

AGENDA

Meeting: Audit
Place: Council Chamber - Council Offices, Monkton Park, Chippenham,
SN15 1ER
Date: Friday 7 September 2012
Time: 10.30 am

Please direct any enquiries on this Agenda to Stuart Figini of Democratic Services, County Hall, Trowbridge, direct line (01225) 718376 or email stuart.figini@wiltshire.gov.uk

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Press enquiries to Communications on direct lines (01225) 713114 / 713115

Membership:

Cllr John Brady
Cllr Richard Britton
Cllr Nigel Carter
Cllr Peter Doyle
Cllr Mark Griffiths
Cllr George Jeans
Cllr David Jenkins
Cllr Julian Johnson

Cllr Alan MacRae
Cllr Helen Osborn
Cllr Mark Packard
Cllr Sheila Parker (Vice Chairman)
Cllr Pip Ridout
Cllr Jane Scott OBE
Cllr Roy While (Chairman)

Non-Voting Members
Cllr John Brady

Cllr Jane Scott OBE

Substitutes
Cllr Chris Caswill
Cllr Ernie Clark
Cllr Michael Cuthbert-Murray
Cllr Rod Eaton
Cllr Mollie Groom

Cllr Francis Morland
Cllr Jeff Osborn
Cllr Paul Sample
Cllr Bridget Wayman

Part I

Items to be considered while the meeting is open to the public

1 Apologies and Membership Changes

2 Chairman's Announcements

3 Minutes of the Previous Meeting (Pages 1 - 6)

To confirm and sign the minutes of the Audit Committee meeting held on 20 June 2012. (copy attached)

4 Members' Interests

To receive any declarations of personal or prejudicial interests or dispensations granted by the Standards Committee.

5 Public Participation and Committee Members' Questions

The Council welcomes contributions from members of the public.

Statements

If you would like to make a statement at this meeting on any item on this agenda, please register to do so at least 10 minutes prior to the meeting. Up to 3 speakers are permitted to speak for up to 3 minutes each on any agenda item. Please contact the officer named on the front of the agenda for any further clarification.

Questions

To receive any questions from members of the public or members of the Council received in accordance with the constitution. Those wishing to ask questions are required to give notice of any such questions in writing to the officer named on the front of the agenda (acting on behalf of the Director of Resources) no later than **5.00pm on Friday 31 August 2012**. Please contact the officer named on the front of this agenda for further advice. Questions may be asked without notice if the Chairman decides that the matter is urgent.

Details of any questions received will be circulated to Committee members prior to the meeting and made available at the meeting and on the Council's website.

6 Report to those Charged with Governance (Pages 7 - 38)

A report by the Service Director of Finance is attached.

7 Annual Governance Statement *(Pages 39 - 72)*

A report by the Solicitor to the Council and Monitoring Officer is attached.

8 Statement of Accounts *(Pages 73 - 194)*

A report by the Service Director of Finance is attached.

9 Appointment of Representative on the Focus Group on the Constitution

The Committee will be asked to appoint a representative on the Focus Group on the Constitution for the rest of the Municipal year.

10 Forward Work Programme *(Pages 195 - 196)*

To note the Forward Work Programme

11 Date of next meeting

To note that the next regular meeting of the Committee will be held on 19 September 2012.

12 Urgent Items

Any other items of business, which the Chairman agrees to consider as a matter of urgency.

Part II

Items during whose consideration it is recommended that the public should be excluded because of the likelihood that exempt information would be disclosed

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AUDIT

DRAFT MINUTES OF THE AUDIT MEETING HELD ON 20 JUNE 2012 AT COUNCIL CHAMBER, COUNCIL OFFICES, BRADLEY ROAD, TROWBRIDGE.

Present:

Cllr Richard Britton, Cllr Nigel Carter, Cllr Peter Doyle, Cllr Mark Griffiths, Cllr Julian Johnson, Cllr Alan MacRae, Cllr Jeff Osborn (Substitute), Cllr Mark Packard, Cllr Sheila Parker (Vice Chairman) and Cllr Roy While (Chairman)

Also Present:

Cllr Jane Scott OBE

14 **Membership**

The Committee noted the membership following the Council meeting on **15 May 2012**, as contained in the agenda.

15 **Apologies for Absence**

Apologies were received from Cllrs Helen Osborn, Pip Ridout, David Jenkins, George Jeans and John Brady.

Cllr Helen Osborn was substituted by Cllr Jeff Osborn.

16 **Chairman's Announcements**

The Chairman announced that recent training sessions on financial issues had been completed. He announced there was a need to arrange a focus programme for further training in communication with Overview and Scrutiny.

17 **Minutes of the Previous Meeting**

The minutes of the meeting held on **21 March 2012** were presented, and it was,

Resolved:

To approve the minutes as a true and correct record.

18 **Members' Interests**

There were no declarations.

19 **Public Participation and Committee Members' Questions**

The Committee noted the rules on public participation. There were no submitted questions or statements.

20 **Interim Audit Report 2011-2012**

The Interim Audit report was presented by Darren Gilbert, Senior Manager, KPMG, following an introduction from the Chair highlighting areas of potential concern for the Committee, and the scope of the report summarising the interim audit work in relation to the 2011/12 financial statements, and the KPMG work to support the 2011/12 value for money (VFM) conclusion up to June 2012. Andy Spurway (Head of Service Fulfilment) was in attendance to offer further clarification.

It was stated that the organisational control environment was effective overall, an improvement on the previous year when it was felt KPMG were unable to rely upon the IT control environment. However, it was stated that significant weaknesses remained as a result of the newness of the controls and further enhancements that are required, for example with regard to protection against unauthorized access. It was stressed that KPMG do not regard the identified issues as meaning there have been fundamental failings in operational concerns.

It was further stated that with controls over key financial systems there were some weaknesses which required further work on data transfers and reconciliations, and would be revisited ahead of the next meeting.

KPMG further recognised it had been a turbulent year for internal audit, and were continuing to build a closer relationship with South West Audit Partnership (SWAP). It was also stated that KPMG's conclusion regarding the VFM risk assessment would be presented in September.

A debate followed, wherein it was emphasised the report was generally encouraging in its conclusions, but further reassurance was sought KPMG were satisfied appropriate measures were in place to address their concerns, particularly with regards to weaknesses still outstanding from previous years' reports.

Clarity was also sought on the progress in addressing concerns, and the need for the Committee to be aware of concrete steps taken to be satisfied issues were being resolved. In response, the Committee was informed that detailed plans were being implemented, and that there would be no complacency despite the overall positive of the report.

At the conclusion of discussion, it was,

Resolved:

- 1) **To note the report and thank KPMG for the update.**

- 2) **To request an update be circulated to Committee Members within the following few weeks, listing action plans and current progress, including timelines, for outstanding issues identified within the report.**

21 **Internal Audit Annual Report**

Michael Hudson, Director of Finance, introduced the Annual Internal Audit Report before handing over to the representatives from South West Audit Partnership (SWAP), Gerry Cox, Head of Internal Audit Partnership, and Dave Hill, Group Audit Manager, Denise Drew, Audit Manager, and Estelle Sherry, Audit Manager.

It was emphasized the report did not consider there to be any areas of significant corporate concern, although there were six areas of operational audits identified over the course of the year as being of limited assurance. However, management actions had been agreed and considerable progress made in response.

It was stated performance figures would be available in September, a list of planned work for the ensuing quarter was highlighted.

A debate followed, where the possibility of target dates in addition to merely planned work for the quarter was raised. The procedures for SWAP communicating and creating action plans was discussed, along with the internal auditors listing limiting concern as regards to control environment, as opposed to KPMG.

It was clarified that the internal audit took a broader look from a corporate governance perspective, whereas KPMG were focusing more narrowly on financial statements of accounts. The representatives from KPMG stressed their testing had not identified failures in operation, but merely that some current control environments were not fully adequate for their specific auditing purposes.

Following discussion, it was,

Resolved:

To note the findings of the chief internal auditors.

22 **Annual Governance Statement 2011-2012 Draft**

Ian Gibbons, Monitoring Officer, presented the draft Annual Government Statement for 2011-2012, a required part of the annual review of the effectiveness of the Council's governance arrangements, which would proceed to Cabinet, then Standards Committee, before returning to the Audit Committee for final approval.

The Monitoring Officer took the Committee through the report, highlighting key issues including the following:

- IT Control Environment;
- Safeguarding and Looked After Children Services
- Implementation of the Transformation Programme
- Managing reductions in Government funding and legislative changes.

A debate followed, during which the points including the following were raised:

- The extent of detail on the Health and Well Being Board and Police and Crime Panel;
- The inclusion of the positive statements from the recent Ofsted Inspection Report as well as the negative;
- More detailed information should be provided in the report regarding the implementation of the Transformation programme.
- There should be a concentration on IT for the Audit Committee in future.
- The Governance Assurance Group met monthly to consider governance issues and would report further details in September.

At the conclusion of discussion, it was,

Resolved:

To note that the draft Annual Governance Statement will be revised in light of the comments of the Committee and ongoing review work by the Governance Assurance Group, before being considered by Cabinet, then the new Standards Committee, before final approval from the Audit Committee and publication by 30 September 2012.

23 **Forward Work Programme**

The draft forward work programme for 2012/13 was presented. It was,

Resolved:

That subject to substituting “Steve Memmott, Head of Internal Audit” to “Dave Hill, SWAP”, to note and approve the proposed plan.

24 **Date of Next Meeting**

The date of the next regular meeting was noted as **19 September 2012.**

However, it was confirmed that a special meeting of the Committee was to be held on **07 September 2012.**

25 **Urgent Items**

There were no urgent items.

(Duration of meeting: 10.35 am - 12.05 pm)

The Officer who has produced these minutes is Kieran Elliott of Democratic Services,
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WILTSHIRE COUNCIL

AUDIT COMMITTEE

7 SEPTEMBER 2012

Subject: KPMG: REPORT TO THOSE CHARGED WITH GOVERNANCE (ISA 260) 2011/2012

Cabinet member: John Brady – Finance, Performance and Risk

Key Decision: No

Purpose of Report

1. To present KPMG's "Report to those charged with governance" to the Audit Committee and to invite Members to consider their response. KPMG will attend the meeting of the Audit Committee to present the report and to respond to any queries.

Background

2. This report has been prepared by the Council's external auditor (KPMG) and it summarises the conclusions and key issues arising from the recent audit of the Council's financial statements and their assessment of the Council's arrangements to secure value for money (vfm) in its use of resources.

Main Considerations for the Council

3. The headlines are incorporated into section two of the KPMG report. These are summarised as follows:
 - KPMG anticipates issuing an unqualified audit opinion by 30 September 2012.
 - KPMG identified five audit adjustments to the draft financial statements, however these amendments relate to technical accounting adjustments and do not affect the "cash" surplus position of the Council. These have all been adjusted by the Council.
 - KPMG concluded that the council continued to evidence a strong financial reporting process. Additionally, the Council has implemented all the recommendations in the ISA260 Report 2010/2011 in relation to the financial statements.

- KPMG have concluded that the Council has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources. KPMG anticipates issuing an unqualified VFM audit opinion by 30 September 2012

Risk Assessment

4. There are no direct risk implications associated with this report.

Equality and Diversity Impact of the Proposal

5. None have been identified as arising directly from this report.

Environmental Impact of the Proposal

6. There are no direct environmental implications associated with this report.

Financial Implications

7. KPMG's Report to those charged with Governance is relevant to the Council's financial arrangements.

Legal Implications

8. KPMG's Report to those charged with Governance is relevant to the Council's legal arrangements.

Recommendations

9. That the Audit Committee receive the draft accounts for 2011/2012.
10. The Audit Committee delegates the signing of the letter of the management representation letter to the Chairman of the Audit Committee.

Reason for Recommendations

11. To present KPMG's Report to those charged to governance to the Audit Committee and to invite Members to consider their response.

MICHAEL HUDSON

Director of Finance

Report Author: Matthew Tiller – Chief Accountant

The following unpublished documents have been relied on in the preparation of this report:

None.

Appendices:

Appendix A - KPMG REPORT TO THOSE CHARGED WITH GOVERNANCE
(ISA 260) 2011/2012

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cutting through complexity™

Report to those charged with governance (ISA 260) 2011/12

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Wiltshire Council

7 September 2012



The contacts at KPMG in connection with this report are:

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Report sections

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This report is addressed to the Council and has been prepared for the sole use of the Council. We take no responsibility to any member of staff acting in their individual capacities, or to third parties. The Audit Commission has issued a document entitled *Statement of Responsibilities of Auditors and Audited Bodies*. This summarises where the responsibilities of auditors begin and end and what is expected from the audited body. We draw your attention to this document which is available on the Audit Commission's website at www.auditcommission.gov.uk.

External auditors do not act as a substitute for the audited body's own responsibility for putting in place proper arrangements to ensure that public business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

If you have any concerns or are dissatisfied with any part of KPMG's work, in the first instance you should contact Chris Wilson, the appointed engagement lead to the Council, who will try to resolve your complaint. If you are dissatisfied with your response please contact Trevor Rees on 0161 246 4000, or by email to trevor.rees@kpmg.co.uk, who is the national contact partner for all of KPMG's work with the Audit Commission. After this, if you are still dissatisfied with how your complaint has been handled you can access the Audit Commission's complaints procedure. Put your complaint in writing to the Complaints Unit Manager, Audit Commission, Westward House, Lime Kiln Close, Stoke Gifford, Bristol, BS34 8SR or by email to complaints@audit-commission.gov.uk. Their telephone number is 0844 798 3131, textphone (minicom) 020 7630 0421.

This report summarises:

- the key issues identified during our audit of Wiltshire Council's (the Council's) financial statements for the year ended 31 March 2012; and
- our assessment of the Council's arrangements to secure value for money (VFM) in its use of resources.

We do not repeat matters we have previously communicated to you. In particular, we draw your attention to our *Interim Audit Report 2011/12*, presented to you on 20 June 2012, which summarised our planning and interim audit work.

Financial statements

Our audit of the financial statements can be split into four phases:



We previously reported on our work on the first two stages in our *Interim Audit Report 2011/12* issued in June.

This report focuses on the final two stages: substantive procedures and completion. It also includes any additional findings in respect of our control evaluation that we have identified since we issued our *Interim Audit Report 2011/12*.

Our final accounts visit on site took place between 3 July and 27 July. During this period, we carried out the following work:

Substantive Procedures	<ul style="list-style-type: none"> ■ Planning and performing substantive audit procedures. ■ Concluding on critical accounting matters. ■ Identifying audit adjustments. ■ Reviewing the Annual Governance Statement.
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We are now in the final phase of the audit. Some aspects are also discharged through this report:

Completion	<ul style="list-style-type: none"> ■ Declaring our independence and objectivity. ■ Obtaining management representations. ■ Reporting matters of governance interest. ■ Forming our audit opinion.
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VFM conclusion

We have also now completed our work in respect of the 2011/12 VFM conclusion. This included:

- an initial VFM risk assessment; and
- our work to address the specific risk areas identified.

Structure of this report

This report is structured as follows:

- Section 2 summarises the headline messages.
- Section 3 sets out the key findings from our audit work in relation to the 2011/12 financial statements.
- Section 4 outlines the key findings from our work on the VFM conclusion.

Our recommendations are included in Appendix 1. We have also reviewed your progress in implementing prior year final audit visit recommendations and this is detailed in Appendix 2.

The recommendations made in the prior year at the interim stage were addressed in the interim report in June 2012 as were the IT recommendations made in the ISA 260 report, issued in September 2011 and therefore are not revisited again now.

The recommendations which arose from this year's interim audit phase will be followed up at the interim report stage in 2013.

Acknowledgements

We would like to take this opportunity to thank Officers and Members for their continuing help and co-operation throughout our audit work.

This table summarises the headline messages. The remainder of this report provides further details on each area.

Proposed audit opinion	<p>We anticipate issuing an unqualified audit opinion on 7 September 2012. This means that we consider that the accounts give a true and fair view of the financial performance and position of the Council and have been prepared in accordance with accounting requirements.</p> <p>We will also report that the wording of your Annual Governance Statement accords with our understanding.</p>
Audit adjustments	<p>Our audit identified a total of five audit adjustments with a total value of £24.6 million. These amendments relate to technical accounting adjustments and do not affect the “cash” surplus position of the Council. The impact of these adjustments is to:</p> <ul style="list-style-type: none"> ■ decrease the deficit on provision of services for the year by £5.5 million; and ■ increase the net worth of the Council as at 31 March 2012 by £2 million. <p>We have included a full list of significant audit adjustments at Appendix 3.</p> <p>All of these were adjusted by the Council.</p>
Critical accounting matters	<p>We have worked with Officers throughout the year to discuss specific risk areas. The Council addressed the issues appropriately.</p>
Accounts production and audit process	<p>The Council has continued to evidence a strong financial reporting process. Officers dealt efficiently with audit queries and the audit process has been completed within the planned timescales.</p> <p>The Council has implemented all of the recommendations in our <i>ISA 260 Report 2010/11</i> relating to the financial statements.</p>
Completion	<p>At the date of this report our audit of the financial statements is complete.</p> <p>Before we can issue our opinion we require a signed management representation letter.</p> <p>We confirm that we have complied with requirements on objectivity and independence in relation to this year’s audit of the Council’s financial statements.</p>
VFM conclusion	<p>We have concluded that the Council has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.</p> <p>We therefore anticipate issuing an unqualified VFM conclusion on 7 September 2012.</p>

Our audit identified a total of five audit adjustments. These amendments relate to technical accounting adjustments and do not affect the “cash” surplus position of the Council.

The impact of these adjustments is to:

- decrease the deficit on the provision of services for the year by £5.5 million; and
- increase the net worth of the Council as at 31 March 2012 by £2 million.

The wording of your Annual Governance Statement accords with our understanding.

Proposed audit opinion

We anticipate issuing an unqualified audit opinion on 7 September 2012.

Audit differences

In accordance with ISA 260 we are required to report uncorrected audit differences to you, of which there are none as the Council has processed all differences identified.

We also report any material misstatements which have been corrected and which we believe should be communicated to you to help you meet your governance responsibilities.

Our audit identified a total of five significant audit differences, which we set out in Appendix 3, which have now been adjusted in the final version of the financial statements.

The tables on the right illustrate the total impact of audit differences on the Council’s movements on the General Fund for the year and balance sheet as at 31 March 2012.

There is no net impact on the General Fund as a result of audit adjustments.

In addition, we identified a number of presentational adjustments required to ensure that the accounts are compliant with the *Code of Practice on Local Authority Accounting the United Kingdom 2011/12* (*‘the Code’*). The Council has addressed them where significant.

Annual Governance Statement

We have reviewed the Annual Governance Statement and confirmed that:

- it complies with *Delivering Good Governance in Local Government: A Framework* published by CIPFA/SOLACE in June 2007; and
- it is not misleading or inconsistent with other information we are aware of from our audit of the financial statements.

We have made a number of comments in respect of its format and content which the Council has agreed to amend.

Movements on the General Fund 2011/12			
£m	Pre-audit	Post-audit	Ref (App.3)
Deficit on the provision of services	(89,296)	(83,805)	1
Adjustments between accounting basis & funding basis under Regulations	82,519	77,028	1
Transfers from earmarked Reserves	6,996	6,996	
Increase in General Fund	219	219	



Balance Sheet as at 31 March 2012			
£m	Pre-audit	Post-audit	Ref (App.3)
Property, plant and equipment	959,977	961,941	2
Other long term assets	43,215	43,215	
Current assets	159,520	134,951	3 & 4
Current liabilities	(153,033)	(128,464)	3 & 4
Long term liabilities	(806,233)	(806,233)	
Net worth	203,446	205,410	
General Fund	(14,145)	(14,145)	
Other reserves	(189,301)	(191,265)	2
Total reserves	(203,446)	(205,410)	

We have worked with Officers throughout the year to discuss specific risk areas. The Council addressed the issues appropriately.

In our *Financial Statements Audit Plan 2011/12*, presented to you in March, we identified the key risks affecting the Council's 2011/12 financial statements.

We have now completed our testing of these areas and set out our final evaluation following our substantive work.

The table below sets out our detailed findings for each risk.

Key audit risk	Issue	Findings
	<ul style="list-style-type: none"> The Council continues to face a challenging financial position due to the reductions in local government funding from central government. The steps the Council is taking to address these pressures will have financial statements implications, for example on areas such as provisions, and have a significant impact on its arrangements to secure value for money. As a result of the cuts the Council has restructured its management team and made two corporate management team redundancies, which require disclosure in the senior officers' emoluments and will be subject to an increased level of scrutiny. 	<ul style="list-style-type: none"> We reviewed the Council's arrangements in place for securing economy, efficiency and effectiveness in your use of resources during our value for money audit. See page 13 for further commentary on the VFM conclusion work. We reviewed the senior officers' remuneration and exit packages closely to ensure all payments are appropriately disclosed. No significant issues were identified.
	<ul style="list-style-type: none"> With the Code adopting the new Financial Reporting Standard no. 30 on Heritage Assets in 2011/12, the Council had to review its property and inventory to consider if it has any Heritage Assets. The 2011/12 Code includes a number of accounting changes, including a new requirement to carry heritage assets at valuation. Heritage assets are those assets that are intended to be preserved in trust for future generations because of their cultural, environmental or historical associations. This includes historical buildings, archaeological sites, military and scientific equipment of historical importance, civic regalia, museum and gallery collections and works of art. 	<ul style="list-style-type: none"> We reviewed the Council's approach, considering how it has identified and valued its Heritage Assets and confirming that the accounting treatment is in line with the Code. No material heritage assets were identified which required valuation, which is in line with our expectations. The Council has included appropriate disclosures in the accounts on the impact of the new accounting standard for Heritage Assets.

Key audit risk	Issue	Findings
	<ul style="list-style-type: none"> The consolidation of the legacy systems from the four demised district councils into a single Revenues & Benefits system requires the management of a complex system implementation, and the transfer of a significant amount of data into the new system. 	<ul style="list-style-type: none"> Our work has concluded that the data migration project has been managed and performed in a satisfactory manner. We tested the accuracy of the data mapping and are satisfied that this was carried out correctly. Further details are set out on page 8.
	<ul style="list-style-type: none"> There are a significant number of changes underway to the Council's property estate, including the refurbishment of County Hall, which has progressed significantly over the year, together with planned property disposals. This increased level of activity in additions and disposals increases the risk of error within these categories. Where properties are held for sale but not yet sold at the year end these may need to be classified as 'held for sale'. These assets may also require revaluation. This is the second year that component accounting will apply to the Council and this requires the Council to maintain additional fixed asset records, which increases the risk of error. 	<ul style="list-style-type: none"> We reviewed the controls surrounding the additions and disposals of Property, Plant and Equipment. No issues were identified. We tested and verified the significant additions and disposals which have occurred in the period, together with any impacts on impairment and disclosures in the financial statements. Assets relating to schools which became academies in the year have been derecognised from the accounts as they are no longer the responsibility of the Council. Many of the asset disposals planned in the year were delayed and so the level of assets held for sale at the year end was lower than expected. We reviewed the impact of component accounting, to ensure the Council has introduced sufficient systems to record the extra data required. No significant issues were identified.

Issues identified during our audit of SAP system and the general IT control environment were reported in our *Interim Audit Report 2011/12*, presented to you on 20 June 2012

Key audit risk	Issue	Findings
	<ul style="list-style-type: none"> With the implementation of SAP in 2009/10 there were some initial control issues and as a result we identified several concerns during that year's audit. We acknowledge that a lot of management time and effort was directed at resolving these issues and progress was seen during the 2010/11 audit. However, at the end of the 2010/11 audit we still had some outstanding recommendations on how the control environment within SAP could be further strengthened. As SAP is fundamental to the Council's financial management and reporting arrangements, the strength of controls over this system is paramount to the reliability and accuracy of the data within the financial systems. 	<ul style="list-style-type: none"> We followed up on progress made on recommendations made during the 2010/11 audit and we reviewed both the design and operating effectiveness of the key automated controls within SAP. Further recommendations were made in our <i>Interim Audit Report 2011/12</i> presented in June and we are aware that management are working on implementing these.
	<ul style="list-style-type: none"> In November 2011, South West Audit Partnership (SWAP) assumed the management of the Council's Internal Audit service. The Council's Internal Audit staff transferred under TUPE to SWAP with effect from 1 November. The Internal Audit team did not fully adopt SWAP's systems and approaches during 2011/12, but there were changes in reporting lines and a new Head of Internal Audit. Although the audit plan being completed for the year 2011/12 remained as agreed at the start of the year, the Internal Audit team went through a significant amount of change. 	<ul style="list-style-type: none"> We reviewed the effectiveness of the Internal Audit service both for the period from 1 April to transfer to SWAP and then for the period from 1 November to 31 March to ensure that CIPFA internal audit standards were met. Our findings were reported in our <i>Interim Audit Report 2011/12</i> and we are now working closely with SWAP as we plan for next year's audit. We hold quarterly meetings and are agreeing a new joint working protocol for 2012/13. The two recommendations made in our <i>Interim Audit Report 2011/12</i> will be followed up during next year's audit.

Our work shows that the revenues and benefits data migration project was managed well overall.

We tested the accuracy of the data mapping and are satisfied that this was carried out correctly.

Background

Following the reorganisation which resulted in a single unitary authority for Wiltshire, the Council initially maintained the four different Revenues & Benefits systems which had been run in each of the district councils. Wiltshire Council instigated a project to combine the four systems into one, with the new system going live in November 2011.

The contract for the replacement application was awarded to Northgate Information Services. The project also included the replacement of the existing three Electronic Document Management Systems with a single integrated application.

Overall assessment

Overall, we consider that the data migration project has been managed and performed in a satisfactory manner. We tested the accuracy of the data mapping and are satisfied that this was carried out correctly.

Areas of good practice	
Project structure	The initial Project Initiation Document covered the key areas and ensured that they were identified and defined at an early stage.
Documentation	Clear, structured and adequate documentation is a key element in the effective management of a project. In general the documentation provided to us met these criteria. Scenario testing and sample checking was documented in a clear and structured manner, making it easier to control and manage.
Reporting	Highlight reports were provided on a regular basis to the Project Boards, including updates on key risks and key issues. Financial information was also reported on a regular basis.

Issues and learning points for development

Records migrated with errors

There are still a number of records on the Northgate application with flags, indicating a problem during the data migration. The problems with these records were known about prior to the live migration and it was decided by the Project Board that the option to accept the problems and flag the records for follow up post go-live was the best way forward. In some cases, the problems arise from differences in how the old and new systems operate rather than conversion errors e.g. the need to convert a single Council Tax account on one system into two on Northgate with the consequent problem of allocating payments to the correct account.

These remaining flagged records relate to historical not current year claims/revenues and the risk of these having an impact on future revenues/claims is not considered to be significant. However, as the legacy applications are due to be decommissioned in April 2013, a decision will need to be made on what to do with any uncleared records, based on an informed assessment of the risk of non-correction. We understand that data will be downloaded from the legacy systems prior to decommissioning, and the practicality of using this information for resolving the differences post April 2013 will need to be part of this decision.

At 14 August 2012 the figures for amendments still to be processed were:

■ Council Tax	0	live	768	closed account
■ NDR	947	live	2,244	closed
■ Housing Benefits	4,492	live (see below)	2,370	closed

The figures for Housing Benefits show the total number of claims which showed a difference on the claim calculation for any period, but all corrections relating to current claims have been completed on live records, with remaining discrepancies relating to historic periods. In many cases these relate to a few days of claims only e.g. due to differences in how the different systems treated the weekly tax credit income for the first week of April.

In addition there are 1,559 NDR open records flagged as "re org". This indicator is purely there to flag to the senior rating officers that the property has been subject to a split or merger previously which could not be converted. The flag will remain on these permanently. These flags (plus another 2,307 on closed accounts) are to ensure that a senior, experienced member of staff deals with these accounts.

Issues and learning points for development (continued)	
Involvement of Internal Audit	<p>Our initial discussions with internal audit in August 2011 indicated that internal audit planned to do a large proportion of the audit work on data migration. The external audit would then consist primarily of a review of internal audit work and a level of independent testing.</p> <p>Internal audit has actually had a more limited role in project assurance than originally envisaged, despite discussions indicating that the agreed work would be started in mid September. The timing of the transfer of internal audit to the external provider, South West Audit Partnership, was unfortunately at the start of November, shortly before the go-live on 21 November. This therefore led to a hiatus in the internal audit involvement in the project and the level of assurance that they could provide to management during the project.</p>
Understanding of existing systems and underestimation of conversion difficulties	<p>In the response to the ITT, Northgate indicated that they had performed migrations from the Council's existing systems. However, it was noted in the "Cut 4 Options Paper" that "other sites merging to Northgate undertook considerable manual conversion of data which was not made apparent at the beginning of the project". It is not uncommon for an application to be used in different ways at different entities, which makes a "one size fits all approach" impracticable. In addition, whilst users know how they use their applications, this knowledge does not normally extend to the understanding of the underlying details of how data is being held or differences in usage of non-mandatory fields. This was noted at one site with different teams using a field in different ways.</p> <p>For future projects, it is suggested that those evaluating the response to the ITT should liaise with project teams such as that on the Revenue and Benefits Project to identify the types of issues involved, especially in migration, so that a robust validation of claims by the supplier can be made, especially at reference sites.</p>

The Council has continued to evidence a strong financial reporting process.

Officers dealt efficiently with audit queries and the audit process could be completed within the planned timescales.

The Council has implemented all of the recommendations in our *ISA 260 Report 2010/11* relating to the financial statements.

The controls over the financial reporting system are generally sound.

Accounts production and audit process

ISA 260 requires us to communicate to you our views about the significant qualitative aspects of the Council’s accounting practices and financial reporting. We also assessed the Council’s process for preparing the accounts and its support for an efficient audit.

We considered the following criteria:

Element	Commentary
Accounting practices and financial reporting	The Council has continued to evidence a strong financial reporting process. We consider that accounting practices are appropriate.
Completeness of draft accounts	We received a set of draft accounts on 26 June 2012. The explanatory foreword was provided on 20 July 2012.
Quality of supporting working papers	Our <i>External Audit working paper requirements</i> document, which we issued on 30 March 2012 and discussed with Finance, set out our working paper requirements for the audit. The quality of working papers provided was good and met the standards specified in our <i>Accounts Audit Protocol</i> .
Response to audit queries	Officers resolved audit queries in a reasonable time. In some cases, however, we experienced some slight delays, where staff were not available during the audit. This did not however impact on the overall completion of the audit.

Prior year recommendations

In our *Interim Audit Report 2011/12* we commented on the Council’s progress in addressing the recommendations in our *ISA 260 Report 2010/11*.

The Council has now implemented all of the recommendations in our *ISA 260 Report 2010/11* relating to the financial statements.

Appendix 2 provides further details.

Controls over key financial systems

As part of our final audit visit, we have reviewed and assessed the controls around the financial reporting process. These are the controls which are mainly operated during the closedown of the financial ledger at year end and during the production of the accounts.

Key findings

The controls over the majority of the key financial system are generally sound and the Council has continued to evidence a strong financial reporting process.

System	Assessment
Financial reporting	3

- Key:
- 1 Significant gaps in the control environment.
 - 2 Deficiencies in respect of individual controls.
 - 3 Generally sound control environment.

We confirm that we have complied with requirements on objectivity and independence in relation to this year's audit of the Council's financial statements.

Before we can issue our opinion we require a signed management representation letter.

Once we have finalised our opinions and conclusions we will close our audit and prepare our *Annual Audit Letter*.

Declaration of independence and objectivity

As part of the finalisation process we are required to provide you with representations concerning our independence.

In relation to the audit of the financial statements of Wiltshire Council for the year ending 31 March 2012, we confirm that there were no relationships between KPMG LLP and Wiltshire Council, its directors and senior management and its affiliates that we consider may reasonably be thought to bear on the objectivity and independence of the audit engagement lead and audit staff. We also confirm that we have complied with Ethical Standards and the Audit Commission's requirements in relation to independence and objectivity.

We have provided a detailed declaration in Appendix 4 in accordance with ISA 260.

Management representations

You are required to provide us with representations on specific matters such as your financial standing and whether the transactions within the accounts are legal and unaffected by fraud. We have provided a template to the Director of Finance, a draft of which is reproduced in Appendix 5. We require a signed copy of your management representations before we issue our audit opinion.

Other matters

ISA 260 requires us to communicate to you by exception 'audit matters of governance interest that arise from the audit of the financial statements' which include:

- significant difficulties encountered during the audit;
- significant matters arising from the audit that were discussed, or subject to correspondence with management;

- other matters, if arising from the audit that, in the auditor's professional judgment, are significant to the oversight of the financial reporting process; and
- matters specifically required by other auditing standards to be communicated to those charged with governance (e.g. significant deficiencies in internal control; issues relating to fraud, compliance with laws and regulations, subsequent events etc.).

There are no other matters which we wish to draw to your attention in addition to those highlighted in this report or our previous reports relating to the audit of the Council's 2011/12 financial statements.

Our VFM conclusion considers how the Council secures financial resilience and challenges how it secures economy, efficiency and effectiveness.

We have concluded that the Council has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Background

Auditors are required to give their statutory VFM conclusion based on two criteria specified by the Audit Commission. These consider whether the Council has proper arrangements in place for:

- securing financial resilience: looking at the Council's financial governance, financial planning and financial control processes; and
- challenging how it secures economy, efficiency and effectiveness: looking at how the Council is prioritising resources and improving efficiency and productivity.

We follow a risk based approach to target audit effort on the areas of greatest audit risk. We consider the arrangements put in place by the Council to mitigate these risks and plan our work accordingly.

The key elements of the VFM audit approach are summarised in the diagram below.

Conclusion

We have concluded that the Council has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

VFM criterion	Met
Securing financial resilience	✓
Securing economy, efficiency and effectiveness	✓

The following page includes further details on our specific risk-based work.



Section four – VFM conclusion

Specific VFM risks

We have now concluded our specific work in relation to the residual risks we identified following our initial risk assessment.

Our general audit work provides us with good assurance over the Council's general arrangements for securing economy, efficiency and effectiveness.

We identified the residual audit risks for our VFM conclusion, and set out our preliminary assessment of these with reference to the relevant

work by the Council, the Audit Commission, other inspectorates and review agencies.

We concluded that we needed to carry out additional work for some of these risks and this work is now complete. The outcome of this work is set out below.

Key VFM risk	Preliminary assessment	Key findings of our additional work
	<p>We need to consider in more detail the process used by the Council to put together the savings plan and monitor progress against it.</p>	<p>Management have monitored the savings plan closely. The savings have been reported at regular intervals to the Cabinet with explanations of progress of achieving the separately identified savings. These savings are risk assessed between green, amber/green, amber/red and red. Green indicates that the savings have been delivered and removed from the base budgets while red risks indicate a high likelihood that the savings will not be delivered.</p> <p>The levels of detail provided in the reports indicate that management understand the costs of delivery and are achieving the savings required. This is further evidenced by the under spend on the general fund for 2011/12.</p>
	<p>We need to consider how the Council uses benchmarking to inform its decision making.</p> <p>We also need to review the level of information on unit, transaction or whole life costs used by the Council to inform decision making.</p>	<p>Management does use benchmarking where possible but it believes in many areas there is limited scope and benefits to completing benchmarking activities.</p> <p>Management have refined project gateway processes during the year to improve the decision making and documentation on projects before projects are approved. Management includes 'whole life costs' in their considerations.</p>
	<p>We need to consider the Council's response to the Ofsted inspection report on safeguarding and looked after children.</p>	<p>Management reacted very quickly to the Ofsted Inspection report, creating an action plan which was agreed with the Inspectors. An improvement Board was set up to oversee, challenge and support the delivery of the improvement plan. Many of the actions have been completed or are in progress of being completed. We understand that management capacity has been increased and quality assurance processes have been strengthened.</p>

We have given each recommendation a risk rating and agreed what action management will need to take.

The Council should closely monitor progress in addressing specific risks and implementing our recommendations.

We will formally follow up these recommendations next year.

Priority rating for recommendations		
<p>1 <i>Priority one:</i> issues that are fundamental and material to your system of internal control. We believe that these issues might mean that you do not meet a system objective or reduce (mitigate) a risk.</p>	<p>2 <i>Priority two:</i> issues that have an important effect on internal controls but do not need immediate action. You may still meet a system objective in full or in part or reduce (mitigate) a risk adequately but the weakness remains in the system.</p>	<p>3 <i>Priority three:</i> issues that would, if corrected, improve the internal control in general but are not vital to the overall system. These are generally issues of best practice that we feel would benefit you if you introduced them.</p>

No.	Risk	Issue and recommendation	Management response / responsible officer / due date
1	2	<p>Issue</p> <p>Testing of journal authorisation identified that six journals out of our sample of 25 had been posted by individuals who did not have the appropriate authorisation to do so. We understand that this situation has arisen due to an upload report on SAP bypassing some controls which had been set up.</p> <p>We acknowledge that management are working on an IT fix to this problem and have put compensating manual controls in place.</p> <p>Recommendation</p> <p>Ensure that only appropriate individuals have the ability to post journals in SAP.</p>	<p>This system bug was discovered during 2011/2012 as part of the regular review of processes. Guidance was issued to all finance staff and posted documents are reviewed to ensure correct authorisation. Any journal not correctly authorised would be reversed. However none have been incorrectly posted in 2012/2013 as of 9/8/2012.</p> <p>Compensating processes are in place.</p> <p>No further action required.</p>



Appendices

Appendix 2: Follow up of prior year recommendations

The Council has implemented all of the recommendations in our *ISA 260 Report 2010/11* relating to the financial statements.

Recommendations relating to the IT control environment were followed up and re-iterated where necessary in our interim report.

This appendix summarises the progress made to implement the recommendations identified in our *ISA 260 Report 2010/11* and re-iterates any recommendations still outstanding.

We made a number of recommendations in 2010/11 relating to the IT control environment. Progress made by the Council to implement these recommendations was reviewed during our interim audit and outstanding recommendations were re-iterated in our *Interim Audit Report 2011/12* presented to you on 20 June 2012.

Number of recommendations that were:

Included in original report	1
Implemented in year or superseded	1
Remain outstanding (re-iterated below)	0

This appendix sets out the significant audit differences, all of which have been adjusted.

We are required by ISA 260 to report all uncorrected misstatements, other than those that we believe are clearly trivial, to those charged with governance (which in the Council's case is the Audit Committee). We are also required to report all material misstatements that have been corrected but that we believe should be communicated to you to assist you in fulfilling your governance responsibilities.

Corrected audit differences

The following table sets out the significant audit differences identified by our audit of Wiltshire Council's financial statements for the year ended 31 March 2012, which have been adjusted.

No.	Income and Expenditure Statement	Impact			Basis of audit difference
		Assets	Liabilities	Reserves	
1	Dr Actuarial losses £5,491k Cr Net cost of services £5,671k Cr Financing and investment costs £180k				Additional employer contributions were paid by the Council in order to help fund the pension scheme deficit but were not notified to the actuary for inclusion in the IAS 19 calculations.
2		Dr Council dwellings £1,964k		Cr Revaluation reserve £1,964k	An error was identified in the Beacon valuation report for council dwellings provided by the external valuer.
3		Cr Short term debtors £17,683k	Dr Short term creditors £17,683k		A payment to schools relating to 2012/13 was made on 1 April 2012 but was processed through the ledger in 2011/12 as the ledger had not yet closed. The I&E impact was adjusted by management but incorrectly increased payments in advance instead of reducing creditors. As the payment was made after the year end, the whole transaction needs to be removed from the accounts.

No.	Income and Expenditure Statement	Impact			Basis of audit difference
		Assets	Liabilities	Reserves	
4		Cr Short term debtors £6,886k	Dr Short term creditors £6,886k		A grant due to be received after year end was invoiced before year end, but was incorrectly recognised as a pre-year end debtor.
5		Dr Vehicles, plant and equipment disposals £6,354k Cr Vehicle, plant and equipment de-recognition £6,354k			This adjustment reflects the vehicle and equipment assets which should have been derecognised as part of the transfer to Academy schools but had been accounted for as a disposal.
	-	Cr £22,605k	Dr £24,569k	Cr £1,964k	Total impact of adjustments

Unadjusted audit differences

We are pleased to report that there are no unadjusted audit differences.

Presentational issues

We identified a number of minor presentational issues during our audit and these have been amended by management.

The Code of Audit Practice requires us to exercise our professional judgement and act independently of both the Commission and the Council.

Requirements

Auditors appointed by the Audit Commission must comply with the *Code of Audit Practice* (the Code) which states that:

“Auditors and their staff should exercise their professional judgement and act independently of both the Commission and the audited body. Auditors, or any firm with which an auditor is associated, should not carry out work for an audited body that does not relate directly to the discharge of auditors’ functions, if it would impair the auditors’ independence or might give rise to a reasonable perception that their independence could be impaired.”

In considering issues of independence and objectivity we consider relevant professional, regulatory and legal requirements and guidance, including the provisions of the Code, the detailed provisions of the Statement of Independence included within the Audit Commission’s Standing guidance for local government auditors (Audit Commission Guidance) and the requirements of APB Ethical Standard 1 *Integrity, Objectivity and Independence* (Ethical Standards).

The Code states that, in carrying out their audit of the financial statements, auditors should comply with auditing standards currently in force, and as may be amended from time to time. Audit Commission Guidance requires appointed auditors to follow the provisions of ISA (UK & I) 260 Communication of *Audit Matters with Those Charged with Governance* that are applicable to the audit of listed companies. This means that the appointed auditor must disclose in writing:

- Details of all relationships between the auditor and the client, its directors and senior management and its affiliates, including all services provided by the audit firm and its network to the client, its directors and senior management and its affiliates, that the auditor considers may reasonably be thought to bear on the auditor’s objectivity and independence.
- The related safeguards that are in place.

- The total amount of fees that the auditor and the auditor’s network firms have charged to the client and its affiliates for the provision of services during the reporting period, analysed into appropriate categories, for example, statutory audit services, further audit services, tax advisory services and other non-audit services. For each category, the amounts of any future services which have been contracted or where a written proposal has been submitted are separately disclosed. We do this in our Annual Audit Letter.

Appointed auditors are also required to confirm in writing that they have complied with Ethical Standards and that, in the auditor’s professional judgement, the auditor is independent and the auditor’s objectivity is not compromised, or otherwise declare that the auditor has concerns that the auditor’s objectivity and independence may be compromised and explaining the actions which necessarily follow from his. These matters should be discussed with the Audit Committee.

Ethical Standards require us to communicate to those charged with governance in writing at least annually all significant facts and matters, including those related to the provision of non-audit services and the safeguards put in place that, in our professional judgement, may reasonably be thought to bear on our independence and the objectivity of the Audit Partner and the audit team.

General procedures to safeguard independence and objectivity

KPMG’s reputation is built, in great part, upon the conduct of our professionals and their ability to deliver objective and independent advice and opinions. That integrity and objectivity underpins the work that KPMG performs and is important to the regulatory environments in which we operate. All partners and staff have an obligation to maintain the relevant level of required independence and to identify and evaluate circumstances and relationships that may impair that independence.

We confirm that we have complied with requirements on objectivity and independence in relation to this year's audit of the Council's financial statements.

Acting as an auditor places specific obligations on the firm, partners and staff in order to demonstrate the firm's required independence. KPMG's policies and procedures regarding independence matters are detailed in the Ethics and Independence Manual ('the Manual'). The Manual sets out the overriding principles and summarises the policies and regulations which all partners and staff must adhere to in the area of professional conduct and in dealings with clients and others.

KPMG is committed to ensuring that all partners and staff are aware of these principles. To facilitate this, a hard copy of the Manual is provided to everyone annually. The Manual is divided into two parts. Part 1 sets out KPMG's ethics and independence policies which partners and staff must observe both in relation to their personal dealings and in relation to the professional services they provide. Part 2 of the Manual summarises the key risk management policies which partners and staff are required to follow when providing such services.

All partners and staff must understand the personal responsibilities they have towards complying with the policies outlined in the Manual and follow them at all times. To acknowledge understanding of and adherence to the policies set out in the Manual, all partners and staff are required to submit an annual Ethics and Independence Confirmation. Failure to follow these policies can result in disciplinary action.

Auditor declaration

In relation to the audit of the financial statements of Wiltshire Council for the financial year ending 31 March 2012, we confirm that there were no relationships between KPMG LLP and Wiltshire Council, its directors and senior management and its affiliates that we consider may reasonably be thought to bear on the objectivity and independence of the audit engagement lead and audit staff. We also confirm that we have complied with Ethical Standards and the Audit Commission's requirements in relation to independence and objectivity.

We ask you to provide us with representations on specific matters such as whether the transactions within the accounts are legal and unaffected by fraud.

The wording for these representations is prescribed by auditing standards.

We require a signed copy of your management representations before we issue our audit opinion.

KPMG LLP
100 Temple Street
Bristol
BS1 6AG

7 September 2012

Dear Sirs,

This representation letter is provided in connection with your audit of the financial statements of Wiltshire Council ("the Council") for the year ended 31 March 2012, for the purpose of expressing an opinion:

- i. as to whether these financial statements give a true and fair view of the financial position of the Council as at 31 March 2012 and of the Council's expenditure and income for the year then ended;
- ii. whether the Pension Fund financial statements give a true and fair view of the financial transactions of the Pension Fund during the year ended 31 March 2012 and the amount and disposition of the Fund's assets and liabilities as at 31 March 2012, other than liabilities to pay pensions and other benefits after the end of the scheme year; and
- iii. whether the financial statements have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12.

These financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement, the Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Account Statement and the Collection Fund and the related notes. The Pension Fund financial statements comprise the Fund Account, the Net Assets Statement and the related notes.

The Council confirms that the representations it makes in this letter are in accordance with the definitions set out in the Appendix to this letter.

The Council confirms that, to the best of its knowledge and belief, having made such inquiries as it considered necessary for the purpose of appropriately informing itself:

Financial statements

1. The Council has fulfilled its responsibilities, as set out in regulation 8 of the Accounts and Audit (England) Regulations 2011, for the preparation of financial statements that:
 - give a true and fair view of the financial position of the Council as at 31 March 2012 and of the Council's expenditure and income for the year then ended;
 - give a true and fair view of the financial transactions of the Pension Fund during the year ended 31 March 2012 and the amount and disposition of the Fund's assets and liabilities as at 31 March 2012, other than liabilities to pay pensions and other benefits after the end of the scheme year; and
 - have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12.
- The financial statements have been prepared on a going concern basis.
2. Measurement methods and significant assumptions used by the Council in making accounting estimates, including those measured at fair value, are reasonable.
 3. All events subsequent to the date of the financial statements and for which the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 requires adjustment or disclosure have been adjusted or disclosed.

Information provided

4. The Council has provided you with:
 - access to all information of which it is aware, that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from the Council for the purpose of the audit; and
 - unrestricted access to persons within the Council from whom you determined it necessary to obtain audit evidence.
5. All transactions have been recorded in the accounting records and are reflected in the financial statements.
6. The Council acknowledges its responsibility for such internal control as it determines necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular, the Council acknowledges its responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

The Council has disclosed to you the results of its assessment of the risk that the financial statements may be materially misstated as a result of fraud.

7. The Council has disclosed to you all information in relation to:
 - a) fraud or suspected fraud that it is aware of and that affects the Council and involves:
 - Management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements; and
 - b) allegations of fraud, or suspected fraud, affecting the

financial statements communicated by employees, former employees, analysts, regulators or others.

8. The Council has disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
9. The Council has disclosed to you and has appropriately accounted for and/or disclosed in the financial statements in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
10. The Council has disclosed to you the identity of the Council's related parties and all the related party relationships and transactions of which it is aware and all related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12.

Included in the Appendix to this letter are the definitions of both a related party and a related party transaction as the Council understands them and as defined in IAS 24, except where interpretations or adaptations to fit the public sector are detailed in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/12.

11. On the basis of the process established by the Council and having made appropriate enquiries, the Council is satisfied that the actuarial assumptions underlying the valuation of pension scheme liabilities are consistent with its knowledge of the business.

The Council further confirms that:

- a) all significant retirement benefits, including any arrangements that:
 - are statutory, contractual or implicit in the employer's actions;
 - arise in the UK and the Republic of Ireland or overseas;
 - are funded or unfunded; and
 - are approved or unapproved;have been identified and properly accounted for; and
- b) all settlements and curtailments have been identified and properly accounted for.

This letter was tabled and agreed at the meeting of the Audit Committee on 7 September 2012.

Yours faithfully,

Chair of the Audit Committee

Director of Finance

Appendix A to the Management Representation Letter of Wiltshire Council: Definitions**Financial Statements**

A complete set of financial statements comprises:

- Comprehensive Income and Expenditure Statement for the year;
- Balance Sheet as at the end of the year;
- Movement in Reserves Statement for the year;
- Cash Flow Statement for the year;
- Notes, comprising a summary of significant accounting policies and other explanatory information, and
- Balance Sheet as at the beginning of the earliest comparative period (ie a third Balance Sheet) when an authority applies an accounting policy retrospectively or makes a retrospective restatement of items in its financial statements, or when it reclassifies items in its financial statements.

A housing authority must present:

- a HRA Income and Expenditure Statement; and
- a Movement on the Housing Revenue Account Statement.

A billing authority must present a Collection Fund Statement for the period showing amounts required by statute to be debited and credited to the Collection Fund

For pension funds participating in the following pension schemes, pension fund accounts must be prepared by the local authority that administers the Pension Fund:

- a) the Local Government Pension Scheme (in England and Wales)

The financial statements of a defined benefit pension fund and of police authorities and fire and rescue service authorities in England and Wales must contain:

- a) A fund account disclosing changes in net assets available for benefits.
- b) A net assets statement showing the assets available for benefits at the year end.
- c) Notes to the accounts.

Material Matters

Certain representations in this letter are described as being limited to matters that are material.

Omissions or misstatements of items are material if they could, individually or collectively, influence the decisions or assessments of users made on the basis of the financial statements. Materiality depends on the nature or size of the omission or misstatement judged in the surrounding circumstances. The nature or size of the item, or a combination of both, could be the determining factor.

Fraud

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorisation.

Error

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Prior period errors are omissions from, and misstatements in, the entity's financial statements for one or more prior periods arising from a failure to use, or misuse of, reliable information that:

- a) was available when financial statements for those periods were authorised for issue, and
- b) could reasonably be expected to have been obtained and taken into account in the preparation and presentation of those financial statements.

Such errors include the effects of mathematical mistakes, mistakes in applying accounting policies, oversights or misinterpretations of facts, and fraud.

Management

For the purposes of this letter, references to "management" should be read as "management and, where appropriate, those charged with governance".

Related party

Parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial and operating decisions or if the related party entity and another entity are subject to common control.

Related parties include:

- a) entities that directly, or indirectly through one or more intermediaries, control, or are controlled by the authority (ie subsidiaries);
- b) associates;
- c) joint ventures in which the authority is a venture;
- d) an entity that has an interest in the authority that gives it significant influence over the authority;
- e) key management personnel, and close members of the family of key management personnel; and
- f) post-employment benefit plan (pension fund) for the benefit of employees of the authority, or of any entity that is a related party of the authority.

Key management personnel are all chief officers (or equivalent), elected members, chief executive of the authority and other persons having the authority and responsibility for planning, directing and controlling the activities of the authority, including the oversight of these activities.

The following are deemed not to be related parties by the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2010/11:

- a) providers of finance in the course of their business in that regard and trade unions in the course of their normal dealings with an authority by virtue only of those dealings; and
- b) an entity with which the relationship is solely that of an agency.

Related party transaction

Related party transaction is a transfer of resources or obligations between related parties, regardless of whether a price is charged. Related party transactions exclude transactions with any other entity that is a related party solely because of its economic dependence on the authority or the government of which it forms part.



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Wiltshire Council

Audit Committee

7 September 2011

Annual Governance Statement 2011/12

Purpose of the report

1. To ask the Audit Committee to approve the Annual Governance Statement for 2011/12 for publication with the Statement of Accounts.

Background

2. The Council is required, as part of its annual review of the effectiveness of its governance arrangements, to produce an Annual Governance Statement (AGS) for 2011/12.
3. Based on advice from the Chartered Institute of Public Finance and Accountancy (CIPFA), the AGS should include:
 - an acknowledgement of responsibility for ensuring there is a sound system of governance, incorporating the system of internal control;
 - an indication of the level of assurance that the systems and processes that comprise the Council's governance arrangements can provide;
 - a brief description of the key elements of the governance framework, including reference to group activities where those activities are significant;
 - a brief description of the process that has been applied in maintaining and reviewing the effectiveness of the governance arrangements;
 - an outline of the actions taken, or proposed, to deal with significant governance issues, including an agreed action plan.

4. The AGS for Wiltshire Council should demonstrate how the Council is meeting the six principles of good governance adopted in its Code of Corporate Governance. These principles are:
 - focusing on the purpose of the Council and on outcomes for the community and creating and implementing a vision for the local area;
 - councillors and officers working together to achieve a common purpose with clearly defined functions and roles;
 - promoting values for the Council and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
 - taking informal and transparent decisions which are subject to effective scrutiny and managing risk;
 - developing the capacity and capability of councillors and officers to be effective;
 - engaging with local people and other stakeholders to ensure robust accountability.

5. The AGS is primarily retrospective. It reports on the assurance framework and measures in place for the financial year 2011/12, but must take account of any significant issues of governance up to the date of completion in September 2012. The AGS should outline the actions taken or proposed to address any significant governance issues identified.

6. The AGS is drafted by members of the Assurance Group, which comprises senior officers who have lead roles in corporate governance and member representatives from the Audit Committee and, up until 1 July 2012, the former Standards Committee.

7. The evidence for the AGS comes from a range of sources, including an assurance framework, directors' assurance statements, relevant lead officers within the organisation, and external auditors and inspection agencies.

8. A draft AGS was considered by the Audit Committee on 20 June 2012, by Cabinet on 24 July 2012 and by the new Standards Committee on 30 July 2012. Relevant extracts from the minutes of these meetings are attached at Appendix 1. The AGS has been revised to reflect the comments received.

9. The draft AGS has also been reviewed by the Council's external auditors, KPMG LLP. Amendments to the AGS have been made to reflect their comments. KPMG LLP have confirmed that:

- the AGS complies with *Delivering Good Governance in Local Government: A Framework* published by CIPFA / SOLACE in June 2007; and
- it is not misleading or inconsistent with other information they are aware of from their audit of the financial statements.

Proposed AGS 2011/12

10. A copy of the proposed AGS for 2011/12 is attached at Appendix 2.
9. The draft reflects the elements described in paragraph 3 of this report and has regard to revised guidance from CIPFA.
11. Section C of the AGS describes the Council's governance framework for the relevant period, namely April 2011 to date.
12. Section D provides a review of the effectiveness of the Council's governance framework. This section has been structured to reflect the key governance principles set out in the Council's Code of Corporate Governance.
13. Internal Audit has given an overall audit opinion that for 2011-12 it is able to give reasonable assurance on the adequacy and effective operation of the Council's overall control environment.
14. Section E of the AGS requires the Council to identify any significant internal control issues affecting the Council during the relevant period.
15. CIPFA guidance suggests that an internal control issue is to be regarded as significant if:
 - the issue has seriously prejudiced or prevented achievement of a principal objective;
 - the issue has resulted in a need to seek additional funding to allow it to be resolved, or has resulted in significant diversion of resources from another aspect of the business;
 - the issue has led to a material impact on the accounts;
 - the audit committee, or equivalent, has advised that it should be considered significant for this purpose;
 - the Head of Internal Audit has reported on it as significant, for this purpose, in the annual opinion on the internal control environment;
 - the issue, or its impact, has attracted significant public interest or has seriously damaged the reputation of the organisation;

- the issue has resulted in formal action being taken by the Chief Financial Officer and/or the Monitoring Officer.

16. The following have been identified as significant governance issues at in view of their size, complexity and impact on the delivery of the Council's priorities:

- Transfer of Public Health functions
- Safeguarding and Looked after Children Services
- Implementation of the Transformation Programme
- Managing significant reductions in Government funding and changes in legislation.

17. Details of the significant governance issues are set out at paragraph 100 of the AGS.

18. The Assurance Group has reviewed assurance statements from directors in relation to their services. There are no significant governance issues identified, other than those set out in Section E.

Financial implications

19. There are no financial implications arising from this report.

Risk Assessment

20. The production of the AGS is a statutory requirement. Ongoing review of the effectiveness of the Council's governance arrangements is an important part of the Council's risk management strategy.

Environmental Impact

21. There is no environmental impact arising from the proposals in this report.

Equality and Diversity Impact

22. There are no equality and diversity issues arising from this report.

Ian Gibbons
Director of Law and Governance

Report author: Ian Gibbons

Unpublished documents relied upon in the production of this report:

The CIPFA Finance Advisory Network - The Annual Governance Statement Appendices:

- Appendix 1 Extract from Minutes of Audit Committee on 20 June 2012,
Cabinet on 24 July 2012 and Standards Committee on 30 July
2012
- Appendix 2 Draft Annual Governance Statement 2011/12

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Appendix 1

Extract from Minutes - Annual Governance Statement 2011-2012

Audit Committee – 20 June 2012

Annual Governance Statement 2011-2012 Draft

Ian Gibbons, Monitoring Officer, presented the draft Annual Government Statement for 2011-2012, a required part of the annual review of the effectiveness of the Council's governance arrangements, which would proceed to Cabinet, then Standards Committee, before returning to the Audit Committee for final approval.

The Monitoring Officer took the Committee through the report, highlighting key issues including the following:

- IT Control Environment;
- Safeguarding and Looked After Children Services
- Implementation of the Transformation Programme
- Managing reductions in Government funding and legislative changes.

A debate followed, during which the points including the following were raised:

- The extent of detail on the Health and Well Being Board and Police and Crime Panel;
- The inclusion of the positive statements from the recent Ofsted Inspection Report as well as the negative;
- More detailed information should be provided in the report regarding the implementation of the Transformation programme.
- There should be a concentration on IT for the Audit Committee in future.
- The Governance Assurance Group met monthly to consider governance issues and would report further details in September.

At the conclusion of discussion, it was,

Resolved:

To note that the draft Annual Governance Statement will be revised in light of the comments of the Committee and ongoing review work by the Governance Assurance Group, before being considered by Cabinet, then the new

Standards Committee, before final approval from the Audit Committee and publication by 30 September 2012.

Cabinet – 24 July 2012

Annual Governance Statement 2011-2012

Councillor John Brady, Cabinet member for Finance, Performance and Risk presented a report which sought Cabinet's comments on the draft Annual Governance Statement (AGS) for 2011/12. The AGS would also be considered by the Standards Committee on 30 July. The views of Cabinet and the Standards Committee would be considered by the Audit Committee as part of its final approval of the AGS on 7 September 2012.

Cllr Brady explained that the AGS demonstrated how the Council was meeting the six principles of good governance adopted in its Code of Corporate Governance.

Cllr Brady referred to the views of the Audit Committee when it initially considered the AGS at its meeting on 20 June 2012 as recorded in the minute of the meeting as presented. Cllr Brady explained that he was satisfied that the AGS had been amended in light of the comments of the Audit Committee.

Resolved:

- (a) That the draft Annual Governance Statement be supported.**
- (b) To note that the draft Annual Governance Statement would be revised in the light of any comments by Cabinet, the new Standards Committee, and ongoing work by the Governance Assurance Group before final consideration by the Audit Committee on 7 September 2012 and publication by 30 September 2012.**

Reasons for Decision

To prepare the Annual Governance Statement 2011/12 for publication in accordance with the requirements of the Audit and Accounts Regulations.

Standards Committee - 30 July 2012

Annual Governance Statement 2011-12

The Monitoring Officer presented the draft Annual Governance Statement (AGS) for the period 2011/12 for the Committee's consideration and comment. The Monitoring Officer drew specific attention to the parts of the AGS which related to the work of the Standards Committee.

It was noted that the Council was required, as part of its annual review of the effectiveness of its governance arrangements, to produce an AGS. This would be signed by the Leader of the Council and the Corporate Directors after final approval by the Audit Committee on 7 September 2012 and would form part of the Council's Statement of Accounts. The Audit Committee's comments on the initial draft AGS it had considered on 20 June had been incorporated into the draft now presented. The draft AGS had also been supported by Cabinet when it considered it on 24 July 2012.

During discussion, the following comments and suggested changes to the AGS were made:

- Paragraphs 20 and 62 – to update the sections to refer to the implementation of the new standards framework.
- That the Protocol on Councillor/Officer Relations be reviewed to ensure consistency with the recently adopted Code of Conduct.
- Include reference to the Committee's responsibility for the overview of corporate complaints handling and Ombudsman investigations.
- Paragraph 99 – under the heading of 'safeguarding and looked after children services' to correctly identify the scrutiny task group as the 'Safeguarding Children and Young People's Task Group'. Reference to the Improvement Board having met twice should be updated to have 'met a number of times'

Resolved:

- (a) That the draft Annual Governance Statement be amended as detailed above.**
- (b) To note that the draft Annual Governance Statement would be revised in the light of any comments by Cabinet, this Committee and ongoing work by the Governance Assurance Group before final consideration by the Audit Committee on 7 September 2012 and publication by 30 September 2012.**

Appendix 2

DRAFT

Annual Governance Statement

2011-12



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A. Scope of Responsibility

1. Wiltshire Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
2. In discharging this overall responsibility, the Council is also responsible for putting in place proper arrangements for the governance of its affairs, including the management of risk, and facilitating the effective exercise of its functions.

B. The Purpose of the Governance Framework

3. The governance framework comprises the systems and processes, and culture and values, by which the Council is directed and controlled and the activities through which the Council accounts to, engages with and leads the community. It 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.
4. The assurance framework and the system of internal control are significant parts of that framework. They are designed to manage risk to a reasonable level. They 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 assurance framework and the system of internal control are based on an ongoing process that is designed to:
 - identify and prioritise the risks to the achievement of the Council's policies, aims and objectives;
 - evaluate the likelihood of those risks being realised;
 - assess the impact of the risks if they are realised;
 - manage the risks efficiently, effectively and economically.

The assurance framework also provides a mechanism for monitoring and implementing a system of continuous governance improvement.

5. The governance framework has been in place at the Council for the year ended 31 March 2012 and up to the date of approval of the Statement of Accounts for 2011/12.

C. The Governance Framework

6. The Council's governance framework comprises a broad range of strategic and operational controls, which work together to ensure the sound operation of the Council. The key elements are summarised below.
7. Documents referred to are available from the Council or may be viewed on the Council's website (www.wiltshire.gov.uk).

Purpose and Planning

8. The Council's vision and goals are set out in its 4 year Business Plan, which was adopted by the Council on 22 February 2011. The Council's vision is to create stronger and more resilient communities and in support of this it has the following goals:
 - provide high quality, low cost customer focused services;
 - ensure local, open and honest decision making;
 - working with our partners to support Wiltshire's communities.
9. The Business Plan is supported by a Financial Plan, which demonstrates how it will be funded. The management of the Council's strategic risks helps achieve the Council's objectives.

Policy and Decision-Making Framework

10. The Council's Constitution provides the framework within which the Council operates. It sets out how decisions are made and the procedures which must be followed to ensure that these are efficient, effective, transparent and accountable.
11. The Constitution defines the role and responsibilities of the key bodies in the decision-making process - the Council, Cabinet, and Committees, including the Strategic Planning Committee, Area Planning Committees, Licensing Committee, Overview and Scrutiny Select Committees, Standards Committee, Audit Committee, Staffing Policy Committee, Officer Appointments Committee and Area Boards.
12. The Constitution is reviewed regularly by the Monitoring Officer and the Standards Committee through its Constitution Focus Group to ensure that it reflects changes in the law and remains fit for purpose.
13. The Leader and Cabinet are responsible for discharging the executive functions of the Council, within the budget and policy framework set by the Council, and some of this is delegated to Area Boards.

14. The Council publishes a Forward Work Plan once a month giving details of all matters anticipated to be considered by the Cabinet over the following 4 months, including items which constitute a key decision¹
15. Schemes of Delegation are in place for Cabinet Committees, Cabinet Members and Officers to facilitate efficient decision-making. The Leader has established two Cabinet Committees - the Cabinet Capital Assets Committee and the Cabinet Business Relief Committee.
16. The Council has established 18 area committees known as Area Boards. Each area board exercises local decision making under powers delegated by the Leader.
17. During 2011-12 the overview and scrutiny arrangements consisted of four main select committees covering Organisation and Resources, Children's Services, Environment, and Health and Adult Social Care. The Select Committees established a number of standing and ad hoc task groups to undertake detailed monitoring and reviews. Rapid scrutiny exercises have provided other opportunities where there have been time constraints. Scrutiny member representatives can also be appointed to boards of major projects. The arrangements for overview and scrutiny were revised by Council in May 2012.
18. These arrangements serve to hold the Cabinet, its Committees, individual Cabinet Members and Corporate and Service Directors to public account for their executive policies, decisions and actions.
19. The Standards Committee is responsible for:
 - promoting and maintaining high standards of conduct by Members and Officers across the Council;
 - determination of complaints under the Members' Code of Conduct;
 - oversight of the Constitution, overview of corporate complaints handling and Ombudsman investigations, and the whistle blowing policy.
20. On 15 May 2012 the council appointed a new standards committee with terms of reference that reflect the council's responsibilities under the new standards regime which came into effect on 1 July 2012.
21. The Audit Committee is responsible for:
 - monitoring and reviewing the Council's arrangements for corporate governance, risk management and internal control;
 - reviewing the Council's financial management arrangements and approving the annual Statement of Accounts;

¹ 'Key decisions' are defined in Paragraph 9 of Part 1 of the Constitution. They include any decision that would result in the closure of an amenity or total withdrawal of a service; any restriction of service greater than 5%; any action incurring expenditure or producing savings greater than 20% of a budget service area; any decision involving expenditure of £ 500,000 or more, (subject to certain exceptions), any proposal to change the policy framework; any proposal that would have a significant effect on communities in an area comprising two or more electoral divisions.

- focusing audit resources
- monitoring the effectiveness of the internal and external audit functions;
- monitoring the implementation of agreed management actions arising from audit reports.

Wiltshire Pension Fund

22. The Wiltshire Pension Fund is overseen by the Wiltshire Pension Fund Committee. This Committee has its delegated power from the full Council, rather than the Executive (Cabinet), so as to avoid any conflict of interest (e.g. in relation to the setting of employer contributions).

23. This Committee is responsible for all aspects of the fund, including:

- the maintenance of the fund;
- preparation and maintenance of policy, including funding and investment policy;
- management and investment of the fund;
- appointment and review of investment managers;
- monitoring of the audit process.

24. The Wiltshire Pension Fund Committee exercises its responsibilities in relation to investment management when it sets investment policy and appoints/monitors external investment managers.

Regulation of Business

25. The Constitution contains detailed rules and procedures which regulate the conduct of the Council's business. These include:

- Council Rules of Procedure
- Budget and Policy Framework Procedure
- Financial Regulations and Procedure Rules
- Procurement and Contract Rules
- Members' Code of Conduct
- Officers' Code of Conduct
- Corporate Complaints Procedure

26. In December 2011 the Council completed a restructuring of its senior management team involving the removal of the post of chief executive and a corporate director. Consequential changes were made to reflect the new leadership structure and ensure its effective operation. These included the designation of the Service Director, Human Resources and Organisational Development as the Head of Paid Service, revisions to the scheme of delegation to officers, and revised working arrangements

between the corporate directors, corporate leadership team, statutory officers, Members and staff.

27. Governance supporting the new arrangements is being kept under review to ensure that it remains sound and robust.
28. The statutory officers - the Head of Paid Service (Service Director, HR and Organisational Development), the Monitoring Officer (Solicitor to the Council) and the Chief Finance Officer have a key role in monitoring and ensuring compliance with the Council's regulatory framework and the law. The statutory officers are supported in this role by the Council's HR, legal and democratic services, finance, governance and procurement teams, and also by the internal audit service.
29. Between April and October 2011 the internal audit function was provided by the Council's own internal audit team. Following detailed consideration and evaluation of options for the future provision of this service the Cabinet, supported by the Audit Committee, decided to outsource the function to an external provider, South West Audit Partnership (SWAP). From 1 November 2011, therefore, SWAP has provided internal audit services to the Council.
30. The following bodies have an important role in ensuring compliance:
 - Audit Committee
 - Overview and Scrutiny Committees and Task Groups
 - Standards Committee
 - Internal Audit (this function was provided in-house until 1 November 2011 after which it has been provided externally by SWAP)
 - External Audit and Inspection Agencies.
31. The Council has established a Governance Assurance Group whose membership is composed of senior officers with lead responsibility for key areas of governance and assurance, together with an elected member who is the vice-chair of the Audit Committee, and a member of the Standards Committee. Other officers and members attend by invitation to provide the Group with information about issues on which it is seeking assurance. Officers can also bring any concerns about the Council's governance arrangements forward to the Group for consideration.
32. The Governance Assurance Group meets monthly and has a forward work plan. It is responsible for gathering evidence for and drafting the Annual Governance Statement. It identifies any potential significant governance issues throughout the year, and seeks assurance on the effectiveness of measures to address these. It has a key role in promoting and supporting sound governance across the organisation and reports as required to the Corporate Leadership Team.²

² The Corporate Leadership Team comprises the Corporate Directors, Chief Finance Officer / Section 151 Officer, Solicitor to the Council / Monitoring Officer, Head of Paid Service / Service Director HR and

Management of Resources, Performance and Risk

Financial management

30. Financial management and reporting is facilitated by:

- Regular reports to Cabinet on the Council's Revenue Budget and Capital Programme;
- Regular review by the Corporate Leadership Team;
- Bi-monthly consideration of these reports by the Budget and Performance Task Group;
- Budget monitoring by Service Managers;
- Compliance with the Council's Budgetary and Policy Framework, Financial Regulations and Financial Procedure Rules;
- Compliance with external requirements, standards and guidance;
- Publication of Statement of Accounts;
- Overseeing role of the Audit Committee.

31. The Council's financial management arrangements are consistent with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government, issued in 2010.

Performance and Risk Management Reporting

32. The Council's Business Plan sets out how the Council will:

- Protect our most vulnerable citizens by investing in their services;
- Invest in the future of Wiltshire by enhancing key service areas;
- Keep the council tax low;
- Make savings to cover the cut in government funding and projected investments.

33. It also identifies the benefits and outcomes to be delivered over the next four years. These are supported by corresponding programmes and measures, with clear responsibilities for delivery. A new 'scorecard' approach has been introduced to report progress on the Business Plan.

34. The Risk Management Strategy is being reviewed to ensure that risk management arrangements remain appropriate and opportunities and threats are identified and managed to help achieve the Council's priorities.

35. Reports which cover the significant corporate risks are submitted to the Corporate Leadership Team on a quarterly basis and to the Audit Committee six monthly.

36. The Council's Business Continuity Policy provides a framework to maintain and develop business continuity arrangements at both corporate and service levels. It sets out the responsibilities of different management levels and groups as part of this process.

Internal Audit

37. The main role of Internal Audit is to provide an independent and objective opinion on the Council's control environment.

38. Internal Audit has the following additional responsibilities:

- providing support to the Chief Finance Officer in meeting his responsibilities under Section 151 of the Local Government Act 1972, to make arrangements for the proper administration of the Council's financial affairs;
- investigating any allegations of fraud, corruption or impropriety;
- advising on the internal control implications of proposed new systems and procedures.

39. The annual Internal Audit Plan is based on an assessment of risk areas, using the most up to date sources of risk information, in particular the Council's Corporate and Service Risk Registers. The Plan is agreed with Corporate Directors and Service Directors, and presented to the Audit Committee for approval. The Committee receives reports of progress against the plan throughout the year. The Internal Audit Annual Report summarises the results and conclusions of the audit work throughout the year, and provides an audit opinion on the internal control environment for the Council as a whole.

External Audit and Inspections

40. The Council is subject to audit by its external auditors, KPMG LLP, specifically in relation to the Council's financial statements and achievement of value for money (VFM). It is also subject to reviews by external inspection agencies, OFSTED, and the Care Quality Commission (CQC). The outcomes of external audit work and inspections are used to help strengthen and improve the Council's internal control environment and help secure continuous improvement.

Directors Assurance Statements

41. Service directors' assurance statements have been reviewed by the Governance Assurance Group. Any significant governance issues identified are included in Section E.

Monitoring Officer

42. The Monitoring Officer has not made any adverse findings in the course of the exercise of his statutory responsibilities.

D. Review of Effectiveness

43. The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework, including the system of internal control. The review of effectiveness is informed by the work of the executive managers within the Council who have responsibility for the development and maintenance of the governance environment, the Council's internal audit function, and also by reports of external auditors and other review agencies and inspectorates.

44. The key principles of corporate governance are set out in the Council's Code of Corporate Governance as follows:

- Focusing on the purpose of the Council and on outcomes for the community, creating and implementing a vision for the local area;
- Engaging with local people and other stakeholders to ensure robust public accountability;
- Ensuring that members and officers work together to achieve a common purpose with clearly defined functions and roles;
- Promoting high standards of conduct and behaviour, and establishing and articulating the Council's values to members, staff, the public and other stakeholders;
- Taking informed, risk based and transparent decisions which are subject to effective scrutiny; and
- Developing the capacity of members and officers to be effective in their roles.

45. The effectiveness of the Council's assurance framework and system of internal control is assessed against these six principles.

Focus on the purpose of the Council and on outcomes for the community, creating and implementing a vision for the local area

46. The Council's vision and goals are set out in its Business Plan 2011-2015. This is consistent with the long term priorities that are set out in the Community Plan 2011-2026.

47. The Community Plan (our sustainable community strategy) was developed with partners during 2010/11 and approved by the Council on 17 May 2011. It gives partner organisations a set of general principles to check their plans against. It has three long term priorities:

- Creating an economy that is fit for the future;
- Reducing disadvantage and inequalities;
- Tackling the causes and effects of climate change.

Engaging with local people and other stakeholders to ensure robust public accountability

48. The Council has taken steps to make its purpose and responsibilities clear to staff and the community it serves. These have included:

- Regular staff briefings by the Leader and Corporate Directors and involvement in the corporate induction process.
- Communication channels, including the Council's website and Intranet, Team Wire and Elected Wire (an on-line briefing for staff and councillors respectively), Your Wiltshire residents magazine, delivered to all households in Wiltshire and providing information about Council services, how to get involved, and information from partner agencies. The Council also arranges face-to-face events, including road shows, area boards, contact centres, customer forums and exhibitions.

49. The ongoing development of area boards has played a key role in ensuring robust public accountability and engagement with more than 10,000 people attending area board meetings over the past year. Over 600 local issues have been resolved and over £1.4m has been allocated to support local projects by the Boards, generating in excess of £3 million of external funding and investment in our communities.

50. The governance arrangements for the area boards is set out in the Council's Constitution.

51. The Leader undertook a review of the operation of area boards in 2010, involving consultation with councillors, parish councillors, officers, partners and the general public. The review highlighted a number of actions to be taken to develop area boards, and in particular to:

- *ensure that a representative cross section of the community is engaged at a local level* – changes have since been introduced to ensure that the Boards and the Council are focusing on the needs of those people who either cannot or who rarely attend Area Board meetings. This has included the launch of the Wiltshire Voices programme, the Joint Strategic Assessment profiling, online blog sites and increased use of social networking to involve and engage

local people.

- *enhance the area boards' decision making role* – over the last year more functions have been delegated to the Area Boards - most notably additional highways functions. Place based budget pilots and campus developments will increase this further during 2012, with further devolution promised in the Council's Localism Programme.
- *clarify and promote the role of the community area partnerships* – the introduction of community area Joint Strategic Assessments have reinforced role of the Community Area Partnerships and community-led planning which has improved the collaborative relationship with the Area Boards.
- *raise public awareness of the area boards* – the introduction of community area network news letters and e-bulletins have helped increase awareness of Area Boards activities and this in turn has helped improve public satisfaction with the Boards.
- *recognise and enhance the role of parishes within the area board framework* – parish councils are now seen as the most local level of Wiltshire's area governance arrangements with increased devolution of consultation to parish level and a change in the way in which issues are managed.

52. A further review was undertaken in 2011 which revealed a 12% increase in public satisfaction with the Area Boards. Each Area Board was provided with its results with a best practice checklist to encourage further improvements. The survey and self assessment will now be repeated annually.

53. In 2011 the Area Boards' processes were the subject of internal audit review and no significant areas of risk were found. The recommendations arising from the review were addressed during the year.

54. During 2011/12 a number of council assets were transferred to parish councils and other community groups. The Council has reviewed its policy for the transfer of assets and renewed its commitment in this area.

Ensuring that councillors and officers work together to achieve a common purpose with clearly defined functions and roles

55. The Constitution sets out clearly the roles and responsibilities of Councillors and Officers in the decision making process. This includes schemes of delegation which are currently under review as part of the ongoing review of the Constitution.

56. The Council has adopted a Councillor and Officer Relations Protocol which:

- outlines the essential elements of the relationship between councillors and officers;
- promotes the highest standards of conduct;
- clarifies roles and responsibilities;
- ensures consistency with the law, codes of conduct and the Council's values and practices; and
- identifies ways of dealing with concerns by councillors or officers.

This Protocol will be reviewed to ensure that it is consistent with the new Code of Conduct for Members, which came into effect on 1 July 2012.

Promoting high standards of conduct and behaviour, and establishing and articulating the authority's values to members, staff, the public and other stakeholders

57. All staff are required to meet high standards of ethical conduct under the Officers' Code of Conduct.

58. The Officers' Code of Conduct was significantly strengthened by the introduction in the Spring of 2012 of the Behaviours Framework. This framework clearly articulates the behaviours expected of Council Officers, and forms an integral part of the Council's recruitment and performance management procedures.

59. The Council adopted a new code of conduct for Councillors and arrangements for dealing with member misconduct complaints under the requirements of the Localism Act 2011 which came into effect on 1 July 2012.

60. The Council has a Whistle Blowing Policy and an Anti-Fraud and Corruption Policy which were updated in 2010. It has also introduced an Anti - Money Laundering Policy. The Standards Committee receives an annual report on the effectiveness of the whistle blowing policy. The Audit Committee has responsibility for monitoring the implementation of the Anti Fraud and Corruption Policy and Strategy and the Anti Money Laundering Policy. The Head of Governance and Internal Audit have reviewed the Council's internal controls in the light of the Bribery Act 2010, and are satisfied that the Council's current policies and procedures satisfy the requirements of that legislation. However, it is intended to conduct a further review with the intention of consolidating its policies on fraud and corruption, money laundering and bribery.

61. The Council's Governance Service is responsible for customer complaints, access to information legislation, operation of the agreed

arrangements under the new standards regime, and the promotion of good governance within the Council and with key partners, including the town and parish councils of Wiltshire. This helps to ensure that robust governance arrangements are supported across the Council.

62. The Council is developing a culture that reflects a modern, new organisation that embraces change, treats everybody fairly and values diversity. To this end it has agreed the following core values:

- Placing its customers first;
- Strengthening its communities;
- Adopting a 'can-do' approach in everything it does.

63. The Council's Standards Committee has played an important role in overseeing and promoting ethical governance throughout the Council. Further information on its work is contained in its Annual Report for 2011-12. In particular, the Committee has played an active role in ensuring that the Council has in place arrangements to promote and maintain high standards of conduct under the new standards regime introduced by the Localism Act 2011.

Internal Audit

64. Internal Audit represents an important element of the Council's internal control environment, and to be effective it must work in accordance with the Code of Practice for Internal Audit in Local Government, which lays down the mandatory professional standards for the internal audit of local authorities.

65. In reviewing the effectiveness of the Council's internal audit arrangements the Council's external auditors, KPMG LLP, identified that the outsourcing of this function to SWAP inevitably had an impact on Internal Audit during the year, but despite this they found that Internal Audit generally complied with the Code of Practice for Internal Audit in Local Government.

66. The Internal Audit Annual Report and Opinion 2011-12 summarises the results and conclusions of the audit work throughout the year, and provides an independent audit opinion on the internal control environment for the Council as a whole.

67. The levels of assurance obtained from the range of audits completed during the year has led Internal Audit to the overall audit opinion that for 2011-12 it is able to give reasonable assurance, as defined by SWAP, on the adequacy and effective operation of the Council's overall control environment. KPMG LLP's interim audit report 2011/12 supports this in its finding that the Council's organisational control environment is effective overall.

68. The response of management throughout the Council to the results of audit work has continued to be positive and constructive, and appropriate action is being taken to manage the risks identified in audit reports. Progress on the implementation of agreed management actions is reported regularly to the Audit Committee.
69. Following a recommendation from the Audit Committee, Internal Audit reports and recommendations for management action are received by the relevant Cabinet Members.

External Audit

70. The latest report to those charged with governance, issued by KPMG LLP in respect of Wiltshire Council for 2010/2011, was presented to the Audit Committee in September 2011. The Letter summarised the key issues arising from the audit of Wiltshire Council for the year ended 31 March 2011 and an assessment of the Council's arrangements to secure value for money in its use of resources.

71. The letter highlighted the key message as follows:

- KPMG LLP issued an unqualified opinion on the accounts.
- The Council had addressed critical accounting matters appropriately. This included the implementation of International Financial Reporting Standards (IFRS).
- A number of adjustments to the draft financial statements were identified. However, these were all classification errors and as such had no impact on the overall reported financial position or performance. They concluded that this result demonstrates the high level of care and resource that the finance team put into preparing the financial statements and the working papers for audit.
- KPMG LLP also confirmed that the quality of the accounts and the supporting working papers provided to them was excellent. Officers dealt efficiently with audit queries and the audit process was completed to the planned timescales. It was noted that this was achieved whilst coping with the department restructuring and the transition to IFRS which resulted in a significant amount of additional work for KPMG LLP and Finance staff.
- KPMG LLP concluded that the Council had made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

72. KPMG LLP's report to those charged with governance for 2011/12 will be tabled at the meeting of the Audit Committee on 7 September 2012. No significant issues are raised.

Taking informed, risk based and transparent decisions which are subject to effective scrutiny

73. Cabinet Members and Officers exercising delegated powers are required to take decisions in accordance with their respective schemes of delegation. The Leader's protocol for decision-making by Cabinet Members ensures transparency by requiring publication of the intention to make a decision on 5 clear days' notice and the final decision.

74. Risk assessment forms an integral part of management reporting supporting the decision making process.

75. The Council has re-written Section 11 of the Constitution, now called the Procurement and Contract Rules. These new rules introduce an improved approach to planning and delivering procurement related expenditure. Specific responsibilities have been given to Service Directors to create and present a 12 month (minimum) plan identifying where procurement activity will take place within their respective Service Areas. To govern the activity and capture the resulting benefits the Corporate Procurement and Commissioning Board has been established with a new membership and Terms of Reference. The Board is chaired by the Service Director for Finance (also Section 151 Officer) and is attended by the Cabinet Member for Procurement, a Corporate Director, the Solicitor to the Council, the Head of Procurement, and the relevant Service Directors.

76. The new approach to procurement governance will create a check and challenge system and be a powerful and effective means of identifying procurement decision-makers and holding them to account. It will also ensure legal and process compliance, and introduce renewed focus on delivering value for money. The procurement operation is focusing on optimising supply side benefits and constructively managing demand through the Procurement and Commissioning Board.

77. The Partnership Protocol and Register, now in operation for one year, captures the Council's partnerships arrangements. At present there are 51 identified partnerships in operation. Each partnership has an identified owner within the Council and has been reviewed to identify the risk status. The details of each partnership are available via the electronic Partnerships Register on the Council's intranet. These arrangements are

being reviewed to ensure that all partnerships are appropriately captured on the register.

78. Work of the Council's Overview and Scrutiny Select Committees, task groups and associated activities have focused on:

- Supporting/challenging the delivery of one council benefits and efficiencies, service redesign, harmonisation and transformation;
- Monitoring the performance of the Council's major service providers including external contractors and partners;
- Reviewing the implementation of major corporate projects;
- Monitoring the Council's (and its statutory partners) performance against targets;
- Engaging in the Council's budget setting process and budget monitoring;
- Engaging in the development of the Council's Business Plan;
- Initiating reviews into matters of local concern relating to service delivery and contributing to the development and review of policy.

79. In May 2012 the Council agreed revised arrangements for its overview and scrutiny function to increase its effectiveness by providing greater consistency of approach across the function, delivering a single work programme based on the Council's priorities, and encouraging increased councillor engagement.

80. The work undertaken by the Audit Committee this year has included:

- review and approval of the Annual Governance Statement and Statement of Accounts for 2010/11;
- review of the work and findings of Internal Audit, including the Annual Report and audit opinion on the control environment;
- approval of the provision of Internal Audit services through SWAP with effect from 1 November 2011;
- review of the Council's risk management arrangements;
- review of the work and findings of external audit, including the Annual Audit Letter and Report to Those Charged with Governance.

81. Risks are identified and monitored by services departments. Significant risks are identified and reviewed on a regular basis by the Corporate Risk

Management Group. Reports are issued on the significant risk areas through the Council's reporting arrangements. Training on Risk Management is delivered to Members annually, including the development of specific training for staff involved in risk arrangements as a result of their work.

82. The risks associated with major projects are managed through project management arrangements with regular reporting to the relevant boards and member bodies.
83. Work in respect of the Council's Business Continuity Management processes have continued and the quality of data collected through business impact analysis (BIA) has improved overall.
84. Since November 2011 the council has experienced a series of actual and potential disruptions to its services, such as the threatened fuel strike and adverse weather conditions, and these have been used to further strengthen business continuity arrangements. Aspects of the corporate business continuity management were successfully invoked as a precautionary measure, with the formation of a tactical and strategic group and regular situation reports to CLT and Cabinet.
85. Public protection is currently undergoing a systems thinking review and business continuity will be the pilot for emergency planning. In addition, the corporate business continuity policy will undergo an in-depth review to assess how business continuity management structures have performed and to keep the policy in line with the leaner council structures.
86. The Council's Business Plan sets out how the Council will manage the risks and challenges arising from the reduction in government funding and the substantial changes in the way local government is organised.

Developing the capacity of councillors and officers to be effective in their roles

87. The Council is committed to the ongoing development of its Councillors and recognises the importance of building up their capacity and effectiveness.
88. The Council's Councillor Development Policy:
 - Establishes Councillors' individual training needs and protocols and allocates budget according to the Council's priorities;
 - Ensures equality of access to funds and training events;
 - Evaluates the effectiveness of councillor development annually to inform the allocation of funding for future years.
89. A cross party Councillor Development Group meets every eight weeks to discuss ideas on councillor development to equip councillors with the skills and knowledge they need to perform their role, encourage greater

involvement in local democracy, and monitor the budget.

90. Wiltshire Council was externally assessed by South West Councils on 9 August 2011 and was subsequently awarded Charter Status for Councillor Development. This is recognition that the Council has achieved best practice in the way it provides learning and development opportunities for its elected councillors. The accreditation lasts for three years. The Council hopes to apply for Charter Plus Status after the new Council has been elected in 2013.

91. A Comprehensive Councillor Development Programme has been produced covering a range of topics from community leadership to ICT skills. This links in with the corporate aims and values of the Council and also anticipates the new challenges that will be faced by councillors in relation to localism. As part of this work a level 5 qualification (degree level), in leadership and management, was developed and a number of councillors successfully achieved their certificates.

92. Councillors are encouraged to complete a training needs assessment form each year and are also offered a one to one meeting with a learning and development professional. The training needs highlighted by this process are taken into account when producing the development programme to ensure that it is councillor led.

93. A refreshed People Strategy is being developed to support delivery of the business plan, embed the behaviours framework and develop the culture of the council. An action plan will support the delivery of the People Strategy, which is critical to enabling the Council to create the capacity it needs to work in different ways and successfully meet current and future challenges.

94. Key priorities include:

- Corporate and service workforce planning framework - the organisational wide workforce plan is critical in identifying the people resources required now and in the future to deliver the priorities identified in the business plan;
- Review of terms and conditions of employment and reward schemes to deliver savings and to ensure that the Council's terms and conditions enable it to compete effectively in the labour market and support retention of the key knowledge and skills required to deliver services;
- Review and refresh of HR policies and procedures that support good people management practices and enable effective deployment of policies and procedures by managers and employees;
- Development and maintenance of self service tools and information (HR Direct) for managers and employees to improve the delivery of

HR services, enable effective deployment of HR policies and procedures and develop effective people management capacity;

- Delivery of a performance management framework, including a refreshed electronic appraisal which incorporates the new Council values and behaviours, as well as the development of a framework of performance management tools for managers;
- Leadership and management development - programmes of development ongoing. A review and refresh of all management development programmes is taking place to ensure the content incorporates the new Council values and behaviours;
- Councillor development - a programme has been developed with and for elected members;
- A business focused blended learning programme of employee learning which will include the changing capability requirements e.g. commissioning and partnership skills;
- Continue to deliver an employee assistance programme in partnership with Job Centre Plus, independent financial advisers and occupational health for managers and staff who are at risk of redundancy as part of service reviews and operational restructuring.

Other Matters

IT Control Environment

95. The Council's external auditors, in their Interim Audit Report 2011-12, recognise that improvements have been made in the IT control environment, particularly in relation to the SAP system, but identified a number of areas for further improvement. These have been given a high level of priority and, so far as the Council is concerned, have been addressed. The actions taken by the Council will be reported to the meeting of the Audit Committee on 19 September 2012.

Housing Landlord Service Improvement Plan

96. Wiltshire Council's housing services are engaged in a range of improvement projects which will modernise the services and address the issues raised in recent audits. The improvements include:

- New maintenance and repairs contracts reflecting the self financing model;
- An Asset Management Strategy and Business Plan;

- A new IT system design with improved work flows;
- A restructure of the Housing Management function;
- Improved tenancy engagement and participation.

97. This work will start to deliver real improvement in the autumn of 2012. The programme of work is governed by a programme board which considers all risks and issues at its fortnightly meeting.

Governance Arrangements for Dealing with Complaints Involving Third Parties

98. The Council is undertaking a review of its complaints arrangements following a restructure of this function in the first part of this year. This will include a review of its arrangements for dealing with complaints involving third parties.

Police and Crime Panel

99. Work is underway to meet the requirement of the Police and Social Responsibility Act 2011 to appoint a Police and Crime Panel, as a joint committee with Swindon Borough Council. The role of the Panel will be to hold the directly elected Police and Crime Commissioner to account for the effective policing of the force area from November 2012.

E) Significant Governance Issues

100. The following have been identified as significant governance issues:

Transfer of Public Health Functions

Wiltshire Council and NHS Wiltshire are preparing for the transfer of public health functions to the council in April 2013 under the Health and Social Care Act 2012. This may be regarded as a significant governance issue due to the nature and complexity of the proposed transfer and the steps that need to be taken in order to ensure a smooth transition. An integrated Transition Board has been set up to oversee the activities of the transition project and sub-groups. The Transition Group is chaired by the Council member for Public Health and Protection Services and comprises of

members from both the PCT and the council, representing the various sub-groups.

The council has established a shadow Health and Well-being Board in anticipation of the statutory requirement to have a Board in place in April 2013. The Board will be a committee of the council and will have a strategic leadership role in promoting integrated working between the council and the NHS, and in relation to public health services. It will be the key partnership and focal point for strategic decision making about the health and well-being needs of the local community.

Risks associated with the transition are reported to the Transition Board and to the Council and NHS Wiltshire where necessary.

Safeguarding and Looked after Children Services

In March 2012 Ofsted carried out an inspection of Wiltshire's safeguarding and looked after children services. Their report, published on 24 April 2012, found:

- the overall effectiveness of safeguarding services is inadequate;
- wider safeguarding provision is effective and in a number of instances there is evidence of good and outstanding practice;
- the capacity for improvement is adequate.
- political and managerial ambition and prioritisation across the partnership are at least adequate and provide a clear direction of travel. There is a strongly evidenced commitment from all partners to ensure that the well-being and safety of children and young people are central to service planning and delivery.
- Services for children and young people who have learning difficulties and those who are disabled have been transformed over the past 18 months and are good with some outstanding features.

The inspectors reported that as soon as the issues were raised with the Council that immediate and appropriate action was taken to ensure the children and young people identified were re-assessed and appropriately protected. A detailed improvement plan was drafted and shared with inspectors before they left. This plan has subsequently been developed following receipt of the inspection report.

The immediate actions as set out in the inspection report and the improvement plan are either well underway or have been completed. An Improvement Board has been set up and has met a number of times to review progress. The terms of reference for this board and its role have been agreed. Its key purpose is to oversee, challenge and support the delivery of

improvement. Membership is at senior level and includes representatives from the Council, health services and police and the chair of the newly established Safeguarding Children and Young People's Scrutiny Task Group. An independent chair has been appointed. A multi-agency operational group, will support the board to ensure that the improvements are delivered.

An external audit of all child protection cases, open cases held within the Referral and Assessment team, and cases where children have returned home following accommodation by the Council, was undertaken in June 2012 and action has been taken in response to any identified issues. Additional management capacity is in place and quality assurance processes have been strengthened. Staff and managers are regularly updated and invited to attend development sessions.

The Department for Education has confirmed that the Council's actions to date have been timely and appropriate and the inspectors stated that the Council is committed, within challenging budget reductions, to protecting its front line services.

Implementation of the Transformation Programme

The Council's Business Plan is ambitious and involves major transformational change to enable the Council to meet the significant challenges that it is facing and deliver its vision to create stronger and more resilient communities.

The Transformation Programme covers a wide range of activities, including:

- Systems thinking service reviews across all services within the council to find leaner ways of working and to ensure that the right service is offered in the right way from the customer's perspective;
- Working with partners in the community, such as police, fire service and GPs to use buildings and resources in a more efficient way to share the way services are offered;
- Rationalising the council's assets to ensure that they are fit for purpose, sustainable, and provide better value for money. This includes the campus development programme where the council is investing in modern and sustainable local community facilities designed by the local communities in each community area;
- Reviewing ICT hardware, software and processes to ensure that they are fit for purpose and enable the efficient and effective delivery of the council's services.

The council has established a corporate programme office to support the delivery of a single, coordinated programme of transformation for all projects within the Business Plan,, creating one consistent approach to project management across the council.

Managing Significant Reductions in Government Funding and Changes in Legislation

The funding formula for local government and other public sector partners is changing in 2012 for 2013/14. As yet only draft guidelines have been issued and a final announcement is not expected until January/February 2013. This is at the same time as the Council Tax is set. This causes uncertainty over the process of setting budgets and precepts. Alongside this the changes proposed will give more localised decisions around areas such as local business rates and council tax collection, which in turn will increase the volatility risk of income. At the same time the Council must manage the increasing demand for services, for example, to protect vulnerable children and adults. The Council will need to develop plans over the next few months to anticipate these challenges.

Jane Scott
Leader of the Council

Corporate Directors

Dated

**WILTSHIRE COUNCIL
AUDIT COMMITTEE**

7 SEPTEMBER 2012

WILTSHIRE COUNCIL: STATEMENT OF ACCOUNTS 2011/2012

Purpose of Report

1. To present the Draft Statement of Accounts in respect of the 2011/2012 financial year for Wiltshire Council.

Policy Considerations

2. The Council is required to prepare an annual Statement of Accounts and to arrange for them to be audited and reported in accordance with the Accounts and Audit Regulations 2011, and the 2011/2012 Code of Practice on Local Authority Accounting in the United Kingdom, issued by the Chartered Institute of Public Finance and Accountancy (CIPFA).

Background and Introduction

3. The Audit Commission Act 1998, the Code of Audit Practice (issued by the Audit Commission) and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom set out the requirements for the production and publication of the annual Statement of Accounts.
4. The regulations for the adoption of the Statement of Accounts do not require for Members to adopt the draft Statement of Accounts. The draft Statement of Accounts are required to be certified by the Chief Finance Officer within three months of the financial year end (by 30 June 2012). The Statement of Accounts are then subject to external audit by the Council's appointed auditors (KPMG) before the final set is brought to Members for final approval by 30 September 2012.
5. This adoption process ensures that there is external independent scrutiny of the figures in the Statement of Accounts before they are brought to Members. KPMG are required to report on amendments from the draft Statement of Accounts submitted for audit to the final version presented to Members. This report is elsewhere on the agenda.
6. The Statement of Accounts is attached as Appendix A.

Key Issues Arising

7. The Comprehensive Income & Expenditure Statement summarises the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from local taxation. Authorities raise taxation to cover expenditure in accordance with regulations. This may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.
8. The overall deficit on the Comprehensive Income and Expenditure Statement is £261.628 million. This represents a deficit on the provision of services of £216.262 million and deficits on revaluation of property, plant and equipment assets, and actuarial gains on pension assets of £45.366 million.
9. The deficit on the provision of services is adjusted by various technical adjustments between the accounting basis and funding basis under regulations, as well as taking into account transfers to/from earmarked reserves.
10. Once these technical adjustments have been undertaken, the return to reserves for the General Fund was £0.219 million. This is 0.07% above the revised net budget. Further details of this were reported to Cabinet on 19 June 2012 in the Revenue Outturn Report.

Risk Assessment

11. There are no direct risk implications associated with this report.

Equality and Diversity Impact of the Proposal

12. None have been identified as arising directly from this report.

Environmental Impact of the Proposal

13. There are no direct environmental implications associated with this report.

Financial Implications

14. There are no direct financial implications associated with this report.

Legal Implications

15. There are no direct legal implications associated with this report.

Recommendations

16. That the Audit Committee receive the draft Statement of Accounts for 2011/2012.
17. The Audit Committee delegates the signing of the letter of the statement of Responsibilities for the Statement of Accounts to the Chairman of the Audit Committee.

Reason for Recommendations

18. The Audit Committee are aware of the Statement of Accounts for 2011/2012.

MICHAEL HUDSON
Director of Finance

REPORT AUTHOR
MATTHEW TILLER – CHIEF ACCOUNTANT

The following unpublished documents have been relied on in the preparation of this report:

Appendices:

Appendix A Draft Statement of Accounts 2011/2012

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Explanatory Foreword

1 Statutory Duty

The Council has a statutory duty to approve and publish a statement of accounts. The accounts cover a 12 month reporting position. These Accounts relate to the period 1 April 2011 to 31 March 2012.

The Statement of Accounts is by necessity presented in the very formal manner required by regulation, but in this foreword we can introduce the Council's finances in plainer terms.

2 Compliance with regulation

This document has been compiled by officers of the Council using information recorded on its systems, most notably its financial ledger, in line with recommended practice from the Chartered Institute of Public Finance and Accountancy (CIPFA). The format is largely prescribed. A glossary of the various terminology is set out in pages 85 to 88.

3 Contents

The Accounting Statements comprises four Core Financial Statements. These are:

The Comprehensive Income and Expenditure Account summarises the Council's day to day spend and money received for all services during the financial year. This sets out what the Council has spent.

The Balance Sheet is a snap shot in time showing the Council's assets, liabilities, balances and reserves at 31 March 2012.

Movement in Reserves Statement is a summary of the changes that have taken place in the bottom half of the Balance Sheet over the financial year.

The Cash Flow Statement summarises the inflows and outflows of cash arising from transactions with third parties.

Notes to the Core Financial Statements follow these statements.

Additionally, the following supplementary financial statements are produced.

- The **Housing Revenue Account (HRA)**. This covers the Council's expenditure on Council housing. The Government requires that this be shown separately;
- The **Collection Fund**. This shows the rates and taxes that the Council has to collect, not only for itself, but also for the Government, Wiltshire Police Authority, Wiltshire & Swindon Fire Authority and Parish Councils.

The Annual Governance statement sets out how the Authority conducts its business, including an update on action taken and plans to improve its arrangements in the last and 12 months and the future.

Auditor's opinion

Wiltshire Councils appointed external auditors are KPMG LLP. KPMG LLP have carried out their statutory audit. They have issued an unqualified opinion.

Accounting Policies

The Statement of Accounting Policies explains the basis for how we have recognised, measured and disclosed the financial transactions that relate to 2011/12. Details of the accounting policies used are found in note 1 to the accounts.

Vision of the Council - How much does it cost to run (general fund)

In February 2011 Wiltshire Council approved four year Business and Financial Plans. The Council is obliged by legislation to set a balanced budget with a resultant Council Tax and related fees and charges.

As part of regular review process, Members and officers reviewed the plans and an updated Financial Plan was approved in February 2012 in order to set in the 2012/13 budget and Council Tax.

The Council continue to face a continued increase in demand for services to the most vulnerable, as well as inflationary pressures and changes in Government policy and funding. The Council has worked hard to deliver performance savings and investment proposals of its plans.

In February 2012, Wiltshire Council published an updated four year financial plan.

The business plan sets out how the Council intends to meet future challenges whilst delivering the Council's vision to create stronger, more resilient communities.

The Council's goals are:

- to provide high quality, low cost customer focused services
- to prioritise local issues
- to be open and honest in all our decision making
- to work with our partners to support Wiltshire's communities.

The plan is ambitious and sets visionary, realistic strategies - for the next 10 to 20 years.

The Council plans to realign our resources to:

- protect our most vulnerable citizens by investing in their services
- invest in the future of Wiltshire by enhancing key service areas
- keep the council tax low and
- to make savings to cover the cut in government funding and projected investments.

Revenue outturn

In respect of net revenue outturn, the Council's 2011/2012 General Fund revised budget and actual spending figures were as below:

	Original Budget £m	Revised Budget £m	Actual £m	Difference £m
Total General Fund (a)	329.847	329.847	329.631	(0.216)
Funded by:				
Formula Grant including Council Tax Freeze	(109.668)	(109.668)	(109.671)	(0.003)
Collection Fund Transfer	(219.179)	(219.179)	(219.179)	0.000
Collection Fund (Surplus)/Deficit	(1.000)	(1.000)	(1.000)	0.000
Total Funding (b)	(329.847)	(329.847)	(329.850)	(0.003)
Movement on General Fund (a)-(b)	0.000	0.000	(0.219)	(0.219)

The overall underspend against the revised 2011/2012 budget was £0.216 million. More details about the Council's revenue spending on services are given, with notes, in the Comprehensive Income & Expenditure Account and in note 10. The overall movement on the General Fund is a £219,000 return to reserves.

Major variances

The major variations of actual to budget were:

- An additional £1.155 million expenditure on Adult Care Operations. This resulted from increased demand and costs for Adult Care services, particularly in the areas of:
 - Older People through increased demand and costs for residential placements and domiciliary care services;
 - Support for Adult Care Services provided through the Supporting People budget; and
 - Increased demand for new high cost, complex care packages for people with a Physical Impairment.
- An underspend of £1.044 million on Adult Care Commissioning, being additional resources allocated to Adult Care Services, as a whole, to manage additional budget pressures. Adult Care Services, as a whole, reported a combined over spend of £0.111 million.
- An additional £1.208 million expenditure on Highways and Street Scene. This largely due to cost pressures, arising from assumptions on contracts particularly in respect of grounds maintenance as well as shortfalls on income targets.
- An additional £1.215 million overspend on Car Parking. This is predominantly due to a shortfall in car parking income from pay & display. This reflects the local and national trend for car parking.
- A saving of £1.429 million on Children's Services. This is largely due to underspends within Schools & Learning, including Early Years and SEN transport, and savings made against vacant posts in advance of 2012-13 savings targets. These underspends are partly offset by overspends within the Social Care placement budgets due to increased numbers of Looked After Children.

Details of all variances, including more detailed explanations of the variances disclosed above, are included in the cabinet report that was taken to Cabinet on Tuesday 19 June 2012. A full copy of the report is available on the Wiltshire Council webpage under "Council and Democracy".

Pension Fund

The Council's employees are able to join the Local Government Pension Scheme. This is also administered by the Council. There are a range of factors that can affect the financial position of the Fund, most notably the level of income expected to be earned from investing funds.

The Scheme's actuary revalues the Fund every three years and we set out new contribution rates to ensure that we extinguish the liability to meet with the Authority's commitment to maintaining a balanced fund over the long term.

The pension reserve is equivalent to the Council's share of the local government pension scheme. It is negative, meaning at the moment the fund is in deficit. It is not unusual for the pension reserve to have a shortfall. The future employee and employer contributions into the fund will, along with a hoped for better return on investment, ultimately meet this shortfall.

Further information on the Council's Pension Fund is set out in Note 61.

Where does the money come from

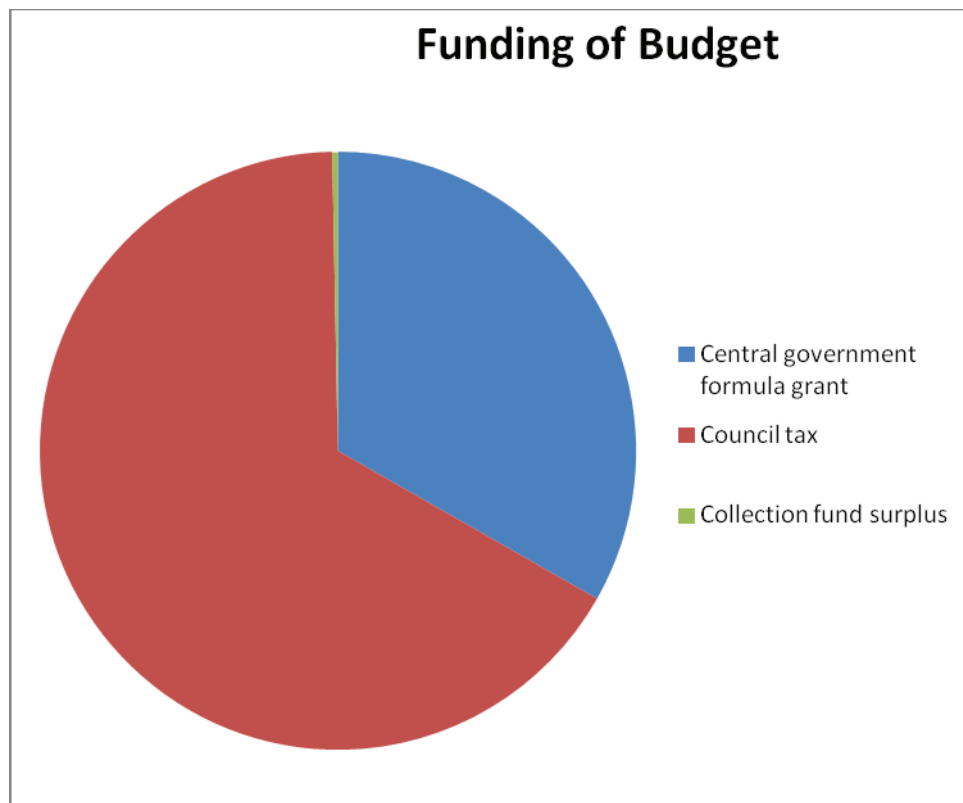
The budget requirement is the money we need to pay for services once we have taken into account money coming in from fees and charges and specific and general government grants.

In 2011/2012 the Council approved a need for a gross and net budget as follows:

	£m
Expenditure:	
Gross budgeted expenditure	868.159
Income:	
Ringfenced specific government grants (schools)	(296.524)
Ringfenced specific government grants (benefits)	(132.000)
Fees and charges	(53.910)
Unringfenced general government grants	(36.278)
Other income	(19.600)
Budget Requirement	<u>329.847</u>

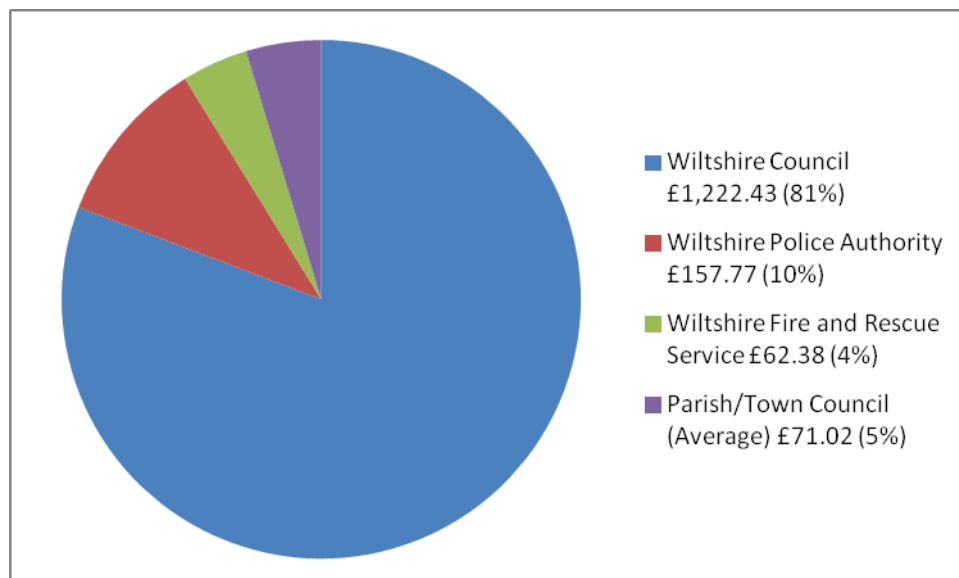
The net budget was funded from three main sources:

	£m
Central government formula grant	(109.668)
Council tax	(219.179)
Collection fund surplus	(1.000)
Total funding	<u>(329.847)</u>



Council tax income collected from Wiltshire residents is the main source of funding for Wiltshire Council Services. Your council tax also contributes to the funding of your town, parish or city council, Wiltshire Police Authority and Wiltshire Fire and Rescue Service.

Your council tax is collected by Wiltshire Council but it consists of components (precepts) charged by and redistributed to other authorities. The chart below shows how much of your council tax goes to each authority. Figures shown are based on an average Band D charge per year for 2011/2012.



Total average council tax £1,513.60.

Council's Reserves

The Council has set up a number of reserves for specific purposes - 'earmarked reserves' for events we know are going to happen. We also have the General Fund which we keep to manage potential risks that we continually assess. If the General Fund reserve is not needed to cover these risks then it is possible to use these as a one off to support spending. Details of the council's useable reserves are the Movement in reserves statement and further details in note 47.

The Council is also required to keep a number of unusable reserves, which whilst being large in value are not related to actual cash sums but are technical accounting requirements, such as the Capital Adjustment Reserve, the Revaluation Reserve, and the Pension Reserve. Details of these unusable reserves are found in note 51.

Balance Sheet

The Balance Sheet shows what Wiltshire Council owns and is owed (its assets), what it owes (its liabilities), and its total equity/worth (equal to the sum of its assets and liabilities as at a particular point in time).

Here is a summarised version of Wiltshire Council's Balance Sheet as at 31 March 2012 compared to 31 March 2011 (the full Balance Sheet is disclosed on page 18). The overall reduction in net assets is largely due to an increase in the pension liability, capital reductions in the form of asset disposals (particularly schools transferring to academy status) and a one off HRA self financing loan.

	31 March 2012		31 March 2011	
	£000	£000	£000	£000
Assets				
Council dwellings & garages	203,954		158,906	
Other land and buildings	399,305		427,105	
Infrastructure	239,298		223,022	
Other Long Term Assets	162,599		231,023	
Money owed to the Council due over the next 12 months	134,951		163,844	
		<u>1,140,107</u>		<u>1,203,900</u>
Liabilities				
Money owed by the Council due over the next 12 months	(128,464)		(118,018)	
Long Term Borrowing	(363,861)		(245,005)	
Pension Fund Liability	(377,859)		(311,423)	
Other Long Term Liabilities	(64,513)		(62,416)	
		<u>(934,697)</u>		<u>(736,862)</u>
Net Assets		<u>205,410</u>		<u>467,038</u>
Financed by:				
Useable Reserves	(75,099)		(88,756)	
Unuseable Reserves	(130,311)		(378,282)	
Total Equity		<u>(205,410)</u>		<u>(467,038)</u>

Capital

Capital expenditure is the expenditure on items that are expected to last for more than 1 year, as opposed to revenue expenditure which is on the day to day running costs of the council

Capital expenditure in Wiltshire Council typically includes the expenditure on acquiring or enhancing its assets such as land, buildings, equipment, vehicles and ICT software.

The Council owns various items of land and buildings in the County that it uses for its own purposes, such as County Hall at Trowbridge, Browfort in Devizes, Monkton Park in Chippenham and Bourne Hill in Salisbury. The authority also owns Community Schools, Council Housing in Salisbury, various highways depots, as well as fleets of refuse and highways vehicles. Due to a number of schools transferring to academy status, the net book value of school's land and buildings has decreased. The council also has infrastructure assets such as the road network, street lighting and land drainage. There is also a large investment portfolio used to generate income, such as industrial estates, farms and shops. In total the value of all the council's fixed assets is around £1 billion. This is covered in more detail in the Council's balance sheet and associated notes.

The Council makes depreciation charges for the assets it owns. The charges for 2011/2012 have increased due to the introduction of component accounting. These are technical accounting adjustments which have no effect on council tax payers.

Expenditure

During 2011/2012 the authority spent a total of £95m on its capital programme resulting in £72m being added to its asset base and £23m in the form of grants given to 3rd parties or work on assets the authority does not own. The table below breaks down the expenditure into the different areas of the council

Capital Schemes by area	Amount spent £m
Education	28.558
Highways	19.659
Campus	21.571
Other Property	1.853
Housing	9.820
Waste	9.200
Other	5.163
Total	95.824

Further details on how the Council spent its money on Capital can be found in the 2011/2012 Capital Outturn report. This was taken to Cabinet Capital Assets Committee on 24 July 2012 and a full copy of the report is available on the Wiltshire Council webpage under "Council and Democracy."

Examples of capital spend undertaken in 2011/2012 includes

Scheme area	Outputs
Education	Wellington Academy opened Extensions to school buildings New boilers, roofs and rewiring schools
Highways	M4 junction scheme Resurfacing roads Local road safety schemes Replacement and refurbishment of bridges Drainage works
Campus	County Hall refurbishment is now close to completion New libraries scanning machines Enhanced ICT network
Housing	Grants given to disabled householders to improve homes 5 new housing sites completed and tenants moved in New kitchens and bathrooms in Council houses

Capital Funding

The authority funded its capital programme by a mixture of Grants and other contributions, Capital receipts and borrowing. Further information on how the authority financed its capital expenditure, the amount of debt paid off in the year and the underlying amount of additional borrowing it undertook is found in note 29. Breakdown of the amounts are below

Funding source	Amount £m	Percentage of funding
Capital Grants & contributions	56.227	59%
Capital Receipts	5.596	6%
Borrowing	34.001	35%
Total	95.824	100%

Capital receipts are generated from the authority disposing of its assets. During 2011/2012 a total of £7.2 million was generated from the sale of assets, including large receipts for Wootton Bassett Stoneover lane and Fisherton Manor school site. The proceeds of this as laid down in statute have to be used to fund capital expenditure or repay debt. Of this £7.2 million, £5.596 million as above was used to fund capital expenditure with the remainder being held over to finance on capital expenditure in 2012/2013.

Borrowing for the capital programme is allowed under the Prudential code for capital. If borrowing is undertaken this has a direct link to revenue costs. If the authority borrows an additional £1 million this equates to an increase in the borrowing costs of the council by approximately £0.100 million. Therefore the authority only borrows when all other sources of funding have been exhausted and uses the optimum mix of funding sources to minimise the additional revenue costs of borrowing.

Housing Revenue Account (HRA)

The HRA is a statutory account which keeps all the transactions relating to the councils housing stock separate from the main functions of the council. This is a ring fenced account to ensure all the HRA income from rents are used on the HRA and are not used to subsidise the general fund or vice versa.

There are over 5,400 individual houses and flats within the HRA and the income generated and costs incurred in the account are summarised below. Further details are found in the full HRA note within the statement of accounts.

Income & expenditure account 2011/2012	£000
Rents	(22,108)
Charges for Services and facilities	(812)
Total Income	(22,920)
Repairs and Maintenance of properties	5596
Supervision and management costs	4039
Subsidy paid to central government (see below)	8392
Capital Contributions	4910
Accounting Adjustments	707
Total Expenditure	23644
Deficit/(surplus) for the year	724

HRA self financing settlement March 2012

Included in the figures above for the year 2011/2012 is a charge of £8.392 million which represents a charge that the council had to pay over to central government. This amount was then redistributed across other local authorities where more support was assessed to be necessary.

Under the Localism bill this system of annual subsidies controlled by Central government for the HRA was replaced by a Self financing regime running from April 2012. This meant a payment of £118.810 million was made during March 2012 as a one off settlement amount to replace the previous annual subsidy payments.

As this payment is unique and is not part of the day to day running of the Council this has been separately disclosed on the face of the Comprehensive Income and Expenditure Statement and has been disclosed separately throughout the statement and notes to the accounts as an exceptional item.

From April 2012 moving forwards, the HRA has more control of its spending and can use the full amount of rents collected from tenants within the HRA. The payment of £118.810 million was financed by borrowing the sum from the Public Works Loans Board (PWLB) at preferential rates to the HRA. This debt has to be serviced from the rents collected but is much lower than the subsidy it would have had to pay out under the old regime.

How we manage our finances

Financial management and reporting is facilitated by:

- Regular reports to Cabinet on the Council's Revenue Budget and Capital Programme;
- Regular review by the Corporate Leadership Team;
- Bi-monthly consideration of these reports by the Budget and Performance Task Group;
- Budget monitoring by Service Managers;
- Compliance with the Council's Budgetary and Policy Framework, Financial Regulations and Financial Procedure Rules;
- Compliance with external requirements, standards and guidance;
- Publication of Statement of Accounts;
- Overseeing role of the Audit Committee.

The Council's financial management arrangements are consistent with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government, issued in 2010.

Managing our investments and borrowings

The Council from its activities generates significant amounts that it can invest to deliver a return to help reduce the costs of running the Council. This is because the council often collects money in advance of when the payments need to go out, and holds significant levels of reserves. Rather than just leaving these amounts in its bank accounts where interest would be minimal, the council is able to invest these in longer term products with banks and other institutions.

The Council follows strict national guidelines when deciding where and how much to invest. This process is set out in our Annual Treasury Management Strategy which is approved annually by the Council. At its meeting on 22 February 2011 a revised Treasury Management Strategy 2011/2012, incorporating the necessary increases in borrowing limits etc to facilitate the additional borrowing required for the HRA Self Financing Settlement, was approved by the Council on 28 February 2012 and is also available on the Council website.

This strategy restricts the level of individual investment, to spread the risk of who we invest with, and restricts us to only use institutions based in the UK.

Over the past 40 years the Council (Wiltshire County Council and the 4 districts before it became one Council in 2009) incurred considerable costs in building and supporting the development of infrastructure and buildings in Wiltshire. That spending was partly funded from borrowing. During 2011/2012 the Council had to take out an additional £118.810 million under the HRA self financing payment. At 31 March 2012, the Council's total debt, including housing, was £366 million. The Council paid £10.5 million of interest on debt

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during 2011/2012, plus made Minimum Revenue Provision for the principal of the debt of £12.2 million. The Council is continually monitoring its borrowing to ensure it manages all risks. The Council's Treasury Management Strategy sets this out in detail.

Further information on the way the Council's invests and borrows its monies, and manages the risks arising, are set out in Notes 62 - 64 as well as the Treasury Management Strategy.

Financial challenges for 2012/13 and onwards – financial plan

The Council has a Business Plan and a Financial Plan that look at Wiltshire's financial position over the next four years.

Budget for 2012/2013 including Capital programme

The 2012/2013 revenue budget was set by Wiltshire Council on 28 February 2012. The net budget is £326.655 million and this has been allocated across services as follows:

	2012/2013 £m	2011/2012 £m
Adult Care Operations	114.750	116.595
Adult Care Commissioning	2.807	3.073
Communities, Libraries, Heritage & Arts	7.843	7.764
Strategic Housing	5.456	2.949
Neighbourhood Services	16.485	10.834
Children & Families	34.335	29.382
Schools & Learning	21.197	27.731
Children's Services Commissioning & Performance	2.916	2.135
Policy, Performance & Partnership	0.516	0.343
Finance, Procurement & Internal Audit	8.599	17.574
Legal & Democratic	7.488	4.228
Communications & Branding	2.238	2.215
Human Resources & Organisational Development	2.689	3.247
Business Services	23.059	35.462
Transformation Programme	15.492	0.193
Economy & Enterprise	3.862	4.129
Development Services	1.186	2.038
Strategic Services, Highways and Transport	26.582	29.346
Waste	30.597	29.060
Public Health & Protection	4.055	4.519
Digital Inclusion	0.091	0.000
Corporate Directors	0.970	1.852
Corporate	(6.558)	(4.822)
Budget Requirement	326.655	329.847
Funded By:		
Central Government Formula Grant	(103.690)	(109.668)
Council tax	(221.270)	(219.179)
Collection fund surplus	(1.695)	(1.000)
Total Funding	(326.655)	(329.847)

The Council's approved capital budget for the years 2012/13 to 2015/16 including the funding sources is shown below.

Updated Capital Programme 2012/2013 - 2015/2016 including indicative mix of funding available						
Capital schemes	Indicative mix of funding available					
	Total Budget 2012/13 - 2015/16	Grants and Contributions	HRA funding	Capital Receipts	Borrowing	Total Funding
	£M	£M	£M	£M	£M	£M
Education	91.889	73.401	0.000	5.422	13.066	91.889
Highways	75.129	64.197	0.000	0.000	10.932	75.129
Campus schemes	78.041	1.600	0.000	30.788	45.653	78.041
Other Property	11.146	0.000	0.000	0.400	10.746	11.146
Housing	54.778	7.640	42.612	4.526	0.000	54.778
Waste	1.944	0.000	0.000	0.000	1.944	1.944
Other Schemes	36.411	5.354	0.000	2.947	28.110	36.411
Total	349.338	152.192	42.612	44.083	110.451	349.338

Feedback & further information on the content of these accounts

The Statement of Accounts is intended to give the people, businesses, partners, employees and members of Wiltshire clear information about the Council's finances. Whilst accounts have to include large elements of technical data to comply with Accounting Standards, we believe that it is vital that we make it as easy as possible for people to read regardless of their background. We appreciate any comments you may have on the content and quality of these Accounts and your suggestions to improve them in future years.

Further information about the accounts may be made to

Chief Accountant
Finance
Wiltshire Council
County Hall
Trowbridge
Wiltshire
BA14 8JN
or

centralfinanceyearend@wiltshire.gov.uk

The full Statement of Accounts will be made available on the Council website. A Summary of the Accounts will also be published online. Interested members of the public have a statutory right to inspect the accounts before the audit is completed.

12 Concluding remarks

I would like to take the opportunity to thank all the staff who contributed to the early completion of the Statement of Accounts. Given the continual development of accounting standards and their complex nature, producing the accounts ready for approval by the Chief Finance Officer by the end of June, is a considerable achievement.



Michael Hudson, LLB (Hons), LLM, CPFA
Director of Finance (Section 151 Officer)
Wiltshire Council
7 September 2012

The Statement of Responsibilities for the Statement of Accounts

The Authority's Responsibilities

The Authority is required to:

- Arrange for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the management of those affairs. In this Authority, that officer is the Chief Finance Officer;
- Secure economic, efficient and effective use of its resources and to safeguard its assets;
- Approve the Statement of Accounts.

The Chief Finance Officer's Responsibilities

The Chief Finance Officer is responsible for the preparation of the Authority's Statement of Accounts. This has, under the CIPFA Code of Practice on Local Authority Accounting in Great Britain (the Code of Practice), to present a true and fair view of the financial position of the authority at the accounting date and its income and expenditure for the year to 31 March 2012.

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

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

The Chief Financial Officer has also:

- kept proper, up to date accounting records;
- taken reasonable steps to prevent and detect fraud and other irregularities.

The Statement of the Chief Finance Officer

The required financial statements have been prepared in accordance with the accounting policies.

I certify that the Statement of Accounts presents a true and fair view of the financial position of Wiltshire Council at 31 March 2012 and the income and expenditure for the year ended 31 March 2012.



Michael Hudson
Director of Finance
Wiltshire Council
21 June 2012

To be signed post audit committee

Clr Roy While
Chairman, Audit Committee
7 September 2012

ANNUAL GOVERNANCE STATEMENT

This is elsewhere on the agenda and will be inserted once approved by the audit committee.

Independent Auditors' Report to the Members of Wiltshire Council

We have audited the financial statements of Wiltshire Council for the year ended 31 March 2012 on pages 16 to 88. The financial statements have been prepared under applicable law and the accounting policies set out in the Statement of Accounting Policies.

This report is made solely to the members of the Authority, as a body, in accordance with Part II of the Audit Commission Act 1998. Our audit work has been undertaken so that we might state to the members of the Authority, as a body, 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 members of the Authority, as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of the Chief Finance Officer and auditor

As explained more fully in the Statement of the Chief Finance Officer's Responsibilities, set out on page 12, the Chief Finance Officer is responsible for the preparation of financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit, and express an opinion on, the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practice's Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of whether the accounting policies are appropriate to the Authority's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Chief Finance Officer; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Explanatory Foreword to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the financial position of the Authority as at 31 March 2012 and of the Authority's expenditure and income for the year then ended;
- give a true and fair view of the financial transactions of the Pension Fund during the year ended 31 March 2012 and the amount and disposition of the fund's assets and liabilities as at 31 March 2012, other than liabilities to pay pensions and other benefits after the end of the scheme year; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2011/2012.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Code of Audit Practice 2010 for Local Government Bodies requires us to report to you if:

- the annual governance statement set out on pages 13 to xx does not reflect compliance with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007; or
- any matters have been reported in the public interest under section 8 of Audit Commission Act 1998 in the course of, or at the conclusion of, the audit; or
- any recommendations have been made under section 11 of the Audit Commission Act 1998; or
- any other special powers of the auditor have been exercised under the Audit Commission Act 1998.

Conclusion on Wiltshire Council's arrangements for securing economy, efficiency and effectiveness in the use of resources

Authority's responsibilities

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

Auditor's responsibilities

We are required under Section 5 of the Audit Commission Act 1998 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires us to report to you our conclusion relating to proper arrangements, having regard to relevant criteria specified by the Audit Commission.

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

Basis of conclusion

We have undertaken our audit in accordance with the Code of Audit Practice, having regard to the guidance on the specified criteria, published by the Audit Commission in October 2011, as to whether the Authority has proper arrangements for:

- securing financial resilience; and
- challenging how it secures economy, efficiency and effectiveness.

The Audit Commission has determined these two criteria as those 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 2012.

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

Conclusion

On the basis of our work, having regard to the guidance on the specified criteria published by the Audit Commission in October 2011, we are satisfied that, in all significant respects, Wiltshire Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2012.

Certificate

We certify that we have completed the audit of the financial statements of Wiltshire Council in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice 2010 for Local Government Bodies issued by the Audit Commission.

Chris Wilson
for and on behalf of KPMG LLP, Statutory Auditor
Chartered Accountants
100 Temple Street
Bristol
BS1 6AG

7 September 2012

Movement in Reserves Statement

The Council keeps a number of reserves in the balance sheet. Some are required to be held for statutory reasons, some are needed to comply with proper accounting practice, and others have been set up voluntarily to earmark resources for future spending plans.

	General Fund Balance £000	Earmarked GF Reserves £000 Note 48	Housing Revenue Account £000	Capital Receipts Reserve £000 Note 50	Major Repairs Reserve £000 Note 49	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000 Note 51	Total Authority Reserves £000
Balance at 1 April 2011	(13,926)	(34,559)	(13,336)	0	(1,143)	(25,792)	(88,756)	(378,282)	(467,038)
Movement in reserves during 2011/12									
(Surplus) or deficit on provision of services	83,680	0	132,572	0	0	0	216,262	0	216,262
Other Comprehensive Expenditure and Income	0	0	0	0	0	0	0	45,366	45,366
Total Comprehensive Expenditure and Income	83,680	0	132,572	0	0	0	216,262	45,366	261,628
Adjustments between accounting basis & funding basis under regulations	(76,913)	0	(131,834)	(1,390)	352	7,180	(202,605)	202,605	0
	6,777	0	738	(1,390)	352	7,180	13,657	247,971	261,628
Net (Increase)/Decrease before Transfers to Earmarked Reserves									
Transfers (to)/from Earmarked Reserves	(6,996)	7,010	(14)	0	0	0	0	0	0
(Increase)/Decrease in Year	(219)	7,010	724	(1,390)	352	7,180	13,657	247,971	261,628
Balance at 31 March 2012 carried forward	(14,145)	(27,549)	(12,612)	(1,390)	(791)	(18,612)	(75,099)	(130,311)	(205,410)

Further details of the movement of the General Fund are included in the Statement of Movement of General Fund Balances. Further details of the movement on the Housing Revenue Account are included in the HRA statement.

Comprehensive Income and Expenditure Statement

This account shows expenditure on and income from the Council's day to day activities. Expenditure includes salaries, wages, service and depreciation charges. It gives the cost of the main services provided by the Authority. This statement is shown in a statutory format. Full details about how this ties back to the Council's regular budget monitoring reporting is shown in note 10.

	2011/2012			2010/2011		
	Expenditure £000	Income £000	Net Expenditure £000	Expenditure £000	Income £000	Net Expenditure £000
General Fund Services						
Central Services to the Public	34,056	(30,120)	3,936	33,900	(29,543)	4,357
Culture & Related Services	36,351	(6,829)	29,522	54,586	(7,506)	47,080
Environmental & Regulation	57,221	(7,125)	50,096	58,864	(4,081)	54,783
Planning Services	24,112	(11,752)	12,360	45,291	(20,175)	25,116
Children's and Education Services	412,516	(293,917)	118,599	578,032	(400,211)	177,821
Highways, Roads & Transport Services	47,918	(17,840)	30,078	54,956	(16,581)	38,375
Housing Services General Fund	133,035	(111,116)	21,919	129,901	(107,255)	22,646
Housing Services HRA	36,906	(22,989)	13,907	36,716	(22,062)	14,654
Exceptional Costs - HRA Self financing settlement	118,810	0	118,810	0	0	0
Adult Social Care	145,574	(19,600)	125,974	156,769	(29,521)	127,248
Corporate & Democratic Core	15,471	(1,430)	14,041	5,089	(1,435)	3,654
Non-distributed Costs	12,960	(6,986)	5,974	(93,303)	(8,532)	(101,835)
Exceptional Costs - Termination benefits	0	0	0	8,309	0	8,309
Net Cost of Service (See note 10)	1,074,930	(529,714)	545,216	1,069,110	(646,902)	422,208
Other operating Expenditure		Note 13	73,473			66,484
Financing and Investment Income and Expenditure		Note 14	18,187			24,843
Taxation and non-specific grant income		Note 15	(420,614)			(431,556)
(Surplus)/ Deficit on Provision of Services			216,262			81,979
(Surplus) or deficit on revaluation of Property, Plant and Equipment Assets			(23,754)			(46,762)
Actuarial (gains)/losses on pension assets / liabilities			69,120			(168,077)
Other Comprehensive Income and Expenditure			45,366			(214,839)
Total Comprehensive Income and Expenditure			261,628			(132,860)

Balance Sheet

This statement summarises the Council's assets and liabilities at 31 March for the years 2012, 2011 and 2010.

	NOTES	31 March 2012 Wiltshire Council		31 March 2011 Wiltshire Council
		£000	£000	£000
Property, Plant and Equipment				
- Council dwellings & garages		203,954		158,906
- Other land and buildings		399,305		427,105
- Vehicles, plant, furniture and equipment		82,467		118,038
- Infrastructure		239,298		223,022
- Community assets		6,356		6,346
- Assets under construction		26,653		56,024
- Surplus assets not held for sale		3,908		3,908
	27		961,941	993,349
Investment properties	37	29,690		32,692
Intangible Assets	38	6,729		8,593
Assets held for sale	39	2,480		0
Long Term Investments	63	2,110		3,043
Long term debtors	40	2,206		2,379
			43,215	
Long Term Assets			1,005,156	1,040,056
Current Assets				
Short term investments	63	47,677		78,755
Inventories		1,061		881
Short Term Debtors	41	60,558		56,465
Cash and Cash Equivalents	42	25,655		27,743
Assets Held for Sale	39	0		0
Current Assets			134,951	163,844
Current Liabilities				
Short Term Creditors	43	(114,771)		(104,129)
Capital Grants and Contributions RIA		0		(61)
Bank Overdraft	44	(4,863)		(6,116)
Short Term Borrowing	46	(2,246)		(2,192)
Provisions	45	(6,584)		(5,520)
Current Liabilities			(128,464)	(118,018)
Long Term Liabilities				
Long Term creditors (Inc PFI)	36	(40,497)		(41,429)
Provisions	45	0		0
Long Term Borrowing	46	(363,861)		(245,005)
Other long term Liabilities		(50)		(65)
Pension Fund Liability	54	(377,859)		(311,423)
Planning Deposits		(23,012)		(19,729)
Deferred Liability		(954)		(1,193)
Long Term Liabilities			(806,233)	(618,844)
Net Assets			205,410	467,038
Financed by				
Useable Reserves	47		(75,099)	(88,756)
Unuseable Reserves	51		(130,311)	(378,282)
Total Reserves			(205,410)	(467,038)



Michael Hudson

Director of Finance 21 June 2012

Cashflow Statement

This consolidated statement summarises the movement of cash between the Authority and third parties for both capital and revenue purposes.

	NOTES	2010/2011 £000	2011/2012 £000
Net (surplus) or deficit on the provision of services		216,262	81,979
Adjustments to net surplus or deficit on the provision of services for non-cash movements		(70,502)	(78,696)
Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities	55	(9,215)	(6,944)
Net cash flows from Operating Activities		136,545	(3,661)
Investing Activities	56	(16,800)	36,710
Financing Activities	57	(118,910)	(40,287)
Net decrease or (increase) in cash and cash equivalents		835	(7,238)
Cash and cash equivalents at the beginning of the reporting period		21,627	14,389
Cash and cash equivalents at the end of the reporting period		20,792	21,627

Notes to the Core Financial Statements

For ease of reference, this year the notes to the core financial statement are grouped in functional areas.

NOTES RELATING TO ACCOUNTING POLICIES

Note 1 Accounting Policies

i. General Principles

The Statement of Accounts summarises the Authority's transactions for the 2011/2012 financial year and its position at the year-end of 31 March 2012. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2011 in accordance with proper accounting practices.

These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2011/2012 and the Service Reporting Code of Practice 2011/2012, supported by International Financial Reporting Standards (IFRS).

ii. Accruals of Income and Expenditure

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

- Revenue from the sale of goods is recognised when the Council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Revenue from the provision of services is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption; they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- 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.

iii. Provisions

Provisions are made where an event has taken place that gives the Council 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. For instance, the Council may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the Council becomes aware of the obligation, and are measured at the best estimate 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 – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

Where some or all of the payment required to settle a provision is expected to be recovered from another party (e.g. from an insurance claim), this is only recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the Council settles the obligation.

Provision for Back Pay Arising from Unequal Pay Claims

The Council has made a provision for the costs of settling claims for back pay arising from discriminatory payments incurred before the Council implemented its equal pay strategy.

However, statutory arrangements allow settlements to be financed from the General Fund in the year that payments actually take place, not when the provision is established. The provision is therefore balanced by an Equal Pay Back Pay Account created from amounts credited to the General Fund balance in the year the provision was made or modified. The balance on the Equal Pay Back Pay Account will be debited back to the General Fund balance in the Movement in Reserves Statement in future financial years as payments are made.

Landfill Allowance Schemes

Landfill allowances, whether allocated by DEFRA or purchased from another Waste Disposal Council (WDA) are recognised as current assets and are initially measured at fair value.

Landfill allowances allocated by DEFRA are accounted for as a government grant. After initial recognition, allowances are measured at the lower of cost and net realisable value. As landfill is used, a liability and an expense are recognised. The liability is discharged either by surrendering allowances or by payment of a cash penalty to DEFRA (or by a combination).

The liability is measured at the best estimate of the expenditure required to meet the obligation, normally the market price of the number of allowances required to meet the liability at the reporting date. However, where some of the obligation will be met by paying a cash penalty to DEFRA, that part of its liability is measured at the cost of the penalty.

Contingent Liabilities

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

Contingent liabilities are not recognised 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 Council 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 Council.

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.

iv. Reserves

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service revenue account 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, financial instruments, retirement and employee benefits and do not represent usable resources for the Authority – these reserves are explained in the relevant policies below.

v. Government Grants and Contributions

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

- the Council will comply with the conditions attached to the payments, and
- 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. Amounts in the Capital Grants Unapplied reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

vi. Employee Benefits

Benefits Payable During Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Authority.

An accrual is made for the cost of holiday entitlements (or any form of leave, e.g. time off in lieu) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits

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

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 required 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 members of two separate pension schemes:

- The Teachers' Pension Scheme, administered by Capita Teachers' Pensions on behalf of the Department for Education (DfE)
- The Local Government Pensions Scheme, administered by Wiltshire Council.

Both schemes provided defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Council.

However, the arrangements for the teachers' scheme mean that liabilities for these benefits cannot ordinarily be identified specifically to the Authority. The scheme is therefore accounted for as if it were a defined contribution scheme and no liability for future payments of benefits is recognised in the Balance Sheet. The Children's and Education Services line in the Comprehensive Income and Expenditure Statement is charged with the employer's contributions payable to Teachers' Pensions in the year.

The Local Government Pension Scheme

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

The liabilities of the Wiltshire pension fund 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 projected earnings for current employees.

Liabilities are discounted to their value at current prices, using a discount rate of 5.5% (based on the gross redemption yield on the Iboxx Sterling Corporates Index, AA over 15 years, at the IAS19 (valuation date, subject to the removal of recently re-rated bonds from the index).

The assets of Wiltshire pension fund attributable to the Council are included in the Balance Sheet at their fair value:

- quoted securities – current bid price
- unquoted securities – professional estimate
- unitised securities – current bid price
- property – market value.

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

- current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
- past service cost – the increase in liabilities arising from current year decisions 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
- interest cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid – debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
- expected return on assets – the annual investment return on the fund assets attributable to the Council, based on an average of the expected long-term return – credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
- gains or losses on settlements and curtailments – the result of actions to relieve the Council of liabilities or events that reduce the expected future service or accrual of benefits of employees – debited or credited to

the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs

- actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debited to the Pensions Reserve
- contributions paid to the Wiltshire pension fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

Discretionary Benefits

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

vii. VAT

All transactions are recorded excluding VAT, except where it is irrecoverable.

viii. Overheads and Support Services

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Reporting *Code of Practice 2011/12*. The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of Corporate and Democratic Core (costs relating to the Authority's status as a multifunctional, democratic organisation) and Non Distributed Costs (the cost of discretionary benefits awarded to employees retiring early and impairment losses chargeable on Assets Held for Sale). These two cost categories are defined in the Code of Practice and accounted for as separate headings in the Comprehensive Income and Expenditure Statement, as part of Net Expenditure on Continuing Services.

ix. Intangible Fixed Assets

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Council as a result of past events (e.g. software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Council.

Amortisation, impairment losses and disposal gains and losses can be charged to the consolidated income and expenditure account. However, they are not permitted to have an impact on the General Fund Balance, so the gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement.

x. 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.

Measurement: Assets are initially measured at cost, comprising the purchase price and 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. Assets are carried in the Balance Sheet using the following measurement bases:

- Infrastructure, community assets and assets under construction – depreciated historical cost
- Dwellings – fair value, determined using the basis of existing use value for social housing (EUV-SH)
- All other assets – fair value, determined as the amount that would be paid for the asset in its existing use value (EUV).

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

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains.

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

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

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

Impairment: Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired.

Where impairment losses are identified, they are accounted for as follows:

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

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, 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 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 and other buildings – straight-line allocation over the remaining useful life of the property as estimated by the valuer
- vehicles, plant, furniture and equipment – Straight line allocation over a useful life of 5 years or in the case of services within buildings remaining useful life of the services as estimated by the valuer
- Infrastructure – straight-line allocation over 60 years.

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

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

Disposals and Non-current Assets Held for Sale

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet 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. Any receipts from disposals are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal. Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals (75% for dwellings, 50% for land and other assets) are 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 or set aside to reduce the Authority's underlying need to borrow (the capital financing requirement).

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.

xi. 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 services or production of goods or is held for sale. Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arm's-length. Properties are not depreciated. Gains and losses on revaluation are posted to the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal. Rentals received in relation to investment properties 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.

xii. 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 Council 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. Depreciation, revaluation and impairment losses and amortisations are therefore replaced by the contribution in the General Fund Balance of a Minimum Revenue Provision (MRP).

Housing Revenue Account capital charges are calculated in accordance with the prescribed statutory determination.

xiii. Revenue Expenditure Funded From Capital Under Statute

Expenditure incurred during the year that may be capitalised under statutory provisions but that does not result in the creation of a non-current asset has been charged as expenditure to the relevant service in the Comprehensive Income and Expenditure Statement in the year. Where the Council 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.

xiv. 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.

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
- 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.

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.

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 Comprehensive Income and Expenditure Statement as a gain or loss on disposal.

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)
- finance income (credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure 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.

xv. Financial Instruments

Financial Liabilities

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

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

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the new or modified loan and the write-down to the Comprehensive Income and Expenditure Statement is spread over the life of the loan by an adjustment to the effective interest rate.

Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund Balance to be spread over future years. The Council has a policy of spreading the gain or loss over the term that was remaining on the loan against which the premium was payable or discount receivable when it was repaid. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

Loans and receivables

Financial Assets

Financial assets are classified into two types:

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

Loans and Receivables

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

When soft loans are made, a loss is recorded in the Comprehensive Income and Expenditure Statement (debited to the appropriate service) for the present value of the interest that will be foregone over the life of the instrument, resulting in a lower amortised cost than the outstanding principal. Interest is credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement at a marginally higher effective rate of interest than the rate receivable from the voluntary organisations, with the difference serving to increase the amortised cost of the loan in the Balance Sheet. Statutory provisions require that the impact of soft loans on the General Fund Balance is the interest receivable for the financial year – the reconciliation of amounts debited and credited to the Comprehensive Income and Expenditure Statement to the net gain required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

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

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

Available-for-Sale Assets

Available-for-sale assets are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured and carried at fair value. Where the asset has fixed or determinable payments, annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the amortised cost of the asset multiplied by the effective rate of interest for the instrument. Where there are no fixed or determinable payments, income (e.g. dividends) is credited to the Comprehensive Income and Expenditure Statement when it becomes receivable by the Council.

Assets are maintained in the Balance Sheet at fair value. Values are based on the following principles:

- instruments with quoted market prices – the market price
- other instruments with fixed and determinable payments – discounted cash flow analysis
- equity shares with no quoted market prices – independent appraisal of company
- valuations.

Changes in fair value are balanced by an entry in the Available-for-Sale Reserve and the gain/loss is recognised in the Surplus or Deficit on Revaluation of Available-for-Sale Financial Assets. The exception is where impairment losses have been incurred – these are debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement, along with any net gain or loss for the asset accumulated in the Available-for-Sale Reserve.

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made (fixed or determinable payments) or fair value falls below cost, the asset is written down and a charge made to the Financing and Investment Income and Expenditure line in the

Comprehensive Income and Expenditure Statement. If the asset has fixed or determinable payments, the impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate. Otherwise, the impairment loss is measured as any shortfall of fair value against the acquisition cost of the instrument (net of any principal repayment and amortisation).

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, along with any accumulated gains or losses previously recognised in the Available-for-Sale Reserve.

Where fair value cannot be measured reliably, the instrument is carried at cost (less any impairment losses).

xvi. Inventories and Long Term Contracts

Inventories are included in the Balance Sheet at the lower of cost or net realisable value. Long term contracts are accounted for on the basis of charging the Surplus or Deficit on the Provision of Services with the value of works and services received under the contract during the financial year.

xvii. Interest in companies and other entities

The council has no material interest in any companies or other entities.

xviii. Private Finance Initiative (PFI)

PFI and similar contracts are agreements to receive services, where the responsibility for making available the property, plant and equipment needed to provide the services passes to the PFI contractor. As the Authority is deemed to control the services that are provided under its PFI schemes, and as ownership of the property, plant and equipment will pass to the Authority at the end of the contracts for no additional charge, the Authority carries the assets used under the contracts on its Balance Sheet as part of Property, Plant and Equipment. The original recognition of these assets at fair value (based on the cost to purchase the property, plant and equipment) was balanced by the recognition of a liability for amounts due to the scheme operator to pay for the capital investment.

Non current assets recognised on the Balance Sheet are revalued and depreciated in the same way as property, plant and equipment owned by the Authority.

The amounts payable to the PFI operators each year are analysed into five elements:

- i. Fair value of the services received during the year – debited to the relevant service in the Comprehensive Income and Expenditure Statement
- ii. Finance cost – an interest charge made on the outstanding Balance Sheet liability, debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
- iii. Contingent rent – increases in the amount to be paid for the property arising during the contract, debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
- iv. Payment towards liability – applied to write down the Balance Sheet liability towards the PFI operator (the profile of write-downs is calculated using the same principles as for a finance lease)
- v. Lifecycle replacement costs – proportion of the amounts payable is posted to the Balance Sheet as a prepayment and then recognised as additions to Property, Plant and Equipment when the relevant works are eventually carried out.

xix. Exceptional Items

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

xx. 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 investments that mature in no more than three months from the date of acquisition and that 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.

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

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

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

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

xxii. Events after the Balance Sheet Date

Events after the Balance Sheet date are those events 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. 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.

xxiii. Non-Compliance with Code of Practice

For operational reasons, the accounts do not fully comply with the Code of Practice on minor points. The main non-compliance is in relation to debtors and creditors. Whilst the accounts are maintained on an accruals basis i.e. all sums due to or from the Council are included whether or not the cash has actually been received or paid in the year, exceptions are made for quarterly utilities payments based on meter reading dates. Since these policies are applied consistently year on year, they have no material effect on any one year's accounts.

xxiv. Foreign Currency

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

xxv. Heritage Assets

The Authority's Heritage Assets are assets that are kept to increase the knowledge, understanding and appreciation of the Authority's history and local area. Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Authority's accounting policies on property, plant and equipment. However, some of the measurement rules are relaxed in relation to heritage assets as detailed below. The accounting policies in relation to heritage assets that are deemed to include

elements of intangible heritage assets are also presented below. The Authority's collections of heritage assets are accounted for as disclosed in note 34.

If items are of a material nature a separate external revaluation exercise would be commissioned and the assets carried at market value in the balance sheet, alternatively insurance valuations would be used to establish value. If this was the case these assets would be reviewed for impairment on a regular basis and the figures in the balance sheet updated accordingly. Any disposals would be treated in the same way as other assets. If the values of the assets are of limited or no value then they will be disclosed in a note to the accounts only and not brought into the balance sheet with a value. This decision is made based on whether the cost of obtaining a valuation exceeds the benefits to the users of the accounts.

For Wiltshire Council, which does not hold museum or art collections, the costs of commissioning external valuations exceeds the benefit to the users of the accounts therefore the assets are disclosed in a note to the accounts only. The assets disclosed in note 34 include a property (the East Grafton Windmill), the White Horse in Westbury, and a small collection of art held across the county. Further details are found in note 34.

xxvi. Carbon Reduction Commitment scheme

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

Note 2 Accounting Standards that have been issued but have not yet been adopted

For 2011/2012, the only accounting policy change that needs to be reported is the adoption of amendments to IFRS 7 *Financial Instruments: Disclosures*.

It is considered that this standard will not have a material impact on the financial statements of local authorities, so no further disclosure is required in these accounts in this year.

Note 3 Critical Judgements in applying accounting policies

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

- There is a 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 reduce levels of service provision.
- An Authority invested a total of £12m in Heritable and Landsbanki banks before they both collapsed in 2008. Further details of the impacts of this are in note 64.

Note 4 Assumptions made about the future and other major sources of estimation uncertainty

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

The items in the Authority's Balance Sheet at 31 March 2012 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Property, Plant and Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Authority will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. The total depreciation charge made in 2011/2012 on PPE assets was £44 million so if the assumptions were to change this could have an effect on the amount of depreciation charged in future years.
Provisions	The Authority has made a number of provisions in the accounts, totalling £6.584 million. These are based on current information and current likely settlement value. Provisions will need to be reviewed on a regular basis to ensure they are kept up to date. Further information is found in note 45.	An increase over the forthcoming year in either the total number of claims or the estimated average settlement would each have the effect of adding to the provision needed
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Authority with expert advice about the assumptions to be applied.	The effects on the net pensions liability of changes in individual assumptions can be measured and further details of the assumptions are in note 61.
Arrears	At 31 March 2012, the Authority had a balance of debtors of £94 million. A bad debt provision of £8 million or 9% of the debt has been made. In the current economic climate it is not certain that the provision will be sufficient.	If collection rates were to deteriorate, an additional bad debt provision would have to be made. See note 41 for further details.

This list does not include assets and liabilities that have are carried at fair value based on a recently observed market price.

Note 5 Authorisation of Accounts for Issue

These accounts were considered and authorised by the Chief Financial Officer of Wiltshire Council on the 21 June 2012. The final, audited version of these accounts were considered and approved by the Audit Committee at its meeting on 7 September 2012.

Note 6 Events after the Balance Sheet Date

The Statement of Accounts was authorised by the Chief Financial Officer and the Audit Committee on 7 September 2012. Events taking place after this date are not reflected in the financial statements or notes.

Where events taking place before this date provided information about conditions existing at 31 March 2012, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

Note 7 Summary of Prior Year adjustments

No prior year adjustments have been made during 2011/2012. There have not been as many accounting changes made during 2011/2012 as there were during 2010/2011. The one major change to the 2011/2012 accounts which may have required prior year adjustments to be made was regarding Heritage Assets. As per note 34 the council has reviewed all its heritage assets and there are no prior year adjustments required following the introduction of Heritage Assets.

NOTES TO MOVEMENT TO RESERVE STATEMENT

Note 8 Adjustments between accounting basis and funding basis under regulations

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

Reserve 2010/2011	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
Adjustments primarily involving the Capital Adjustment Account								
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement								
Charges for depreciation of non-current assets	(15,398)	(8,444)				(23,842)	23,842	0
Charges for impairment of plant, property and equipment	(136,692)	(13,002)				(149,694)	149,694	0
Charges for impairment of investment properties	(18,138)					(18,138)	18,138	0
Revaluation losses on Property Plant and Equipment	8,536					8,536	(8,536)	0
Movements in the market value of Investment Properties	0							
Amortisation of intangible assets	(2,505)					(2,505)	2,505	0
Revenue expenditure funded from capital under statute	(20,806)					(20,806)	20,806	0
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	(54,033)	684	(5,957)			(59,306)	59,306	0
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:								
Statutory provision for the financing of capital investment	11,645					11,645	(11,645)	0
Capital expenditure charged against the General Fund and HRA balances	1,046	1,469				2,515	(2,515)	0
Adjustments primarily involving the Capital Grants Unapplied Account:								
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	72,868				(72,868)	0		0
Application of grants to capital financing transferred to the Capital Adjustment Account					49,628	49,628	(49,628)	0
Adjustments primarily involving the Capital Receipts Reserve:								
Use of the Capital Receipts Reserve to finance new capital expenditure			8,494			8,494	(8,494)	0
Reserve to finance the payments to the Government capital receipts pool	(774)		774					
Adjustments primarily involving the Deferred Capital Receipts Reserve								
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	170		(295)			(125)	125	0
Adjustment primarily involving the Major Repairs Reserve								
Reversal of Major Repairs Allowance credited to the HRA		3,505		4,939		8,444	(8,444)	0
Use of the Major Repairs Reserve to finance new capital expenditure				(5,450)		(5,450)	5,450	0
Adjustment primarily involving the Financial Instruments Adjustments Account:								
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	2,329					2,329	(2,329)	0
Adjustments primarily involving the Pensions Reserve								
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 47)	53,747					53,747	(53,747)	0
Employer's pensions contributions and direct payments to pensioners payable in the year	30,485	1,208				31,693	(31,693)	0
Adjustments primarily involving the Collection Fund Adjustment Account:								
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	583					583	(583)	0
Adjustment primarily involving the Accumulated Absences Account								
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	5,673	2				5,675	(5,675)	0
Total Adjustments	(61,264)	(14,578)	3,016	(511)	(23,240)	(96,577)	96,577	0

Reserve 2011/2012	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
Adjustments primarily involving the Capital Adjustment Account								
Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement								
Charges for depreciation of non-current assets	(25,890)	(18,327)				(44,217)	44,217	0
Charges for impairment of plant, property and equipment	(13,774)					(13,774)	13,774	0
Charges for impairment of investment properties	(2,996)					(2,996)	2,996	0
Revaluation losses on Property Plant and Equipment	0					0	0	0
Movements in the market value of Investment Properties	1,362					1,362	(1,362)	0
Amortisation of intangible assets	(2,794)					(2,794)	2,794	0
HRA Self financing settlement		(118,810)				(118,810)	118,810	0
Revenue expenditure funded from capital under statute	(23,449)					(23,449)	23,449	0
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	(60,484)	234	(7,257)			(67,507)	67,507	0
Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:								
Statutory provision for the financing of capital investment	12,225					12,225	(12,225)	0
Capital expenditure charged against the General Fund and HRA balances	1,884	1,265				3,149	(3,149)	0
Adjustments primarily involving the Capital Grants Unapplied Account:								
Capital grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	41,843				(41,843)	0		0
Application of grants to capital financing transferred to the Capital Adjustment Account	61				49,023	49,084	(49,084)	0
Adjustments primarily involving the Capital Receipts Reserve:								
Use of the Capital Receipts Reserve to finance new capital expenditure			5,597			5,597	(5,597)	0
Reserve to finance the payments to the Government capital receipts pool	(489)		489					0
Adjustments primarily involving the Deferred Capital Receipts Reserve								
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	50		(219)			(169)	169	0
Adjustment primarily involving the Major Repairs Reserve								
Reversal of Major Repairs Allowance credited to the HRA		3,646		14,681		18,327	(18,327)	0
Use of the Major Repairs Reserve to finance new capital expenditure				(14,329)		(14,329)	14,329	0
Adjustment primarily involving the Financial Instruments Adjustments Account:								
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(53)					(53)	53	0
Adjustments primarily involving the Pensions Reserve								
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 61)	(27,346)					(27,346)	27,346	0
Employer's pensions contributions and direct payments to pensioners payable in the year	29,885	145				30,030	(30,030)	0
Adjustments primarily involving the Collection Fund Adjustment Account:								
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	929					929	(929)	0
Adjustment primarily involving the Accumulated Absences Account								
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(7,877)	13				(7,864)	7,864	0
Total Adjustments	(76,913)	(131,834)	(1,380)	352	7,180	(202,606)	202,606	0

NOTES TO THE COMPREHENSIVE INCOME AND EXPENDITURE ACCOUNT

Note 9 Revenue outturn

In respect of net revenue outturn, the Council's 2011/2012 General Fund revised budget and actual spending figures were as below:

	Original Budget £m	Revised Budget £m	Actual £m	Difference £m
Total General Fund (a)	329.847	329.847	329.631	(0.216)
Funded by:				
Formula Grant including Council Tax Freeze	(109.668)	(109.668)	(109.671)	(0.003)
Collection Fund Transfer	(219.179)	(219.179)	(219.179)	0.000
Collection Fund (Surplus)/Deficit	(1.000)	(1.000)	(1.000)	0.000
Total Funding (b)	(329.847)	(329.847)	(329.850)	(0.003)
Movement on General Fund (a)-(b)	0.000	0.000	(0.219)	(0.219)

Note 10 Amounts reported for Resource Allocation Decisions

The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the Best Value Accounting Code of Practice.

However, decisions about resource allocation are taken by the Council's Cabinet on the basis of budget reports analysed across services. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- no charges are made in relation to capital expenditure (whereas depreciation, revaluation and impairment losses in excess of the balance on the Revaluation Reserve and amortisations are charged to services in the Comprehensive Income and Expenditure Statement);
- the cost of retirement benefits is based on cash flows (payment of employer's pensions contributions) rather than current service cost of benefits accrued in the year; and
- expenditure on some support services is budgeted for centrally and not charged to services.

The income and expenditure of the Council's service blocks recorded in the budget monitoring reports for the year is as follows.

2011/2012	Employee	Other service	Total Expenditure	Fees, charges	Government	Total	Net
	expenses	expenses		& other service	Grants	Income	
	£000	£000	£000	income	£000	£000	£000
Adult Care Operations	19,363	118,404	137,767	(19,029)	(915)	(19,944)	117,823
Adult Care Commissioning	2,048	1,872	3,920	(129)	(2)	(131)	3,789
Communities, Libraries, Heritage & Arts	5,730	4,148	9,878	(864)	(286)	(1,150)	8,728
Strategic Housing	2,160	1,195	3,355	(892)	(134)	(1,026)	2,329
Neighbourhood Services	13,399	21,288	34,687	(14,562)	(4,239)	(18,801)	15,886
Children & Families	16,574	20,552	37,126	(775)	(1,836)	(2,611)	34,515
Schools & Learning	17,470	44,105	61,575	(7,350)	(31,934)	(39,284)	22,291
Children's Services Commissioning & Performance	191,302	59,698	251,000	(18,807)	(226,917)	(245,724)	5,276
Policy, Performance & Partnership	439	18	457	(4)	0	(4)	453
Finance	9,094	146,013	155,107	(141,492)	(4,054)	(145,546)	9,561
Legal & Democratic	5,896	2,181	8,077	(1,380)	0	(1,380)	6,697
Communications	1,214	981	2,195	(53)	0	(53)	2,142
HR & Organisational Development	2,852	537	3,389	(352)	(24)	(376)	3,013
Business Services	14,596	13,718	28,314	(4,390)	(1)	(4,391)	23,923
Transformation Programme	1,611	16,324	17,935	(3,059)	0	(3,059)	14,876
Economy and Enterprise	3,144	4,963	8,107	(2,205)	(1,633)	(3,838)	4,269
Development Services	5,189	1,295	6,484	(5,094)	0	(5,094)	1,390
Strategic Services, Highways and Transport	4,191	29,784	33,975	(4,065)	(2,972)	(7,037)	26,938
Waste	6,038	23,630	29,668	(3,498)	(25)	(3,523)	26,145
Public Health & Protection	4,593	1,806	6,399	(1,432)	(637)	(2,119)	4,280
Digital Inclusion	77	98	175	0	(6)	(6)	169
Corporate Directors	1,241	434	1,675	(42)	0	(42)	1,633
Corporate	9,298	22,037	31,335	(11,429)	(26,401)	(37,830)	(6,495)
Total General Fund Budget	337,519	535,081	872,600	(240,903)	(302,066)	(542,969)	0
HRA Budget	2,455	17,092	19,547	(19,547)	0	(19,547)	0
TOTAL EXPENDITURE	339,974	552,173	892,147	(260,450)	(302,066)	(562,516)	329,631

2010/2011	Employee	Other service	Total Expenditure	Fees, charges	Government	Total	Net
	expenses	expenses		& other service	grants	Income	
	£000	£000	£000	income	£000	£000	£000
Adult Care Operations	20,963	116,063	137,026	(27,521)	(2,639)	(30,160)	106,866
Adult Care Commissioning	2,658	2,002	4,660	(95)	(63)	(158)	4,502
Communities, Libraries, Heritage & Arts	6,782	4,475	11,257	(1,055)	(491)	(1,546)	9,711
Strategic Housing	2,286	1,321	3,607	(775)	(302)	(1,077)	2,530
Neighbourhood Services	13,207	20,561	33,768	(15,112)	(2,231)	(17,343)	16,425
Children & Families	17,595	21,473	39,068	(857)	(3,240)	(4,097)	34,971
Schools & Learning	21,751	70,623	92,374	(5,943)	(75,549)	(81,492)	10,882
Children's Services Commissioning & Performance	238,394	67,810	306,204	(42,206)	(262,234)	(304,440)	1,764
Policy, Performance & Partnership	442	17	459	(4)	0	(4)	455
Finance	10,099	138,843	148,942	(134,109)	(7,066)	(141,175)	7,767
Legal & Democratic	5,644	(623)	5,021	(735)	0	(735)	4,286
Communications	1,211	894	2,105	(27)	(6)	(33)	2,072
HR & Organisational Development	3,267	(77)	3,190	(136)	(191)	(327)	2,863
Business Services	15,647	18,768	34,415	(4,659)	(5)	(4,664)	29,751
Transformation Programme	895	14,414	15,309	(3,232)	(5)	(3,237)	12,072
Economy and Enterprise	3,722	2,598	6,320	(819)	(415)	(1,234)	5,086
Development Services	5,809	1,312	7,121	(4,962)	0	(4,962)	2,159
Strategic Services, Highways and Transport	4,469	31,702	36,171	(3,213)	(4,804)	(8,017)	28,154
Waste	6,064	23,622	29,686	(2,899)	(17)	(2,916)	26,770
Public Health & Protection	5,019	1,260	6,279	(1,283)	1,956	673	6,952
Digital Inclusion	0	0	0	0	0	0	0
Corporate Directors	1,634	753	2,387	(64)	0	(64)	2,323
Corporate	14,139	18,491	32,630	(4,603)	(800)	(5,403)	27,227
Total General Fund Budget	401,697	556,302	957,999	(254,309)	(358,102)	(612,411)	345,588
HRA Budget	2,352	16,313	18,665	(18,636)	(29)	(18,665)	0
TOTAL EXPENDITURE	404,049	572,615	976,664	(272,945)	(358,131)	(631,076)	345,588

The comparative figures for 2010/2011 have been restated to reflect the new reporting structures in place in 2011/2012. This has resulted in some minor amendment to individual subtotals, however the overall total expenditure is unchanged.

Reconciliation of Service Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement

This reconciliation shows how the figures in the analysis of service income and expenditure relate to the amounts included in the Comprehensive Income and Expenditure Statement.

	2011/2012
	£000
Net expenditure in the Service Analysis	329,631
Net expenditure of services and support services not included in the analysis	0
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis	197,468
Amounts included in the Analysis not included in the Comprehensive Income and Expenditure Statement	18,117
Cost of Services in Comprehensive Income and Expenditure Statement	545,216

Reconciliation to Subjective Analysis

This reconciliation shows how the figures in the analysis of directorate income and expenditure relate to a subjective analysis of the Surplus or Deficit on the Provision of Services included in the Comprehensive Income and Expenditure Statement.

	Department Analysis	Services and Support Services not in Analysis	Amounts not reported to management for decision making	Amounts not included in I&E	Allocation of Recharges	Cost of Services	Corporate Amounts	Total
	£000	£000	£000	£000	£000	£000	£000	£000
Fees, charges & other service income	(240,903)	0	0	0	(7,973)	(248,876)	0	(248,876)
Interest and investment income	0	0	0	1,896	0	1,896	(2,036)	(140)
Income from council tax	0	0	0	0	0	0	(239,321)	(239,321)
Government grants and contributions	(302,066)	0	0	35,196	(763)	(267,633)	(181,293)	(448,926)
Total Income	(542,969)	0	0	37,092	(8,736)	(514,613)	(422,650)	(937,263)
Employee expenses	337,519	0	(4,376)	0	28,955	362,098	9,556	371,654
Other service expenses	535,081	0	21,628	6,469	32,939	596,117	10,667	606,784
Support Service recharges	0	0	0	0	(59,477)	(59,477)	0	(59,477)
Depreciation, amortisation and impairment	0	0	62,356	(3,646)	6,319	65,029	0	65,029
HRA Self Financing Settlement	0	0	118,810	0	0	118,810	0	118,810
Interest Payments	0	0	(950)	(21,798)	0	(22,748)	0	(22,748)
Precepts & Levies	0	0	0	0	0	0	0	0
Payments to Housing Capital	0	0	0	0	0	0	12,733	12,733
Receipts Pool	0	0	0	0	0	0	489	489
Gain or Loss on Disposal of Fixed Assets	0	0	0	0	0	0	60,251	60,251
Total expenditure	872,600	0	197,468	(18,975)	8,736	1,059,829	93,696	1,153,525
Surplus or deficit on the provision of services	329,631	0	197,468	18,117	0	545,216	(328,954)	216,262

In order to convert the regular budget monitoring reports taken to Cabinet into the proper statutory format required for the comprehensive income and expenditure statement in the statement of accounts, certain technical adjustments are required. A breakdown of the amounts not reported to management for decision making is included in the following table.

	2011/2012
	£000
Adjustments relating to Pensions reporting	(12,239)
Adjustments relating to Accumulated Absences	7,863
Adjustments relating to contributions to Capital Expenditure	21,628
Adjustments relating to Capital Depreciation and Impairments	62,356
Adjustments relating to HRA Self Financing	118,810
Adjustments relating to PFI schemes	(950)
Total amounts not reported to management for decision making	197,468

Note 11 Exceptional item - HRA Self Financing Settlement

Under the Localism Bill the system of annual subsidies controlled by Central government for the HRA was replaced by a Self financing regime running from April 2012. This meant a payment of £118.810 million was made during March 2012 as a one off settlement amount to replace the previous annual subsidy payments.

As the payment of this sum is unique and is not part of the day to day running of the Council this has been separately disclosed on the face of the Comprehensive Income and Expenditure Statement and has been disclosed separately throughout the statement and notes to the accounts as an exceptional item.

Under the Localism Bill the system of annual subsidies controlled by Central Government for the HRA was replaced by a Self financing regime running from April 2012. For Wiltshire Council this new system replaced the need to pay a negative subsidy to the government of more than £8 million per year by making a one off £118 million debt settlement payment to government during March 2012. From April 2012 moving forwards, the HRA has more control of its spending and can use the full amount of rents collected from tenants within the HRA.

The payment of £118 million was financed by borrowing the sum from the Public Works Loans Board (PWLB) at preferential rates to the HRA. This debt has to be serviced from the rents collected but is much lower than the subsidy it would have had to pay out under the old regime.

Note 12 Material items of income and expense

The main material item in the income and expenditure is the HRA Self Financing Settlement. The payment of this sum is unique and not part of the day to day running of the council, so this has been separately disclosed as an exceptional item on the face of the Comprehensive Income and expenditure and has been disclosed separately throughout the statement and notes to the accounts. More details are included in Note 11.

All other items of material income and expenditure are disclosed in the Comprehensive Income and Expenditure Statement.

Note 13 Other Operating Expenditure

	2011/2012 £000	2010/2011 £000
Parish council precepts	12,733	12,360
Levies	0	0
Payments to the Government Housing Capital Receipts Pool	489	774
Gains/losses on the disposal of non-current assets	60,251	53,350
Total	<u>73,473</u>	<u>66,484</u>

Note 14 Financing and Investment Income and Expenditure

	2011/2012 £000	2010/2011 £000
Interest payable and similar charges	10,667	9,352
Impairment of Investments	(584)	(331)
Interest and investment income	(1,452)	(2,408)
Pension Interest Costs and expected return on pension assets	9,556	18,230
Total	<u>18,187</u>	<u>24,843</u>

Note 15 Taxation and Non Specific Grant Income

The Council received the following income in respect of General Government Grants and Council Tax.

	2011/2012 £000	2010/2011 £000
General Government Grants	(35,197)	(24,740)
Formula Grant including Council Tax Freeze	(109,671)	(102,442)
Council Tax Income	(233,842)	(231,508)
Capital grants and contributions	(41,904)	(72,866)
Total	<u>(420,614)</u>	<u>(431,556)</u>

Council Tax Income includes £219,179,000 for Council Tax Transfer, £1,000,000 for Collection Fund Surplus and £13,663,000 for Parish Council Precepts.

Note 16 Acquired and Discontinued Operations

There are no acquired or discontinued operations in this year.

Note 17 Significant trading services

The Council ran no significant trading services during the year.

Note 18 Agency income & expenditure

Under section 101(l) of the Local Government Act 1972, (LGA 1972), a local authority may arrange for any other local authority to act as its agent and provide services. Wiltshire Council works in close partnership with many different local authorities but has no material amounts of agency income or expenditure.

Note 19 Transport Act 2000

Income and expenditure is split between on-street and off-street sources. The off-street forms part of the General Fund whereas on-street income is required statutorily to be ring-fenced and used solely for transportation expenditure. This note shows the amount received and expended on the on-street account during 2011/2012.

	2011/2012 £000	2010/2011 £000
On Street Parking		
Expendure During the Year	1,230	1,245
Income During the Year	(1,204)	(1,237)
Movement in Year	<u>86</u>	<u>8</u>

Note 20 Pooled Budgets

Partnerships Schemes under S31 Health Act

Joint Procurement Arrangement

An agreement between Primary Care Trusts and Wiltshire County Council established a joint arrangement in 2004/05 in relation to aids and adaptations. The objectives of this joint arrangement are to provide savings associated with having a joint procurement arrangement with a major equipment provider and the resultant efficiencies and economies of scale for Health and Social Services (Department of Children & Education and Department of Community Services) in the use of aids and adaptations.

Although this is a joint arrangement it is not a pooled budget with each party (Wiltshire PCT, Adult Care operations and Children and Families) being financially responsible for the funding of equipment costs associated with their client group.

The PCTs merged on 1 October 2006 and a new S31 agreement exists, replacing the three separate S31 agreements, these are varied on an annual basis to reflect any changes within the arrangements. The budget is administered by Wiltshire Council (previously Wiltshire County Council) on behalf of the Wiltshire PCT.

In 2011/2012 Wiltshire Council had expenditure of £1.074 million and Wiltshire PCT had expenditure of £1.937 million. The total joint arrangement spend was £3.011 million.

Intermediate Care

In 2006/07 an Intermediate Care S31 Agreement was put in place from 1st April 2006 with regards to Community Support Workers with the Primary Care Trust. This is not based upon a monetary contribution, but a number of staff to work with health in a joint arrangement capacity. This arrangement ceased on the 2nd October 2011 when the Wiltshire Council employees working as part of this arrangement were TUPE transferred to the new Help to Live at Home lead providers. A buy back arrangement now exists where the PCT are able to purchase support time from these providers under a revised agreement. Staffing costs for the period prior to the transfer totalled 0.367m whilst the amount of support purchased under the new agreement from the 3rd October 2011 totalled 0.292m.

Note 21 Members' Allowances

The Authority paid the following amounts to members of the council during the year.

	2011/2012 £000	2010/2011 £000
Allowances	1,551	1,581
Expenses	100	111
Total	1,651	1,692

Note 22 Officers' Remuneration

The Council is required to disclose the number of employees who received taxable remuneration from Wiltshire Council in excess of £50,000 for the year. These figures include Wiltshire Council employees as well as teaching and non-teaching employees employed directly by Wiltshire Council Schools.

Remuneration Band £	2011/2012	2010/2011
	No. Employees	No. Employees
50,000-54,999	147	165
55,000-59,999	110	116
60,000-64,999	46	60
65,000-69,999	12	35
70,000-74,999	13	34
75,000-79,999	12	19
80,000-84,999	5	11
85,000-89,999	5	8
90,000-94,999	6	13
95,000-99,999	1	4
100,000-104,999	1	2
105,000-109,999	1	4
110,000-114,999	0	0
115,000-119,999	0	1
120,000-124,999	0	6
125,000-129,999	1	3
130,000-134,999	3	4
Other bands:		
195,999-199,999	0	1
220,000-224,999	1	0
310,000-314,999	1	0
TOTAL	365	486

Notes:

Officers' remuneration includes compensation for loss of office (redundancy).

2011/2012 Remuneration for Senior Employees - Salary is £150,000 or more per year
(Included in Officer's Remuneration Bandings)

Post Holder	Salary (including fees and allowances) £	Bonuses £	Expense Allowances £	Compensation for loss of Office £	Benefits in Kind £	Total Remuneration excluding pension contributions 2011/2012 £	Employers Pension Contributions £	Total Remuneration including pension contributions 2011/2012 £
Chief Executive (subnote A) A Kerr	114,448	0	9,749	187,102	0	311,299	16,851	328,150
	114,448	0	9,749	187,102	0	311,299	16,851	328,150

Subnote A:

A Kerr left Wiltshire Council on 11 November 2011. The annualised salary was £183,000.

2010/2011 Remuneration for Senior Employees - Salary is £150,000 or more per year
(Included in Officer's Remuneration Bandings)

Post Holder	Salary (including fees and allowances) £	Bonuses £	Expense Allowances £	Compensation for loss of Office £	Benefits in Kind £	Total Remuneration excluding pension contributions 2010/2011 £	Employers Pension Contributions £	Total Remuneration including pension contributions 2010/2011 £
Chief Executive A Kerr	183,000	0	15,380	0	0	198,380	27,450	225,830
	183,000	0	15,380	0	0	198,380	27,450	225,830

2011/2012 Remuneration for Senior Employees - Salary is less than £150,000 but equal to or more than £50,000 per year
(Included in Officer's Remuneration Bandings)

Post Holder	Salary (including fees and allowances) £	Bonuses £	Expense Allowances £	Compensation for loss of Office £	Benefits in Kind £	Total Remuneration excluding pension contributions 2011/2012 £	Employers Pension Contributions £	Total Remuneration including pension contributions 2011/2012 £
Corporate Director A	130,556	0	1,238	0	0	131,794	19,583	151,377
Corporate Director B	130,556	0	89	0	0	130,645	19,583	150,228
Corporate Director C	130,556	0	0	0	0	130,556	19,583	150,139
Corporate Director D (subnote B)	93,256	0	1,182	126,165	0	220,603	13,110	233,713
Director of Finance (subnote C)	63,341	0	0	0	0	63,341	9,501	72,842
Director Legal Services and Democratic Representation	88,030	0	0	0	0	88,030	13,204	101,234
Head of Paid Service	85,224	0	0	0	0	85,224	12,784	98,008
	721,519	0	2,509	126,165	0	850,193	107,348	957,541

Subnote B:

Corporate Director D left Wiltshire Council on 9 December 2011. The annualised salary was £126,512.

Subnote C:

The Director of Finance was permanently appointed by Wiltshire Council in September 2011. The annualised salary was £108,585.

Prior to this permanent appointment, the post was filled on an interim basis through an agency arrangement and was therefore not an employee of the Council.

2010/2011 Remuneration for Senior Employees - Salary is less than £150,000 but equal to or more than £50,000 per year

(Included in Officer's Remuneration Bandings)

2010/2011 Remuneration for Senior Employees - Salary is less than £150,000 but equal to or more than £50,000 per year
(Included in Officer's Remuneration Bandings)

Post Holder	Salary (including fees and allowances) £	Bonuses £	Expense Allowances £	Compensation for loss of Office £	Benefits in Kind £	Total Remuneration excluding pension contributions 2010/2011 £	Employers Pension Contributions £	Total Remuneration including pension contributions 2010/2011 £
Director Community Services	130,556	0	86	0	0	130,642	19,583	150,225
Director of Resources	130,556	0	1,391	0	0	131,947	19,583	151,530
Director Children and Education	130,556	0	0	0	0	130,556	19,583	150,139
Director Neighbourhood and Planning	122,477	0	0	0	0	122,477	18,272	140,749
Chief Finance Officer (subnote D)	28,410	0	0	99,248	0	127,658	4,261	131,919
Director Legal Services and Democratic Representation	85,224	0	464	0	0	85,688	12,784	98,472
	627,779	0	1,941	99,248	0	728,968	94,066	823,034

Subnote D:

The Chief Finance Officer left Wiltshire Council on 1 August 2010. The annualised salary was £85,224.

An Interim Chief Finance Officer was appointed in October 2010 through an agency arrangement and was therefore not an employee of the Council during 2010/2011.

Exit Packages

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

Exit Package Cost Band (including special payments) £	Number of Compulsory Redundancies		Number of Other Departures Agreed		Total Number of Exit Packages by Cost Band		Total Cost of Exit Packages in Each Band	
	2010/2011	2011/2012	2010/2011	2011/2012	2010/2011	2011/2012	2010/2011 £	2011/2012 £
0-20,000	45	49	81	250	126	299	970,864	2,070,654
20,001-40,000	10	5	96	71	106	76	3,173,458	1,994,927
40,001-60,000	3	0	32	19	35	19	1,702,840	920,095
60,001-80,000	4	0	10	4	14	4	984,103	265,397
80,001-100,000	4	0	10	2	14	2	1,255,647	167,341
100,001-150,000	3	0	8	2	11	2	1,298,324	226,372
150,001-200,000	1	0	0	1	1	1	176,808	187,101
Total	70	54	237	349	307	403	9,562,044	5,831,887

Note 23 External Audit Fees

Wiltshire Council incurred the following fees in respect of external audit and statutory inspection, in accordance with the Audit Commission Act 1998

	2011/2012 £000	2010/2011 £000
Fees payable to the Audit Commission with regard to external audit services carried out by the appointed auditor	370	411
Fees payable to the Audit Commission in respect of statutory inspection	0	0
Fees payable to the Audit Commission for certification of grant claims and returns	80	80
Fees payable to the Audit Commission for other services	0	0
Total	450	491

Note 24 Dedicated Schools Grant**Reserves & balances held by schools****Dedicated Schools Grant**

The Council's expenditure on schools is primarily funded by the Dedicated Schools Grant (DSG) which is provided by the Department for Education. DSG is ringfenced and can only be applied to meet expenditure properly included in the Schools Budget as defined in the School Finance (England) Regulations 2011. The Schools Budget includes elements for a range of educational services provided on an authority wide basis and for the Individual Schools Budget, which is divided into budget share for each maintained school.

Details of the deployment of DSG receivable for 2011/2012 are as follows:

	Central Expenditure 2011/2012 £000	Individual Schools Budget 2011/2012 £000	Total 2011/2012 £000	Total 2010/2011 £000
Final DSG for 2011/2012	36,298	198,949	235,247	249,722
Brought forward from 2010/2011 (overspend)	0	0	0	(4,329)
Carry forward to 2010/2011 agreed in advance	1,043	1,930	2,973	96
Agreed budget distribution	37,341	200,879	238,220	245,489
Actual Central expenditure	34,687	0	34,687	33,375
Actual ISB deployed to schools	0	200,879	200,879	209,141
Local authority contribution from 2011/2012	0	0	0	0
Carried forward to 2012/2013 (underspend)	(2,654)	0	(2,654)	(2,973)

Note 25 Grant Income

The Council credited the following grants, contributions and donations to the Comprehensive Income and Expenditure Statement in 2011/2012:

	2011/2012 £000	2010/2011 £000
Credited to Taxation and Non Specific Grant Income		
General Government Grants	(35,197)	(24,740)
Non-Domestic Rate Pool Redistribution	(109,671)	(102,442)
Total	(144,868)	(127,182)
Credited to Services		
Dedicated Schools Grant	(235,247)	(245,394)
Pupil Premium Grant	(5,881)	0
Standards Fund	0	(26,506)
Learning & Skills Council	(11,106)	(22,015)
Sure Start & Early Years	0	(12,282)
PFI	(3,978)	(3,978)
Schools Standards Grant	0	(13,882)
Benefits Admin Grant	0	(2,855)
Other Grants	(17,828)	(32,176)
Other Contributions	(5,052)	(15,399)
Donations	(1,379)	(2,416)
Total	(280,471)	(376,903)
Total Grants, Contributions & Donations	(425,339)	(504,085)

Since 2010/2011, there have been a number of changes to funding streams from central government. This includes reclassification of some grants and cessation of other. Therefore there are significant changes to figures included above compared to previous years.

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

	31 March 2012 £000	2010/2011 £000
Revenue Grants to be returned (Creditor)		
Other Grants	0	(49)
Total	0	(49)

	31 March 2012 £000	2010/2011 £000
Revenue Grants Receipts in Advance		
Community Transport Grant	(241)	0
New Homes Bonus Grant	(372)	0
Potholes funding	0	(3,741)
Other Grants	0	(25)
Total	(613)	(3,766)

	31 March 2012 £000	2010/2011 £000
Capital Grants Receipts in Advance		
Other Capital Grants	0	(11)
Other Capital Contributions	0	(50)
Total	0	(61)

Note 26 Related Parties

The Council is required to disclose material transactions with related parties. Related parties are persons or entities that are related to Wiltshire Council. A related party transaction is a transfer of resources or obligations between a reporting entity (Wiltshire Council) and a related party, regardless of whether a price is charged. Related party transactions exclude transactions with any other entity that is a related party solely because of its economic dependence on the authority or the government of which it forms part.

UK Central Government has significant influence over the general operations of the Council. It is responsible for providing the statutory framework within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. council tax bills, housing benefits). Grants received from government departments are set out in the subjective analysis in Note 10 on reporting for resources allocation decisions. Grant receipts outstanding at 31 March 2012 are shown in Note 25.

Members of the Council have direct control over the Council's financial and operating policies. The total of Members' Allowances paid in 2011/2012 is shown in note 21. If a Member declares an interest in a transaction which involves the Council, these transactions are recorded in the Register of Members' Interests, open to public inspection at County Hall, Trowbridge.

Officers – under the requirements of the Local Government Act 2000, the Council has developed a Code of Conduct for officers and established a Register of Officers interests. This Register of interests has been reviewed and no material transactions have been discovered.

Wiltshire Pension fund – In 2011/2012 the Council charged the fund £0.952 (£0.947 million in 2010/2011) for expenses incurred in administering the fund.

During 2011/2012 various Wiltshire Council Councillors were also members of parish or town councils, police bodies and other bodies. Significant payments made to these bodies by Wiltshire Council are listed below:

	2011/2012	2010/2011
	£000	£000
Age Concern	154	160
Amesbury Town Council	69	27
Calne Leisure Centre	71	76
Calne Town Council	45	109
Chippenham Town Council	61	43
Devizes Town Council	160	30
Durrington Town Council	196	0
Environment Agency	577	592
Jephson Housing Association	993	1,231
Lady Margaret Hungerford Charities	0	21
Malmesbury Town Council	29	0
Marlborough Town Council	35	0
Minerva Travel	23	0
Salisbury and South Wiltshire Museum	0	20
Salisbury Arts Council	104	0
Salisbury City Council	564	340
Salisbury NHS Trust	104	158
Salisbury Playhouse	155	155
Sarsen Housing Association	12,442	0
Selwood Housing Association	15,631	15,818
South West Council	61	0
The Great Bustard Group	23	0
Trowbridge Community Area Future	37	0
Trowbridge Town Council	147	179
Tycos Electronics	93	0
Warmminster Town Council	146	0
Westbury Town Council	131	21
Westlea Housing Association	10,883	16,094
Wiltshire and Berkshire Canal Trust	0	24
Wiltshire Blind Association	0	29
Wiltshire and Swindon Fire Authority	46	45
Wiltshire Police Authority	372	1,235
Wiltshire Wildlife Trust	784	736
Wootton Bassett Town Council	33	0
Total	44,169	37,143

There were no amounts owed to the bodies disclosed above at 31 March 2012 that exceeded £6,000 per body (these amounts are included in Short Term Creditors in the Balance Sheet).

BALANCE SHEET NOTES RELATING TO CAPITAL**Note 27 Property, Plant and Equipment (PPE)**

	Council Dwellings & Garages in/land £000	Other Land & Buildings £000	Vehicles, Plant and Equipment £000	Infra-structure £000	Community Assets £000	Assets under Construction £000	Surplus Assets £000	Total Property, and Plant & Equipment £000	PFI included in FPE £000
Cost or Valuation									
Opening Balance 1 April 2011	235,522	648,048	146,669	260,877	7,086	56,024	3,912	1,358,138	54,564
Additions	6,535	14,463	18,190	14,901	20	17,305	0	71,414	
Other Acquisitions	0	0	0	0	0	0	0	0	
Derecognition - Disposals	(206)	(2,128)	(199)	(13)	0	0	0	(2,546)	
Derecognition - Other		(58,607)	(6,354)					(64,961)	
Revaluation increases recognised in the Revaluation Reserve	12,571	12,860	1,881	0	0	0	0	27,312	850
Revaluation decreases recognised in the Revaluation Reserve	0	(3,524)	(24)	0	(10)	0	0	(3,558)	
Category Adjustments	31,821	34,112	(26,679)	6,343	0	(46,676)	0	(1,079)	
At 31 March 2012	286,243	645,224	133,484	282,108	7,096	26,653	3,912	1,384,720	55,414
Depreciation and Impairments									
Opening Balance 1 April 2011	(76,616)	(220,943)	(28,631)	(37,855)	(740)	0	(4)	(364,789)	(2,928)
Depreciation	(5,673)	(11,473)	(22,234)	(4,837)	0	0	0	(44,217)	(1,072)
Depreciation written out to the revaluation reserve									
Depreciation written out to the surplus/ deficit on the provision of services									
Impairment losses recognised in the surplus/deficit on provision of services	0	(13,503)	(152)	(118)	0	0	0	(13,773)	0
Derecognition - Disposals	0	0	0	0	0	0	0	0	0
Derecognition - Other	0	0	0	0	0	0	0	0	0
Category Adjustments	0	0	0	0	0	0	0	0	0
At 31 March 2012	(82,289)	(245,919)	(51,017)	(42,810)	(740)	0	(4)	(422,779)	(4,000)
Net Book Value at 31 March 2012	203,954	399,305	82,467	239,298	6,356	26,653	3,908	961,941	51,414
Net Book Value at 31 March 2011	158,906	427,105	118,038	223,022	6,346	56,024	3,908	993,349	51,636

Note 28 Information about Depreciation Methodologies

All depreciation applied is on a straight line basis using the following standard useful lives, unless the useful economic life is reviewed downwards by the external valuer;

- Council Dwellings. These are depreciated over a useful life of 30 years;
- Other Land and Buildings, Garages and Buildings are depreciated over a useful life of 50 years with the remaining useful life given by the valuers. Land is not depreciated;
- Vehicles, Plant etc. These are depreciated over a standard period of 5 years. The only exception being services of buildings which are depreciated on the remaining useful life given by the valuers;
- Community Assets, Assets under Construction and Non Operational Assets. These are not depreciated.
- Infrastructure. These are depreciated over a useful life of 60 years.

The total depreciation charged to tangible Property Plant and Equipment fixed assets for 2011/2012 is £44,217,014.

Note 29 Capital Expenditure and Capital Financing

Below is the financing of the year's capital expenditure on fixed assets and revenue expenditure funded from capital under statute. This shows the councils overall capital financing requirement for General Fund and HRA – the underlying amount of borrowing the council has incurred on its capital investment. In 2011/2012 there is the additional amount of capital expenditure in relation to the HRA Self Financing Settlement.

Financing of capital expenditure

	31 March 2012		31 March 2011	
	£000	£000	£000	£000
Opening Capital Financing Requirement		320,428		299,546
Recalculated CFR adjustment				(18,450)
Capital Investment				
Plant Property & equipment Assets	71,414		91,785	
Investment Properties	278		232	
Intangible assets	686		1,781	
HRA self financing Settlement	118,810		0	
Revenue Expenditure Funded from Capital under Statute	23,449		20,806	
		214,637		114,604
Sources of Finance				
Government Grants and Other Contributions	(53,081)		(52,619)	
Capital Receipts	(5,597)		(8,493)	
Transfer from Capital Reserve	0		(500)	
Assets purchased through Revenue	(3,149)		(2,015)	
Minimum Revenue Provision	(10,857)		(9,507)	
Voluntary Revenue Provision	(418)		(670)	
Minimum Revenue Provision - PFI Schemes	(931)		(850)	
Minimum Revenue Provision - Finance leases	(19)		(618)	
		(74,052)		(75,272)
Closing Capital Financing Requirement		461,013		320,428
Explanation of Movements in the Year				
Increase / (decrease) in underlying need to borrow		21,775		39,332
HRA self financing Settlement		118,810		0
Increase / (decrease) in Capital Financing Requirement		140,585		39,332

Note 30 Fixed Asset Valuation

Assets classified as Land & Buildings, excluding County Farms, are revalued as part of the Council's rolling programme for the revaluation of fixed assets. The valuations are carried out by an external valuer, GVA Grimley, Chartered Surveyors.

All County Farms are revalued every 4 years by an external valuer. In 2008/09 Smiths Gore, Chartered Surveyors carried out this revaluation.

The basis for valuation is set out in the statement of accounting policies.

The revaluation exercise undertaken during 2010/2011 comprised the vast majority of all the council's Property assets (excluding the Farms valuation). A new rolling programme of assets to be revalued has begun in 2011/2012. The assets revalued during 2011/2012 include Offices, Stores and Depots, Leisure Centres, Youth Centres, Libraries, as well as the Investment Estate and any new assets acquired during 2011/2012. All other assets will be revalued over the coming years as part of the rolling programme but have been revalued within the maximum 5 year rolling programme as dictated in the code of practice. The authority is not aware of any material change in the value of the remaining assets that were not revalued in 2011/2012.

The following table shows the split of the certified valuations for Property plant and equipment across the financial years;

	Council Dwellings & Garages	Other Land & Buildings	Vehicles, Plant and Equipment	Infra-structure	Community Assets	Assets under Construction	Surplus Assets	Total Property, and Plant & Equipment
	£000	£000	£000	£000	£000	£000	£000	£000
Valued at historical cost		14,586	75,214	239,023	6,315	26,653		361,791
Valued at current value in:								
2011/2012	199,945	87,976	7,253	275	41		2,908	298,398
2010/2011		233,470					1,000	234,470
2009/2010		54,468						54,468
2008/2009	4,009	8,805						12,814
2007/2008								0
Book Value at 31 March 2012	203,954	399,305	82,467	239,298	6,356	26,653	3,908	961,941

Schools Assets

In line with the new IFRS and the previous SORP guidance, the authority has reviewed the treatment of schools assets in the statement of accounts. The authority now only recognises Community School assets in the Balance Sheet. All property assets in relation to Foundation, Voluntary Controlled and Voluntary Aided schools were removed from the balance sheet in 2010/2011. In addition during the year a number of schools have become Academy schools so their assets have been removed from the balance sheet which is shown as a derecognition in the note for Property plant and equipment above.

Components and effect on depreciation

The authority complies with the IFRS requirement to componentise its Property assets. Components have been applied to material items in PPE in accordance with the IFRS Code of practice.

Components of assets were introduced during 2010/2011. The aim of this additional requirement is to disclose the major component parts of an asset and show the individual value of each component separately to build up the total value of the asset. For example if a lift or similar services of an asset are of a material size then they need to be shown separately.

In previous years the only requirement was for a valuer to give the total value of a building, not the individual value of the components that make up the building. In order to not split the assets down into too much detail, guidance from CIPFA recommends setting a de-minimis policy for size of assets to be componentised and the size of the individual components.

In order to meet these new requirements of the code, Wiltshire Council commissioned GVA Grimley as part of the valuations of assets exercise to also componentise Wiltshire's assets into their constituent parts. A de-minimis policy was set where the individual components and the size of the asset has to be over £2 million to be disclosed as a separate component.

Following on from this all assets over £2 million were split into the following components and disclosed in the balance sheet and fixed assets notes;

- Structure – the fabric of the building
- Services – Lifts and other electrical or other services
- Fittings – internal fittings, Kitchens, doors etc
- Externals – landscaping, car parking etc

In addition all the remaining useful lives were reassessed accordingly by the external auditors. The result of this has meant we are now showing services separately from the structure within the plant and equipment, and services typically have a considerably shorter remaining useful life than the structure of the building, the overall depreciation charge has risen considerably from £23.8 million to £44.2 million.

As this is a large change from the previous year this note has been added to show the effect of componentisation on the fixed asset accounts.

Note 31 Impairment Losses

A breakdown of the impairment losses charged to Property, Plant and Equipment by asset class are detailed in note 27.

Note 32 Capitalisation of Borrowing Costs

The Council has not capitalised any borrowing costs in the year.

Note 33 Construction Contracts

The authority is not constructing any assets on behalf of other bodies. Below is a list of projects that are currently being undertaken by contractors building assets for the council, with the outstanding contract value as at the balance sheet date.

Description	2011/2012 £000	2010/2011 £000
Melksham Oak School	0	819
Other School construction projects	1,647	4,472
Wellington Academy	426	3,136
Salisbury Exeter house special school	3,033	0
Highways	9,000	9,000
Workplace Transformation Programme	6,920	0
Total	21,026	17,427

In addition to the above signed contracts, budget has been approved but contracts have not, as at 31 March 2012, been let to rebuild Sarum Academy School. Contracts for this scheme were signed during May 2012 for a £17.5 million scheme on the site.

Note 34 Heritage Assets

Heritage assets are a new classification of assets that must be recorded separately on the balance sheet for the 2011/2012 Statement of Accounts, or disclosed in a note to the accounts if the cost of obtaining a valuation exceeds the benefit to the users of the accounts. The definition of Heritage assets are assets with historical, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture.

Typical examples of Heritage assets would include works of art, statues, archaeological sites, military or scientific equipment. Historical buildings kept solely for their historical purpose would also count as heritage assets unless they were being used for operational purposes.

Unlike many other authorities Wiltshire Council does not have extensive Museum collections as most of the museums in the county are owned by other bodies. Therefore the authority does not have a vast collection of art to catalogue and bring onto the balance sheet with a value.

The items that have been identified as heritage assets are disclosed below as required by the code

White horse near Westbury

The White Horse in Westbury, a chalk cutting in the hill above Westbury has been in existence for over three hundred years and is owned and maintained by the council and so is kept for historical purposes. As it is not possible to remove or sell the asset therefore a value has not been obtained. As it is such a specialised asset it would not be possible or relevant to put a value on this asset. Therefore this asset has been disclosed in this note only.

East Grafton Wilton Windmill

This windmill built in 1821 is held for historic purposes being managed by the Wilton Windmill Society. As a specialised grade II listed building with a major need for ongoing repairs it is felt that it would have minimal

value and the cost of obtaining the valuation would far exceed the benefit to the users. Therefore this asset has been disclosed in this note only.

County Hall Members rooms art

There is a small collection of items held in the members rooms at County Hall. These include various portraits and landscapes, as well as a stuffed Bustard in a stand. These are not on public display but are kept for artistic reasons. These have been valued for insurance purposes in the past with values individually not exceeding £1,500 per item. The total value of these items is not material, nor is there a benefit to the user of the accounts in obtaining updated valuations. Therefore these items have been disclosed in this note only.

Other items of historical interest

There are a small number of other art works in the council including; a modern art piece (the Leaf) in Bourne Hill, Salisbury; historical books and some paintings in Urchfont, various statues in parks and open spaces across the county. These items have been investigated and it is felt the cost of obtaining valuations far exceeds the benefit to the users in all these cases. Therefore these items are disclosed in this note only.

Note 35 Leases

Finance leases

A finance lease is a lease that transfers substantially all the risks and rewards of ownership of an asset to the lessee. Under the new IFRS regime the tests for classifying a finance lease has changed, so for 2010/2011 a full examination of the council's leases was undertaken. This resulted in all the property leases the council was previously classifying as Finance leases being reclassified to Operating leases. It has also meant that some leases the council was classifying as operating leases in respect of Vehicles have now been reclassified as finance leases.

A summary of the position and a breakdown of the rentals paid in 2011/2012 and future obligations in respect of finance leases are listed below:

Future finance lease payments	Principal £000
Amounts payable in 2012/13	15
Amounts payable between 2013/14 & 2016/17	14
Amounts payable in 2017/18 and after	0
	29
Balance sheet value Plant & equipment	26

Finance Lease payments in 2011/12	Principal £000	Interest £000	Total £000
Land and Buildings	19	0	19

Operating leases

An operating lease is a lease that is not a finance lease (see above) and includes vehicles and other equipment particularly in schools. Rentals paid in respect of operating leases and future obligations for operating leases are listed below:

Operating Lease payments in 2011/12	2011/2012
	£000
Plant, vehicles and equipment	1120
Operating lease payments due in future years	2011/2012
	£000
Amount due in 2012/2013	866
Amounts due in between 2013/2014 and 2017/2018	847
Amounts due after 2018/2019	6
	1,719
Asset Class	
Plant, vehicles and equipment	1,719

Leases held as investments

The Council does not receive income from finance leases or hire purchase contracts and has not acquired any assets for the purpose of letting under finance leases.

Note 36 Long Term Contracts including Private Financing Initiatives (PFI)

The total amount held in long term contracts (including PFIs) is in the following table.

	North Wilts Schools PFI £000	Monkton Park Former PFI £000	Total Long term contracts £000
Balance outstanding at 1 April 2011	30,966	10,462	41,428
Payments during the year to reduce capital liability	(613)	(318)	(931)
Liability outstanding 31 March 2012	<u>30,353</u>	<u>10,144</u>	<u>40,497</u>

North Wiltshire Schools PFI & additional 6th form units.

Introduction

In October 2000 the Council entered into a Private Finance Initiative (PFI) with White Horse Education Partnership (WHEP) to procure three new secondary schools. WHEP are responsible for maintaining and operating the facilities for 30 years from the date the first school became operational in March 2002.

Accounting treatment

The Accounting treatment in 2011/2012 follows the same process as in 2010/2011, i.e. to reflect the PFI as an on balance sheet PFI.

In 2011/2012 as in previous years, an estimate of the amount of the element of PFI payments that relates to repaying the finance liability has been made and taken from the net cost of services. In order to mitigate the effect of this on the general fund balances an equal charge for the additional Minimum Revenue Provision incurred has been made.

Funding

The funding for the annual PFI payment comes from the Council's own resources and a special government grant called a PFI credit. Over the life of the PFI project, the Council will receive PFI credits of £107 million (these relate to the main school buildings only not the sixth form units), which are credited to the revenue account in the year that they are received.

PFI Smoothing Fund Earmarked Reserve

This represents the excess of government grant over expenditure to date in respect of the Schools PFI. This is being carried forward to meet future years' commitments under the PFI contract.

Income and Expenditure

Payments are made to the PFI contractors as monthly unitary payments. These payments are commitments and can vary subject to indexation, reductions for performance and availability failures. Possible future variations to the scheme as elements are added to or taken away from the scheme.

The funding of the unitary payment will come from the individual schools budget, the overall Schools Budget and a special government grant (the PFI credits referred to above).

As at 31 March 2012 payments totalling £49.8 million have been made to the PFI contractor. The future estimated payments the Council will make under the contract are as follows:

	2011/2012 Liability	2011/2012 Interest	2011/2012 Service charges	2011/2012 Total	2010/2011 Total
Period	£000	£000	£000	£000	£000
Within 1-5 years	3,881	8,443	15,814	28,138	27,760
Within 6-10 years	5,702	6,140	18,332	30,174	29,620
Within 11-15 years	8,378	2,848	21,252	32,478	31,610
Within 16-20 years	12,310	59	22,717	35,086	33,750
Within 21-25 years				0	7,020
Total	30,271	17,490	78,115	125,876	129,760

Over the life of the PFI project the Council will receive government grants of £107 million.

Monkton Park Offices former PFI Scheme**Introduction**

North Wiltshire District Council entered into a long-term contract for the provision and management of Monkton Park offices. This contract is for a period of 25 years.

Accounting treatment

The Accounting treatment in 2011/2012 follows the same process as in 2010/2011, i.e. to reflect the PFI as an on balance sheet PFI.

As the full PFI contract was terminated in January 2011, only the loan associated with the capital and interest cost of building Monkton Park still has to be repaid to the Bank rather than to the former PFI joint vehicle.

Income and Expenditure

The expenditure payable from 12 January 2011 onwards is the amount required for capital and interest only. Under the terms of the contract this amount increases by RPI plus 1% each January. The grant or PFI credit received is a fixed sum so an equalisation reserve has been set up to smooth this increase in charges over the contract term.

The availability charge payments required for the remaining years for the contract are set out below: the figures are significantly lower compared to the previous year because, as explained above, the extent of the PFI contract is now more limited as the Facilities management elements of the contract have been terminated.

Period	2011/2012	2011/2012	2011/2012	2010/2011
	Liability £000	Interest £000	Total £000	Total £000
Within 1-5 years	1,921	4,619	6,540	6,180
Within 6-10 years	2,563	5,204	7,767	7,340
Within 11-15 years	3,343	5,882	9,225	8,720
Within 16-20 years	1,512	2,506	4,018	3,930
Within 21-25 years	0	0	0	0
Total	9,339	18,211	27,550	26,170

Note 37 Investment Property

Investment Properties are assets that are held solely to earn rentals or for capital appreciation. The following items of income and expense have been accounted for in relation to running the investment property estate. These items are shown in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

	2011/2012 £000	2010/2011 £000
Rental income from investment property	(2,097)	(2,137)
Direct operating expenses arising from investment properties	552	425
Net Gain/Loss	(1,545)	(1,712)

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

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

	2011/2012 £000	2010/2011 £000
Balance at start of the year	32,692	41,891
Additions:		
Purchases		
Construction		
Subsequent expenditure	278	232
Disposals	0	(10)
Gains from fair value adjustments	1,362	8,536
Losses from fair value adjustments	(2,996)	(18,138)
Transfers:		
to/from Inventories		
to/from Property, Plant and Equipment	(1,646)	181
Other changes		
Balance at end of the year	29,690	32,692

Note 38 Intangible Assets

The Authority accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The intangible assets include both purchased licenses and internally generally software.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the Authority. The useful lives assigned to the major software suites used by the Authority along with the carrying amounts are:

	Carrying amount		Remaining Amortisation Period
	31 March 2012 £000	31 March 2011 £000	
SAP Finance/HR/Payroll system	4,631	6,947	2 years
Workplace transformation IT software	1,175	1,298	5 years
Other items of software	923	348	1 - 3 years
Total	6,729	8,593	

The carrying amount of intangible assets is amortised on a straight-line basis. The amortisation of £2.794m charged to revenue in 2011/2012 was charged to the IT Administration cost centre and then absorbed as an overhead across all the service headings in the Net Expenditure of Services. It is not possible to quantify exactly how much of the amortisation is attributable to each service heading.

All amortisation applied to Intangible assets is on a straight line basis over 5 years.

	2011/2012 Purchased Software Licences £000	2010/2011 Purchased Software Licences £000
Gross carrying amounts	15,132	13,351
Accumulated amortisation	(6,539)	(4,034)
Net Carrying amount	8,593	9,317
Additions:		
Purchases	686	1,781
Amortisation for the period	(2,794)	(2,505)
Other changes	244	0
Net carrying amount at end of year	6,729	8,593
Comprising:		
Gross carrying amounts	16,062	15,132
Accumulated amortisation	(9,333)	(6,539)
	6,729	8,593

Note 39 Assets held for Sale

The Council held the following amounts as assets held for sale as at 31 March 2012. The definition of an asset held for sale is one that is readily available for sale, the planned sale will occur within 12 months and that the property is being actively marketed. The following assets meet this criteria. The council has an ambitious asset disposal programme but the majority of the current planned disposals are anticipated to be realised during 2013/14 or later in the programme. The council does also recognise Surplus assets within Property Plant & Equipment where assets are not in use but are not currently planned to be disposed of.

	2011/2012 £000	2010/2011 £000
Balance at start of the year	0	0
Assets newly classified as held for sale		
Property, Plant and Equipment	2,480	0
Balance at end of the year	2,480	0

OTHER NOTES TO BALANCE SHEET

Note 40 Long Term Debtors

	2011/2012 £000	2010/2011 £000
Mortgages	1,334	1,492
Long Term Loans to Staff	22	34
Other Long Term Loans	850	853
Total Long Term Debtors	2,206	2,379

Note 41 Short Term Debtors

These represent sums owed to the Council for supplies and services provided before 31 March 2012 but not received at that date.

	2011/2012 £000	2010/2011 £000
Other Local Authorities	3,403	2,222
Government Departments	17,478	11,229
NHS Bodies	2,749	2,957
Business Rates and Local Taxation	10,764	9,315
Tenants	1,223	887
Sundry Debtors	20,926	25,819
Payments in Advance	12,504	11,157
Total Debtors	69,047	63,586
Less: provision for bad debts		
General Fund debtors	(5,347)	(4,372)
Housing Rent arrears	(816)	(663)
Council Tax arrears	(2,326)	(2,086)
Total Bad Debt provisions	(8,489)	(7,121)
Net Debtors	60,558	56,465

Note 42 Cash and Cash Equivalent

This consists of the value of imprest accounts used by County Council establishments for small purchases and the bank accounts of locally managed schools.

	2011/2012 £000	2010/2011 £000
Cash & Bank	183	179
PFI Sinking Fund	1,499	1,499
Schools' bank accounts	23,973	25,665
HSBC Overnight Account		400
	25,655	27,743

Note 43 Short Term Creditors

These represent sums owed by the Council for supplies and services received before 31 March 2012 but not paid for at that date, or provisions created in accordance with the accounting policies.

	2011/2012 £000	2010/2011 £000
Other Local Authorities	(2,289)	(2,278)
Government Departments	(7,212)	(8,372)
NHS Bodies	(1,874)	(1,760)
Sundry Creditors	(69,259)	(61,648)
Receipts in Advance	(9,211)	(13,009)
Accumulated Absences	(24,926)	(17,062)
	(114,771)	(104,129)

Note 44 Bank Overdraft

The Council main bank accounts show a cash overdrawn position of £4.863 million at 31 March 2012 (31 March 2011: £6.116 million). This is largely due to is due to unrepresented cheques and BACS payments and uncleared cheques deposited on 31 March 2012 as well as other timing differences.

Note 45 Provisions

Provisions are required for any liabilities of uncertain timing or amount that have been incurred. These should be recognised where the council has a present obligation as a result of a past event, that it is probable (i.e. the event is more likely than not to occur) a transfer of economic benefits will be required to settle the obligation and a reliable estimate can be made. If these conditions are not met no provision should be recognised. Amounts set aside for purposes falling outside the definition of provisions should be considered as earmarked reserves.

	Legal Claims	Insurance	Pay Reform	Termination	Land	Carbon	Other	Total
	£000	Claims £000	£000	Benefits £000	Charges £000	Reduction £000	£000	£000
Balance at 1 April 2011	(1,355)	(233)	(1,569)	(1,355)	0	0	(1,008)	(5,520)
Additional provisions made in 2011/2012	(3,040)	(131)		(1,024)	(400)	(525)	(356)	(5,476)
Amounts Used in 2011/2012	522	122	571	1,355			122	2,692
Unused amounts reversed in 2011/2012	456		998				266	1,720
Unwinding of discounting in 2011/2012								0
Balance at 31 March 2012	(3,417)	(242)	0	(1,024)	(400)	(525)	(976)	(6,584)

Legal Claims

The Council has made provisions in respect of legal claims which may become payable by the Council depending on the outcome of a small number of individual cases totalling £3.417m. In order not to prejudice seriously the Council's position in these cases any further information has been withheld from this publication. It is currently expected that all of these claims will be settled during the 2012/2013 financial year.

Insurance Claims

An insurance provision is accounted for when it is probable that a cost will be incurred and a reliable estimate of the cost can be made. The insurance provision for 2011/2012 is made up of 9 claims totalling £0.242 million. The provision levels are set in the following ways:-

- Property Damage. The estimated cost of reinstatement (often supported by an independent contractors repair/replacement estimate) or the actual cost based on replacement/repair invoices presented.
- Personal Injury. Based on the insurers own reserve calculation for the claim. Where insurers are not handling the claim, a 'flat' figure of £10,000 is used.

The 9 claims consisted of a mixture of Public and Employers Liability claims and own Property claims.

The Authority self insures, with the Council meeting the first £0.1 million of each employers and public liability claim and between £0.1 million and £0.250 million for own property claims. There are other risks the Authority does not insure against and examples of these include computer breakdown and loss of computer data, and employment practices. It is currently expected that the all of these claims will be settled during 2012/2013.

Termination Benefits

The Council is required to make a provision where it has demonstrably committed to:

- Terminate the employment of an employee or group of employees before the normal retirement date
- Provide termination benefits as a result of an offer made in order to encourage voluntary redundancy

As at 31 March 2012 the Council was demonstrably committed to terminating the employment of 81 employees at an estimated cost of £1.024 million. It is expected that all cases will be resolved during the first half of the 2012/2013 financial year.

Land Charges

Central Government instructed in July 2010 that as of August 2010, Local Authorities will no longer be allowed to charge a fee for personal searches of the local land charges register as charging a fee does not comply with the Environmental Information Regulations 2004. Where a fee has been charged from January 2005 (when the regulations came into effect) onwards, refunds may be liable, depending on each claims individual circumstances. Financial assistance in the form of a Central Government grant is intended to ease the burden of the potential liabilities that Wiltshire Council and other Local Authorities may incur. Wiltshire Council has estimated the liability to be £400,000.

Carbon Reduction

The Council is required to participate in the Carbon Reduction Commitment (CRC) Energy Efficiency Scheme. This scheme is currently in its introductory phase which will last until 31 March 2014. The authority is required to purchase and surrender allowances, currently retrospectively, on the basis of emissions i.e. carbon dioxide produced as energy is used. As carbon dioxide is emitted (i.e. as energy is used), a liability and an expense are recognised. The liability will be discharged by surrendering allowances. The liability is measured at the best estimate of the expenditure required to meet the obligation, normally at the current market price of the number of allowances required to meet the liability at the reporting date. The estimated liability was calculated as £525,540.

Other Provisions

All other provisions are individually insignificant and are expected to be used during 2012/2013.

Note 46 Borrowing

An analysis of loans by maturity is as follows:

	2011/2012 £000	2010/2011 £000
Short Term Borrowing		
Maturing within 1 year	(2,246)	(2,192)
Long Term Borrowing		
Maturing in 1 to 2 years	(17)	(16)
Maturing in 2 to 5 years	(36,032)	(24,049)
Maturing in 5 to 10 years	(36,810)	(22,000)
Maturing in more than 10 years	(291,002)	(198,940)
Total Maturing over 1 year	<u>(363,861)</u>	<u>(245,005)</u>
Total Borrowing	<u>(366,107)</u>	<u>(247,197)</u>

The total borrowing can be further analysed by lender category:

	2011/2012 £000	2010/2011 £000
Lenders		
Public Works Loans Board	(304,146)	(185,299)
Money Market	(61,961)	(61,898)
	<u>(366,107)</u>	<u>(247,197)</u>

During the year, the Council has borrowed an extra £118.810 million from the Public Works Loans Board in relation to the HRA Self Financing settlement. Please see note 11 for more details.

Note 47 Usable Reserves

Movements in the Authority's usable reserves are detailed in the Movement in Reserves Statement and Note 8.

Reserve	Note	2011/2012 £000	2010/2011 £000
General Fund		(14,145)	(13,926)
Earmarked Reserves	48	(27,549)	(34,559)
Housing Revenue Account Balance		(12,612)	(13,336)
Major Repairs Reserve	49	(791)	(1,143)
Useable Capital Receipts Reserve	50	(1,390)	0
Capital Grants and Contributions		(18,612)	(25,792)
Unapplied Account			
Total Unusable Reserves		(75,099)	(88,756)

Note 48 Transfers to/ from Earmarked reserves

This note sets out the amounts set aside from the General Fund and HRA balances in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund and HRA expenditure in 2010/2011.

Reserve	2010/2011 £000	Movement in 2011/2012 £000	2011/2012 £000
Capital Revenue Reserve	0	0	0
PFI Reserve	(3,151)	0	(3,151)
Insurance Reserve	(4,450)	0	(4,450)
Locally Managed Schools' Balances - to be spent on educational services	(15,981)	2,828	(13,153)
Closed Schools Balances	(68)	68	0
Office Work Place Transformation Reserve	(228)	0	(228)
Sickness Insurance Scheme	0	0	0
Free School Meals Reserve	0	0	0
Libraries Operating Reserves	(51)	0	(51)
Housing Preferred Development Partners	(42)	0	(42)
Criminal Records Bureau system Reserve	(49)	41	(8)
Elections Reserve	(200)	(200)	(400)
Street Lighting Reserve	(100)	0	(100)
Area Board Reserve	(1,200)	617	(583)
Revenue Grants Earmarked Reserve	(9,039)	4,509	(4,530)
Occupational Health System Reserve	0	(20)	(20)
Energy Efficiency Reserve	0	(180)	(180)
Digital Inclusion	0	(153)	(153)
Improving Safeguarding Reserve	0	(500)	(500)
Total	(34,559)	7,010	(27,549)

Note 49 Major Repairs Reserve

The Accounts and Audit Regulations require housing authorities to set up a Major Repairs Reserve and to transfer into it a sum not less than the Major Repairs Allowance. These funds are then available to authorities for capital expenditure on Housing Revenue Account assets. The Major Repairs Allowance is an element of the HRA subsidy.

Major Repairs Reserve

	2011/2012 £000	2010/2011 £000
Transfer to Capital	3,998	2,994
HRA Depreciation	(18,327)	(8,444)
Transfer to HRA	14,681	4,939
Movement in Year	352	(511)
Balance at 1 April	(1,143)	(632)
Balance at 31 March	(791)	(1,143)

As a result of the introduction of International Financial Reporting Standards, components of assets are now accounted for separately. This has given rise to an increase in this year of depreciation from £8.4 million to £18.3 million.

For further information see note 31.

Note 50 Useable Capital Receipts Reserve

	2011/2012		2010/2011
	£000	£000	£000
Amounts Receivable in year			
- disposal of land and buildings	(6,768)		(5,183)
- Other capital receipts	(219)		(295)
- Housing Pooled Capital Receipt	(489)		(774)
		(7,476)	(6,252)
Amounts applied to finance new capital investment in year			
- capital receipts utilised	5,597		8,494
- capital receipts utilised City Area	0		0
- transfer to I&E equal to contribution to Housing Pooled Capital receipt	489		774
		6,086	9,268
Movement in Year		(1,390)	3,016
Balance at 1 April		0	(3,016)
Balance at 31 March		(1,390)	0

Note 51 Unusable Reserves

Reserve	Note	2011/2012	2010/2011
		£000	£000
Revaluation Reserve	52	(144,894)	(132,747)
Capital Adjustment Account	53	(385,446)	(571,974)
Financial Instruments		871	819
Adjustment Account			
Deferred capital receipts		(1,458)	(1,626)
Pensions Reserve	54	377,859	311,423
Collection Fund Adjustment Account		(2,169)	(1,239)
Accumulated Absences Account		24,926	17,062
Total Unusable Reserves		(130,311)	(378,282)

Note 52 Revaluation Reserve

The balance of this account represents the revaluation gains (as certified by its external valuers GVA Grimley) made by the authority arising from increases in the value of its Property, Plant and Equipment assets. The reserve only contains revaluation gains accumulated since 1 April 2007, the date the reserve was created. Accumulated gains prior to this have been consolidated into the balance on the Capital Adjustment account.

Revaluation Reserve	2011/2012		2010/2011
	£000	£000	£000
Revised balance at 1 April		(132,747)	(98,431)
Upward revaluation of assets	(27,312)		(91,681)
Downward revaluations not charged to surplus/ deficit on the provision of services	3,558		44,921
Surplus or deficit on revaluation of non-current assets not posted to surplus/ deficit on the provision of services		(156,501)	(145,191)
Difference between fair value depreciation and historic cost depreciation		2,981	4,902
Accumulated gains on assets sold or scrapped		8,626	7,542
Balance at 31 March		(144,894)	(132,747)

Note 53 Capital Adjustment Account

The Capital Adjustment Account reflects the timing differences arising from the different arrangements for accounting for the financing of the acquisition of assets and the consumption of those assets.

This account shows the reversal of amounts relating to Capital that posted to the comprehensive income and expenditure account. It also shows the financing of capital expenditure and the reversal of sums posted to the comprehensive income and expenditure account that have been set aside to repay debt.

	2011/2012		2010/2011
	£000	£000	£000
Revised balance at 1 April		(571,974)	(750,007)
Reversal of items relating to capital expenditure debited or credited to the comprehensive income and expenditure account			
- charges for depreciation of non-current assets		44,217	23,842
- charges for impairment of plant, property and equipment		13,774	149,694
- charges for impairment of investment properties		2,996	18,138
- gains in fair value on Investment properties		(1,362)	(8,536)
- amortisation of intangible assets		2,794	2,505
- revenue expenditure funded from capital under statute		23,449	20,806
- disposals		67,507	59,305
- HRA Self Financing settlement		118,810	0
Adjusting amounts written out of Revaluation Reserve		(11,606)	(12,444)
Net written out amount of the cost of non-current assets consumed in the year		(311,395)	(496,697)
Capital financing applied in the year			
-Use of capital receipts reserve to finance new capital expenditure		(5,597)	(8,494)
-Use of major repairs reserve to finance new capital expenditure		(3,998)	(2,995)
-capital grants and contributions credited to the comprehensive income and expenditure statement applied to capital financing		(21,371)	(40,406)
-application of grants to capital financing from capital grants unapplied account		(27,711)	(9,222)
-statutory provision for the financing of capital investment charged against the general fund and HRA balances		(12,225)	(11,645)
-capital expenditure charged against the general fund and HRA balances		(3,149)	(2,515)
Movements in the market value of Investment properties charged to the Comprehensive Income and Expenditure Account		0	0
Balance at 31 March		(385,446)	(571,974)

Note 54 Movement in Pension Surplus/ Deficit during the year

The movement in the liabilities in the Pension Fund are as follows:

	Year Ended 31 March 2012 £000	Year Ended 31 March 2011 £000
Opening Defined Benefit Obligation	924,625	1,123,578
Current service cost	23,060	28,741
Interest Cost	49,676	57,851
Contributions by Members	8,163	9,129
Actuarial gains/(losses)	50,870	(169,161)
Past Service Costs/ (Gains)	68	(103,331)
Losses/ Gains on Curtailments	1,128	2,613
Liabilities Extinguished on Settlements	(22,508)	0
Liabilities Assumed in a Business Combination	0	0
Estimated Unfunded Benefits Paid	(3,791)	(3,362)
Estimated Benefits Paid	(34,674)	(21,433)
Closing Defined Benefit Obligation (A)	996,617	924,625
	Year Ended 31 March 2012 £000	Year Ended 31 March 2011 £000
Opening Fair Value of Employer Assets	613,202	558,636
Expected Return on Assets	40,188	39,621
Contributions by Members	8,163	9,129
Contributions by the Employer	26,239	28,331
Contributions in respect of Unfunded Benefits	3,791	3,362
Actuarial gains/(losses)	(18,250)	(1,082)
Assets Distributed on Settlements	(16,110)	0
Assets Acquired in a Business Combination	0	0
Unfunded Benefits Paid	(3,791)	(3,362)
Benefits Paid	(34,674)	(21,433)
Closing Fair Value of Employer Assets (B)	618,758	613,202
TOTAL MOVEMENT IN DEFICIT (A-B)	377,859	311,423

NOTES TO THE CASHFLOW STATEMENT

Note 55 Cash Flow Operating Activities

The cash flows for operating activities include the following items:

	2011/2012 £000	2010/2011 £000
Interest Received	(1,452)	(2,408)
Interest Payable	10,667	9,352

Note 56 Cash Flow Investing Activities

	2011/2012 £000	2010/2011 £000
Purchase of Property, plant and equipment, investment property and intangible assets	64,528	83,390
Investments - Purchase of and deposits made	680,109	596,683
Investments - Sale of and returning of deposits made	(712,120)	(577,514)
Other payments for investing activities	0	0
Proceeds from sale of property, plant and equipment, investment property and intangible assets	(7,474)	(6,251)
Other receipts from investing activities	(41,843)	(59,598)
Net Cash flows from investing activities	(16,800)	36,710

Note 57 Cash Flow Financing Activities

	2011/2012 £000	2010/2011 £000
Cash Receipts of short and long term borrowing	(118,910)	(40,287)
Repayments of short and long term borrowing	0	0
Other payments for financing activities	0	0
Net cash flows from financing activities	(118,910)	(40,287)

OTHER NOTES**Note 58 Contingent Liabilities**

The Council is required to show an estimate of future costs that may occur that are not currently reflected in the accounts. The estimate of the costs is a contingent liability. The council has identified the following contingent liability.

Termination Benefits

Due to management restructuring a number of employees will have been placed at risk and offered quotes for voluntary redundancy at the time of the balance sheet date without the agreement being reached that the redundancy will be granted. This creates a contingent liability for the Council. The estimated maximum exposure is £1.153m but the actual figure is likely to be significantly lower than this.

Note 59 Contingent Assets

A Contingent Asset is defined as a possible asset that arises from a past event and whose existence will be confirmed only by the occurrence of one or more future events not wholly within the authority's control. This is not recognised in the Income and Expenditure Account or Balance Sheet because prudence cautions that the gain might never be realised.

The only contingent asset to note for the year ended 31 March 2012 relates to VAT.

VAT – Off-Street Car Parking

The Council is pursuing a possible retrospective claim for reimbursement from HM Revenues and Customs (HMRC) for VAT output tax paid over in respect of 'off street' car parking income.

The council cannot pursue this claim until the 'Isle of Wight' case has been resolved. Should the final decision fall in favour of the Isle of Wight (plus others), and Wiltshire Council subsequently win its own tribunal case, the amount of overpaid VAT due to the Council would be in the region of £14.1million.

Note 60 Pension Schemes Accounted for as defined contribution Schemes

Teachers pension scheme

In 2011/2012 the Council paid £16.87 million to the Department for Education and Skills in respect of teachers' pension costs which represents 14.1% of teachers' pensionable pay. In addition, the Council is responsible for all pension payments relating to added years it has awarded, together with the related increases. In 2011/2012 these amounted to £2.23 million.

Note 61 Defined benefit Pension Schemes

Participation in Pensions Schemes

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

The authority participates in two pension schemes:

- The Local Government Pension Scheme for civilian employees, administered by Wiltshire Council – this is a funded scheme, meaning that the Authority and employees pay contributions into a fund, calculated at a level estimated to balance the pensions liabilities with investment assets.
- The Teachers' Pension Scheme – this is an unfunded scheme, meaning that there are no investments assets built up to meet the provisions liabilities, and cash has to be generated to meet actual pension payments as they eventually fall due. The liability for this scheme falls upon central government.

Liabilities have been assessed by Hymans Robertson, an independent firm of actuaries, on an actuarial basis using the projected unit method based on the full actuarial valuation of the fund carried out at 31 March 2010.

In 2011/2012, pension costs have been charged to the Income and Expenditure Account on the basis required by IAS 19, contributions payable to the Wiltshire Council pension scheme are based on an actuarial valuation at 31 March 2012.

The estimated employer contributions for the year to 31 March 2013 will be approximately £25.012 million.

The amounts determined by the actuary to be charged to the revenue account under IAS 19 were as follows:

	Year to 31 March 2012 £000	Year to 31 March 2012 % of Payroll	Year to 31 March 2011 £000	Year to 31 March 2011 % of Payroll
Current Service Costs	23,060	18.4%	28,741	20.5%
Interest Costs	49,676	39.7%	57,851	41.3%
Expected return on Employer Assets	(40,188)	(32.1%)	(39,621)	(28.3%)
Past Service Costs	68	0.1%	(103,331)	(73.7%)
Losses/(Gains) on Curtailments and Settlements	(5,270)	(4.2%)	2,613	1.9%
Total Recognised in Profit and Loss	27,346	21.9%	(53,747)	(38.3%)
Actual Return on Plan Assets	21,938		26,377	

These IAS 19 amounts are then reversed out by a contribution to/from the Pensions reserve, so that they have no impact on the Council Tax.

Assets and liabilities in relation to Retirement Benefits

The underlying assets and liabilities for the retirement benefits attributable to the Authority as at 31 March 2012 are as follows:

Local Government Pension Scheme	31 March 2012	31 March 2011
	£000	£000
Fair Value of Employer Assets	618,758	613,202
Present Value of Funded Liabilities	(938,200)	(875,275)
Net (Under)/Overfunding in Funded Plans	(319,442)	(262,073)
Present value of Unfunded Liabilities	(58,417)	(49,351)
Unrecognised Past Service Cost	0	0
Net Asset/(Liability)	(377,859)	(311,424)
Amount on balance sheet		
Liability	(377,859)	(311,424)
Asset	0	0
Liability Amount in Balance Sheet	(377,859)	(311,424)

A more detailed breakdown is included in note 24c.

The Liabilities show the underlying commitments that the Authority has in the long run to pay retirement benefits. Statutory arrangements for the funding of the deficit mean that the financial position of the Authority remains healthy. The deficit on the scheme will be made good by increased contributions over the remaining working life of employees, as assessed by the scheme actuary.

Basis for Estimating Assets and Liabilities

This estimates the pensions that will be payable in future years dependant on certain assumptions. The main assumptions used in the calculations are:

Assumptions as at Year Ended:	31 March 2012	31 March 2011
	% per annum	% per annum
Inflation/ Pension Increase Rate	2.5%	2.8%
Salary Increase Rate	4.8%	5.1%
Expected Return on Assets	5.5%	6.7%
Discount Rate	4.8%	5.5%

Assumptions on Mortality Rates

Life expectancies are based on the PFA92 and PMA92 tables are projected as follows:

	Males	Females
Current Pensioners	21.3 years	23.6 years
Future Pensioners	23.3 years	25.5 years

Year Ended	Prospective Pensioners	Pensioners
31 March 2011	Year of birth, medium cohort and 1% pa minimum improvements from 2010	Year of birth, medium cohort and 1% pa minimum improvements from 2010

Assets in the Wiltshire County Council Pension Fund are valued at a fair value, principally market value for investment and consist of the following categories, by proportion:

Assets at Year Ended:	Expected Return on assets		Fair Value of employer assets	
	31 March 2012	31 March 2011	31 March 2012	31 March 2011
	% per annum	% per annum	£000	£000
Equities	6.2%	7.5%	414,569	404,713
Bonds	4.0%	4.9%	111,376	116,508
Property	4.4%	5.5%	68,063	67,452
Cash	3.5%	4.6%	24,750	24,528
Total			618,758	613,201

Amount to be charged to operating profit
Year Ended

	31 March 2012	
	£000	% of Payroll
Projected Current Service Cost	25,239	18.4%
Interest on Obligation	51,107	37.3%
Expected Return on Plan Assets	(41,584)	(30.4%)
Past Service Cost	0	0.0%
Losses/ (Gains) on Curtailments and Settlements	0	0.0%
Total	34,762	25.3%

Actuarial Gains and Losses

The actuarial gain on the Pensions Reserve can be analysed into the following categories, measured as a percentage of assets or liabilities:

	Year Ended 31 March 2012	Year Ended 31 March 2011	Year Ended 31 March 2010	Year Ended 31 March 2009	Year Ended 31 March 2008
	£000	£000	£000	£000	£000
Fair Value of Employer Assets	618,758	613,202	558,637	286,896	355,074
Present Value of Defined Benefit Obligation	(996,617)	(924,626)	(1,123,579)	(482,981)	(486,066)
Surplus/ (Deficit)	(377,859)	(311,424)	(564,942)	(196,085)	(130,992)
Experience Gains/ (Losses) on Assets	(18,250)	(1,082)	113,009	(105,761)	(50,647)
Experience Gains/ (Losses) on Liabilities	(21,565)	48,179	(4,274)	1,503	(7,073)

The actuarial gains or losses recognised in the Comprehensive Income and Expenditure Statement for the current and previous accounting periods, and the cumulative actuarial gains and losses are shown below:

	Year Ended 31 March 2012	Year Ended 31 March 2011	Year Ended 31 March 2010	Year Ended 31 March 2009	Year Ended 31 March 2008
	£000	£000	£000	£000	£000
Actuarial Gains/(Losses)	(69,120)	168,079	(256,864)	(62,047)	13,879
Increase/ (Decrease) in Irrecoverable Surplus from membership	0	0	0	0	0
Total Actuarial Gains/(Losses) recognised	(69,120)	168,079	(256,864)	(62,047)	13,879
Cumulative Actuarial Gains/(Losses)	(231,301)	(162,181)	(330,260)	(73,396)	(11,349)

Further information can be found in the Wiltshire Pension Fund annual report 2011/2012 which is available on request. Requests for this report, or any other queries arising from the Wiltshire Pension Fund Accounts, should be addressed to the Chief Financial Officer, Wiltshire Council, County Hall, Bythesea Road, Trowbridge, BA14 8JN

Note 62 Nature and Extent of risks arising from Financial Instruments

Risk

The Council's overall risk management procedures focus on the unpredictability of financial markets, and are structured to implement suitable controls to minimise these risks. The procedures for risk management are set out through a legal framework based on the Local Government Act 2003 and associated regulations. These require the Council to comply with the CIPFA Prudential Code, the CIPFA Code of Practice on Treasury Management in the Public Services and investment guidance issued through the Act. Overall, these procedures require the Council to manage risk in the following ways:

- by formally adopting the requirements of the CIPFA Treasury Management Code of Practice
- by the adoption of a Treasury Policy Statement and treasury management clauses within its financial regulations/standing orders/constitution
- by approving annually in advance prudential and treasury indicators for the following three years limiting:
 - the Council's overall borrowing
 - Its maximum and minimum exposures to fixed and variable rates
 - Its maximum and minimum exposures to the maturity structure of its debt
 - Its maximum annual exposures to investments maturing beyond a year.

These are required to be reported and approved at or before the Council's annual Council Tax setting budget or before the start of the year to which they relate. These items are reported with the annual treasury management strategy which outlines the detailed approach to managing risk in relation to the Council's financial instrument exposure. Actual performance is also reported after each year, as is a mid-year update.

The Annual Treasury Management Strategy 2011/2012, which incorporates the prudential indicators was approved by the Council on 22 February 2011 and is available on the Council website. A revised Treasury Management Strategy 2011/2012, incorporating the necessary increases in borrowing limits etc. to facilitate the additional borrowing required for the HRA Self Financing Settlement, was approved by the Council on 28 February 2012 and is also available on the Council website. The key issues within the strategies (original in brackets) were:

- The Authorised Limit for 2011/2012 was set at £575.8 million (£453.2 million). This is the maximum limit of external borrowings or other long term liabilities.
- The Operational Boundary was expected to be £516.6 million (394.0 million). This is the expected level of debt and other long term liabilities during the year.
- The maximum amounts of fixed and variable interest rate exposure were set at 100% and 20%, respectively, based on the Council's net debt.
- the maximum and minimum exposures to the maturity structure of debt were set at 15% and 0% for less than one year and one to two years; 45% and 0% for two to five years; 75% and 0% for five to ten years and 100% and 0% for in excess of 10 years, respectively.
- These policies are implemented by a central treasury team. The Council maintains written principles for overall risk management, as well as written policies (Treasury Management Practices - TMPs) covering specific areas, such as interest rate risk, credit risk, and the investment of surplus cash. These TMPs are a requirement of the Code of Practice and are reviewed periodically.

The Annual Investment Strategy sets out the Council's investment policy, together with the minimum requirements for "high credit rating". The latest Treasury Management Strategy 2012/2013 was approved by the Council at its meeting on 28 February 2012 and is available on the Council's Website under committee papers relating to the Cabinet meeting on 15 February 2012, agenda item number 8 on page 67 of the reports pack.

The Council contracts with a treasury adviser, regularly reviewing credit ratings of potential organisations and their respective country's ratings incorporating all three main credit rating agencies, together with other 'tools' used to assess the credit quality of institutions such as credit default swaps. The Council uses this information to assess institutions with which it may place deposits or from which it may borrow, including interest rate forecasts for both borrowing and investment, together with setting a 'benchmark' borrowing rate. The Council's investment policy is 'aimed' at the prudent investment of surplus cash balances to optimise returns whilst ensuring the security of capital and liquidity of investments. However, the Council, like any other organisation, can be exposed to financial risk. Examples of the main risks are shown below.

Credit Risk

The credit risk that counterparties are unable to repay investments could impinge on the Council's ability to meet its financial liabilities. Investment counterparty risk is controlled by the use of appropriate criteria to assess and monitor credit risk. The Council has an established and regularly updated lending list, which categorises counterparties according to country, type, sector, maximum investment (individually and as a group) and the maximum duration of the investment.

Liquidity Risk

Liquidity Risk arises due to the uncertainty of liquidity in the market within which the Council "deals" and the Council's own liquidity position. The Council maintains a maturity analysis of financial assets and liabilities within its treasury management system and regularly monitors the maturity of assets and liabilities.

Market Risk

Market Risk is the risk that the value of the Council's investments decrease due to market factors, such as interest rate risk (changes in the level of interest rates). Within the context of the financial instruments that the Council currently holds, it does not have significant exposure to equity risk (changes in share prices), currency risk (foreign exchange rate movements) and commodity risk (changes in the price of e.g. grain, metals etc.).

The Council's strategies take account of the forecast movement in interest rates and allow sufficient flexibility to vary the strategy if movements in interest rates are not in line with forecasts.

Refinancing Risk

Refinancing risk is the risk that the Council cannot, when required (e.g. to finance the Capital Programme), refinance by borrowing to repay existing debt because of the prohibitive rates for refinancing a loan. The majority of the Authority's borrowing is undertaken through the Public Works Loans Board (PWLB), a Government organisation that lends to local authorities. Information, including regular updates, provided by treasury advisers enables the Council to manage and monitor forecast borrowing rates and to support decisions in respect of the restructuring of loans.

Exposure to Risk - Summary Data

Credit Risk

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

This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with the Fitch, Moody's and Standard & Poors Credit Ratings Services. The Annual Investment Strategy also considers maximum amounts and time limits in respect of each financial institution. Deposits are not made with banks and financial institutions unless they meet the minimum requirements of the investment criteria outlined above. Additional selection criteria are also applied after the application of this initial criteria. Details of the Investment Strategy can be found on the Council's website. The key areas of the Investment Strategy are that the minimum criteria for investment counterparties include:

- This Council uses the creditworthiness service provided by Sector. This service uses a sophisticated modelling approach with credit ratings from all three rating agencies - Fitch, Moodys and Standard and Poors, forming the core element. However, it does not rely solely on the current credit ratings of counterparties but also uses the following as overlays:
- credit watches and credit outlooks from credit rating agencies
- CDS spreads to give early warning of likely changes in credit ratings
- sovereign ratings to select counterparties from only the most creditworthy countries

The full Investment Strategy for 2011/2012 was approved by Full Council on 22 February 2011 and is available on the Council's website.

Customers for goods and services are assessed, taking into account their financial position, past experience and other factors, with individual credit limits being set in accordance with internal ratings in accordance with parameters set by the Council.

The Authority's maximum exposure to credit risk in relation to its investments in banks and building societies of £49.8 million cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. 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 Authority's deposits, but there was no evidence at 31 March 2012 that this was likely to crystallise.

The following table shows the percentage of Investments by country, Sovereign rating and credit rating category (based on Fitch Credit Ratings), the diversification of the Councils investments and the maximum invested with an individual borrower by country and within each credit rating category.

Country	Sovereign Rating	Credit Rating Category	Type of Institution	Duration	Investment Held %	Maximum Invested with Single Counterparty %
NA	N/A	AAA - Max £15 million	Money/Market Funds	0-2 Years	49.05	25.23
United Kingdom	AAA	F1/A - Max £8 million	UK Banks	0-3 Months	15.63	15.63
United Kingdom	AAA	Government Backed - Max £8m	UK Banks	0-1 Year	9.89	9.89
United Kingdom	AAA	F1/A+ - Max £8 million	UK Building Societies	0-3 Months	15.63	15.63
Sweden	AAA	F1+/AA - Max £8 million	Overseas Banks	0-3 Months	0.05	0.05
UK Subsidiary (Iceland)/Iceland	No Rating	No Rating	Overseas Banks	NA	9.75	5.63
					100.00	

The above table is based on credit ratings as at 31 March 2012 and includes investments with Icelandic banks, which were still outstanding, that did not have credit ratings at that date.

No breaches of the Council's counterparty criteria occurred during the reporting period and the Council does not expect any losses from non-performance by any of its counterparties in relation to deposits and bonds.

Investments in UK institutions, including one UK building society, make up over 40% of the Council's total outstanding investments at 31 March 2012, just under 10% invested overseas, the balance (approximately 50%) being held in money market funds. Any institutions, which, after 31 March 2012, no longer fall within the minimum investment criteria laid down in the Council's Annual Investment Strategy have subsequently been removed and any outstanding investments terminated at the earliest opportunity.

The following analysis summarises the authority's potential maximum exposure to credit risk, based on experience of default and uncollectability over the last five financial years, adjusted to reflect current market conditions. The table excludes Icelandic deposits, which the authority has impaired down, using the net present value approach, to the expected level of repayments based on the latest available guidance in LAAP 82 Update 6 May 2012 issued by CIPFA.

	Amount at 31 March 2012	Historical experience of default %	Historical experience adjusted for market conditions at 31 March 2012 %	Estimated maximum exposure to default and uncollectability	Estimated maximum exposure at 31 March 2012
	A	B	C	(AxC)	
Deposits with banks and financial institutions	46,300,538	0	0	0	0
Bonds	0	0	0	0	0
Debtors				0	

No credit limits were exceeded during the reporting period.

The Council does not normally allow credit for customers. The past due amounts for both debtors and the outstanding Icelandic bank investments can be analysed as follows.

	31/03/2012 Debtors	31/03/2012 Investments	31/03/2012 Total
Less than three months		307,508	307,508
Three to six months		269,155	269,155
Six months to one year		799,353	799,353
More than one year		2,110,433	2,110,433
Total	0	3,486,449	3,486,449

Collateral - During the reporting period, the Council held no collateral as security.

Liquidity Risk

The Council manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the treasury and investment strategy reports), as well as through a comprehensive cash flow management system, as required by the CIPFA Code of Practice. This seeks to ensure that cash is available when needed.

The Council has ready access to borrowings from the money markets to cover any day to day cash flow need, and the PWLB and money markets for access to longer term funds. The Council is also required to provide a balanced budget through the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

At 31 March 2012 Wiltshire Council had a mixture of PWLB and market loans outstanding. The balance sheet gives details of the split between loans payable within one year and the spread of longer term loans (loans that are outstanding for more than one year). The following table shows the detailed maturity analysis of debt outstanding at the Balance Sheet date and the average rate of interest. The table shows that, including the PWLB loans taken out for the HRA Self Financing Settlement, the overall average interest rate is 3.77%.

Term of Loan	Market Loans (at the effective interest rate)	PWLB Loans (including Accrued Interest)	Total Amount Outstanding (including Accrued Interest)	Percentage of Total Loans	Average Rate of Interest
Within 1 Year	633,218	1,612,462	2,245,680	0.6%	4.429%
Between 1 and 2 Years	0	16,745	16,745	0.0%	4.429%
Between 2 and 5 Years	0	36,032,060	36,032,060	9.8%	3.357%
Between 6 and 10 Years	0	36,810,000	36,810,000	10.0%	2.553%
Between 11 and 15 Years	0	48,123,038	48,123,038	13.1%	3.005%
More than 15 Years	61,328,012	181,551,093	242,879,105	66.5%	3.304%
	61,961,230	304,145,398	366,106,628	100.0%	3.774%

The Council's policy is to limit the amount maturing in any one financial year to a maximum of 15%. Currently the maximum is 3.6% (£13 million in both 2052-2053 and 2053-2054).

Market loans are Lender Option Borrower Option (LOBO) loans, which give the lender the option at certain dates to vary the interest rate, at which point the Council may choose to accept the new rate of interest or repay the loan and if necessary refinance the loan at a more favourable rate of interest. LOBOs are included within the period that reflects the contracted maturity date (as opposed to the option date) in accordance with the CIPFA Code of Practice. On this basis, all current LOBOs fall within the "More than 15 Years" maturity period. Any accrued interest is, however, shown as payable within one year.

Refinancing and Maturity Risk

The Council maintains a significant debt and investment portfolio. Whilst the cash flow procedures above are considered against the refinancing risk procedures, longer-term risk to the Council relates to managing the exposure to replacing financial instruments as they mature. This risk relates to both the maturing of longer term financial liabilities and longer term financial assets.

The approved treasury indicator limits for the maturity structure of debt and the limits on investments placed for greater than one year in duration are the key parameters used to address this risk. The Council's approved treasury and investment strategies address the main risks and the central treasury team address the operational risks within the approved parameters. This includes:

- monitoring the maturity profile of financial liabilities and amending the profile through either new borrowing or the rescheduling of the existing debt
- Monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Council's day to day cash flow needs, and the spread of longer term investments provide stability of maturities and returns in relation to the longer term cash flow needs.

The maturity analysis of financial liabilities is as follows, with the maximum and minimum limits for fixed interest rates maturing in each period (approved by Council in the Treasury Management Strategy):

	Approved Minimum Limits	Approved Maximum Limits	Actual 31 March 2012		Actual 31 March 2011	
			£000s	%	£000s	%
Less than 1 Year	0%	15%	2,245.7	7.8%	1,252.9	0.5%
Between 1 and 2 Years	0%	15%	16.7	3.8%	16.0	0.0%
Between 2 and 5 Years	0%	45%	36,032.1	15.6%	24,048.8	9.7%
Between 5 and 10 Years	0%	75%	36,810.0	10.1%	22,000.0	8.9%
More than 10 Years	0%	100%	291,002.1	62.7%	199,880.2	80.9%
			366,106.6	100.0%	247,197.9	100.0%

Market Risk

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

- Borrowings at variable rates - the interest expense charged to the Comprehensive Income and Expenditure Statement will rise
- Borrowings at fixed rates - the fair value of the borrowing will fall (no impact on revenue balances);
- Investments at variable rates - the interest income credited to the Comprehensive Income and Expenditure Statement will rise
- Investments at fixed rates - the fair value of the assets will fall (no impact on revenue balances).

Borrowings are not carried at fair value on the balance sheet, so nominal gains and losses on fixed rate borrowings would not impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund Balance, subject to influences from Government grants (i.e. HRA). Movements in the fair value of fixed rate investments that have a quoted market price will be reflected in the Other Comprehensive Income and Expenditure Statement.

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

Wiltshire Council is mainly exposed to interest rate risk (in terms of financial instruments, the Council has little or no exposure to equity risk, currency risk or commodity risk). At 31 March 2012 the Council held £49.8 million

(including accrued interest, less impairment) in investments, at various interest rates. This comprised £47.7 million short term investments and £2.1 million investments classified as long term, being anticipated Icelandic deposits repayable in more than one year.

Where interest rates decrease at a time when the Council has cash "tied up" in short term investments there is an opportunity benefit, which reflects the benefit that has been gained because the Authority has been able to invest at the higher rate of interest. If interest rates had been below rates obtained on the investments outstanding at 31 March 2012 and the investments had matured prior to that date, interest taken to the Comprehensive Income and Expenditure Statement could have been less than the interest actually credited to the account. Of course, the opposite could have been true if interest rates had risen.

The fair value of the Council's long and short term investments has been calculated using the latest guidance (per LAAP 82 Update No. 6 May 2012) in respect of the expected repayments from Icelandic investments and market rates at 31 March 2012 in the case of other short term investments. This valuation is not significantly different from the carrying amount of the investments in the accounts.

The average interest rate receivable on all short term investments held at 31st March 2012 was 0.86%. If the average rate of interest had increased by 0.5% one month prior to 31st March 2012, the additional interest that could have been credited to the Comprehensive Income and Expenditure Statement and the Council would have been £21,000 "better off" than if the funds were invested at the lower rate. With the benefit of hindsight, market conditions at the balance sheet date indicate that interest rates didn't fluctuate significantly between the issue dates of the investments and 31 March 2012, particularly as the investments were held mainly in fixed rate call accounts and money market funds.

Price risk - The Council, excluding the pension fund, does not generally invest in equity shares or marketable bonds.

Foreign exchange risk - Under normal circumstances, the Council has no financial assets or liabilities denominated in foreign currencies and, therefore, has no exposure to loss arising from movements in exchange rates. However, as shown elsewhere in these financial statements, in December last year Wiltshire Council did receive part of the first repayment from the Winding-up Board of the failed Icelandic bank, Landsbanki, in a 'basket' of currencies, comprising GBP, Euros and US Dollars, which led to an exposure to fluctuations in foreign exchange rates. The foreign exchange loss (of circa £14,000) on conversion of the foreign currencies (Euros and USD) is shown in the Comprehensive Income and Expenditure Statement. A small part of the repayment was paid in Icelandic Kronur (ISK) and is held in an interest bearing escrow account. Under the International Accounting Standard 21 (IAS 21), the amount held has been translated using the exchange rate as at 31 March 2012 and, due to the movement in the exchange rate, a further loss of about £2,000 has also been recognised in Comprehensive Income and Expenditure Statement.

Note 63 Fair Value

Financial liabilities and financial assets represented by loans and receivables are carried on the balance sheet at amortised cost (in long term assets/liabilities with accrued interest in current assets/liabilities). Their fair value can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments, using the following assumptions:

- for loans from the PWLB and other loans payable, borrowing rates from the PWLB have been applied to provide the fair value under PWLB debt redemption procedures
- for loans receivable prevailing benchmark market rates have been used to provide the fair value
- no early repayment or impairment is recognised
- where an instrument has a maturity of less than 12 months or is a trade or other receivable the fair value is taken to be the carrying amount or the billed amount
- the fair value of trade and other receivables is taken to be the invoiced or billed amount

The fair values for loans and receivables have been determined by reference to similar practices, as above, which provide a reasonable approximation for the fair value of a financial instrument, and includes accrued interest. The comparator market rates prevailing have been taken from indicative investment rates at each balance sheet date. In practice rates will be determined by the size of the transaction and the counterparty, but it is impractical to use these figures, and the difference is likely to be immaterial.

The fair values of the financial assets are shown below, which comprise long and short term investments and trade debtors. Long term investments represent the anticipated repayments due in more than one year from

the Council's outstanding Icelandic investments, based on the latest information available. Short term investments include anticipated repayments due in less than one year from the Council's outstanding Icelandic investments based on the latest information available.

Class	Fair Value	Carrying Amount
Long Term Investments	2,110,433	2,110,433
Short Term Investments	47,660,645	47,676,554
Total Investments	49,771,078	49,786,987
Trade Debtors	0	0
Total Financial Assets	49,771,078	49,786,987

Fair values for each class of financial liabilities are shown below.

Market loans (Lender Option Borrower Options - LOBOs) are valued using a net present value approach, which provides an estimate of the value of payments in the future in today's terms, at discount rates obtained from the market on 31st March 2012, using bid prices where applicable, and include accrued interest.

The Council's main debt liability is with the Public Works Loan Board (PWLB), which is valued, in accordance with the CIPFA Code of Practice, at the PWLB's new borrowing rate as at 31 March 2012. There is an alternative valuation, as used by PWLB, being the premature repayment rate, which results in a different fair value. CIPFA Code of Practice Guidance Notes confirm that it is acceptable to use either or both rates for the fair value reported in the notes to the accounts. The alternative valuation has also been included below.

Class	Fair Value	Carrying Amount
Market Loans	60,992,163	61,961,230
PWLB Loans	299,555,327*	304,145,397
Total Value	360,547,490	366,106,627
Trade Creditors	0	0
Bank Overdraft	0	0
Total Financial Liabilities	360,547,490	366,106,627

*PWLB have produced a fair value figure of loans outstanding based on a premature repayment rate, which is £346,967,967.

The carrying amount is greater than the fair value because the Council's portfolio of loans includes a number of fixed rate loans where the interest rate payable is lower than the rates available for similar loans in the market at the balance sheet date.

The effect on the fair value of a 1% increase in market interest rates would be:

Investments/Loans	Fair Value (at Discount/ Market Rate plus 1%)
Long Term Investments	2,110,433
Short term Investments	47,635,599
Total Investments Value	49,746,032
Trade Debtors	0
Total Financial Assets	49,746,032
Market Loans	50,707,264
PWLB Loans	266,249,132
Total Loans Value	316,956,396
Trade Creditors	0
Bank Overdraft	0
Total Financial Liabilities	316,956,396

In terms of loans, this results in a lower fair value because of the effect on premiums and discounts that would be payable/receivable as a result of the early repayment of debt (i.e. at 31 March 2012). Where there is an increase in the discount rates this will increase discounts receivable and reduce premiums payable on early repayment of loans.

Note 64 Impairment of Investments

Early in October 2008, the Icelandic Banks Landsbanki, Kaupthing and Glitnir collapsed and the UK subsidiaries Heritable and Kaupthing Singer went into administration. The Council had deposited £12 million with two of the Icelandic Banks, £9 million with the UK subsidiary, Heritable and £3 million with the Icelandic parent bank, Landsbanki. Since the previous financial years financial statements (i.e. between 1 April 2011 and 31 March 2012) the Council has received four further interim dividends from the administrators of Heritable bank, bringing the total repayments (up to 31 March 2012) from Heritable to over £6.1 million. In December 2011 the Council received its first repayment from the Landsbanki Winding-up Board of approximately £0.950 million. A proportion of the repayment was paid in Icelandic Kronur (ISK), having a GBP equivalent value of approximately £23,000, which, due to currency restrictions, is currently being held in Iceland in an interest bearing escrow account. Given that this money is not readily convertible to known amounts of cash it cannot be regarded as a cash equivalent. The Council is, therefore, obligated to consider it to be a new short term investment in its own right, as per CIPFA guidance in LAAP 82 Update 6, and to show it as such in short term investments, including accrued interest, at the exchange rate applicable on 31 March 2012. The outstanding Icelandic investments are shown in the accounts, at their impaired values, under various maturity dates as follows:

Bank	Date Invested	Maturity Date	Amount Invested	Interest Rate	Carrying Amount	Repayments	Impairment
Heritable Bank(1)	24/09/2008	07/10/2008	3,000,000	6.00%	581,852	2,037,654	380,494
Heritable Bank(2)	24/09/2008	14/10/2008	3,000,000	6.00%	581,852	2,037,654	380,494
Heritable Bank(3)	25/09/2008	28/10/2008	2,000,000	6.00%	387,888	1,388,466	253,727
Heritable Bank(4)	07/09/2008	10/10/2008	1,000,000	5.42%	195,308	678,281	126,411
Landsbanki	04/06/2008	02/03/2009	3,000,000	6.10%	1,739,599	911,957	348,445

The impairment has been adjusted in 2011/2012 to reflect the latest available information from the relevant administrators, the Local Government Association and CIPFA as outlined below. The available information in respect of timings and payments to be made by the administrator is not definitive and it is likely that further adjustments will be made to the accounts in future years.

Heritable Bank

Heritable bank was a UK registered bank under English law. The company was placed in administration on 7 October 2008. Since the previous year's financial statements the Council has received four more interim dividends of principal totalling £1,603,300, bringing the total dividend paid to date to approximately 68% of the claim. Previous information regarding the estimates to be received from Heritable suggested that the total amount to be received would be between 86% and 90%. In view of this information, the LAAP recommends that the following payment schedule is used to estimate the recoverable amount at 31 March 2012. The

schedule is based on expected total dividends of 88% of the claim. Taking this into account, the following assumptions have been made in respect of the timing of recoveries:

Date	Repayment	Date	Repayment
April 2012	3.79%	January 2013	3.50%
July 2012	3.50%	April 2013	5.81%
October 2012	3.50%		

The carrying amounts of the investments included in the Balance Sheet have been calculated using the present value of expected repayments, discounted at the investment's original interest rate. The LAAP recommends that the following repayment schedule is used to estimate the recoverable amount at 31 March 2012:

Date	Repayment Percentage	(1)	(2)	(3)	(4)
April 2012	3.79%	113,924	113,924	75,937	38,103
July 2012	3.50%	105,207	105,207	70,127	35,187
October 2012	3.50%	105,207	105,207	70,127	35,187
January 2013	3.50%	105,207	105,207	70,127	35,187
April 2013	5.81%	174,644	174,644	116,410	58,411

Landsbanki Islands hf

Landsbanki was an Icelandic bank, placed into administration on 7 October 2008. The Council received its first repayment, in a 'basket' of four currencies (GBP, Euros, US Dollars (USD) and ISK, due to the current restrictions placed on the movement of ISK, the ISK element has not actually been received and remains in Iceland in an escrow account) in December last year. The total amount actually received, following conversion, was £0.929 million. On conversion the amounts received in Euros and USD were subject to a foreign exchange loss, which is shown in the accounts. The ISK element, which, on conversion at the time of receipt, equated to approximately £23,000 has been reclassified as a new investment and is shown in the accounts at its revalued amount, including accrued interest, as at 31 March 2012. The revaluation resulted in a small foreign exchange loss of £1,935, due to a movement in the ISK/£ exchange rate between the date of payment and the end of the financial year and in accordance with the International Accounting Standard (IAS 21, paragraph 23a) has been translated at the closing rate (i.e. the spot exchange rate at 31 March 2012). This foreign exchange loss is also shown in the accounts.

The Winding-up Board announced on 9th March 2012 that it anticipated that recoveries in the administration of Landsbanki would exceed the book value of priority claims by around ISK 121bn, taking account of the sale of its holding in Iceland Foods, some 9% higher than the value of priority claims. It is now considered likely that, as priority creditors, local authorities will recover 100% of their deposits, subject to potential future foreign currency exchange fluctuations. On this basis, the following assumptions have been made in respect of the timing of further recoveries (based on guidance according to the latest CIPFA LAAP Bulletin):

Date	Repayment	Date	Repayment
December 2012	8.00%	December 2016	8.00%
December 2013	8.00%	December 2017	8.00%
December 2014	8.00%	December 2018	22.00%
December 2015	8.00%		

The carrying amounts of the investments included in the Balance Sheet have been calculated using the present value of expected repayments, discounted at the investment's original interest rate. The LAAP recommends that the following repayment schedule is used to estimate the recoverable amount at 31 March 2012:

Date	Repayment Percentage	
December 2012	8.00%	250,870
December 2013	8.00%	250,870
December 2014	8.00%	250,870
December 2015	8.00%	250,870
December 2016	8.00%	250,870
December 2017	8.00%	250,870
December 2018	22.00%	689,892

Regulations issued in March 2009 allowed the Authority not to charge amounts relating to impaired investments to the General Fund. Such amounts were instead transferred to the Financial Instruments Adjustment Account (FIAA), an account that recorded the timing differences between charging these amounts to the General Fund in accordance with proper practice and in accordance with regulations. The regulations, however, only allowed this treatment up to 31 March 2011, at which date the balance in the FIAA relating to impairment of Icelandic deposits was transferred to the General Fund Balance as required by regulation. The following notional interest amounts have, therefore, been credited directly to the Comprehensive Income and Expenditure Statement as at 31 March 2012:

Bank	Credited in 2011/2012	Received in 2011/2012
Heritable Bank (1)	46,178	0
Heritable Bank (2)	46,178	0
Heritable Bank (3)	30,780	0
Heritable Bank (4)	14,016	0
Landsbanki	140,186	0

Note 65 Trust Funds

The Council administers a Trust Fund related to specific services. The majority of the funds are invested externally and the balance is invested with the Authority. The trust funds were brought forward as below:

	2011/2012	2010/2011
	£000	£000
Charity of William Llewellyn Palmer	1,424	1,422
Withy Trust	0	229
Edwin Young Collection	367	373
John Creasey Museum	152	157
William 'Doc' Couch	4,135	4,185
Westbury Public Baths	635	651
King George V Playing Field	280	286
Other Miscellaneous Funds	103	258
	7,096	7,561

A breakdown of the movements in year is included in the following table:

	Balance 31 March 2012 £000	Income £000	Loss on expenditure £000	Balance revaluation £000	Transfers to other bodies £000	Balance 31 March 2011 £000
Charity of William Llewellyn Palmer	1,424	53	(38)	(13)	0	1,422
Withy Trust	0	7	(3)	(7)	(226)	229
Edwin Young Collection	367	15	(17)	(4)	0	373
John Creasey Museum	152	23	(29)	1	0	157
William 'Doc' Couch	4,135	118	(126)	(42)	0	4,185
Westbury Public Baths	635	91	(107)	0	0	651
King George V Playing Field	280	37	(43)	0	0	286
Other Miscellaneous Funds	103	15	(5)	5	(170)	258
	7,096	359	(368)	(60)	(396)	7,561

The Trust Fund Assets were valued at 31 March 2012 and the external investments were:

Trust Fund Assets	Market Value 31 March 2012 £000	Market Value 31 March 2011 £000
Government Fixed Interest	1	1
Managed Funds - Bonds	1,166	1,162
Managed Funds - Equities	3,785	4,225
Property	1,481	1,482
Cash	353	360
Hedge Funds	248	271
Debtors/(Creditors)	46	44
Other	16	16
	7,096	7,561

Housing Revenue Account

This account records the transactions relating to the Council's housing stock. The Local Government and Housing Act 1989 requires its separation to give a clear picture of the cost of providing homes for council tenants. Housing Revenue Account income and expenditure does not affect the amount of Council Tax levied.

	NOTE	2011/2012		2010/2011	
		£000	£000	£000	£000
Income					
Rents (gross):					
- dwellings		(21,604)		(20,633)	
- garages		(332)		(339)	
- other		(172)	(22,108)	(268)	(21,240)
Charges for services and facilities			(812)		(799)
Decreased provision for bad debts			0		(70)
Total Income			<u>(22,920)</u>		<u>(22,109)</u>
Expenditure					
Repairs and Maintenance			5,596		4,328
Supervision and Management:					
- general		2,964		1,881	
- special services		1,075	4,039	1,229	3,110
Rent rebates			0		98
Negative Subsidy payment to Secretary of State	6		8,392		7,461
HRA self financing settlement			118,810		
Increased provision for bad debts			153		0
Depreciation & Impairments of Fixed Assets					
- On dwellings	3	18,166		21,253	
- On garages	3	148		148	
- On other Assets	3	12		45	
			18,326		21,446
Total Expenditure			<u>155,316</u>		<u>36,443</u>
Net Cost Of Services per Income & Expenditure Account			<u>132,396</u>		<u>14,334</u>
HRA Services share of Corporate and Democratic Core			321		321
Net Cost Of HRA Services			<u>132,717</u>		<u>14,655</u>
(Gain)/Loss on sale of HRA fixed assets			(234)		(684)
Interest Payable			240		134
Pensions interest costs and expected return on assets			0		0
Amortised Premiums and Discounts			0		0
Interest:					
- on mortgages		(47)		(51)	
- on balances		(104)	(151)	(80)	(131)
Deficit for the Year on HRA services			<u>132,572</u>		<u>13,974</u>

Statement of Movement on the HRA Balances

	2011/2012 £000	2010/2011 £000
Balance on HRA at the end of previous year	(13,336)	(12,746)
(Surplus)/ Deficit for year on HRA Income and Expenditure Account	132,572	13,974
Adjustments between accounting basis and funding basis under statute	(131,834)	(14,578)
Net increase/ (decrease) before transfers to/ from reserves	738	(604)
Transfer to/ from reserves	(14)	14
Net increase/ (decrease) in year on HRA	724	(590)
Balance on HRA at the end of current year	(12,612)	(13,336)

Note to Statement of Movement on the HRA Balances

	2011/2012 £000	2010/2011 £000
Items included in the HRA Income and Expenditure Account but excluded from the movement on HRA balance for the year		
Gain/(Loss) on sale of HRA fixed assets	234	684
HRA self financing settlement	(118,810)	0
Impairments of Fixed Assets	0	(13,002)
Items not included in the HRA Income and Expenditure Account but included from the movement on HRA balance for the year		
Transfer to/From Major Repairs Reserve note 5	(14,681)	(4,939)
Transfer to/from Pension Reserve note 7	145	1,208
Transfer to/from accumulated absences	13	2
Transfer to/from Earmarked Reserves		
Revenue Contributions to Capital Expenditure	1,265	1,469
Net Additional amount required by statute to be credited to the HRA balance for the year	(131,834)	(14,578)

Housing Revenue Account Notes

1 Housing Stock

	31 March 2012
Houses and Bungalows	
- 1 bedroom	279
- 2 bedrooms	1,453
- 3 bedrooms	1,851
- 4+ bedrooms	145
Flats	
- 1 bedroom	921
- 2 bedrooms	703
- 3+ bedrooms	69
Total dwellings as at 31 March	5,421

The figures above include the 65 new build houses that were brought into use during 2011/2012. The council sold 5 houses during 2011/2012 under the right to buy scheme (RTB), for which the council received a total of £440,000 as capital receipts.

2 Arrears

The year end position regarding arrears owed to the HRA was:

	31 March 2012 £000	31 March 2011 £000
Rent arrears	859	698
less rent payments in advance	(382)	(342)
less bad debt provision	(816)	(663)
Net arrears position	(339)	(307)

3 Movement of Housing Revenue Account Assets

	Council Dwellings (Structures) £000	Council Dwellings (Services) £000	Council Dwellings (Land) £000	Other Property (Garages) £000	Other Equipment £000	Total £000
Net Book Value 1 April 2011	154,748	63,207	0	4,158	25	222,138
Additions in Year	6,535	0	0	0	0	6,535
Disposals	(206)	0	0	0	0	(206)
Revaluations	6,248	0	4,359	0	0	10,607
Depreciation	(5,525)	(12,641)	0	(148)	(12)	(18,326)
Impairments	0	0	0	0	0	0
Category Adjustments	(38,620)	(26,896)	70,441	0	0	4,925
Balance at 31 March 2012	123,180	23,670	74,800	4,010	13	225,673

The Balance Sheet value of Council Dwellings (structures, services and land) as at 31 March 2012 was £223,651,221. This represents the valuation at existing use for social housing which is the value of the properties with a secured tenant continuing to live in the property paying social rents rather than market rents.

The Vacant Possession value of the properties at 31 March 2012 was £721,339,423. This represents the value of the houses if the property were sold without a secured tenant continuing in the property. Therefore it could be rented out at market rent so has a higher value. This figure has been discounted by a factor of 31% to get the Existing use value - social housing.

The difference between the Vacant Possession value and the Balance Sheet value of dwellings within the HRA shows the Economic Cost of providing Council Housing at less than open market rents. The Economic Cost of the properties at 31 March 2012 was £497,724,202.

The value of land valued in the HRA which is included in the balance sheet value of the council dwellings is £74,800,110.

4 Financing of HRA capital expenditure

	2011/2012 £000
Grants	1,665
Borrowing	311
Revenue and Reserves	1,265
Other receipts (MRR)	3,998
	7,239
Council Dwellings	7,239
Plant & Equipment	0
Asset under Construction	0
	7,239

5 Major Repairs Reserve

	2011/2012 £000	2010/2011 £000
Brought forward at 1 April	(1,143)	(632)
Transfer to Capital	3,998	2,994
HRA Depreciation	(18,327)	(8,444)
Transfer to HRA	14,681	4,939
Carried forward at 31 March	<u>(791)</u>	<u>(1,143)</u>

6 Self Financing Settlement / Breakdown of HRA Subsidy

Under the new Self financing for HRA on 28 March 2012 Wiltshire Council paid over £118m to the government as a debt settlement. Under the old subsidy system, the council had to pay to the government a negative subsidy of around £8m per annum which was then largely redistributed to other HRA councils across the country who would receive subsidy payments. The £118m effectively bought out the council from having to pay £8m to government annually.

The period running up to the self financing payment on 28 March 2012 was still under the old subsidy system. The breakdown of the payments made to government are below.

	2011/2012 £000
Management & Maintenance Allowance	8,135
Major Repairs Allowance	3,667
Charges for Capital	174
Rent	(20,312)
Interest on Receipts	(40)
HRA Subsidy Due	<u>(8,376)</u>
Adjustment in respect of prior years	(16)
Total HRA Subsidy Due	<u>(8,392)</u>

7 Contribution to Pension Reserve

The HRA bears a share of the pension contribution due to the IAS 19 adjustment in proportion to the payments made during the year. See note 61 to the Core Financial Statements for more information on accounting for retirement benefits

The Collection Fund

The Collection Fund is a statutory fund. It covers Council Tax and Non-Domestic Rate collection and the precepts of Wiltshire Council, Wiltshire Police Authority, Wiltshire & Swindon Fire Authority and Parish Councils.

	NOTE	2011/2012		2010/2011	
		£000	£000	£000	£000
Income					
Income from Council Tax	1		(247,559)		(245,172)
Transferred from General Fund					
Council Tax Benefits			(26,737)		(26,389)
Transitional Relief			(2)		(3)
Income from Business Rates	2		(132,032)		(123,949)
			<u>(406,330)</u>		<u>(395,513)</u>
Disbursement					
Precepts and Demands					
- Wiltshire Council		219,179		217,763	
- Wiltshire Police Authority		28,288		28,105	
- Wiltshire & Swindon Fire Authority		11,185		11,112	
- Town/ Parish Councils		12,733		12,360	
			271,385		269,340
Share of surplus/(deficit) on Collection Fund					
- Wiltshire Council		1,000		802	
- Wiltshire Police Authority		129		102	
- Wiltshire & Swindon Fire Authority		51		41	
			1,180		945
NNDR					
- payment to national pool	2	130,935		123,149	
- cost of collection allowance	2	622	131,557	626	123,775
Provisions for Bad Debts			284		286
Write Offs - Council Tax			352		304
Write Offs - NNDR			475		174
Fund surplus/(deficit) for the year			1,097		689
			<u>406,330</u>		<u>395,513</u>
Fund balance b/f			(1,463)		(774)
(Surplus)/deficit for year			(1,097)		(689)
Fund balance c/f	5		<u>(2,560)</u>		<u>(1,463)</u>

Notes to the Collection Fund

1 Council Tax

Council Tax is charged according to the Government's valuation of residential properties as at 1 April 1991. Valuations are stratified into eight bands for charging purposes. Individual charges are calculated by estimating the total amount of income required by the Collection Fund's preceptors and dividing this by the Council Tax base. The tax base is the total number of chargeable properties in all valuation bands converted to an equivalent number of band D dwellings, with an allowance made for discounts and exemptions.

The average amount of Council Tax required from a property in any tax band is the band D charge, average for Wiltshire Council was £1,511.96 for 2010/2011 multiplied by the ratio specified for that band. Ratios specified for the bands A to H are as follows:

Band	Estimated No. of Taxable Properties after discounts	Band D Equivalent Dwellings	Ratio
Band A Disabled	40	22	5/9
Band A	18,643	12,429	6/9
	18,684	12,451	
Band B	32,751	25,473	7/9
Band C	42,936	38,166	8/9
Band D	30,807	30,807	9/9
Band E	23,720	28,991	11/9
Band F	14,562	21,034	13/9
Band G	9,359	15,598	15/9
Band H	1,048	2,095	18/9
		174,615	
Add adjustment for contributions in lieu, new properties and bad debts		4,683	
Council Tax Base 2011/2012		179,298	

2 National Non-Domestic Rates

The total non-domestic rateable value at 31 March 2012 was £358,321,254. The national non domestic multiplier for the year was 43.3p and the small business rates relief multiplier was 42.6p.

3 Collection Fund Surpluses and Deficiencies

Collection Fund surpluses and deficiencies (Council Tax) are shared by all preceptors.

4 Precepts and Demands

Main Preceptors	2011/2012 Precepts	Share of Council Tax Surplus
	£000	£000
Wiltshire Council	219,179	1000
Wiltshire Police Authority	28,288	129
Wiltshire Fire Authority	11,185	51
Town/Parish	12,733	0
	271,385	1180

5 Collection Fund Balance

The Council has to record transactions for Council Tax and Business Rates in the Collection Fund Account. The balance, as usable income, will be paid to the Council and its major preceptors in future years.

	31 March 2012	31 March 2011
	£000	£000
Wiltshire Council	(2,169)	(1,249)
Wiltshire Police Authority	(280)	(154)
Wiltshire Fire Authority	(111)	(60)
	<u>(2,560)</u>	<u>(1,463)</u>

Glossary

For the purposes of compiling the Statement of Accounts, the following definitions have been adopted and may be useful to the reader in understanding terminology used in the statement.

Accruals

The recognition of income and expenditure as it falls due, not when cash is received or paid.

Amortisation

The writing down of the value of intangible fixed assets in line with its programmed useful life.

Assets

These can be either:

- **Intangible assets** – assets which are non-physical in form, that is, which cannot be seen. Examples are patents, goodwill, trademarks and copyrights;
- **Property plant and Equipment (PPE) assets** – tangible assets that give benefits to the authority for more than one year;
- **Community assets** – assets without determinate life that the authority intends to hold in perpetuity. They may have restrictions on their disposal. Examples include parks and historic buildings;
- **Infrastructure assets** – inalienable fixed assets such as highways and footways;
- **Non-operational assets** – fixed assets not directly used for service provision. Examples include surplus land and buildings awaiting sale or further development.
- **Heritage assets** – Assets held solely for historical, artistic, scientific, technological, geophysical or environmental qualities.

Balance Sheet

A summary of all the assets, liabilities, funds, reserves etc.

Best Value

The Council duty to provide effective and efficient services based on community need and desire.

Budget

The Council's financial plans for the year. Both capital and revenue budgets are prepared and, amongst other things, used as performance measures.

Capital Expenditure

Substantial expenditure producing benefit to the authority for more than one year.

Capital Receipts

The proceeds of the disposal of assets, non-approved investments and the repayment of grants made by the authority.

Cashflow Statement

A summary of the inflows and outflows of cash with third parties for revenue and capital purposes.

CIPFA

The Chartered Institute of Public Finance and Accountancy. This is the institute of professional local government accountants and produces standards and codes of practice followed in the production of an authority's accounts.

Code of Practice

Issued by CIPFA, this is a code of proper accounting practice with which Local Authorities in England and Wales must comply in preparing their financial statements.

Comprehensive Income and Expenditure Statement (CI&ES)

This account shows expenditure on and income from the Council's day to day activities. Expenditure includes salaries, wages, service and depreciation charges. It gives the cost of the main services provided by the Authority.

Creditors

Money owed by the authority to others.

Debtors

Money owed to the authority by others.

Dedicated Schools Grant (DSG)

A central government grant paid to the council for the use for expenditure on schools.

Depreciation

The writing down of the value of tangible fixed assets in line with its programmed useful life.

Employee Costs

Pay and associated costs such as national insurance, pension contributions etc.

Exceptional Items

Items that, although usual to the activities of the authority, by their nature need separate disclosure because of their unusual size or incidence.

Extraordinary Items

Material items needing separate disclosure because they are unusual to the activities of the authority by their nature.

General Fund

The main revenue fund of the authority which shows income from and expenditure on the Council's day to day activities. It excludes the provision of housing which must be charged to a separate Housing Revenue Account.

Government Grants

The amounts of money the authority receives from the Government and inter-government agencies to help fund both general and specific activities.

Government Grants Deferred

Capital grants which are credited to the balance sheet and amortised to revenue over the life of the relevant asset to offset provisions made for depreciation.

Gross Expenditure

Expenditure before deducting any related income.

Housing Revenue Account (HRA)

The account which sets out the expenditure and income on the provision of housing. Other services are charged to the General Fund.

Impairment

A reduction in the value of a fixed asset below its carrying amount on the Balance Sheet.

IFRSs

International Financial Reporting Standards issued by the Accounting Standards Board requiring information to be shown in accounts.

Leases

These may be finance leases that transfer the risks and rewards of ownership of an asset to the authority. Alternatively, they may be operating leases that are more akin to a hire agreement.

Liabilities

Amounts the authority either owes or anticipates owing to others, whether they are due for immediate payment or not.

Long Term Contracts

A contract that, once entered into, will take longer than the current period of account to complete.

Minimum Revenue Provision (MRP)

Statute requires revenue accounts to be charged with a Prudent Minimum Revenue Provision as a notional redemption cost of all external loans.

Major Repairs Allowance (MRA)

Funded by Central Government. It represents the long term average amount of capital spending required to maintain a Local Authority's housing stock in its current condition.

Net Expenditure

Gross expenditure less directly related income.

National Non-Domestic Rates (NNDR)

Wiltshire Council collects National Non-Domestic Rates from local businesses and organisations and pays them into the Government's central NNDR pool. The amount charged is the Government's national uniform rate and it is then redistributed to local authorities, including Wiltshire Council, in line with a population-based formula.

Precept

The amount of income demanded of the Collection Fund by an authority entitled to that income.

Preceptor

An authority entitled to demand money of the Collection Fund. The preceptors on Wiltshire District Council's Collection Fund are the Council itself (including City Area Special Levy), Wiltshire County Council, Wiltshire Police Authority, Wiltshire & Swindon Fire Authority and Parish Councils.

Private Financing Initiative (PFI)

A long-term contractual public private partnership under which the private sector takes on the risks associated with the delivery of public services in exchange for payments tied to standards of performance.

Provision for Credit Liabilities (PCL)

Statute requires the Council to set aside provision to repay external loans and other credit transactions. Debt-free authorities do not have to apply the whole of the balance shown within the Capital Financing Reserve.

Provisions

Amounts held in reserve against specific potential liabilities or losses where there is uncertainty as to amounts and/or due dates. Payment to a provision is counted as service expenditure.

Rateable Value

Assessment by the Inland Revenue of a property's value from which rates payable are calculated.

Reserves

Amounts prudently held to cover potential liabilities. Payments to reserves are not counted as service expenditure.

Revaluation Reserve

A capital reserve where changes in the value of fixed assets are disclosed when they are revalued. This reserve replaces the Fixed Asset Restatement Account (FARA) which was previously required.

Revenue Expenditure

Day to day running costs of services.

Revenue Income

Day to day income received for services.

Revenue Support Grant

A Government grant paid towards the cost of General Fund services.

Running Expenses

The cost of running a service less employee expenses and capital charges.

Service Reporting Code of Practice (SeRCOP)

Established to modernise the system of Local Authority accounting and reporting, and ensure that it meets the changed and changing needs of modern Local Government; particularly the duty to secure and demonstrate best value in the provision of services to the community.

Useable Capital Receipts Reserve

This reserve holds the amounts of capital receipts derived from the disposal of fixed assets until such a time that they are used to finance capital expenditure.

Useful Life

The anticipated period that an asset will continue to be of benefit.

Value Added Tax (VAT)

An indirect tax levied on vatable goods and services.

Wiltshire Pension Fund

The Fund is administered by Wiltshire Council for local authorities within Wiltshire and other local government associated organisations. It meets the cost of pension benefits due to current and former employees of these organisations. The current membership as at 31 March 2012 included 19,329 active members, 12,227 pensioners and 19,701 deferred members.

Responsibility for the Report

Wiltshire Council

The Council has to arrange for the proper administration of the Wiltshire Pension Fund. In particular, it needs to ensure an economic, efficient and effective use of resources in carrying out this administration and that the Fund's investments are safeguarded.

The Council has delegated this responsibility to the Wiltshire Pension Fund Committee. It also, however, has to ensure that one of its officers has responsibility for the financial aspects of that administration, this being the Director of Finance.

Wiltshire Pension Fund Committee

There are seven elected members of the Committee, comprising five Wiltshire Councillors and two Swindon Borough Council members. In addition, there are two representatives of the admitted bodies and two observers representing staff interests. Details of the membership of the Committee in 2011/2012 are shown in the Wiltshire Pension Fund Annual Report.

Included amongst the powers delegated by the Council to the Committee are requirements to:

- arrange and keep under review the investment of the Fund through one or more properly authorised investment managers, and to
- appoint investment managers and external advisers as necessary to support the work of the Committee.

Chief Finance Officer

The Chief Finance Officer is responsible for preparing the financial statements of the Wiltshire Pension Fund, which must show the financial position of the Fund at the accounting date and its income and expenditure for the year.

In preparing the statements, suitable accounting policies must be selected and applied consistently and judgements and estimates made where necessary that are reasonable and prudent and comply with the appropriate accounting Code of Practice.

Proper accounting records must be maintained and kept up to date and all reasonable steps must be taken to prevent and detect fraud and other irregularities. An anti-fraud and corruption and whistle blowing policy have been implemented for the Fund.

Actuarial Statement

This statement has been prepared in accordance with Regulation 34(1) of the Local Government Pension Scheme (Administration) Regulations 2008, and chapter 6 of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the UK 2011/2012.

Description of Funding Policy

The funding policy is set out in the latest Wiltshire Council Funding Strategy Statement (FSS), dated September 2011. In summary, the key funding principles are as follows:

- to achieve a funding level of 100%, both at the whole Fund level and for the share attributable to individual employers, with a timescale that is prudent and affordable;
- to ensure that sufficient liquid funds are available to meet all benefits as they fall due for payment;
- not to restrain unnecessarily the investment strategy of the Fund so that the Administering Authority can seek to maximise investment returns (and hence minimise the costs of the benefits) for an appropriate level of risk;
- to help employers recognise and manage pension liabilities as they accrue;
- to maximise the degree of stability in the level of each employer's contributions to the extent that the Administering Authority (in consultation with the actuary) is able to do so in a prudent and justifiable way;
- to use reasonable measures to reduce the risk to other employers and ultimately to the Council Tax payer from an employer defaulting on its pension obligations; and
- to address the different characteristics of the disparate employers or groups of employers to the extent that this is practical and cost effective.

The FSS sets out how the administering Authority seeks to balance the conflicting aims of securing the solvency of the Fund and keeping employer contributions stable. For employers whose covenant was considered by the Administering Authority to be sufficiently strong, contributions have been stabilised below the theoretical rate required to return their portion of the Fund to full funding over 20 years if the valuation assumptions are borne out. Asset-liability modelling has been carried out which demonstrate that if these contribution rates are paid and future contribution changes are constrained as set out in the FSS, there is still a better than 50% chance that the Fund will return to full funding over 21 years.

Funding Position as at the last formal valuation

The most recent actuarial valuation carried out under Regulation 36 of the Local Government Pension Scheme (Administration) Regulations 2008 was as at 31 March 2010. This valuation revealed that the Fund's assets, which at 31 March 2010 were valued at £1,167 million, were sufficient to meet 74.6% of the liabilities (i.e. the present value of promised retirement benefits) accrued up to that date. The resulting deficit at the 2010 valuation was £396 million.

Individual employers' contributions for the period 1 April 2011 to 31 March 2014 were set in accordance with the Fund's funding policy as set out in its FSS.

Principal Actuarial Assumptions and Methods used to value the liabilities

Full details of the methods and assumptions used are described in the actuary's report dated 25 March 2011.

Method

The liabilities were assessed using an accrued benefits method which takes into account pensionable membership up to the valuation date, and makes an allowance for expected future salary growth to retirement or expected earlier date of leaving pensionable membership.

Assumptions

A market-related approach was taken to valuing the liabilities, for consistency with the valuation of the Fund assets at their market value.

The key financial assumptions adopted for the 2010 valuation were as follows:

Financial Assumptions	Rate at 31 March 2010	
	Nominal	Real
Discount rate	6.1%	2.8%
Pay increase	5.3%	2.0%
Price Inflation/Pension increases	3.3%	0.0%

**plus an allowance for promotional pay increases. Short term pay growth was assumed to be 1% p.a. for 2010/2011 and 2011/2012, reverting to 5.3% p.a. thereafter.*

The key demographic assumption was the allowance made for longevity. As a member of the Club Vita, the baseline longevity assumptions adopted at this valuation were a bespoke set of VitaCurves that were specifically tailored to fit the membership profile of the Fund. Longevity improvements were in line with medium cohort projections and a 1% p.a. underpin effective from 2010. Based on these assumptions, the average future life expectancies at age 65 are as follows:

	Males	Females
Current Pensioners	21.3 years	23.6 years
Future Pensioners	23.3 years	25.5 years

Copies of the 2010 valuation report and Funding Strategy Statement are available on request from Wiltshire Council administering authority to the Fund.

Experience over the year since April 2010

The Administering Authority monitors the funding position on a regular basis as part of its risk management programme. The most recent funding update was produced as at 31 March 2012. It showed that the funding level (excluding the effect of any membership movements) has worsened since the 2010 valuation due to falling real bond yields and lower asset returns than expected.

The next actuarial valuation will be carried out as at 31 March 2013. The Funding Strategy statement will also be reviewed at that time.

Audit

The Audit Commission has appointed KPMG to act as the external auditor of the Council, and therefore the pension fund.

Investment Management Policy

Overall responsibility for investment policy lies with the Wiltshire Pension Fund Committee, which reports directly to Wiltshire Council.

The Investment Strategy is revised annually by the Fund. The latest Strategic review was undertaken during 2011, new mandates are currently being implemented resulting from this.

The current strategy has the dual aim of increasing returns and reducing risk by increasing diversification and alternative approaches. Details of the strategy are provided in the Fund's Statement of Investment Principles (SIP) – the Wiltshire Fund's SIP can be supplied upon request or viewed at www.wiltshirepensionfund.org.uk/investment-principles.

The full list of managers as at 31 March 2012 were:

Company	Mandate	Share of Fund
Baillie Gifford	Global Equity	12.5%
Capital International	Global Equity	14.0%
Capital International	Absolute Income Grower (Equities / Bonds)	10.0%
Western Asset Management	Bonds	10.5%
CBRE Global Multi Manager	Property	13.0%
Edinburgh Partners	Global Equities	10.5%
Fauchier Partners	Long-Short Equities	5.0%
Legal & General	Passive UK Equity	15.5%
Legal & General	Government Bonds	6.0%
M&G Investment Management	UK Companies Financing Fund	2.0%
Record Currency Management	Currency - Passive	1.0%

During the year, the managers transacted purchases of £662.7 million (£856.1m 2010/11) and sales of £620.8 million (£809.2m 2010/11). The value of assets under management at 31 March 2012 was £1328.2 million, broken down by managers as follows:

Capital International	£315.4 million
Legal & General	£292.1 million
Baillie Gifford	£178.6 million
CBRE Global Multi Manager	£160.6 million
Western Asset Management	£153.5 million
Edinburgh Partners	£132.0 million
Fauchier Partners	£67.8 million
Record Currency Management	£18.5 million
M&G Investment Management	£9.7 million
Total	£1,328.2 million

	£ million	Fund total
Geographical analysis		
United Kingdom	744.6	56.0
North America	196.0	14.8
Europe	114.1	8.6
Japan	9.6	0.7
Asia, ex Japan	25.3	1.9
Other - Overseas	51.9	3.9
Other - Pooled Funds	186.7	14.1
	1,328.2	100.0
Sector analysis		
Equities	809.0	60.9
Fixed interest bonds	194.3	14.6
Cash & Derivatives	56.6	4.3
Property	154.2	11.6
Long-Short Hedge Fund	63.7	4.8
Index linked bonds	50.4	3.8
	1,328.2	100.0

Safe custody of all investments are the responsibility of BNY Mellon and as such, are registered in the name of, and are held by, its nominee companies or, alternatively, by overseas agents.

Fund Account	Notes	2011/2012	2010/2011
For the year ended 31 March 2012		£000	£000
Contributions and benefits			
Contributions receivable	5	87,770	86,210
Individual transfers		5,662	9,145
		<u>93,432</u>	<u>95,355</u>
Benefits payable	6	(65,687)	(61,418)
Payments to and on account of leavers	7	(4,039)	(6,889)
Administrative expenses	8	(1,219)	(1,343)
		<u>(70,945)</u>	<u>(69,650)</u>
Net additions from dealings with members		<u>22,487</u>	<u>25,705</u>
Returns on investments			
Investment income	9	31,095	27,691
Change in market value of investments	11	9,884	70,903
Investment management expenses	12	(5,465)	(4,049)
Net returns on investments		<u>35,514</u>	<u>94,545</u>
Net Increase in the fund during the year		<u>58,001</u>	<u>120,250</u>
Opening Net Assets of the Fund		1,286,798	1,166,548
Closing net assets of the Fund		<u>1,344,799</u>	<u>1,286,798</u>

The Wiltshire Pension Fund

Net Asset Statement	Notes	31 March 2012	31 March 2011
At 31 March 2012			
		£000	£000
INVESTMENT ASSETS	11		
Fixed interest securities		144,117	126,432
Index linked securities		627	805
Equities		426,513	421,908
Pooled investment vehicles		546,157	530,502
Property		154,161	147,637
Derivative assets		6,957	5,568
Cash held on deposit		46,805	43,083
Other investment balances		4,466	3,861
		<u>1,329,803</u>	<u>1,279,796</u>
INVESTMENT LIABILITIES	11		
Derivatives liabilities		(1,619)	(3,450)
Total net investments		<u>1,328,184</u>	<u>1,276,346</u>
Current assets	13	18,109	12,891
Current liabilities	14	(1,494)	(2,439)
Net assets of the Fund at 31 March		<u>1,344,799</u>	<u>1,286,798</u>

The accounts summarise the transactions of the Fund and deal with the net assets at the disposal of Wiltshire Council. They do not take account of obligations to pay pensions and benefits which fall due after the end of the Fund year. The actuarial position of the Fund, which does take account of such obligations, is dealt with in the actuarial statements and these accounts should be read in conjunction with these.

Notes**Forming part of the financial accounts****1. Basis of Preparation**

The accounts have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2011/2012 which is based upon International Financial Reporting Standards (IFRS), as amended for the UK public sector.

IAS26 requires the actuarial present value of promised benefits to be disclosed. A separate report has been prepared by Hymans Robertson and is enclosed below after note 16. The Chancellor's budget statement on 22 June 2010 declared that future pension increases should be linked to the Consumer Prices Index (CPI) rather than the Retail Prices Index (RPI). The report after note 16 has been prepared on the CPI basis.

The accounts have been prepared on an accruals basis except where otherwise stated, i.e. income and expenditure is accounted for as it is earned or incurred, rather than as it is received and paid.

2. Accounting Policies

The principal accounting policies of the Fund are as follows:

Contributions

Contributions are received from employer bodies in respect of their own and their pensionable employees' contributions. Employers' contributions (for both Normal and Deficit Funding) are prescribed in the Actuary's Rates and Adjustment Certificate following the review of the Fund's assets and liabilities during the triennial valuation. The Employees' contributions are included at the rates prescribed by the Local Government Pension Scheme Regulations.

Employer augmentation contributions are accounted for in accordance with the agreement under which they are being paid.

Benefits and Refund of Contributions

The benefits payable and refunds of contributions have been brought into account on the basis of all valid claims approved during the year.

Transfers to and from Other Schemes

No account is taken of liabilities to pay pensions and other benefits after the year end. Transfer values, which are those sums paid to, or received from, other pension schemes relating to previous periods of employment, have been brought into account on a cash basis.

Investment Income

Dividends, interest and coupon receipts have been accounted for on an accruals basis. Income on pooled investments is accumulated and reflected in the valuation of units.

Valuation of Investments

Investments are shown in the accounts at market value, determined on the following basis:

- (i) **Quoted securities**
Quoted Securities have been valued at 31 March 2012 by the Fund's custodian using the bid price where a quotation was available on a recognised stock exchange or unlisted securities market.
- (ii) **Unquoted securities**
Unquoted securities have been valued according to the latest trades, professional valuation, asset values or other appropriate financial information.
- (iii) **Pooled investment vehicles**
Pooled investments are stated at bid price for funds with bid/offer spreads, or single price where there are no bid/offer spreads, as provided by the investment manager.
- (iv) **Fixed Interest Stocks**
Fixed interest stocks are valued on a clean basis. Accrued income is accounted for within investment income.
- (v) **Derivative Contracts**
Derivatives are stated at market value. Exchange traded derivatives are stated at market values determined using quoted prices. For exchange traded derivative contracts which are assets, market value is based on quoted bid prices. For exchange traded derivative contracts which are liabilities, market value is based on quoted offer prices.

Over the Counter (OTC) derivatives are stated at market value using pricing models and relevant market data as at the year end date.

Forward foreign exchange contracts are valued by determining the gain or loss that would arise from closing out the contract at the reporting date by entering into an equal and opposite contract at that date.

All gains and losses arising on derivative contracts are reported within 'Change in Market Value'.

Reported changes in the market value of investments over the year of account include realised gains or losses arising upon the disposal of investments during the year.

Foreign Currency Translation

All investments held in foreign currencies are shown at market value translated into sterling using the WM 4PM rate on 31 March 2012.

Foreign currency transactions are accounted for on the basis of the equivalent sterling value of the underlying transactions, by applying the relevant exchange rate ruling at the time. Where overseas securities are acquired with currency either previously purchased directly or accruing from the sale of securities, the sterling book cost of the new security will be based on the exchange rate ruling at the time of the purchase of that security. Any profit or loss arising on currency transactions either realised or unrealised, will be reflected in the Net Asset Statement.

Investment Management Expenses

Investment management expenses are based on the quarter end market value of the investments held. The fees paid are determined by the agreed fee scales for each individual manager.

Acquisition Costs of Investments

Costs incurred on the acquisition of investments, such as stamp duty and commission, are treated as part of the purchase cost of investments.

Administration Expenses

A proportion of the relevant officers' salaries, salary on-costs and general overheads, have been charged to the Fund on the basis of time spent on Fund administration.

Taxation

The Fund is a registered pension scheme for tax purposes and as such is not liable for UK income tax on investment income, nor capital gains tax. As Wiltshire Council is the administering authority, VAT input tax is recoverable on all expenditure.

Income earned from investments in stocks and securities in the USA is exempt from US tax and is not subject to withholding tax. Most tax deducted from income on European investments is also recoverable.

Additional Voluntary Contributions (AVCs)

The accounts of the Fund in accordance with regulation 5 (2) (C) of the Pension Scheme (Management and Investment of Funds) Regulations 1998 do not include transactions in respect of AVCs. These are money purchase arrangements made by individual Fund members under the umbrella of the Local Government Pension Scheme, to enhance pension benefits. Fund members over the age of fifty may elect to buy service with their AVC funds, such transactions being included within transfers into the Fund.

3. Critical Judgement in Applying Accounting Policies

Pension Fund Liability

The pension fund liability is calculated every three years by the appointed actuary, with annual updates in the intervening years. The methodology used is in line with accepted guidelines and in accordance with IAS19. Assumptions underpinning the valuations are agreed with the actuary and are summarised in the actuarial position statement (on page 90). This estimate is subject to significant variances based on changes to the underlying assumptions.

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

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

The items in the net asset statement at 31 March 2012 for which there is significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if actual results differ from assumptions
Debtors	At 31 March 2012, the fund had a balance of £18.1m for debtors (£7.7m relate to a long term debtor). A review of significant balances suggested that no impairment is currently necessary. However, in the current economic climate, it is not certain that all debts will be paid.	If collection rates deteriorate it may be necessary for an allowance to be included in the accounts for doubtful debts.
Hedge Fund of Funds	The fund of funds is valued at the sum of the fair values provided by the administrators of the underlying funds plus adjustments that the fund of funds directors or independent administrators judge necessary. These investments are not publicly listed and as such there is a degree of estimation involved in the valuation.	The total hedge fund of funds value in the financial statements is £67.8m. There is a risk that this investment may be under or overstated in the accounts. Using the volatility data provided by the Fund's investment advisor the fund of funds valuation may be over/understated by £7m.

5. Contributions Receivable

	2011/2012 £000	2010/2011 £000
Employer		
- Normal	46,229	49,026
- Augmentation	1,827	3,267
- Deficit Funding*	21,453	14,385
Members		
- Normal	17,936	19,148
- Additional Contributions	325	384
	87,770	86,210
Analysis of contributions receivable		
	2011/2012 £000	2010/2011 £000
<i>Contributions from employees (Including Additional Contributions)</i>		
- Wiltshire Council	8,185	9,120
- Other scheduled bodies Admitted bodies	8,058 2,018	8,441 1,971
	18,261	19,532
<i>Contributions from employers (Including Augmentations)</i>		
- Wiltshire Council	27,017	30,492
- Other scheduled bodies Admitted bodies	35,413 7,079	29,455 6,731
	69,509	66,678
Total contributions receivable	87,770	86,210

* Deficit funding contributions are being paid by the employer for the three years commencing from 1 April 2011 with a minimum specified in the Rates and Adjustment certificate dated 25 March 2011 in order to improve the Fund's funding position. The recovery period at the last valuation over which the deficit funding is recovered is mainly 20 years for scheduled bodies and 14 years or the length of the employer's contract (whichever is the shorter) for admitted bodies.

6. Benefits payable

	2011/2012 £000	2010/2011 £000
Pensions	51,633	47,519
Commutation and lump sum retirement benefits	12,664	12,676
Lump sum death benefits	1,390	1,223
	65,687	61,418
Analysis of benefits payable	2011/2012 £000	2010/2011 £000
<i>Pensions payable</i>		
- Wiltshire Council	28,627	26,444
- Other scheduled bodies	19,389	18,182
- Admitted bodies	3,617	2,893
	51,633	47,519
<i>Retirement and Death grants payable</i>		
- Wiltshire Council	6,368	7,757
- Other scheduled bodies	5,264	4,597
- Admitted bodies	2,422	1,545
	14,054	13,899
Total benefits payable	65,687	61,418

7. Payments to and on account of leavers

	2011/2012 £000	2010/2011 £000
Individual transfer out to other schemes	4,031	6,890
Refunds to members leaving service	20	18
State Scheme Premiums	(12)	(19)
	4,039	6,889

8. Administrative expenses

	2011/2012 £000	2010/2011 £000
Administration and processing	932	1,070
Actuarial fees	215	235
Audit fees	49	34
Legal and other professional fees	23	4
	1,219	1,343

9. Investment Income

	2011/2012 £000	2010/2011 £000
<i>Quoted securities</i>		
- UK fixed interest bonds (coupon receipts)	7,655	6,538
- Overseas fixed interest bonds (coupon receipts)	139	240
- UK index linked bonds (coupon receipts)	26	30
- UK equities	1,763	2,755
- Overseas equities	7,826	7,133
<i>Pooled Investment Vehicles</i>		
- UK equities	0	1
- Overseas equities	3,883	2,702
- UK fixed interest corporate bonds	756	915
- Overseas fixed interest bonds	360	421
- UK property	8,425	6,734
<i>Cash held on deposit</i>		
- Sterling Cash	256	217
- Overseas Cash	6	5
	31,095	27,691

10. Stock Lending

The Council participates in a securities lending programme administered by BNY Mellon. Securities in the beneficial ownership of the Council to a value of £10.2 million (0.8% of the total) were on loan at 31 March 2012. Collateral for these securities is held in a pooled form, the Wiltshire Pension Fund's share (0.07%) representing a value of £10.8 million (106.08%). Income earned from this programme amounted to £0.121 million in the year.

	2011/2012 £ million	2010/2011 £ million
WPF Securities on loan	10.2	10.0
<i>(percentage of total)</i>	0.80%	0.80%
WPF Collateral share of pool	0.07%	0.61%
Value of WPF pooled share	10.8	10.5
Percentage of securities on loan	106.1%	105.0%
Income earned in year	0.121	0.143

11. Investments

Reconciliation of investments held at beginning and end of year

	Value at 01 April 2011	Purchases at cost & derivative payments	Sales Proceeds and derivative receipts	Change in Market Value	Value at 31 March 2012
	£000	£000	£000	£000	£000
Fixed interest securities	126,432	68,448	(56,560)	5,797	144,117
Index linked securities	805	13	(275)	84	627
Equities	421,908	175,073	(165,589)	(4,879)	426,513
Pooled funds:					
- Other	530,502	70,103	(63,451)	9,003	546,157
- Property	147,637	20,194	(14,485)	815	154,161
Derivative assets					
- Futures	706	6,615	(4,230)	(3,421)	(330)
- Options	0	207	(564)	357	0
- Forward FX	1,412	19,623	(17,707)	2,340	5,668
	1,229,402	360,276	(322,861)	10,096	1,276,913
Cash deposits	43,083	301,813	(297,902)	(189)	46,805
Other Investment Balances	3,861	628	0	(23)	4,466
	1,276,346	662,717	(620,763)	9,884	1,328,184

	Value at 01 April 2010	Purchases at cost & derivative payments	Sales Proceeds and derivative receipts	Change in Market Value	Value at 31 March 2011
	£000	£000	£000	£000	£000
Fixed interest securities	113,515	90,069	(77,929)	777	126,432
Index linked securities	767	11,642	(11,816)	212	805
Equities	520,041	162,518	(294,709)	34,058	421,908
Pooled funds:					
- Other	358,674	189,875	(41,155)	23,108	530,502
- Property	114,506	28,195	(2,447)	7,383	147,637
Derivative assets					
- Futures	(145)	5,349	(4,179)	(319)	706
- Options	1	0	0	(1)	0
- Forward FX	(7,969)	24,949	(21,457)	5,889	1,412
	1,099,390	512,597	(453,692)	71,107	1,229,402
Cash deposits	54,313	343,551	(354,574)	(207)	43,083
Other Investment Balances	4,780	(1)	(921)	3	3,861
	1,158,483	856,147	(809,187)	70,903	1,276,346

The PRAG guidance, Accounting for Derivatives in Pension Schemes, recommends that derivatives are set out separately in the investment reconciliation table for reasons of clarity and are reconciled on a 'net' basis as opposed to 'gross' as reported in the Net Assets Statement.

Transaction costs have been debited through the Fund Account and have been disclosed as part of the Investment Management Expenses. Costs are also borne by the Fund in relation to transactions in

pooled investment vehicles. However, such costs are taken into account in calculating the bid/offer spread of these investments and are not therefore separately identifiable.

Details of investments held at year end

	31 March 2012 £000	31 March 2011 £000
INVESTMENT ASSETS		
<i>Fixed Interest Securities</i>		
- UK fixed interest Government bonds	8,891	16,471
- UK fixed interest Corporate bonds	134,667	108,651
- Overseas fixed interest Government bonds	0	6
- Overseas fixed interest Corporate bonds	559	1,304
	144,117	126,432
<i>Index Linked Securities</i>		
- UK index linked Corporate bonds	627	805
	627	805
<i>Equities</i>		
- UK equities	48,380	46,047
- Overseas equities	378,133	375,861
	426,513	421,908
<i>Pooled Investment Vehicles</i>		
- UK equities	193,060	190,192
- Overseas equities	189,425	161,901
- UK fixed interest Government bonds	49,162	43,140
- UK fixed interest Corporate bonds	0	18,707
- Overseas fixed interest Government bonds	154	6,818
- Overseas fixed interest Corporate bonds	811	3,590
- UK index linked Government bonds	49,801	43,385
- Property	154,161	147,637
- Long-Short Hedge Fund	63,744	62,769
	700,318	678,139
<i>Cash held on deposit</i>		
- Sterling Cash	38,444	40,500
- Overseas Cash	8,361	2,583
	46,805	43,083
<i>Other Investment Balances</i>		
- Derivatives Assets	6,957	5,568
- Outstanding dividend entitlements	3,739	3,348
- Recoverable tax	727	513
	11,423	9,429
INVESTMENT LIABILITIES		
- Derivatives Liabilities	(1,619)	(3,450)
Total of investments held	1,328,184	1,276,346
NET CURRENT ASSETS & LIABILITIES		
Current Assets	18,109	12,891
Current Liabilities	(1,494)	(2,439)
Total net current assets	16,615	10,452
	1,344,799	1,286,798

Objectives and Policies

The Wiltshire Pension Fund committee have authorised the use of derivatives by their investment managers as part of the investment strategy for the Fund.

The main objective for the use of key classes of derivatives and the policies followed during the year are summarised as follows:

Options – The Fund allows two of its managers to invest in options as part of their portfolio construction to assist them in achieving performance targets. These options are limited to ‘Over-the-Counter’ contracts purchased on major exchanges and must not exceed specified limits. Option exposures are limited and hedged through the use of futures.

Futures – The Fund allows a number of its managers to invest in futures, within specified exposure limits, as part of their overall portfolio construction to assist them in achieving performance targets.

Forward foreign exchange – In order to maintain an appropriate diversification of investments within the Fund and take advantage of overseas investment returns a proportion of the investment portfolio is invested overseas. To balance the risk of investing in foreign currencies a passive currency hedging programme, using forward foreign contracts, is in place to reduce the currency exposure of the overseas investments. Currently 50% of the overseas equity investments are hedged this way.

The Fund had the following derivative contracts outstanding at the year end relating to its fixed interest investment and passive currency mandate. The details are:

<u>Future Contracts</u>					
Nature	Nominal Amount	Duration	Economic Exposure	Asset value at yearend	Liability value at yearend
	£000		£000	£000	£000
Equity Futures					
FTSE 100 Index Future	262	Expires Jun 12	15,011		(385)
Fixed Income Security					
UK Long Gilt	(136)	Expires Jun 12	(15,573)	55	
				<u>55</u>	<u>(385)</u>

Forward Cash Currency Contracts

Contract	Settlement date	Currency bought	Currency sold	Asset value at	Liability value
				£000	£000
Forward OTC	0 to 6 months	Sterling	Australian Dollar	43	(3)
Forward OTC	0 to 6 months	Australian Dollar	Sterling		(20)
Forward OTC	0 to 6 months	Canadian Dollar	Sterling		(19)
Forward OTC	0 to 6 months	Sterling	Canadian Dollar	65	
Forward OTC	0 to 6 months	Danish Krone	Sterling	2	(11)
Forward OTC	0 to 6 months	Sterling	Danish Krone	34	
Forward OTC	0 to 6 months	Euro	Sterling	38	(153)
Forward OTC	0 to 6 months	Sterling	Euro	1,160	(47)
Forward OTC	6 to 12 months	Sterling	Euro	82	
Forward OTC	0 to 6 months	Hong Kong Dollar	Sterling		(99)
Forward OTC	0 to 6 months	Sterling	Hong Kong Dollar	615	
Forward OTC	0 to 6 months	Japanese Yen	Sterling		(151)
Forward OTC	0 to 6 months	Sterling	Japanese Yen	1,604	
Forward OTC	6 to 12 months	Sterling	Japanese Yen	64	
Forward OTC	0 to 6 months	Norwegian Krone	Sterling	3	
Forward OTC	0 to 6 months	Sterling	Norwegian Krone	5	(44)
Forward OTC	0 to 6 months	Singapore Dollar	Sterling		(24)
Forward OTC	0 to 6 months	Sterling	Singapore Dollar	29	
Forward OTC	0 to 6 months	Swedish Krona	Sterling		(27)
Forward OTC	0 to 6 months	Sterling	Swedish Krona	29	(82)
Forward OTC	0 to 6 months	Swiss Franc	Sterling		(12)
Forward OTC	0 to 6 months	Sterling	Swiss Franc	10	(60)
Forward OTC	0 to 6 months	USDollar	Sterling		(363)
Forward OTC	0 to 6 months	Sterling	USDollar	2,959	(119)
Forward OTC	6 to 12 months	Sterling	USDollar	160	
				6,902	(1,234)

Financial Risk Disclosure

As an LGPS Pension Fund, the Funds objective is to achieve a relatively stable "real" return above the rate of inflation over the long term. In order to achieve this objective the Fund holds financial instruments such as securities (equities, bonds), property, pooled funds (collective investment schemes) and cash and cash equivalents. The Funds activities expose it to a variety of financial risks including Market Risk, Credit Risk and Liquidity Risk.

All the Funds investments are managed by appointed Investment Managers. All investments are held by BNY Mellon who acts as custodian on behalf of the Fund. Each investment manager is required to invest the assets managed by them in accordance with the terms of a written investment mandate or pooled fund prospectus.

The Wiltshire Pension Fund Committee has determined that these managers are appropriate for the Fund and is in accordance with its investment strategy. The Committee obtains regular reports from each investment manager and its Investment Consultant on the nature of investments made and associated risks.

The analysis below is designed to meet the disclosure requirements of IFRS 7.

a) Market Risk

Market risk represents the risk that the fair value of a financial instrument will fluctuate because of changes in market prices. This could be as a result of changes in market price, interest rates or currencies. The objective of the Funds Investment strategy is to manage and control market risk exposure within acceptable parameters, while optimising the return.

In general excessive volatility in market risk is managed through diversification across asset class and investment manager. Each manager is also expected to maintain a diversified portfolio within their allocation.

1) Market Price Risk

Market price risk represents the risk that the value of a financial instrument will fluctuate as a result of changes in market prices (other than those arising from interest rate risk or foreign exchange risk), whether those changes are caused by factors specific to the individual instrument or its issuer or factors affecting the market in general.

By diversifying investments across asset classes and managers, the Fund aim to reduce the exposure to price risk. Diversification of asset classes seeks to reduce correlation of price movements, whilst the appointment of specialist managers enables the Fund to gain from their investment expertise.

Market Price - Sensitivity Analysis

The sensitivity of the Fund's investments to changes in market prices have been analysed using the volatility of returns experienced by asset classes. The volatility data has been provided by the Fund's Investment Advisor (Mercers for year end 2012, Hymans Roberson for year end 2011) and is broadly consistent with a one-standard deviation movement. The volatility is measured by the (annualised) estimated standard deviation of the returns of the assets relative to the liability returns. Such a measure is appropriate for measuring "typical" variations in the relative values of the assets and liabilities over short time periods. It is not appropriate for assessing longer term strategic issues. The analysis assumes that all other variables, in particular, interest rates and foreign exchange rates, remain constant.

Movements in market prices would have increased or decreased the net assets valued at 31 March 2012 and 2011 by the amounts shown below.

As at 31 March 2012	Value £000	Volatility of return	Increase £000	Decrease £000
Baillie Gifford - Global Equity	178,592	17.39%	31,057	(31,057)
Capital International - Global Equity	178,821	17.39%	31,097	(31,097)
Capital International - Absolute Income Grower	136,630	12.94%	17,680	(17,680)
ING Real Estate - Property	160,616	11.04%	17,732	(17,732)
Western Asset Management - Corporate Bonds	153,462	9.62%	14,763	(14,763)
Legal & General - Equity	193,060	17.39%	33,573	(33,573)
Legal & General - Gilts	98,964	12.07%	11,940	(11,940)
Edinburgh Partners - Global Equity	131,981	17.39%	22,951	(22,951)
Fauchier Partners - Long/Short Hedge Funds	67,844	11.02%	7,476	(7,476)
Record Currency Management	18,511	0.00%	0	0
M&G - Financing Fund	9,703	0.00%	0	0
	<u>1,328,184</u>		<u>188,270</u>	<u>(188,270)</u>

As at 31 March 2011	Value £000	Volatility of return	Increase £000	Decrease £000
Baillie Gifford - Global Equity	176,192	21.10%	37,177	(37,177)
Capital International - Global Equity	185,433	21.10%	39,126	(39,126)
Capital International - Absolute Income Grower	127,630	9.50%	12,125	(12,125)
ING Real Estate - Property	151,780	14.20%	21,553	(21,553)
Western Asset Management - Corporate Bonds	140,606	10.00%	14,061	(14,061)
Legal & General - Equity	190,192	18.10%	34,425	(34,425)
Legal & General - Gilts	86,525	6.50%	5,624	(5,624)
Edinburgh Partners - Global Equity	131,472	21.10%	27,741	(27,741)
Fauchier Partners - Long/Short Hedge Funds	65,358	10.20%	6,667	(6,667)
Record Currency Management	16,446	0.00%	0	0
M&G - Financing Fund	4,712	0.00%	0	0
	<u>1,276,346</u>		<u>198,499</u>	<u>(198,499)</u>

2) Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The Fund's exposure to interest rate movements from its investments in cash & cash equivalents, fixed interest and loans at 31 March 2012 and 2011 are provided below.

31 March 2012	
£000	
Cash held on deposit	46,805
Fixed Interest Securities	144,117
Loans	9,703
	<u>200,625</u>
31 March 2011	
£000	
Cash held on deposit	43,083
Fixed Interest Securities	126,432
Loans	4,682
	<u>174,197</u>

Interest Rate – Sensitivity Analysis

The Pension Fund recognises that interest rates vary and can impact on the fair value of the assets. The sensitivity of the Fund's investments to changes in interest rates has been analysed by showing the affect of a 100 basis point (1%) change in interest rates. This analysis assumes that all other variables, in particular foreign currency rates, remain constant.

As at 31 March 2012	Value £000	Change in net assets	
		£000	£000
		+100 BP	-100 BP
Cash held on deposit	46,805	468	(468)
Fixed Interest Securities	144,117	(10,722)	10,722
Loans	9,703	0	0
	<u>200,625</u>	<u>(10,254)</u>	<u>10,254</u>

As at 31 March 2011	Value £000	Change in net assets	
		+100 BP £000	-100 BP £000
Cash held on deposit	43,083	431	(431)
Fixed Interest Securities	126,432	(9,520)	9,520
Loans	4,682	0	0
	174,197	(9,089)	9,089

A 1% increase in interest rates will reduce the fair value of the relevant net assets and vice versa. The loans identified are part of the M&G Financing Fund. Borrowers pay a fixed annual interest rate agreed at the outset.

3) Currency Risk

Currency risk represents the risk that the fair value of financial instruments will fluctuate because of changes in foreign exchange rates. The Fund is exposed to currency risk on financial instruments that are denominated in a currency other than sterling. When sterling depreciates the sterling value of foreign currency denominated investments will rise and when sterling appreciates the sterling value of foreign currency denominated investments will fall.

Currently Wiltshire Pension Fund has a 50% passive hedging arrangement in place. This restricts the losses/gains to half of what they would have been on overseas investment returns. This reduces the volatility of returns over the long term.

The tables below show approximate exposures to each of the three major foreign currencies based on manager benchmarks and target allocations. This is based on the three global equity managers Baillie Gifford, Capital International, Edinburgh Partners and the Capital International (AIG) product.

2012	US Dollar	Euro	Yen
Benchmark Weights	21.70%	4.80%	3.70%
	£'000	£'000	£'000
Net Currency Exposure	288,486	63,317	49,330

2011	US Dollar	Euro	Yen
Benchmark Weights	19.80%	6.60%	3.20%
	£000	£000	£000
Net Currency Exposure	242,506	84,239	40,843

Currency Risk – Sensitivity Analysis

The sensitivity of the Fund's investments to changes in foreign currency rates have been analysed using a 10% movement in exchange rates in either direction. This analysis assumes that all variables, in particular interest rates, remain constant.

A 10% strengthening or weakening of Sterling against the various currencies at 31 March 2012 and 31 March 2011 would have increased or decreased the net assets by the amount shown below.

2012	Assets Held at Fair Value £000	Change in net assets	
		+10% £000	-10% £000
US Dollar	288,486	28,849	(28,849)
Euro	63,317	6,332	(6,332)
Yen	49,330	4,933	(4,933)
Net Currency Exposure	401,133	40,114	(40,114)

2011	Assets Held at Fair Value £000	Change in net assets	
		+10% £000	-10% £000
US Dollar	242,506	25,700	(25,700)
Euro	84,239	8,600	(8,600)
Yen	40,843	4,200	(4,200)
Net Currency Exposure	367,588	38,500	(38,500)

As the Fund has a 50% hedging arrangement in place only 50% of the gains/losses would be experienced. One important point to note is that currency movements are not independent of each other. If sterling strengthened generally it may rise against all the above currencies producing losses across all the currencies.

b) Credit Risk

Credit risk represents the risk that the counterparty to the financial instrument will fail to meet their obligations and the Fund will incur a financial loss.

The Fund is exposed to credit risk through its investment managers, custodian and its daily treasury management activities. Credit risk is minimised through the careful selection and monitoring of counterparties.

A securities lending programme is run by the Fund's custodian, BNY Mellon, who manage and monitor the counterparty risk, collateral risk and the overall lending programme. The minimum level of collateral for securities on loan is 102%, however more collateral may be required depending upon the type of transaction. This level is assessed daily to ensure it takes account of market movements. The current collateral Wiltshire Pension Fund accepts is AAA rated supranational debt, AA rated debt and FTSE 350 Equity DBV. Securities lending is capped by investment regulations and statutory limits are in place to ensure that no more than 35% of eligible assets can be on loan at any one time.

Forward currency contracts are entered into by the Fund's currency overlay manager – Record. These contracts are subject to credit risk in relation to the counterparties of the contracts which are primarily banks. The responsibility for these contracts rests with Record. Prior to appointment full due diligence was undertaken, they are regulated by the FSA and meet the requirements set out in the LGPS (Management and Investment of Funds) Regulations 2009.

Another source of credit risk is the cash balances held internally or by managers. The Pension Fund's bank account is held at HSBC, which holds an AA long term credit rating and it maintains its status as a well capitalised and strong financial institution. The management of the cash held in this account is managed by the Council's Treasury Management Team in line with the Fund's Treasury Management Strategy which sets out the permitted counterparties and limits. Cash held by investment managers is invested with the custodian in a diversified money market fund rated AAAM.

The Fund's exposure to credit risk at 31 March 2012 and 2011 is the carrying amount of the financial assets.

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2012

	£000
Fixed interest securities	144,117
Index linked securities	627
Derivative assets	5,338
Cash held on deposit	46,805
Other investment balances	4,466
Current assets	18,109
	<u>219,462</u>

2011

	£000
Fixed interest securities	126,432
Index linked securities	805
Derivative assets	2,118
Cash held on deposit	43,083
Other investment balances	3,861
Current assets	12,891
	<u>189,190</u>

c) Liquidity Risk

Liquidity risk represents the risk that the Fund will not be able to meet its financial obligations as they fall due. The main liabilities of the Fund relate to the benefits payable which fall due over a long period of time. The investment strategy reflects this and set out the strategic asset allocation of the Fund. Liquidity risk is mitigated by investing a proportion of the Fund in actively traded instruments in particular equities and fixed income investments. The Fund maintains a cash balance to meet operational requirements.

The following tables analyses the Fund's financial liabilities as at 31 March 2012 and 2011, grouped into relevant maturity dates.

2012

	Carrying Amount £000	Less than 12 months £000	Greater than 12 months £000
Accounts Payable	98	98	0
Benefits Payable	248	248	0
Sundry Creditors	1,148	1,148	0
	<u>1,494</u>	<u>1,494</u>	<u>0</u>

2011

	Carrying Amount £000	Less than 12 months £000	Greater than 12 months £000
Accounts Payable	494	494	0
Benefits Payable	677	677	0
Sundry Creditors	1,268	1,268	0
	<u>2,439</u>	<u>2,439</u>	<u>0</u>

Fair Value Hierarchy

The Fund measures fair values using the following fair value hierarchy that reflects the significance of the inputs used in making the measurements:

- Level 1: Unadjusted quoted prices in an active market for identical assets or liabilities that the Fund has the ability to access at the measurement date.
- Level 2: Inputs other than quoted prices under Level 1 that are observable for the asset or liability, either directly or indirectly.
- Level 3: Unobservable inputs for the asset or liability used to measure fair value that rely on the Funds own assumptions concerning the assumptions that market participants would use in pricing an asset or liability.

The tables below analyse financial instruments, measured at fair value at the end of the reporting period 31 March 2012 and 31 March 2011, by the level in the fair value hierarchy into which the fair value measurement is categorised. This has been produced from analysis provided by our custodian BNY Mellon.

2012	£000	£000	£000	£000
	Level 1	Level 2	Level 3	Total
Fixed Interest Securities		144,117		144,117
Index Linked Securities		627		627
Equities	414,931		11,582	426,513
Pooled Funds:				0
- Other	60,066	486,091		546,157
- Property	226	153,935		154,161
Derivative assets				0
- Futures	(330)			(330)
- Options				0
- Forward FX	5,668			5,668
	480,561	784,770	11,582	1,276,913
Cash Deposits	36,396	10,409		46,805
Other Investment balances	4,466			4,466
	521,423	795,179	11,582	1,328,184
2011	£000	£000	£000	£000
	Level 1	Level 2	Level 3	Total
Fixed Interest Securities	6	126,426		126,432
Index Linked Securities		805		805
Equities	414,718		7,190	421,908
Pooled Funds:				0
- Other	30,428	500,074		530,502
- Property		147,637		147,637
Derivative assets				0
- Futures	706			706
- Options				0
- Forward FX	1,412			1,412
	447,270	774,942	7,190	1,229,402
Cash Deposits	30,265	12,818		43,083
Other Investment balances	3,861			3,861
	481,396	787,760	7,190	1,276,346

During 2011/12 there were no transfers between level 1 and 2 of the fair value hierarchy.

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The following tables present the movement in level 3 instruments for the year end 31 March 2012 and 31 March 11.

2012	£000
Opening balance	7,190
Total gains/losses	(526)
Purchases	4,918
Sales	0
Transfer out of Level 3	0
Closing balance	<u><u>11,582</u></u>

2011	£000
Opening balance	2,674
Total gains/losses	(97)
Purchases	4,613
Sales	0
Transfer out of Level 3	0
Closing balance	<u><u>7,190</u></u>

12 Investment management expenses

	2011/2012	2010/2011
	£000	£000
Administration, management and custody	5,114	3,333
Transaction Costs	313	677
Performance measurement services	38	39
	<u><u>5,465</u></u>	<u><u>4,049</u></u>

13 Current assets

	31 March 2012	31 March 2011
	£000	£000
Contributions due from other authorities and bodies		
- Employees	1,459	1,515
- Employers	3,674	4,155
Income due from external managers and custodians	0	144
Long term debtor (Magistrates)	7,720	0
Short Term debtor (Magistrates)	965	0
Other	2,534	462
Cash	1,757	6,615
	<u><u>18,109</u></u>	<u><u>12,891</u></u>

Contributions due at the year end have been paid to the Fund subsequent to the year end in accordance with the Rates & Adjustment certificate.

14 Current Liabilities

	31 March 2012 £000	31 March 2011 £000
Managers / Custody fees	593	698
HMRC	544	541
Other	357	1,200
	1,494	2,439

15. Additional Voluntary Contributions (AVCs)

Fund members paid contributions totalling £0.286 million (£0.196 million in 2010/11) into their AVC funds during the year. At the year end, the value of funds invested on behalf of Fund members totalled £2.950 million (£2.865 million in 2010/11), made up as follows:

	£ million
<i>Equitable Life Assurance Society</i>	
- With Profits Fund	0.990
- Unit Linked Managed Fund	0.256
- Building Society Fund	0.046
<i>Clerical Medical Funds</i>	
- With Profits Fund	0.183
- Unit Linked Managed Fund	0.865
<i>NPI Funds</i>	
- Managed Fund	0.025
- With Profits Fund	0.208
- Global Care Unit Linked Fund	0.056
- Cash Deposit Fund	0.032
<i>Prudential</i>	
- With Profits Cash Accumulation Fund	0.075
- Deposit Fund	0.076
- Diversified Growth Fund	0.052
- Long Term Growth Fund	0.048
- Pre-Retirement Fund	0.025
- Property Fund	0.013
	2.950

As mentioned earlier, AVC investments are not included in the Fund's financial statements.

16. Employer Related Assets

There are no employer related assets within the Fund.

17. Related Party Transactions

The Wiltshire Pension Fund is administered by Wiltshire Council. Consequently there is a strong relationship between the council and the pension fund.

The council incurred costs of £952K (2010/11: £947K) in relation to the administration of the fund and was subsequently reimbursed by the fund for these expenses. The council is also the single largest

employer of members of the pension fund and contributed £27m to the fund in 2011/12 (2010/11: £30.5m). A balance of £1.9m was owing to the Pension Fund by the Council at year end.

Part of the pension fund cash holdings are invested on the money markets by the treasury management operations of Wiltshire Council, through a service level agreement. During the year to 31 March 2012, the fund had a average investment balance of £2.8m (31 March 2011: £2.7m), earning interest of £22k (2010/11: £20k) in these funds.

Governance

There are two members of the pension fund committee L Croft and T Jackson that are active members of the pension fund. These individuals are the employer bodies' representatives.

18. Guaranteed Minimum Pension

The Fund is in the process of updating details of Guaranteed Minimum Pensions (GMP) that were not previously shown on member's records. This information had previously not been received from Department for Work & Pensions when members had left the scheme or reached State Pension Age.

GMP elements of member's LGPS pension are not increased by the Fund for Pre 1988 GMP (in respect of the period 06/04/1978 to 05/04/1988) but for Post 1988 (in respect of the period 06/04/1988 to 05/04/1997) it is increased by a maximum of 3%. The Government increase the State Pension for the member fully on the Pre 1988 GMP element and for Post 1988 GMP element it is only increased if CPI is above 3%.

The effect of LGPS pensions not showing the correct amount of GMP for its members would mean that their pension would be increased by more than it should be.

Once the GMP information has been received, member's records will be amended to show the amounts of GMP that make up their LGPS pension and therefore future pension increases are then calculated correctly.

Although these overpayments are costs to the Fund they have been included as expenditure in previous pension fund accounts, therefore no restatement is necessary.

19. Subsequent Event

On 31st May 2012 the Local Government Association (LGA) and unions announced the outcome of their negotiations regarding the new LGPS proposals for England and Wales, due to take effect from 1st April 2014. The proposals will now be communicated to scheme members, employers, funds and other scheme interests. If agreed the new scheme will be a Career Average Re-valued Earnings (CARE) scheme using CPI as the revaluation factor. Details of the future cost management and governance of the proposed scheme will be released once ongoing discussions in the next part of the LGPS 2012 project are complete.

Actuarial Statement in respect of IAS26 as at 31.03.2012**Introduction**

CIPFA's Code of Practice on Local Authority Accounting 2011/12 requires administering authorities of LGPS funds that prepare pension fund accounts to disclose what IAS26 refers to as the actuarial present value of promised retirement benefits.

The actuarial present value of promised retirement benefits is to be calculated similarly to the defined obligation under IAS19. There are three options for its disclosure in pension fund account:

- Showing the figure in the Net Assets Statement, in which case it requires the statement to disclose the resulting surplus or deficit;
- As a note to the accounts; or
- By reference to this information in an accompanying actuarial report.

If an actuarial valuation has not been prepared at the date of the financial statements, IAS26 requires the most recent valuation to be used as a base and the date of the valuation disclosed. The valuation should be carried out using assumptions in line with IAS19 and not the Pension Fund's funding assumptions.

I have been instructed by the Administering Authority to provide the necessary information for the Wiltshire Council Pension Fund, which is in the remainder of this note.

Balance sheet

Year ended	31 Mar 2012	31 Mar 2011
	£m	£m
Present Value of Promised Retirement Benefits	1,921.7	1,733

Liabilities have been projected using a roll forward approximation from the latest formal funding valuation as at 31 March 2010. I estimate this liability at 31 March 2012 comprises £848.8m in respect of employee members, £368.6m in respect of deferred pensioners and £704.3 in respect of pensioners. The approximation involved in the roll forward model means that the split of scheme liabilities between the three classes of member may not be reliable. However, I am satisfied the aggregate liability is a reasonable estimate of the actuarial present value of the benefit promises. I have not made any allowance for unfunded benefits.

The above figures include both vested and non-vested benefits, although the latter is assumed to have a negligible value.

It should be noted the above figures are appropriate for the Administering Authority only for preparation of the accounts of the Pension Fund. They should not be used for any other purpose (i.e. comparing against liability measures on a funding basis or a cessation basis).

Assumptions

The assumptions used are those adopted for the Administering Authority's IAS19 report as required by the Code of Practice. These are given below. I estimate that the impact of the change of assumptions to 31 March 2012 is to increase the actuarial present value by £44.2m.

Financial assumptions

My recommended financial assumptions are summarised below:

Year ended	31 Mar 2012	31 Mar 2011
	% p.a.	% p.a.
Inflation/Pension Increase Rate	2.5%	2.8%
Salary Increase Rate	4.8%*	5.1%**
Discount Rate	4.8%	5.5%

**Salary increases are assumed to 1% p.a. for the first 3 years reverting to the long term assumptions shown thereafter*

*** Salary increases are assumed to 1% p.a. for the first year reverting to the long term assumptions shown thereafter*

Longevity assumption

As discussed in the accompanying report, life expectancy is based on the Fund's VitaCurves with improvements from 2010 in line with the Medium Cohort and a 1% p.a. underpin. Based on these assumptions, the average future life expectancies at age 65 are summarised below:

	Males	Females
Current Pensioners	21.3 years	23.6 years
Future Pensioners	23.3 years	25.5 years

**Future pensioners are assumed to be currently aged 45*

This assumption is the same as at 31 March 2011.

Commutation

An allowance is included for future retirements to elect to take 50% of the maximum additional tax-free cash up to HMRC limits for pre-April 2008 service and 75% of the maximum tax free cash 2008 service.

Professional notes

This paper accompanies my covering report titled 'Actuarial Valuation as at 31 March 2012 for IAS19 purposes' dated May 2012. The covering report identifies the appropriate reliances and limitations for the use of the figures in this paper, together with further details regarding the professional requirements and assumptions.

Peter Summers FFA
24 May 2012

Schedule of Employer Bodies**Scheduled/Resolution bodies**

Wiltshire Council
 Swindon Borough Council
 Wiltshire Police Authority
 Wiltshire & Swindon Fire Authority
 Wiltshire Probation Service
 Swindon Academy
 Thamesdown Passenger Transport
 Amesbury Parish Council
 Blunsdon St Andrews Parish Council
 Bradford-on-Avon Town Council
 Calne Town Council
 Chippenham Town Council
 Corsham Town Council
 Cricklade Town Council
 Devizes Town Council
 Haydon Wick Parish Council
 Highworth Town Council
 Malmesbury Town Council
 Marlborough Town Council
 Melksham Town Council
 Melksham Without Parish Council
 Mere Parish Council
 Purton Parish Council
 Salisbury City Council
 Stratton St Margaret Parish Council
 Trowbridge Town Council
 Warminster Town Council
 Westbury Town Council
 Wilton Town Council
 Wootton Bassett Town Council
 Wroughton Parish Council
 Bishop Wordsworth Academy
 Churchfield Academy
 Colebrook Infants Academy
 Commonweal Academy
 Corsham Primary Academy
 Corsham Secondary Academy
 Dorcan Technology Academy
 Eastrop Infants Academy
 Goddards Park Academy
 Hardenhuish School Ltd
 Highworth Warneford Academy
 Holy Rood Infants Academy
 Holy Rood Junior Academy
 Holy Trinity Primary Academy
 John Bentley Academy
 Kingdown Academy
 Kingsdown Academy
 Lavington Academy
 Lethbridge Academy
 Lydiard Academy
 Malmesbury Academy
 New College
 Pewsey Vale Academy
 Ridgeway Academy
 Sarum Academy
 Sheldon Academy
 South Wilts Grammar School
 Southfield Junior Academy
 Springfields Academy
 St Augustine's School
 St Edmund's Calne Academy
 St Edmunds Girls Academy Salisbury
 St Joseph's Academy
 St Joseph's Devizes Academy
 St Laurence Academy
 St Leonard's Academy
 St Mary's Swindon Academy
 Swindon College
 Wellington Academy
 Wiltshire College
 Wootton Bassett School

Admitted bodies

4 Children
 ABM Catering Ltd
 Action for Blind People
 Agincare
 Aster Communities
 Aster Group
 Aster Living
 Aster Property Management
 Barnardos
 Capita Business Services Ltd
 Care & Support Swindon (SEQOL)
 Caterlink
 CIPFA
 Community First
 DC Leisure
 Direct Cleaning
 Enara
 English Landscapes
 Focsa Services
 Great Western Hospitals
 Leonard Cheshire
 Mainline Contract Services
 Norwest Holst (Vinci)
 Oxfordshire Learning
 Salisbury and South Wilts Museum
 Selwood Housing
 Somerset Care Ltd
 Swindon Commercial Services
 Swindon Dance
 The Order Of St John Care Trust
 Visit Wiltshire
 Westlea Housing Association

These accounts form a summary from the Wiltshire Pension Fund Annual Report and Financial Statements publication. This provides information on its activities and a full detailed statement of its accounts. Requests for this report, or any other queries arising from the Wiltshire Pension Fund Accounts, should be addressed to the Chief Financial Officer, County Hall, Bythesea Road, Trowbridge, BA14 8JN.

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AUDIT FORWARD PLAN

AUGUST 2012 - NOVEMBER 2012

Meeting date	Item	Officer
<u>Special Meeting 07 September 2012</u>		
7 Sep 2012	Annual Governance Statement	Ian Gibbons ian.gibbons@wiltshire.gov.uk Tel: 01225 713052
7 Sep 2012	Statement of Accounts	Michael Hudson michael.hudson@wiltshire.gov.uk
7 Sep 2012	Report to those charged with governance	
<u>Ordinary Meeting 19 September 2012</u>		
19 Sep 2012	Internal Audit Progress Report 2011-12	Michael Hudson michael.hudson@wiltshire.gov.uk
19 Sep 2012	Risk Management Update	Eden Speller eden.speller@wiltshire.gov.uk

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