/20	2018/19
	£,000	£,000
Parish Council precepts	1,167	1,227
Payments to the Government Housing Capital Receipts Pool	1,573	407
(Gains)/Losses on the disposal of non-current assets	(8,358)	(2,996)
Notional Income - Discounted Sale Scheme	(485)	402
Total Other Operating Expenditure	(6,103)	(960)

12 Financing and Investment Income & Expenditure

	2019/20	2018/19
	£,000	£,000
Interest payable and similar charges	10,620	1,661
Net interest on the net defined benefit (liability)	1,283	1,498
Interest receivable and similar income	(3,286)	(2,743)
Income and expenditure in relation to investment properties	(309)	(310)
Changes in the fair value of investment property	(162)	(2,241)
Total Financing and Investment Income and Expenditure	8,146	(2,135)

13 Taxation and Non-Specific Grant Income and Expenditure

		2019/20	2018/19
		£,000	£,000
Council Tax Income		(8,032)	(7,935)
NNDR Tariff		29,258	28,288
NNDR Income Share		(34,825)	(36,116)
Business Rates Levy / Pool Contribution		851	808
Section 31 Business Rates Grants	Note 28	(1,338)	(979)
Non-Ringfenced Government Grants	Note 28	(4,949)	(4,316)
Capital Grants and Contributions	Note 28	(5,934)	(1,959)
Total Taxation and Non Specific Grant Income		(24,969)	(22,209)

14 Property, Plant and Equipment

Movements on Balances								
Movements in 2019/20	Council Dwellings	Other Land and Buildings*	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment
	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Cost or Valuation								
at 1 April 2019	303,576	45,746	4,411	3,357	9,397	12,600	5,581	384,668
Additions	6,992	3,452	1,755	0	0	90	2,816	15,105
Revaluation increases / (decreases) recognised in the Revaluation Reserve	6,486	1,846	0	0	0	4	0	8,336
Revaluation increases / (decreases) recognised in the Surplus / Deficit on the Provision of Services	(1,363)	(5,361)	0	0	0	0	0	(6,724)
Derecognition - Disposals	(1,521)	0	0	0	0	(6,286)	0	(7,807)
Assets reclassified	2,667	2,280	0	0	0	0	(4,947)	0
Other Movements*	(3,438)	(1,782)						(5,220)
At 31 March 2020	313,399	46,181	6,166	3,357	9,397	6,408	3,450	388,358
Accumulated Depreciation and Impairment								
At 1 April 2019	0	(615)	(3,239)	(1,447)	(363)	0	0	(5,664)
Depreciation charge	(3,518)	(2,229)	(200)	(105)	0	0	0	(6,052)
Depreciation written out to Revaluation Reserve	3,438	1,782	0	0	0	0	0	5,220
Depreciation written out to Surplus/Deficit on provision of Services	62	209	0	0	0	0	0	271
Impairment losses (reversals) recognised in the Revaluation Reserve	0	0	0	0	0	0	0	0
Derecognition - Disposals	18	0	0	0	0	0	0	18
At 31 March 2020	0	(853)	(3,439)	(1,552)	(363)	0	0	(6,207)
Net Book Value								
at 31 March 2020	313,399	45,328	2,727	1,805	9,034	6,408	3,450	382,151

Movements on Balances								
Movements in 2018/19	Council Dwellings	Other Land and Buildings*	Vehicles, Plant, Furniture & Equipment	Infrastructure Assets	Community Assets	Surplus Assets	Assets Under Construction	Total Property, Plant and Equipment
	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Cost or Valuation								
at 1 April 2018	297,663	45,360	4,070	3,357	9,326	7,300	3,584	370,660
Additions	11,113	887	341	0	71	277	4,297	16,986
Revaluation increases / (decreases) recognised in the Revaluation Reserve	276	1,163	0	0	0	4,971	0	6,410
Revaluation increases / (decreases) recognised in the Surplus / Deficit on the Provision of Services	(3,102)	311	0	0	0	0	0	(2,791)
Derecognition - Disposals	(1,268)	0	0	0	0	0	0	(1,268)
Assets reclassified	2,341	343	0	0	0	52	(2,300)	436
Other Movements*	(3,447)	(2,318)	0	0	0	0	0	(5,765)
At 31 March 2019	303,576	45,746	4,411	3,357	9,397	12,600	5,581	384,668
Accumulated Depreciation and Impairment								
At 1 April 2018	0	(902)	(3,084)	(1,344)	(363)	0	0	(5,693)
Depreciation charge	(3,462)	(2,031)	(155)	(103)	0	0	0	(5,751)
Depreciation written out to Revaluation Reserve	3,447	1,828	0	0	0	0	0	5,275
Depreciation written out to Surplus/Deficit on provision of Services	0	490	0	0	0	0	0	490
Impairment losses (reversals) recognised in the Revaluation Reserve	0	0	0	0	0	0	0	0
Derecognition - Disposals	15	0	0	0	0	0	0	15
At 31 March 2019	0	(615)	(3,239)	(1,447)	(363)	0	0	(5,664)

Net Book Value

at 31 March 2019 303,576 46,361 1,172 1,910 9,034 12,600 5,581 379,004

* Other movements in both years are related to the write back of depreciation on revaluation.

* Other Land and buildings figures have been restated from last year due to an omitted value so that the note agrees to the main statement.

During 2019/20 the Council spent £17.4m on capital works to its asset portfolio. Of this sum, £7.3m was spent on HRA dwelling stock assets, including a programme of new build/acquisitions. The Council sold 20 dwellings with a total balance sheet valuation of £1.5m under the Right to Buy scheme during 2019/20. The Council built 23 new dwellings and purchased two others.

Depreciation

The following useful lives and depreciation rates have been used in the calculation of depreciation:

Council Dwellings	60 years
Other Land and Buildings	10-60 years
Vehicles, Plant and Equipment	3-10 years
Infrastructure	10-35 years

Capital Commitments

At 31 March 2020 the Authority is contractually committed to spending a total of £4.7m on capital projects. This is provided for in the capital budget and is fully funded. £0.3m of this commitment will be reimbursed by grant with the remainder coming from the Council's own resources.

Revaluations

The Authority carries out a rolling programme of valuations, in accordance with the IAS16 requirements, to ensure that all Property, Plant and Equipment required to be measured at current value is revalued at least every five years. Properties with a higher valuation are valued annually to ensure a materially correct carrying value.

Valuations were carried out by external Valuers. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors.

With regard to PPE properties valued during the year, these were split between properties / land that were valued on an 'Existing Use value' basis (such as, Civic Offices and the Car Parks) and those valued on Depreciated Replacement Cost (DRC) such as Public Conveniences, Theatre, Football Stadium etc.

An existing use value involves analysing other market transactions, in terms of purchase price, rents, yields etc. and making adjustments to relate this evidence to the subject property and, where appropriate, making allowances for cost of acquisition etc. The relevant factors in terms of adjustments relate to tenure (in particular the terms of any leases), age, location, use, condition and suitability of the property for its intended use.

Housing is valued at Existing Use Value for Social Housing (EUV-SH) as detailed in the accounting policies.

With regard to DRC properties the Valuer relied on the rebuilding costs supplied by the RICS Building Cost Information Service and made assumptions based on the life expectancy of building components based on his knowledge of the property type and any other information supplied.

The valuer has declared a 'material valuation uncertainty' in the valuation report issued. This is on the basis of uncertainties in markets caused by COVID-19. The values in the report have been used to inform the measurement of the Council's properties at valuation in these financial statements. With the valuer having declared this material valuation uncertainty, the valuer has continued to exercise professional judgement in providing the valuation and this remains the best and most reliable information available to the Council.

	Council dwellings £'000	Other land and buildings £'000	Total £'000
Valued at current value as at:			
31 March 2020*	313,399	36,683	350,082
31 March 2019*	0	4,897	4,897
31 March 2018*	0	2,808	2,808
31 March 2017*	0	940	940
Total Cost or Valuation	313,399	45,328	358,727

* Council dwellings valued as at 31 March; Other Land and Buildings as at 1 January

Surplus Assets: land at Stone Lodge was revalued at Fair Value as at 31 March 2020. The valuation technique was based on Significant Observable Inputs – level 2, i.e. it was based on the market approach using current market conditions and recent sales or lettings evidence and other relevant information for similar assets in Dartford Borough, or other suitably comparable locations. Where appropriate, adjustments have been made to the comparable evidence to relate these directly to the subject asset. Market conditions are such that similar assets are actively sold or let and the level of observable inputs are significant, leading the assets being categorised at Level 2 in the fair value hierarchy.

15 Investment Properties

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

	2019/20 £,000	2018/19 £,000
Balance at 1 April	12,811	13,816
Additions:		
Reclassifications	0	(436)
Disposals	(2,823)	(2,810)
Net gains/(losses) from fair value adjustments	162	2,241
Balance at 31 March	10,150	12,811

Fair Value Hierarchy

Details of the authority's investment properties and information about the fair value hierarchy as at 31 March 2020 and 2019 are as follows:

Recurring fair value measurements using:	Other significant observable inputs (Level 2) £,000	Significant unobservable inputs (Level 3) £,000	Fair value as at 31 March 2020 £,000
Commercial units	10,150	0	10,150
Total	10,150	0	10,150

Recurring fair value measurements using:	Other significant observable inputs (Level 2) £,000	Significant unobservable inputs (Level 3) £,000	Fair value as at 31 March 2019 £,000
Commercial units	12,811	0	12,811
Total	12,811	0	12,811

Transfers between Levels of the Fair Value Hierarchy

There were no transfers between Levels during the year

Valuation Techniques used to Determine Level 2 Fair Values for Investment Properties

Significant Observable Inputs – Level 2

The fair value for the commercial investment portfolio has been based on the market approach using current market conditions and recent sales or lettings evidence and other relevant information for similar assets in Dartford Borough, or other suitably comparable locations. Where appropriate, adjustments have been made to the comparable evidence to relate these directly to the subject properties. Market conditions are such that similar properties are actively sold or let and the level of observable inputs are significant, leading to the properties being categorised at Level 2 in the fair value hierarchy.

Highest and Best Use of Investment Properties

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

The valuer has declared a 'material valuation uncertainty' in the valuation report issued. This is on the basis of uncertainties in markets caused by COVID-19. The values in the

report have been used to inform the measurement of the Council's properties at valuation in these financial statements. With the valuer having declared this material valuation uncertainty, the valuer has continued to exercise professional judgement in providing the valuation and this remains the best and most reliable information available to the Council.

16 Contingent Liabilities

Contingent Liabilities may arise from past events but their existence is uncertain and may arise from circumstances outside of the Authority's control.

Former Co-op Site Development Costs

In September 2019 the Council agreed to underwrite the Co-op Town Centre planning application costs of its development partner Muse Developments Limited to the sum of £1.4m. This was to enable the scheme to be progressed to planning while outstanding viability issues were addressed.

The early planning application increased the likelihood of a grant award, which will in turn help to address outstanding viability issues.

The grant process had since been delayed by the Covid 19 outbreak and decision on the grant has not yet been made.

At this stage the Council does not consider outstanding viability issues to be likely to prevent the scheme from going ahead so the commitment is thereby disclosed as a contingent liability dependant on future events.

17 Financial Instruments

Categories of Financial Instruments

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

	Long term		Short term	
Financial Assets	31 March 2020 £,000	31 March 2019 £,000	31 March 2020 £,000	31 March 2019 £,000
At fair value through profit & loss	57,796	61,838	27,794	34,105
Total Investments	57,796	61,838	27,794	34,105
At amortised cost	0	0	(390)	428
At fair value through profit & loss	0	0	40,750	13,160
Total cash & cash equivalents	0	0	40,360	13,588
Trade debtors	129	150	6,567	5,972
Lease receivables	2,752	2,463	0	0
Included in debtors	2,881	2,613	6,567	5,972
Total Financial assets	60,677	64,451	74,721	53,665

Reconciliation to debtors note 18

	Long term		Short term	
	31 March 2020 £,000	31 March 2019 £,000	31 March 2020 £,000	31 March 2019 £,000
Trade debtors	129	150	6,567	5,972
Lease receivables	2,752	2,463	0	0
Debtors included in financial assets	2,881	2,613	6,567	5,972
Discounted sales scheme	8,859	10,824	2,161	2,089
Statutory amounts	0	0	3,874	2,405
Non-financial assets total	8,859	10,824	6,035	4,494
Total debtors	11,740	13,437	12,602	10,466

Income, Expense, Gains and Losses

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments consist of the following:

	2019/2020			2019/20 Total	2018/19 Total
	Financial Liabilities	Financial Assets			
	Amortised Cost £,000	Amortised Cost £,000	Fair Value through Profit & Loss £,000		
Interest Expense	(1,344)	0	0	(1,344)	(1,439)
Losses on derecognition	0	0	(1)	(1)	0
Losses from changes in fair value	0	0	(9,275)	(9,275)	(222)
Interest Payable and Similar Charges	(1,344)	0	(9,276)	(10,620)	(1,661)
Interest income	0	254	3,012	3,266	2,742
Gains on derecognition	0	0	20	20	1
Interest and investment income	0	254	3,032	3,286	2,743
Net gain/(loss) for the year	(1,344)	254	(6,244)	(7,334)	1,082

Reconciliation to creditors note 20

	Long term		Short term	
	31 March 2020 £,000	31 March 2019 £,000	31 March 2020 £,000	31 March 2019 £,000
Trade creditors	12,663	13,370	7,575	5,231
Finance leases	0	0	191	0
Creditors included in financial liabilities	12,663	13,370	7,766	5,231
Statutory amounts	0	0	20,598	21,304
Non-financial liability creditors	0	0	20,598	21,304
Total creditors	12,663	13,370	28,364	26,535

Fair Value of Assets and Liabilities

Some of the authority's financial assets are measured at fair value on a recurring basis and are described in the following table, including the valuation techniques used to measure them.

	Fair Value Level	Balance Sheet 31 March 2020 £,000	Fair Value 31 March 2020 £,000	Balance Sheet 31 March 2019 £,000	Fair Value 31 March 2019 £,000
<i>Financial assets held at fair value:</i>					
Money market funds	1	40,750		13,160	
Bond, equity and multi asset funds	1	83,690		93,972	
Property funds	2	1,900		1,971	
<i>Financial assets held at amortised cost:</i>					
Lease receivables	2	2,752	3,329	2,464	3,205
Total		129,092	129,669	111,567	112,308
Assets for which fair value is not disclosed*		21,200		21,867	
Total Financial Assets		150,292		133,434	
Recorded on balance sheet as:					
Long-term debtors		11,740		13,437	
Long-term investments		57,796		61,838	
Short-term debtors		12,602		10,466	
Short-term investments		27,794		34,105	
Cash & cash equivalents		40,360		13,588	
Total Financial Assets		150,292		133,434	

*The fair value of short-term financial assets held at amortised cost, including trade receivables, is assumed to approximate to the carrying amount.

The Council's investment in a property fund has been moved from level 1 to level 2 of the hierarchy for 2019/20 reflecting that there is no longer an active market in this instrument. Fund managers have suspended redemptions reflecting market conditions for underlying properties caused by the economic consequences of the coronavirus pandemic.

	Fair Value Level	Balance Sheet 31 March 2020 £,000	Fair Value 31 March 2020 £,000	Balance Sheet 31 March 2019 £,000	Fair Value 31 March 2019 £,000
<i>Financial liabilities held at amortised cost:</i>					
Long-term loans from PWLB	2	51,612	54,682	56,068	59,919
Lease payables	2	1,214	1,215	0	0
Total		52,826	55,897	56,068	59,919
Assets for which fair value is not disclosed		47,212		48,224	
Total Financial Liabilities		100,038		104,292	
Recorded on balance sheet as:					
Short-term creditors		28,364		26,535	
Short-term borrowing		4,650		4,663	
Short-term provisions		1,501		3,288	
Long-term creditors		12,663		13,370	
Long-term borrowing		46,962		51,405	
Long-term provisions		5,898		5,031	
Other long-term liabilities		0		0	
Total Financial Liabilities		100,038		104,292	

*The fair value of short-term financial liabilities held at amortised cost, including trade payables, is assumed to approximate to the carrying amount.

The fair value of financial liabilities held at amortised cost is higher than their balance sheet carrying amount because the Council's borrowing with the PWLB includes a number of loans where the interest rate is lower than the current rates available for similar loans as at the Balance sheet date.

There has been no change in the valuation technique used during the year for the financial instruments, nor has there been any transfer between input levels.

Reconciliation of liabilities arising from financing activities

	2019/20 1 April	Financing Cash Flows Repayment £,000	Non-Cash Changes		2019/20 31 March £,000
			Reclassification £,000	Other £,000	
Long-term borrowing	51,405	0	(4,443)	0	46,962
Short-term borrowing	4,663	(4,663)	4,443	207	4,650
Total liabilities from financing activities	56,068	(4,663)	0	207	51,612

18 Debtors

Long Term Debtors

	31 March 2020 £,000	31 March 2019 £,000
Mortgages: Outstanding Loans on Council Houses	0	0
Finance Leases	2,752	2,463
Discounted Sales Scheme	8,859	10,824
Works in Default	54	52
Car Loans to Employees	75	98
Total	11,740	13,437

Short Term Debtors

	31 March 2020	31 March 2019
	£,000	£,000
Gross amounts owing at year end		
Central Government Bodies	978	1,026
Other Local and Public Authorities	3,161	2,716
Discounted Sales Scheme	2,161	2,089
Over Paid Housing Benefits	3,499	3,712
Other Entities and Individuals	8,773	6,497
	18,572	16,040
Less Impairment for Bad Debts analysed below	(5,970)	(5,574)
Total	12,602	10,466

Bad Debts - Impairment	Balance as at 31 March 2019 £,000	Amounts Written Off £,000	Adjustments £,000	Balance as at 31 March 2020 £,000
General Fund	3,340	(75)	215	3,480
Housing Revenue Account	1,226	(5)	98	1,319
Collection Fund - Council Tax	353	(58)	211	506
Collection Fund - NNDR	655	(746)	756	665
	5,574	(884)	1,280	5,970

19 Cash and Cash Equivalents

The balance of cash and cash equivalents is made up of the following elements:

	31 March 2020	31 March 2019
	£,000	£,000
Cash held by the Authority	7	6
Bank current accounts	(399)	422
Short term deposits in Money Market Funds and Instant Access Deposit Accounts	40,752	13,160
Total	40,360	13,588

20 Creditors

	31 March 2020	31 March 2019
	£,000	£,000
Long Term Creditors		
Section 106 Agreements	(5,295)	(4,386)
The Bridge	(4,786)	(7,483)
Other Long Term Creditors	(2,582)	(1,501)
Total	(12,663)	(13,370)

	31 March 2020	31 March 2019
	£,000	£,000
Short Term Creditors		
Central Government Bodies	(13,618)	(730)
Other Local and Public Authorities	(6,005)	(19,894)
Business Rates Overpayments	(1,047)	(1,080)
The Bridge	(2,370)	0
Other Entities and Individuals	(5,324)	(4,831)
Total	(28,364)	(26,535)

21 Provisions

Provisions are made where an event has taken place that gives the Authority a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation.

	2018/19 £'000	New Provision	Amounts Used	2019/20 £'000
Business Rate Valuation Appeals	(8,115)	(1,021)	1,926	(7,210)
Other Provisions	(203)	0	14	(189)
Balance Carried Forward	(8,318)	(1,021)	1,940	(7,399)

Provision for Business Rate Valuation Appeals

A provision is made against the potential effect of outstanding or future appeals made in respect of rating list entries relating to the Collection Fund:

The provision against the 2010 list is based on the latest list of outstanding rating list proposals provided by the Valuation Office and is an estimate based on changes in comparable hereditaments, market trends and other valuation issues, including the potential for some proposals to be withdrawn. Specific knowledge about individual or a group of appeals is applied to the likelihood of success and the provision is based upon the results of similar claims in the area or elsewhere.

A provision has also been made for the 2017 appeals list, which is based upon average estimates of successful appeals as calculated by central government.

The total provision is split between current and long term liabilities in the Balance Sheet; the current element is £1.501m and the long term element is £5.898m.

22 Operating Activities (Cash Flow Statement)

The cash flows for operating activities include the following items:

	2019/20 £,000	2018/19 £,000
Interest received	11	210
Interest paid	10,632	(16)
Dividends received	0	0

The surplus or deficit on the provision of services has been adjusted for the following non-cash movements:

	2019/20 £,000	2018/19 £,000
Depreciation	6,052	5,749
Impairment and downward valuations	6,453	2,791
Amortisation	32	34
Increase/(decrease) in Interest Creditors	(12)	(16)
Increase/(decrease) in Creditors	2,357	(1,179)
(Increase)/decrease in Interest Debtors	(11)	(210)
(Increase)/decrease in Debtors	(2,051)	1,982
(Increase)/decrease in Inventories	0	0
Movement in pension liability	1,946	1,357
Carrying amount of non-current assets and non-current assets held for sale, sold or derecognised	10,612	4,064
Movement in investment property values	9,092	(2,019)
Contributions to (from) provisions	(920)	1,478
	33,550	14,031

The surplus or deficit on the provision of services has been adjusted for the following items that are investing and financing activities:

	2019/20 £,000	2018/19 £,000
Proceeds from short-term (not considered to be cash equivalents) and long-term investments (includes investments in associates, joint ventures and subsidiaries)	2,041	0
Proceeds from the sale of property plant and equipment, investment property and intangible assets	(19,448)	(6,657)
Capital Grants credited to surplus or deficit on the provision of services	(9,663)	(3,164)
	(27,070)	(9,821)

23 Investing Activities (Cash Flow Statement)

	2019/20 £,000	2018/19 £,000
Purchase of property, plant and equipment, investment property and intangible assets	(14,593)	(16,703)
Purchase of short-term and long-term investments	(7,000)	(24,000)
Other payments for investing activities	(19)	(121)
Proceeds from the sale of short term and long term investments	6,037	9,267
Proceeds from the sale of property, plant and equipment, investment property and intangible assets	21,051	4,058
Capital grants	9,663	3,164
Other receipts from investing activities	40	44
Net Cash flow from Investing Activities	15,179	(24,291)

24 Financing Activities (Cash Flow Statement)

	2019/20 £,000	2018/19 £,000
Council Tax and NNDR adjustments	(450)	(62)
Repayment of short-term and long-term borrowing	(4,443)	(4,443)
Net Cash flow from Financing Activities	(4,893)	(4,505)

25 Members' Allowances

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

	2019/20 £,000	2018/19 £,000
Allowances	366	376
Expenses	2	1
Total	368	377

26 Officers' Remuneration and Termination Benefits

The remuneration paid to the Authority's senior employees in 2019/20 was as follows:

Post title	Salary, Fees and Allowances	Benefits in Kind	Pension Contributions	Total Remuneration 2019/20	Total Remuneration 2018/19
	£	£	£	£	£
Managing Director	107,975	1,909	0	109,884	115,349
Strategic Director - External	89,727	1,141	0	90,868	88,244
Strategic Director - Internal	110,664	0	15,837	126,501	123,416
Head of Legal Services	86,548	1,248	14,135	101,931	98,931
Head of Housing	71,605	0	10,735	82,340	80,331
Head of Regeneration	71,605	0	10,735	82,340	80,331
	538,124	4,298	51,442	593,864	586,602

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

Remuneration Band			2019/20	2018/19
			Total	Total
£		£	No.	No.
50,000	-	54,999	5	6
55,000	-	59,999	0	2
60,000	-	64,999	7	7
65,000	-	69,999	3	2
75,000	-	79,999	0	0
85,000	-	89,999	2	2
100,000	-	104,999	0	0
105,000	-	109,999	1	1
110,000	-	114,999	1	0
115,000	-	115,999	0	1
Total			19	21

Termination Benefits and Exit Packages

Exit packages include compulsory and voluntary redundancy costs, pension contributions in respect of added years, ex-gratia payments and other departure costs.

	2019/20		2018/19	
	Compulsory Redundancy	Other Departures	Compulsory Redundancy	Other Departures
up to £10,000	0	2	1	0
£10,000-£20,000	0	0	1	1
£20,000-£30,000	1	0	0	0

27 External Audit Costs

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

	2019/20 £,000	2018/19 £,000
Fees payable for external audit services:		
Financial Statements/Scale Fee	42	36
Composite Certification Fee (includes Whole of Government Accounts)	25	23
Total	67	59

28 Grant Income

The Authority credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2019/20.

	2019/20 £,000	2018/19 £,000
Credited to Taxation and Non Specific Grant Income <small>Note 13</small>		
Capital Grants and Contributions	(5,934)	(1,959)
Revenue Support Grant	0	0
Section 31 Business Rates Grants	(1,338)	(979)
New Homes Bonus Grant	(4,774)	(4,121)
EU Exit	(167)	(154)
Miscellaneous Grants	(8)	(41)
Total	(12,221)	(7,254)

	2019/20	2018/19
	£,000	£,000
Credited to Services		
Housing Benefits (DWP)	(21,226)	(24,771)
Housing Benefits Administration (DWP)	(237)	(264)
Homelessness Support (DCLG)	(632)	(435)
Supporting People (KCC)	0	0
Disabled Facilities Grant (DCLG)	(521)	(483)
Local Council Tax Support Scheme (KCC)	(107)	(107)
Local Council Tax Support Scheme (DCLG)	(97)	(102)
Brexit (DCLG)	(17)	0
Covid 19 (DCLG)	(48)	0
Town Centre (KCC)	(3,208)	(722)
Other Miscellaneous Grants and Contributions	(841)	(493)
Total	(26,934)	(27,377)

The Council is also holding the following grants and contributions.

	2019/20	2018/19
	£,000	£,000
Grants Receipts in Advance - Revenue		
Miscellaneous Grants	(1,394)	(97)
Total	(1,394)	(97)

	2019/20	2018/19
	£,000	£,000
Unapplied Capital Grants and Contributions		
Community Infrastructure Levy	(9,945)	(5,440)
Other Third Party	(1,124)	(437)
Total	(11,069)	(5,877)

29 Related Parties

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

Central Government

Central government has significant control over the general operations of the Authority – it is responsible for providing the statutory framework within which the Authority operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Authority has with other parties (e.g. council tax bills, housing benefits and business rates). Grants received from government departments are set out in the Comprehensive Income and Expenditure Statement and in notes 13 and 28.

Members

Members of the Council have direct control over the Council's financial and operating policies. The total of Members' allowances paid in 2019/20 is shown in Note 25.

Members have been asked to declare whether they, or any member of their close family, have had any significant interest in any company or voluntary organisation that had any financial dealing with the Council during the 2019/20 financial year. A significant interest would include transactions exceeding £10,000 in total or a major shareholding in a company where the shareholding exceeds 25% of the total shares.

Declarations are as follows:

Councillor Kite is the Leader of the Council and is a voluntary, unpaid and non-shareholding Director of Dartford Football Club (1992) Limited. The Council made payments of £125,112 in 2019/20 to Dartford Football Club (1992) Limited to provide community facilities at Princes Park in accordance with service agreements and additional grants of £5,750.

Councillor Kite is also a Board member of the Ebbsfleet Development Corporation (EDC). The council has received payments from the EDC of £610,000 for affordable Housing section 106 contributions and £3,250 for other services.

The above named Councillor declared interests at the relevant meetings and took no part in relevant discussions.

Officers

Senior officers have been asked to declare whether they, or any member of their close family, have had any significant interest in any company or voluntary organisation that had any financial dealing with the Council during the 2019/20 financial year. A significant

interest would include transactions exceeding £10,000 in total or a major shareholding in a company where the shareholding exceeds 25% of the total shares. No relevant declarations have been made.

Other Public Bodies

The Authority has a shared services arrangement with Sevenoaks District Council to provide various services, namely: Revenues, Benefits, Audit and Anti-Fraud, and Environmental Health. The relevant costs to the Council are accounted for within the Comprehensive Income and Expenditure Statement.

30 Capital Expenditure and Capital Financing

The total amount of capital expenditure incurred in the year is shown in the table below, together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Authority, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Authority that has yet to be financed.

	2019/20	2018/19
	£,000	£,000
Opening Capital Financing Requirement	55,852	61,444
Capital Investment		
Property, Plant and Equipment	15,104	16,986
Intangible Assets	20	0
Revenue Expenditure Funded from Capital Under Statute	3,689	1,083
Sources of Finance		
Capital Receipts	(6,650)	(9,225)
Government Grants and Other Contributions	(4,471)	(1,151)
Major Repair Reserve	(3,518)	(3,462)
Direct Revenue Contributions	(2,740)	(5,066)
Voluntary MRP	(4,663)	(4,757)
Closing Capital Financing Requirement	52,623	55,852
Explanations of movement in year		
Increase/(decrease) in underlying need to borrow (unsupported by government financial assistance)	(4,663)	(5,592)
Assets acquired under finance leases	1,434	0
Increase /(Decrease) in Capital Financing Requirement	(3,329)	(5,592)

31 Leases

Authority as Lessee

Operating Lease

The Authority's refuse and waste collection contract ended in June 2019. It conveyed the right to use and control specific assets, namely refuse collection vehicles. Under IFRIC 4 this had been recognised as an arrangement containing a lease, which is also referred to as an 'embedded lease'. The implied lease was disclosed in accordance with IAS 17 and the relevant section of the Code.

Property, Plant and Equipment - Embedded leases	31 March 2020 £,000	31 March 2019 £,000
Not later than one year	0	0
Later than one year and not later than five years	0	62
Total	0	62

The Authority entered into a new refuse and waste collection contract which started in July 2019. The contract contains an embedded lease for refuse vehicles, however this new arrangement is considered to be a Finance lease.

Finance Lease

The Authority's new refuse and waste collection contract conveys the right to use and control specific assets, namely refuse collection vehicles. Under IFRIC 4 this has been recognised as an arrangement containing a lease, which is also referred to as an 'embedded lease'. The implied lease has been accounted for in accordance with IAS 17 and the relevant section of the Code. The Long-term Creditor in the Balance Sheet relates to these assets.

The assets acquired under these leases are carried as Property, Plant and Equipment in the Balance Sheet at the following net amounts:

	31 March 2020 £,000	31 March 2019 £,000
Property Plant & Equipment - embedded leases	1,434	0

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

	31 March 2020 £,000	31 March 2019 £,000
Finance lease liabilities (net present value of minimum lease payments):		
Current	191	0
Non-current	1,024	0
Finance costs payable in future years	104	0
Total	1,319	0

The minimum lease payments will be payable over the following periods:

	Minimum lease payments		Finance lease liability	
	31 March 2020	31 March 2019	31 March 2020	31 March 2019
	£,000	£,000	£,000	£,000
Not later than one year	220	0	191	0
Later than one year and not later than five years	879	0	809	0
Later than five years	220	0	215	0
Total	1,319	0	1,215	0

Authority as Lessor

Finance Leases

The Authority owns three properties which are leased out on finance leases. The first is Crown Buildings, comprising the Court House and Offices. The Court House is leased to Central Government and the offices are leased to BizNiz Point Dartford Lease Limited. Both are on 125 year leases which end in February 2113. The second property is 'Air and Breathe', a nightclub which is leased to Luminar Gems Limited, and has a lease end date in 2036. The third is on the old site of the Maybledon Hospital. The site is let on a 100 year lease for the development of a crematorium and cemetery. Rent is paid annually.

The Authority has a gross investment in the leases, made up of the minimum lease payments expected to be received over the remaining term and the residual value anticipated for the property when the lease comes to an end. The minimum lease payments comprise settlement of the long-term debtor for the interest in the property acquired by the lessee and finance income that will be earned by the Authority in future years whilst the debtor remains outstanding. The gross investment is made up of the following amounts:

	31 March 2020	31 March 2019
	£,000	£,000
Finance Lease debtor (net present value of minimum lease payments):		
- current	288	279
- non-current	2,403	2,184
Total	2,691	2,463
Unguaranteed residual value of property	91	939
Unearned finance income	15,010	15,540
Gross investment in the lease	17,792	18,942

The gross investment in the lease and the minimum lease payments will be received over the following periods:

	Gross Investment in the Lease		Minimum Lease Payments	
	31 March 2020	31 March 2019	31 March 2020	31 March 2019
	£,000	£,000	£,000	£,000
Not later than one year	313	310	313	310
Later than one year and not later than five years	1,082	1,138	1,082	2,157
Later than five years	16,397	17,494	16,044	17,051
Total	17,792	18,942	17,439	19,518

Operating Leases

The Authority leases out property under operating leases both on commercial and non-commercial terms.

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

	31 March 2020	31 March 2019
	£,000	£,000
Not later than one year	470	464
Later than one year and not later than five years	1,585	1,657
Later than five years	35,936	36,221
Total	37,991	38,342

32 Defined Benefit Pension Schemes

Characteristics of Defined Benefit Plans and Associated Risks

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. Funding levels are monitored on an annual basis. The fund is valued once every three years and the latest valuation was at 31 March 2019. The valuation disclosed a net deficit of £13.3m and a change in contribution rates as a result of that valuation will take effect from 1 April 2020. The employer's contribution has been agreed with the actuary and is based on the aim of eliminating the deficit over 17 years. The weighted average duration of the defined benefit obligation for scheme members remains at 17 years for 2019/20, no change from 2018/19.

The Local Government Pension Scheme (LGPS) is a defined benefit statutory scheme administered in accordance with the Local Government Pension Scheme Regulations 2013 and currently provides benefits based on career average revalued earnings.

The administering authority for the fund is Kent County Council. The Pension Fund Committee oversees the management of the fund whilst the day to day fund administration is undertaken by a team within the administering authority. Where appropriate, some functions are delegated to the fund's professional advisers.

As administering authority to the fund, Kent County Council, after consultation with the fund actuary and other relevant parties, is responsible for the preparation and maintenance of the Funding Strategy Statement and the Investment Strategy Statement. These should be amended when appropriate based on the fund's performance and funding.

Contributions are set every three years as a result of the actuarial valuation of the Fund required by the Regulations. The next actuarial valuation of the Fund will be carried out as at 31 March 2022 and will set contributions for the period from 1 April 2023 to 31 March 2026. There are no minimum funding requirements in the LGPS but the contributions are generally set to target a funding level of 100% using the actuarial valuation assumptions.

In general, participating in a defined benefit pension scheme means that the employer is exposed to a number of risks:

- Investment risk. The fund holds investment in asset classes, such as equities, which have volatile market values and, while these assets are expected to provide real returns over the long-term, the short-term volatility can cause additional funding to be required if a deficit emerges;
- Interest rate risk. The fund's liabilities are assessed using market yields on high quality corporate bonds to discount future liability cashflows. As the fund holds assets such as equities the value of the assets and liabilities may not move in the same way;
- Inflation risk. All of the benefits under the fund are linked to inflation and so deficits may emerge to the extent that the assets are not linked to inflation;
- Longevity risk. In the event that the members live longer than assumed a deficit will emerge in the fund. There are also other demographic risks.

In addition, as many unrelated employers participate in the Kent County Council Pension Fund, there is an orphan liability risk where employers leave the Fund but with insufficient assets to cover their pension obligations so that the difference may fall on the remaining employers.

All of the risks above may also benefit the employer e.g. higher than expected investment returns or employers leaving the fund with excess assets which eventually get inherited by the remaining employers.

Participation in pension schemes

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

The authority participates in the Local Government Pension Scheme administered locally by Kent County Council. The current scheme is a Career Average Revalued Earnings Scheme, meaning that the authority and employees pay contributions into a fund, calculated at a level intended to balance pension liabilities with investment assets.

Transactions relating to retirement benefits

The Authority recognises the cost of retirement benefits in the Net Cost of Services as they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge required against council tax is based on the cash payable in the year, so the real cost of retirement benefits is reversed. This adjustment is shown in the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the Movement in Reserves Statement during the year:

Surplus and Deficit for the year to 31 March 2020

	2019/20	2018/19
The amounts recognised in the profit and loss statement are	£,000	£,000
Service Cost	3,455	2,592
Net Interest on Defined Liability	1,283	1,498
Administration Expenses	53	43
Total	4,791	4,133
Actual Return on Scheme Assets	6,794	6,709

Balance Sheet Disclosure as at 31 March 2020

	31 March 2020 £,000	31 March 2019 £,000
Net Pension Asset as at		
Present Value of Defined Benefit Obligation	137,375	145,259
Fair Value of Scheme Assets	(83,807)	(91,907)
Deficit/(Surplus)	53,568	53,352
Present Value of Unfunded Obligation	1,338	1,483
Net Defined Benefit Liability	54,906	54,835

Asset and Benefit Obligation Reconciliation for the year to 31 March 2020

Reconciliation of opening and closing balances of the present value of the defined benefit obligation	2019/20 £'000	2018/19 £'000
Opening defined benefit obligation	146,742	147,038
Current service cost	2,661	2,592
Interest cost	3,475	3,693
Changes in financial assumptions	(12,052)	6,023
Changes in demographic assumptions	(1,562)	(8,185)
Experience loss/(gain) on defined benefit obligation	2,618	0
Estimated benefits paid net of transfers in	(4,304)	(4,742)
Past service cost	794	0
Contributions by scheme participants	487	474
Unfunded pension payments	(146)	(151)
Closing Defined Benefit Obligation	138,713	146,742

The authority has allowed for the estimated impact of the recent McCloud judgement as a past service cost. We have estimated the impact on the total liabilities as at 31 March 2020 to be £767,000 (or 0.6% as a percent of total liabilities).

Reconciliation of opening and closing balances of the fair value of fund assets	2019/20 £'000	2018/19 £'000
Opening fair value of fund assets	91,907	86,884
Interest on assets	2,192	2,195
Return on assets less interest	(8,986)	4,514
Other actuarial gains/(losses)	(135)	0
Administration expenses	(53)	(43)
Contributions by employer including unfunded	2,845	2,776
Contributions by scheme participants	487	474
Estimated benefits paid plus unfunded net transfers in	(4,450)	(4,893)
Closing Fair Value of Fund Assets	83,807	91,907

Reconciliation of opening and closing balances	2019/20 £'000	2018/19 £'000
Surplus/ (Deficit) at beginning of the year	(54,835)	(60,154)
Current Service Cost	(2,661)	(2,592)
Employer contributions	2,699	2,776
Unfunded pension payments	146	151
Past service costs	(794)	0
Other finance income (expenditure)	(10,322)	2,822
Actuarial gains (losses)	10,861	2,162
Surplus/(Deficit) at the end of the year	(54,906)	(54,835)

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

The liabilities show the underlying commitments that the Authority has in the long run to pay retirement benefits.

Basis for estimating assets and liabilities

The Kent County Council Fund liabilities have been assessed by Barnett Waddingham, an independent firm of actuaries. Estimates for the fund are based on the latest full valuation of the scheme as at 31 March 2019. To assess the current value of liabilities as at 31 March 2020 the actuarial valuation has been rolled forward, using financial assumptions that comply with IAS19. The principal assumptions used by the actuary have been:

	2019/20	2018/19
Mortality Assumptions		
Longevity at 65 for current pensioners		
Men	21.8 years	22.0 years
Women	23.7 years	24.0 years
Longevity at 65 for future pensioners		
Men	23.2 years	23.7 years
Women	25.2 years	25.8 years
Rate of RPI increase	2.85%	3.45%
Rate of CPI increase	1.95%	2.45%
Rate of increase in salaries	2.95%	3.95%
Rate of increase in pensions	1.95%	2.45%
Rate for discounting scheme liabilities	2.35%	2.40%

No allowance has been made in the figures disclosed in this note for the recent McCloud judgement, which relates to age discrimination within the New Judicial Pension Scheme. Barnett Waddingham have undertaken calculations to estimate the possible impact of any amendments that may be required to the Local Government Pension Scheme (LGPS) as a result of the Court of Appeal judgement on the McCloud and Sargeant cases. While the liability is expected to increase as a result of the cases, the calculations have shown that the relevant adjustments are unlikely to be materially different to these disclosures.

Sensitivity Analysis

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analysis below has been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur, and changes in some of the assumptions may be interrelated. The

estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

The scheme's assets consist of the following categories, by proportion of the total assets held:

Sensitivity Analysis	£'000	£'000	£'000
Adjustment to discount rate	+0.1%	0.0%	-0.1%
Present value of total obligation	136,366	138,713	141,101
Projected service cost	2,425	2,484	2,544
Adjustment to long term salary increase	+0.1%	0.0%	-0.1%
Present value of total obligation	138,921	138,713	138,506
Projected service cost	2,485	2,484	2,483
Adjustments to pension increases and deferred revaluation	+0.1%	0.0%	-0.1%
Present value of total obligation	140,900	138,713	136,562
Projected service cost	2,543	2,484	2,426
Adjustment to mortality age rating assumption	+1 Year	None	-1 Year
Present value of total obligation	144,904	138,713	132,804
Projected service cost	2,561	2,484	2,409

	2019/20			2018/19		
	Quoted market price in an active market £000's	Price not quoted in an active market £000's	%	Quoted market price in an active market £000's	Price not quoted in an active market £000's	%
Equity investments	48,774	2,785	61%	60,814	2,208	68%
Gilts	651	0	1%	604	0	1%
Bonds	10,923	0	13%	8,369	0	9%
Property	0	11,403	14%	0	11,039	12%
Cash	0	2,193	3%	0	1,603	2%
Target Return portfolio	7,078	0	8%	7,270	0	8%
	67,426	16,381	100%	77,057	14,850	100%

Statutory arrangements for funding the deficit mean that the financial position of the Authority remains healthy. The deficit on the local government scheme will be made good by increased contributions over the remaining working life of employees, as assessed by the scheme actuary. The projected pension expense for the year to 31 March 2020 is:

Remeasurement of the net assets/(defined liability)	31 March 2020 £000's	31 March 2019 £000's
Return on fund assets in excess of interest	(8,986)	4,514
Other actuarial gains/(losses) on assets	(135)	0
Changes in financial assumptions	12,052	(6,023)
Change in demographic assumptions	1,562	8,185
Experience gain/(loss) on defined benefit obligation	(2,618)	0
Remeasurement of the net assets/(defined liability)	1,875	6,676

The table below shows the projections of the pension scheme transactions for the 2020/21 financial year based on the assumptions and forecasts currently in use by the actuary.

Projections for the year to 31 March 2021	31 March 2021 £'000
Service Cost	2,484
Net Interest on the defined liability (asset)	1,256
Administration Expenses	48
Total loss (profit)	3,788
Employer Contributions	2,758

33 Nature and Extent of Risks Arising from Financial Instruments

The Council complies with CIPFA's code of Practice on Treasury Management and Prudential Code for Capital Finance in Local Authorities, both revised in December 2017.

In line with the Treasury Management Code, the Council approves a Treasury Management Strategy before the commencement of each financial year. The Strategy sets out the parameters for the management of risks associated with financial instruments. The Council also produces Treasury Management Practices specifying the practical arrangements to be followed to manage these risk.

The Council also approves an Investment Strategy in compliance with the Ministry for Housing, Communities and Local Government Guidance on Local Government Investments. This Guidance emphasises that priority is to be given to security and liquidity, rather than yield. The Council's Treasury Management Strategy and Treasury Management Practices seek to achieve a suitable balance between risk and return or cost.

The main risks covered are:

- credit risk - the possibility that the counterparty to a financial asset will fail to meet its contractual obligations, causing a loss to the Council.
- liquidity risk - the possibility that the Council might not have the cash available to meet its commitments to make payments;
- market risk - the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rates and stock market movements.

Credit Risk – Treasury Investments

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Authority's customers.

The risk is minimised through the annual Treasury Management Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria. The Treasury Management Strategy also imposes a maximum sum to be invested with a financial institution as well as a maximum period of investment.

Although the Council recognises that credit ratings from rating agencies such as Fitch, Moody's and Standard and Poor remain a key source of information, they also have limitations, and investment decisions are based on a range of market intelligence. All investments as at 31 March 2020 met the Council's credit rating criteria at that date and all investments made during 2019/20 were made in line with the Council's Treasury Management Strategy Statement for 2019/20 first agreed at the budget meeting of GAC on 25 February 2019.

The Council's maximum exposure to credit risk in relation to its investments in Money Market Funds of £40.75m, cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual counterparty. Recent experience has shown that it is rare for such entities to be

unable to meet their commitments. A risk of irrecoverability applies to all of the Council's deposits, but there was no evidence at 31 March 2020 that this was likely to crystallise.

The table below summarises the credit risk exposure of the Council's treasury investment portfolio by credit rating and remaining time to maturity

Credit rating	31 March 2020	
	Long term	Short term
	£,000	£,000
AAA	0	57,261
AA	0	6,392
Total	0	63,653
Credit risk not applicable*	57,796	4,891
Total Investments	57,796	68,544

*Credit risk is not applicable to pooled funds where the Council has no contractual right to receive any sum of money.

No credit limits were exceeded during the reporting period. The Council has neither experienced, nor does it expect, any losses from non-performance of any of its counterparties in relation to its investments. No investments are impaired.

Credit Risk – Trade and Lease Receivables

The Authority does not generally allow credit for customers.

The Council Credit on lease receivables is mitigated by its legal ownership of the assets leased, which can be repossessed if the debtor defaults on the lease contract.

The following analysis summarises the trade receivables, by due date.

	31 March 2020 £,000	31 March 2019 £,000
Less than three months	1,757	371
Three to twelve months	1,651	138
More than one year	145	113
	3,553	622

All receivables are assessed for credit risk in the following groupings:

	Range of allowances set aside	31 March 2020		31 March 2019	
		Gross receivable £,000	Loss allowance £,000	Gross receivable £,000	Loss allowance £,000
Individuals- HRA Tenants	30-100%	1,588	(1,319)	1,485	(1,225)
Individuals - Housing Benefit Overpayments	50-100%	3,731	(2,299)	3,711	(2,433)
Other	0-100%	2,889	(424)	1,987	(244)
Private Sector - lessees	0%	2,752		2,464	0
Public Sector	0%	2,578		2,840	0
Total		13,538	(4,042)	12,487	(3,902)

Amounts assessed at zero within the other category include immaterial sums where no loss assessment was made and receivables relating to interest/dividends receivable in relation to assets that are fair value through profit & loss.

Individually assessed items relate to larger receivables where payment was received before the loss allowance assessment date.

Liquidity Risk

The Council has a comprehensive cash flow management system that seeks to ensure that cash is available as needed. As the Council has ready access to borrowings from the money markets and the Public Works Loans Board, there is no significant risk that it will be unable to raise finance to meet its commitments.

The risks to the Council are that it will:

- have to re-invest a significant proportion of its investments at a time of unfavourable interest rates; to offset this risk, maturity dates are staggered and different types of investment used;
- not have adequate liquidity on a day to day basis; to assist in managing this risk, a detailed cash flow model is maintained and updated daily.

The Council's debt outstanding at 31 March 2020 consisted solely of loans from the Public Works Loan Board (PWLb). A maturity analysis of this debt is shown below:

Time to Maturity (years)	31 March 2020 £'000's
Not over 1	4,651
Over 1 but not over 2	9,443
Over 2 but not over 5	10,630

Over 5 but not over 10	15,146
Over 10 but not over 20	11,742
Total	51,612

Market Risk

Interest Rate Risk

The Council is exposed to 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:

- investments at variable rates (e.g. Money Market Funds) – the investment income credited to the Surplus or Deficit on the Provision of Services will rise;
- investments at fixed rates – the fair value of the assets will fall;
- borrowings at fixed rates – the fair value of the liabilities will fall.
- borrowings at variable rates – the Council has no borrowings at variable rates.

Investments measured at amortised cost and loans borrowed are not carried at fair value, so changes in their fair value will have no impact on the Comprehensive Income and Expenditure Statement. However changes in interest receivable on variable rate investments will be posted to the Surplus or Deficit on the Provision of Services. Movements in the fair value of fixed rate investments measured at fair value will be reflected in Other Comprehensive Income or the Surplus or Deficit on the Provision of Services as appropriate.

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 during the year. This allows any changes (negative or positive) to be accommodated.

According to this assessment strategy, at 31 March 2020, if interest rates had been 1% higher with all other variables held constant, the financial effect would be:

	£,000
Increase in interest receivable on variable rate investments	(506)
Decrease in fair value of investments held at FVPL	794
Impact on Surplus or Deficit on the Provision of Services	288
Decrease in fair value of fixed rate borrowing*	(3,027)

*No impact on comprehensive income and Expenditure.

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

Price Risk

The Council's investments in pooled bond funds are governed by prevailing interest rates and the price risk associated with these instruments is managed alongside interest rate risk.

The Council's investments in pooled equity funds are subject to the risk of falling share prices. This risk is managed by ensuring the portfolio of investments held is diversified across a variety of investment types and by closely monitoring the performance in these funds.

The Council's investment in a pooled property fund is subject to the risk of falling commercial property prices. The risk is limited by the Council's minimising the investment held in this fund and spreading risk across a variety of investment types.

A fall in either equity or property prices would result in a reduction in the financing and investment income in the comprehensive income and expenditure statement however there would be no impact on the General fund as the change in fair value is reversed out through the MIRS via a statutory override.

Foreign Exchange Risk

The Council does not hold any financial instruments denominated in foreign currencies and thus has no exposure to loss arising from the movement in foreign exchange rates.

HOUSING REVENUE ACCOUNT

Housing Revenue Account Income and Expenditure Statement			
		2019/20	2018/19
	HRA Note	£,000	£,000
Expenditure			
Repairs and Maintenance		3,425	3,246
Supervision and Management		4,899	4,392
Rents, rates, taxes and other charges		26	22
Depreciation and Impairment of Non-current Assets		3,702	3,566
Revaluation of Non-current Assets		1,297	2,236
Movement in the allowance for bad debts	1	98	159
Total Expenditure		13,447	13,621
Income			
Dwelling rents	1	(19,690)	(19,433)
Non-dwelling rents		(645)	(636)
Charges for services and facilities		(1,207)	(1,352)
Minor capital receipts		(3)	(5)
Total Income		(21,545)	(21,426)
Net Cost of HRA Services		(8,098)	(7,805)
HRA services share of Corporate and Democratic Core		89	86
Net (Income)/cost for HRA Services including HRA share of costs not allocated to specific services		(8,009)	(7,719)
HRA share of the operating income and expenditure included in the Comprehensive Income and Expenditure Statement:			
(Gain)/Loss on sale of HRA non-current assets		(1,577)	(1,327)
Interest payable and similar charges		1,344	1,439
Changes in the fair value of Investment Properties		(83)	(101)
Net interest on the net defined benefit liability (asset)	8	276	325
Interest and investment income		(83)	(76)
Income and expenditure in relation to Investment Property		(164)	(168)
(Surplus) / Deficit for the year on HRA Services		(8,296)	(7,627)

Movement on the HRA Statement		
	2019/20	2018/19
	£,000	£,000
Balance on the HRA at the end of the previous year	(12,328)	(12,934)
(Surplus) or deficit for the year on the HRA Income and Expenditure Statement	(8,296)	(7,627)
Adjustments between accounting basis and funding basis under statute	6,820	8,233
Net (increase) or decrease before transfers to and from reserves	(1,476)	606
Transfers to or (from) reserves		0
(Increase) or decrease in year on the HRA	(1,476)	606
(Surplus)/Deficit Balance on the HRA at the end of the current year	(13,804)	(12,328)

Note to the Movement on the HRA Statement		
	2019/20	2018/19
		Restated
	£,000	£,000
Adjustments between accounting basis and funding basis under statute		
Voluntary Minimum Revenue Provision	4,444	4,443
Depreciation charged to the Comprehensive Income and Expenditure Statement	(3,701)	(3,566)
Impairment and Revaluation changes charged to the Comprehensive Income and Expenditure Statement	(1,297)	(2,236)
Movement in the Value of Investment Property	83	100
Gain/(Loss) on sale of Non Current Assets	1,577	1,326
Net charges for retirement benefits in accordance with IAS19	(1,030)	(897)
Capital expenditure funded by revenue	2,458	4,921
Employer's contributions payable to the pension fund and retirement benefits payable direct to pensioners	584	576
Statutory Transfer to Major Repair Reserve/ Capital Adjustment Account	3,702	3,566
Net additional amount required by statute to be debited or (credited) to the HRA balance for the year	6,820	8,233
Transfers to or (from) reserves		
Major Repairs Allowance element of Housing	0	0
Net amount required by statute to be debited or (credited) to the HRA balance for the year	0	0

HOUSING REVENUE ACCOUNT NOTES

1 Rent Income and Arrears

Total rent income from houses due in the year was:

	2019/20	2018/19
	£,000	£,000
Direct from tenants	11,300	9,901
From housing benefit	8,390	9,532
	19,690	19,433

Average rents for the year were £89.10 per 52 week rent year, a marginal decrease under the previous year. Gross rent arrears at the end of the year were 8% of rent income due (7.6% in 2018/19). The amounts were as follows:

	2019/20 £,000	2018/19 £,000
Arrears at 31 March	1,583	1,481
Less Provision for Bad Debts	(1,319)	(1,226)
	264	255

The Provision for Bad Debts (including rent rebate overpayments) was as follows:

	2019/20 £,000	2018/19 £,000
Provision Brought Forward	1,226	1,062
Write offs during year	(5)	5
Change in provision	98	159
Provision Carried Forward	1,319	1,226
Provision Analysed as follows: -		
Former Tenants' Arrears	843	768
Current Tenants' Arrears	370	357
Total Provision - Rent Arrears	1,213	1,125
Rent Rebate Overpayments/Other	106	101
	1,319	1,226

2 Major Repairs Reserve

The Council is required to maintain separate records of the Major Repairs Reserve, as shown below.

	2019/20	2018/19
	£,000	£,000
<i>Balance as at 1 April</i>	0	0
Contribution to the Reserve		
Major Repairs Allowance	(3,518)	(3,462)
<i>Payments from the Reserve</i>		
Capital Expenditure	3,518	3,462
Balance carried forward as at 31 March	0	0

3 Housing Stock

The stock was made up as follows:

	31-Mar-2020	31-Mar-2019
Bedsits	13	13
Houses	2,075	2,081
Flats/Maisonettes	1,504	1,493
Bungalows	181	181
Sheltered Units	466	466
	4,239	4,234

The Council sold 20 dwellings with a total balance sheet valuation of £1.5m under the Right to Buy scheme during 2019/20. The Council built 23 new dwellings and purchased two others. The numbers above exclude four "Rent-to-mortgage" properties where the Council owns a proportion of the property.

4 Capital Receipts

The total capital receipts arising from the sale of Housing Revenue Account assets were:

	2019/20	2018/19
	£,000	£,000
Dwellings	3,060	2,580
Repayment of mortgage capital	0	3
	3,060	2,583

5 Property, Plant and Equipment in the Housing Revenue Account

Movements on Balances Movements in 2019/20							
	Council Dwellings	Other Land and Buildings	Vehicles, Plant, Furniture & Equipment	Community Assets Furniture & Equipment	Assets Under Construction Furniture & Equipment	Total Property, Plant and Equipment	Investment Property
	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Cost or Valuation							
At 1 April 2019	303,576	4,398	159	1	2,780	310,914	1,628
Additions	6,992	0	101	0	185	7,277	0
Revaluation increases / (decreases) recognised in the Revaluation Reserve	6,486	3	0	0	0	6,490	0
Revaluation increases / (decreases) recognised in the Surplus / Deficit on the Provision of Services	(1,301)	4	0	0	0	(1,297)	84
Derecognition - Disposals	(1,521)	0	0	0	0	(1,521)	0
Impairment	2,667	0	0	0	(2,667)	0	0
Other movements in cost or valuation	(3,500)	(1)	0	0	0	(3,501)	0
At 31 March 2020	313,399	4,405	260	1	298	318,362	1,712
Accumulated Depreciation and Impairment							
At 1 April 2019	0	(9)	(2)	0	0	(11)	0
Depreciation charge	(3,518)	(161)	(23)	0	0	(3,702)	0
Other Movements in depreciation and impairment	3,518	1	0	0	0	3,519	0
At 31 March 2020	0	(169)	(25)	0	0	(194)	0
Net Book Value							
at 31 March 2020	313,399	4,235	235	1	298	318,168	1,712
at 31 March 2019	303,576	4,389	157	1	2,780	310,903	1,628

6 Vacant Possession Value of Dwellings in the Housing Revenue Account

The difference between the vacant possession value and the Balance Sheet value of the dwellings represents the economic cost to the Council of providing social housing at rents lower than those in the open market.

	2019/20	2018/19
	£,000	£,000
Open Market Value	949,694	919,927
Balance Sheet Value	(313,399)	(303,576)
Economic Cost	636,295	616,351

7 Capital Expenditure

The total capital expenditure on dwellings, land and other properties within the Housing Revenue Account:

	2019/20	2018/19
	£,000	£,000
Additions to Property, Plant and Equipment	7,112	11,242
Assets Under Construction	185	1,912
	7,297	13,154
Funded by:		
Contribution from Major Repairs Reserve	3,518	3,462
Revenue Contribution	2,642	5,025
Capital Receipts	1,137	1,986
Increase in Capital Finance Requirement	0	2,681
	7,297	13,154

8 Contribution to Pensions Reserve

The Council recognises the cost of retirement benefits in the Net Cost of Services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge made against housing rents is based on the cash payable in the year, so an adjustment is made in the Statement of Movement on the HRA Statement.

	2019/20 £,000	2018/19 £,000
HRA Income and Expenditure Statement		
Current Service Cost	572	563
Past Service Cost	171	0
Administration Expenses	11	9
Net Interest Expense Cost	276	325
Total Post-employment Benefit Charged to the HRA Income and Expenditure Account	1,030	897
Movement in Reserves Statement		
Reversal of net charges made to the surplus and deficit for the provision of services for post-employment benefits in accordance with the code	(1,030)	(900)
Actual amount charged against the HRA Balance for pensions in the year:		
Employer's contribution payable to the scheme	584	576

COLLECTION FUND

	2019/20 £,000 NNDR	2019/20 £,000 Council Tax	2019/20 £,000 Total	2018/19 £,000
INCOME				
Council Tax Receivable	0	(70,192)	(70,192)	(64,899)
Business Rates Receivable	(90,667)	0	(90,667)	(93,712)
	(90,667)	(70,192)	(160,859)	(158,611)
EXPENDITURE				
Apportionment of Previous Year Surplus / (Deficit)				
Central Government	51	0	51	186
Dartford Borough Council	170	499	669	652
Kent County Council	200	2,994	3,194	2,998
Kent Fire and Rescue Authority	4	183	187	189
Kent Police and Crime Commissioner	0	409	409	394
	425	4,085	4,510	4,419
Precepts, Demand and Shares				
Central Government	42,557	0	42,557	0
Dartford Borough Council	34,045	7,877	41,922	40,850
Kent County Council	7,660	49,049	56,709	94,490
Kent Fire and Rescue Authority		2,935	2,935	3,601
Kent Police and Crime Commissioner	0	7,291	7,291	6,205
	84,262	67,152	151,414	145,146
Charges to Collection fund				
Less : Increase (-) / Decrease in Bad Debt Provision	1,891	1,831	3,722	474
Less : Increase (-) / Decrease in Provision for Appeals	(2,264)	0	(2,264)	3,538
Less : Cost of Collection	172	0	172	172
Less : Transitional protection Payments	3,874	0	3,874	4,259
Less : Interest	0	0	0	0
Add : Deferred amount	0	0	0	0
	3,673	1,831	5,504	8,443
Total Expenditure	88,360	73,068	161,428	158,008
(Surplus) / Deficit arising during the year	(2,307)	2,876	569	(602)
(Surplus) / Deficit as at 1 April	(1,781)	(6,131)	(7,912)	(7,310)
(Surplus) / Deficit as at 31 March	(4,088)	(3,255)	(7,343)	(7,912)
Allocated to:				
Dartford Borough Council	(1,296)	(376)	(1,672)	(1,431)
Central Government	(940)	0	(940)	0
Kent County Council	(969)	(2,381)	(3,350)	(5,529)
Kent Fire and Rescue Authority	(32)	(140)	(172)	(286)
Kent Police and Crime Commissioner	0	(358)	(358)	(666)
	(3,237)	(3,255)	(6,492)	(7,912)

COLLECTION FUND NOTES

1. General

The Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the Council in relation to the collection from taxpayers and distribution to local authorities and the Government of Council Tax and National Non-Domestic Business Rates (NNDR)

The Council has a statutory requirement to operate a Collection Fund as a separate account to the General Fund. The purpose of the Collection Fund is to isolate the income and expenditure relating to Council Tax and National Non-Domestic Business Rates. The administrative costs associated with the collection process are charged to the General Fund.

2. Council Tax Base

The Council Tax is primarily a property based tax and derives from charges raised according to the value of residential properties, which have been classified into nine valuation bands (A-H) for this specific purpose. Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by the Council for the forthcoming year and dividing this by the Council Tax base (i.e. the equivalent numbers of Band D dwellings).

The Council Tax base for 2019/20 was 37,747.03 (36,685.06 in 2018/19).

The tax base and basic Council Tax payable for 2019/20 was approved at the Cabinet meeting on 25 February 2019. The basic tax for each band is shown below:

Band	Basic Tax £	Chargeable Dwellings £	Proportion of Band D Charge £	Number of Band D Equivalent Dwellings £
A	1,165.39	1,621.00	6/9	1,081.00
B	1,359.62	6,744.00	7/9	5,245.00
C	1,553.85	14,635.00	8/9	13,009.00
D	1,748.08	12,364.00	1	12,364.00
E	2,136.54	6,463.00	11/9	7,899.00
F	2,525.00	2,699.00	13/9	3,899.00
G	2,913.47	1,056.00	15/9	1,760.00
H	3,496.16	48.00	18/9	96.00
Net effect of premiums and discounts				(7,606)
Tax Base for the Calculation of Council Tax				37,747.03

Additional amounts are payable for precepts levied by the Parish and Town Councils within the borough.

The level of non-payment provided for in 2019/20 was 2.5%.

Council tax bills for Bands A to H were based on the following proportions of the Band D charge:

Band	Range of 1991 property values	Ratio
A	£40,000 or less	0.67
B	£40,001 to £52,000	0.78
C	£52,001 to £68,000	0.89
D	£68,001 to £88,000	1.00
E	£88,001 to £120,000	1.22
F	£120,001 to £160,000	1.44
G	£160,001 to £320,000	1.67
H	More than £320,000	2.00

3. Income from Business Ratepayers

The Council collects National Non-Domestic Rates (NNDR) for its area based on local rateable values provided by the Valuation Office Agency (VOA), multiplied by a uniform business rate set nationally by Central Government.

The total income from business rate payers, after reliefs, collectable in 2019/20 was £90.667m (£93.712m in 2018/19).

For 2019/20, the total non-domestic rateable value (RV) at the year-end is £203.m (£199.0m in 2018/19). The national multipliers for 2019/20 were 49.1p for qualifying Small Businesses, and the standard multiplier was 50.4p for all other businesses (48.0p and 49.3p respectively in 2018/19).

4. Contributions to Collection Fund Surpluses and Deficits

The share of the surplus/ (deficit) for each of the precepting authorities is:

Share of surplus/ (deficit)	2019/20 £,000	2018/19 £,000
Kent County Council	3,350	5,529
Kent Police and Crime Commissioner	358	666
Kent Fire and Rescue	172	286
Dartford Borough Council *	1,672	1,431
Central Government	940	0
	6,492	7,912

* Shown as the Collection Fund Adjustment Account in the Balance Sheet.

5. Provision for Uncollectable Amounts

The provision for Council Tax and Business Rates bad debt is based on an analysis of the age of the debt plus applying an additional percentage for non-payment to the total tax due, less the write-offs in year.

The movement this year in the provision for non-collection of debt relating to Council tax is shown below:

	2019/20 £,000	2018/19 £,000
Balance Brought Forward	3,011	3,402
Write Offs	(455)	(14)
Increase/ (decrease) in provision	1,831	(377)
Balance Carried Forward - Council Tax	4,387	3,011

At 31 March 2020, the total Council Tax outstanding debt was £8.3m. This was made up as follows:

	2019/20	2018/19
	£,000	£,000
Debt up to 1 year old	2,480	2,292
Debt between 2 to 5 years old	4,279	3,940
Debt over 5 years old	1,580	1,295
Total Council Tax Debt	8,339	7,527

The movement this year in the provision for non-collection of debt relating to Business Rates is shown below:

	2019/20	2018/19
	£,000	£,000
Balance Brought Forward	1,637	1,338
Write Offs	(1,865)	(552)
Increase/ (decrease) in provision	1,891	851
Balance Carried Forward - Business Rates	1,663	1,637

At 31 March 2020, the total Business Rates outstanding debt was £2.06m. This was made up as follows:

	2019/20	2018/19
	£,000	£,000
Debt up to 1 year old	1,466	1,187
Debt between 2 to 5 years old	537	749
Debt over 5 years old	57	97
Total Business Rates Debt	2,060	2,033

6 Provision for Appeals (NNDR)

A provision is made against the potential effect of outstanding appeals in respect of rating list entries relating to the Collection Fund:

	2019/20	2018/19
	£,000	£,000
Balance Brought Forward	20,288	16,750
RV list amendments charged against the provision for appeals	(4,815)	(659)
Contribution to provisions during year	2,551	4,197
Balance Carried Forward	18,024	20,288

The provision for Business Rate valuation appeals is based on the latest list of outstanding rating list proposals provided by the Valuation Office and is an estimate based on changes in comparable hereditaments, market trends and other valuation issues, including the potential for some proposals to be withdrawn. The element included in the Council's Accounts is shown in Note 21 to the main accounts.

A GLOSSARY OF LOCAL AUTHORITY FINANCIAL TERMS AND ABBREVIATIONS

For the purposes of compiling the Statement of Accounts the following definitions have been adopted:

Accounting Period

This is the period covered by the Accounts which is the 12 month period commencing 1 April each year.

Accounting Policies

Those principles, bases, conventions, rules and practices applied by the Council that specify how the effects of transactions and other events are to be reflected in the financial statements.

Accruals

The accruals concept means that income and expenditure are recognised as they are earned or incurred and not as money is received or paid. For example, if an invoice relating to works carried out, or services received, in March 2020 is expected to arrive in April 2020, it will be accounted for in the 2019/20 accounts (the financial year it relates to), not the 2020/21 accounts (the financial year it arrives in.)

Actuarial Gains and Losses

For a defined benefit pension scheme the changes in actuarial deficits or surpluses that arise because either events have not coincided with the actuarial assumptions made for the last valuation, or the actuarial assumptions have changed.

Amortised Cost

A classification of a financial instrument by measurement basis. See Accounting Policies for further information.

Balances

The non-earmarked capital or revenue reserves of an authority, made up of the accumulated surplus of income over expenditure on the General Fund and the Housing Revenue Account. Revenue balances may be utilised to provide for unforeseen circumstances or to ensure that payments can be made pending the receipt of income, and may be used to reduce the council tax levy.

Balance sheet

This statement is fundamental to the understanding of an authority's financial position at year end. It shows:

- the balances and reserves at an authority's disposal
- long-term indebtedness (over one year)
- the assets employed in its operations
- summarised information on the long-term assets (items that are held for more than one year) by category

Budget

The Council's aims and policies set out in financial terms, against which performance is measured. Both capital and revenue budgets are prepared.

The **revenue** budget is a financial statement of planned expenditure required to deliver the Council's policies over the financial year. It is illegal for councils to budget in excess of available resources.

The budget requirement is calculated in advance of each year. It is, broadly, estimated net revenue expenditure as funded by formula grant, council tax and business rates.

Business Rate Retention Scheme

A scheme introduced in April 2013 under which billing authorities are able to retain a proportion of the business rates they collect.

Key terms associated with the scheme are as follows:

- **Tariff** - each local authority has an agreed baseline funding position set by government. If its individual business rates baseline is greater than the set level, it must pay a tariff to government.
- **Pool** – Local authorities can pool together to share risks around business rates. A pool can have the effect of reducing the total levy rate, enabling authorities to agree how to share the possible gains of this arrangement.
- **Levy** – this limits the amount business rates can grow in any one year. In a pool this is calculated by reference to the pools' total baseline funding level and its total individual business rates baseline.
- **Safety Net** – this guarantees that the Council's income from business rates will not fall below a certain level. The safety net is set at a percentage of the baseline funding level.

Capital expenditure

Expenditure for the purchase or improvement of significant assets including land, buildings, and equipment, which will be of use or benefit in providing services for more than one financial year.

Capital receipts

The proceeds from the sale of land, buildings and other capital assets. Strict rules govern their use: they cannot be used for revenue purposes.

The Chartered Institute of Public Finance and Accountancy (CIPFA)

CIPFA is the accountancy body which represents at national level the interests of local government and public service finance. As well as awarding public sector specific accountancy qualifications the Institute also produces advice, codes of practice, and guidance to local authorities on best practice.

CIPFA Code of practice on Local Authority Accounting in the United Kingdom 2019/20

Known familiarly as “the Code”, this specifies the principles and practices of accounting required to prepare a Statement of Accounts which “presents a true and fair view” of the financial position and transactions of an authority.

Collection Fund

A statutory fund used to record the billing and collection of council tax and non-domestic rates. Though it is independent of the General Fund, payments are made from it to support the General Fund services of the billing and precepting authorities.

Community Assets

Assets that the Council intends to hold in perpetuity, that have determinable useful life and that may have restrictions in their disposal e.g. parks.

Community Infrastructure Levy

A levy which is charged on new development with the appropriate planning consent. This is a planning charge used to fund a number of infrastructure projects including transport and schools to support development in the area.

Comprehensive Income and Expenditure Statement

A statement that reports the net cost for the year of all the functions for which the authority is responsible, and demonstrates how that cost has been financed from general government grants and income from taxpayers.

Consistency

The concept of consistency states that the accounting treatment of like items within an accounting period, and from one period to the next, is the same, in order to facilitate comparisons.

Creditors

Parties to whom the Council owes money at year end for goods and services supplied in year.

Current liabilities

Those amounts which will become payable or could be called upon within the next accounting period e.g. creditors and cash overdrawn.

Current Service Cost

The increase in the present value of a defined pension scheme’s liabilities expected to arise from employee service in the current period i.e. the pension benefits “earned” by employees in the year.

Debtors/Receivables

Parties owing money to the Council at year end for goods and services supplied to them, by the Council.

Depreciation

The measure of the wearing out, consumption, or other reduction in the useful economic life of a non-current asset, whether arising from use, the passage of time or obsolescence

through technological or other changes. It means that, rather than the whole cost of an asset being charged to revenue in the year in which it is acquired, the cost is spread out over the life of the asset. As such, it illustrates an application of the matching concept.

Employee Benefits

Amounts due to employees including salaries, paid annual leave and paid sick pay. These also include the cost of employer's national insurance contributions.

Events After the Reporting Period

The occurrence of a material event between the balance sheet date and the date the accounts are authorised for issue, which might have a bearing on the financial results of the organisation. In such cases the event should be reflected in the Statement of Accounts as a note or amendment.

Expected Rate of Return on Pensions Assets

The average rate of return expected over the remaining life of the related obligation on the actual assets held by the pension 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 therefore expected not to recur frequently or regularly.

Fair Value

The fair value of an asset is the price at which it could be exchanged in an arm's length transaction less, where applicable, any grants receivable towards its purchase or use.

Fair Value Through Profit and Loss (FVPL)

A classification of a financial instrument by measurement basis. See Accounting Policies for further information.

Fair Value Through Other Comprehensive Income (FVOCI)

A classification of a financial instrument by measurement basis. See Accounting Policies for further information.

Financial Reporting Standard (FRS)

A statement of the practice to follow in UK Generally Accepted Accounting Principles when dealing with a discrete area of financial accounting.

Most of these have now been superseded by International Financial Reporting Standards (IFRS) and International Accounting Standards (IAS) but, in some areas, the previous standards remain in effect.

Fund

A major division of the Council's accounts, for example the General Fund or the Collection Fund. It is sometimes also used in a different sense to designate an earmarked reserve.

General Fund

This is the main revenue account and covers the day-to-day spending requirements of providing services. It is paid for out of council tax, formula grant, specific grants and fees

and charges. It also includes the cost of services provided by other bodies which make a levy. It is clearly segregated from the Housing Revenue Account.

Going Concern

The concept that the authority will remain in operational existence for the foreseeable future; in particular, that the revenue accounts and balance sheet are not based on the assumption of an intention to curtail significantly the scale of operations.

Government grants

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

Gross expenditure

The total cost of providing services before deducting any income.

Held for Sale Assets

Where there is reasonable certainty that an item of property, plant or equipment is likely to be disposed of via a sale in the next twelve months it is reclassified to the category of 'Held for Sale'.

Heritage Assets

This is a separate class of asset (land, building, artefacts, vehicles etc.) that is held principally for its contribution to knowledge or culture and which meets the definition of a Heritage Asset.

Housing Revenue Account (HRA)

A statutory account which contains all expenditure and income to fund council housing - in effect, a landlord account. It shows the major elements of housing revenue expenditure and how this is met by rents, subsidy and other income. The HRA must be kept entirely separate from the General Fund and the account must not be in deficit.

Local authorities are not allowed to make up any shortfall on the HRA from the General Fund, and any surpluses or deficits must be retained within the HRA. No costs may be charged to council tax or business rate (NNDR) income.

Impairment

Impairment occurs when the book value (carrying value) of an asset exceeds the amount that could be recovered through use or sale of the asset.

Intangible Assets

These are non-financial fixed assets (for example, they are not bonds or stocks) that do not have a physical substance, but are identifiable and are controlled by the Council through custody or legal rights. Examples are IT systems and software licences.

International Financial Reporting Standards (IFRS)

Principles-based standards, interpretations and the framework adopted by the International Accounting Standards Board.

Income

Monies received or due from rents, fees and charges for services, specific grants and investment interest.

Investments

In the context of the Statement of Accounts, this term refers only to long-term investments which are intended to be held for use on a continuing basis in the activities of the authority. Where investments do not meet this criterion, they have been classified as current assets.

Leases

These can fall into two types:

- Finance lease – a lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee; such leases are recognised on the balance sheet by the lessee.
- Operating lease – a lease other than a finance lease, which is not recognised on the balance sheet by the lessee, but by the lessor.

The distinction between the two is the subject of an array of tests and is highly technical.

Liabilities

Those amounts which will become payable by the Council in the short or long term.

Matching

The matching concept says that expenditure and income transactions, including accruals, are matched with one another so far as their relationship can be established, or justifiably assumed, and dealt with in the period to which they relate.

Materiality

Financial statements often cannot be precisely accurate but this need not detract from their ability to be fairly stated. Within certain limits, a tolerance is permitted in measurement and disclosure of financial statement items. The concept of materiality determines the acceptability of the degree of this tolerance.

Movement In Reserves Statement (MIRS)

This statement reconciles the Comprehensive Income and Expenditure account for the year with the authority's budget requirement, which is governed by statute and differs in certain key respects from accounting conventions.

Movement on the HRA Statement

Similar to the General Fund's Movement In Reserves Statement, this reconciles the HRA Income and Expenditure account for the year with the surplus or deficit for the year on the HRA Balance, calculated in accordance with the requirements of the Local Government and Housing Act 1989.

National Non-Domestic Rates (NNDR)

A national rate, often familiarly called "business rates" and can also be referred to as NDR. Business Rates are levied on businesses by the Government and collected by local authorities. The total proceeds are shared between central government and local authorities as per the Retained Business Rate Scheme.

Net Book Value (NBV)

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 expenditure

Gross expenditure for a service, less ("net of") directly related income.

Net Realisable Value (NRV)

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.

Past Service Cost

Past service costs arise from decisions taken in the current year but whose financial effect is derived from service earned in earlier years.

Precept

A levy on the Collection Fund by another public body (a precepting authority), requiring the billing authority to collect the required income from local taxpayers on their behalf.

Prior year adjustments

Those material adjustments applicable to prior years arising from changes in accounting policies or from the correction of fundamental errors. They do not include normal recurring corrections or adjustments of accounting estimates made in prior years.

Property, Plant and Equipment

This classification covers all assets with physical substance (tangible assets) that are expected to be used by the Authority for more than one year. The item must have physical substance (e.g. land, buildings, vehicles) and must be held by the Authority for the provision of goods and services, for rental to others (as part of a service), or for administrative purposes. If the item is held purely to earn rentals or capital appreciation, it will be treated as 'Investment Property'; if it is held to be sold (within the next twelve months), it will be accounted for as a 'Held for Sale' asset.

Provisions

A provision is required to be made and disclosed in the accounts for any liability or loss which, due to an event which has already occurred, is certain or likely to be incurred, but where there is uncertainty as to the amounts or the dates on which they will arise. As a result, it is often a matter of interpretation and careful judgement whether such an uncertainty should be disclosed (and accounted for) as a provision or simply included by way of a note as a contingent liability.

Public Works Loans Board (PWLB)

A statutory body operating within the United Kingdom Debt Management Office, which is an Executive Agency of HM Treasury. Its function is to lend money from the National Loans Fund to local authorities and other prescribed bodies, primarily for capital projects, and to collect the repayments.

Rateable Value (RV)

The value of a business, assessed by the Valuation Office Agency, on which business rates are payable.

Revenue Expenditure Funded from Capital Under Statute (REFCUS)

Expenditure which legislation classifies as capital but which does not result in the creation of a fixed asset belonging to the authority. An example is where the Council pays a grant to a private householder for adaptations required by a disabled person; the work done is capital in nature, but the resultant asset does not appear on the Council's balance sheet because it belongs to the private freeholder. These were previously defined as deferred charges.

Related Party Transactions

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.

Reserves

Funds set aside to meet future expenditure which fall outside the definition of provisions. Reserves can be for general contingencies and to provide working balances, or earmarked for specific future expenditure.

Note that certain reserves are statutory in nature – for example, the Council is obliged to hold a Revaluation Reserve and its use is closely prescribed under the IFRS as interpreted for use in local government. The Council has no discretion in the existence or use of such reserves.

Revenue expenditure and income

The regular day to day running costs an authority incurs in providing services, as distinct from capital expenditure (under the Local Government & Housing Act 1989, all expenditure is regarded as revenue unless specifically classified as capital). In a general sense, revenue expenditure (and income) arises from recurring items such as running services.

Section 151 Officer (CFO)

Section 151 of the Local Government Act 1972 requires the Council to appoint an officer responsible for the proper administration of the Council's financial affairs. The Strategic Director (Internal Services) is the Council's Section 151 Officer.

Statutory provision for the financing of capital investment

Formerly known as the Minimum Revenue Provision (MRP), this is the minimum amount that must be charged to a local authority's revenue account each year and set aside to provide for debt repayment or other credit liabilities.

Substance over form

The concept of substance over form requires that transactions and other events are accounted for and represented in financial statements with regard to their economic substance and financial reality rather than just their legal form.

Useful Life

The period over which the local authority expects to derive benefits from the use of a fixed asset and over which, typically, it will be depreciated.

FURTHER INFORMATION

For Further Information

These accounting statements have been prepared for the benefit of all those interested in the Borough's activities, particularly Council Taxpayers and Business Ratepayers, and other parties who are associated directly or indirectly with the Council.

Further details on the general activities of the Council can be obtained from:

Communications Manager
Dartford Borough Council,
Civic Centre,
Home Gardens,
Dartford,
Kent DA1 1DR