

West Wiltshire District Council

Council

21 July 2004

Approval of Statement of Accounts 2003/04

1 Purpose of the Report

To present the statement of accounts for the year ended 31 March 2004.

2 The Statement of Accounts

The Chief Financial Officer is responsible for the preparation of the Authority's statement of accounts in accordance with the accounts and audit regulations. The statements must be presented to members for approval within 5 months of the financial year-end. The accounts are presented subject to audit to comply with the statutory deadline. They include separate charity statements for Westbury Pool, King George V playing field, Melksham and the King George V playing field, Warminster.

It should be noted that this year the cost of pensions are included in the statements in accordance with accounting standard FRS 17, which means that the costs of services are reported differently to the budget and the performance plan, although overall the net cost is the same.

An explanation of the contents and the main statements is given below:

- 2.1 *Statement of Responsibilities for the Statement of Accounts:*** sets out the legal and professional responsibilities of the authority and chief finance officer.
- 2.2 *Statement on the System of Internal Financial Control:*** sets out the framework within which financial control is managed and reviewed and the main components of the system, including arrangements for internal audit.
- 2.3 *Explanatory Foreword:*** a guide to the most significant matters reported in the accounts, explaining in overall terms the authority's financial position.
- 2.4 *Statement of Accounting Policies:*** an explanation of the basis used in preparing the accounts, disclosing any departure from best practice.

2.5 *The Accounting Statements:*

- **Consolidated Revenue Account:** reports the income, expenditure and net cost for the year of the functions for which the authority is responsible and demonstrates how the cost has been financed from general government grants and income from local taxpayers.
- **Summary Direct Services Organisation Revenue Account:** the accounts give a summarised picture of trading activity.
- **Collection Fund:** a statutory requirement for the billing authority to account separately for council tax and non-domestic rates, showing how the money has been distributed to preceptors and the General Fund.
- **Consolidated Balance Sheet:** reports the balances and reserves of the authority and shows the assets and liabilities as at the year-end.
- **Cash Flow Statement:** summarises the capital and revenue inflows and outflows of cash arising from transactions with third parties.

2.6 *Notes to the Accounts:* provide more detailed information for the user.

3 The Key Facts

3.1 *Net Expenditure Summary:*

	Base Budget	Actual	Difference	Note
	£'000	£'000	£'000	
General Fund	11,639	11,672	(33)	1
Capital	2,475	1,961	514	2
Works Services	0	(124)	(124)	3

Notes:

- 1 General Fund overspend was primarily due to increased expenditure on bed and breakfast accommodation, reduction in planning fee income and increased expenditure on refuse collection, offset by savings on salaries.
- 2 Capital spending was lower due to slippage into next year.
- 3 Works Services shortfall due to write-off of old trade refuse accounts and additional cost of meeting service standards on grounds maintenance.

3.2 Reserves and Balances:

	Opening £'000	Closing £'000	Change £'000	Note
General Fund	1,065	1,175	110	1
Usable Capital Receipts	6,489	6,568	79	2
Collection Fund CTAX	526	107	(419)	3
Housing PDP	0	47	47	4
Historic Buildings	3	4	1	5
Commercial Properties	0	35	35	6
Committed Budgets	34	94	60	7

Notes:

- 1 General Fund balance has increased due to budget provision and commutation adjustment.
- 2 Capital Receipts reserve is higher because of additional receipts.
- 3 Council tax surplus decreased due to surplus being distributed.
- 4 Housing Preferred Development Partnership reserve created from contributions which will be used over several years on agreed schemes.
- 5 Historic Buildings reserve created for scheme spanning two years.
- 6 Commercial Properties reserve created to enable Council to fund obligations to tenants as required by lease.
- 7 A reserve to meet known commitments for which the Council has budgeted or has received income.

4 Summary

The Statement of Accounts has been prepared in accordance with the Statement of Recommended Practice. The figures are presented here subject to audit. Any significant adjustments resulting from the audit will be reported.

Legal Implications: There are no legal implications arising from this report.

Human Rights Implications: The Human Rights implications of the actions recommended in this report have been considered and are acceptable and the checklist has been addressed.

5 Recommendations

That the Statement of Accounts for the financial year ended 31 March 2004 be approved (subject to audit).

Roy While
Portfolio Holder

Ian Jamieson
Head of Finance

Background Papers: Working Papers held in Financial Services: Room F33



Plain English guidance given

04/07/2004

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