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## **EXPLANATORY FOREWORD**

### **Introduction**

The Council's accounts for the year 2008/09 are set out on the following pages. They consist of:

1. The Income & Expenditure Account – this reports the net cost for the year for all Council functions, and demonstrates how that cost has been financed from general government grants and from local taxpayers.
2. The Statement of Movement on General Fund Balance – this is a reconciliation statement that summarises the differences between the Income & Expenditure Account and the General Fund balance. These are sums that are required by statute and non-statutory proper practices to be charged or credited to the General Fund, in order to ensure that the level of Council Tax is calculated on the correct basis.
3. The Statement of Total Recognised Gains and Losses – this brings together the surplus or deficit on the Income & Expenditure Account along with any gains or losses not recognised within that account to summarise the movement in the net worth of the Council during the financial year.
4. The Balance Sheet – this summarises the Council's financial position at the end of the financial year. It shows its balances and reserves and its long-term indebtedness, and the fixed assets and net current assets employed in its operations, together with summarised information on the fixed assets held.
5. The Cash Flow Statement - which summarises the total movement of the Council's funds and gives a brief subjective analysis of the Council's expenditure.
6. Notes to the Core Statements – these provide more detailed analysis and information on significant balances and movements within the statements listed above.
7. The Collection Fund - shows the transactions of the Authority in relation to Non Domestic Rates, Council Tax and residual Community Charge (or Poll Tax). It illustrates the way in which these have been distributed to Preceptors and the General Fund.

The Code of Practice on Local Authority Accounting for 2008/09 did not introduce any significant changes to the way the Council's Accounts are to be presented. There were only a number of minor amendments relating mainly to presentational issues.

These accounts are preceded by the Annual Governance Statement, the Statement of Responsibilities and the Statement of Accounting Policies.

The Council's financial year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. A summary of the Balance Sheet as at 31<sup>st</sup> March 2009 is shown below:

2007/08 £000	2008/09 £000
60,256 Fixed Assets owned by the Council	64,258
26,253 Investments	18,930
12,468 Money owed to the Council	13,248
(47,259) Money owed by the Council	(57,346)
<b>51,718</b>	<b>39,090</b>
<b>Financed by:</b>	
22,298 Distributable Reserves	15,479
29,419 Non-Distributable Reserves	23,611
<b>51,717</b>	<b>39,090</b>
<b>Distributable Reserves made up of:</b>	
13,970 Capital Receipts	8,276
8,328 Revenue Balances	7,203
<b>22,298</b>	<b>15,479</b>

The major movements in the Balance Sheet can be summarised as follows:

- Within Non-Distributable Reserves, a net increase in the Pensions Liability of £9.020m
- An decrease in Sundry Creditors of £2.859m
- A net increase in the value of Fixed Assets held of £3.682m
- A reduction in Investments held of £7.323m
- A reduction in Capital Receipts of £5.694m

### Income & Expenditure Account

**Expenditure** - The Income & Expenditure Account summarises the cost of all General Fund services provided by the Council. The total budget requirement was £21.633m, which was funded as follows:

	£000
Revenue Support Grant from Central Govt.	1,151
Non-Domestic Rate Income	8,266
Council Tax Prior Year Adjustment	63
Council Tax Income	12,153
<b>Total</b>	<b>21,633</b>

The initial net spend of £22.638m was calculated as follows:

	£000
Total Budget Requirement	21,633
Planned Contributions from Balances	1,041
Asset Replacement	(50)
Invest to Save	(55)
Local Development Framework Earmarked Reserves	69
<b>Net Spend on General Fund Services</b>	<b>22,638</b>

The actual spend for revenue purposes was £22.758m, and there was a net reduction to balances of £1.125m. The General Fund Balances at 31<sup>st</sup> March 2009 were £7.203m. A summary of the revenue spend for 2008/09 is shown below. (The Corporate Services line includes all the appropriation entries shown below Net Cost of Services in the Income & Expenditure Account):

	<b>Original Estimate</b>	<b>Revised Estimate</b>	<b>Actual</b>	<b>Variance to Revised</b>
<b>Portfolio</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Leader of the Council	3,395	1,676	751	(925)
Community Services	1,553	1,616	1,593	(23)
Corporate Services	(4,978)	(1,889)	(1,440)	449
Environment	8,654	8,392	8,048	(344)
Leisure & Culture	4,940	5,760	5,572	(188)
Regeneration	9,347	8,413	8,234	(179)
Assumed Slippage	(273)	(273)		273
<b>Total Service Spending</b>	<b>22,638</b>	<b>23,695</b>	<b>22,758</b>	<b>(937)</b>

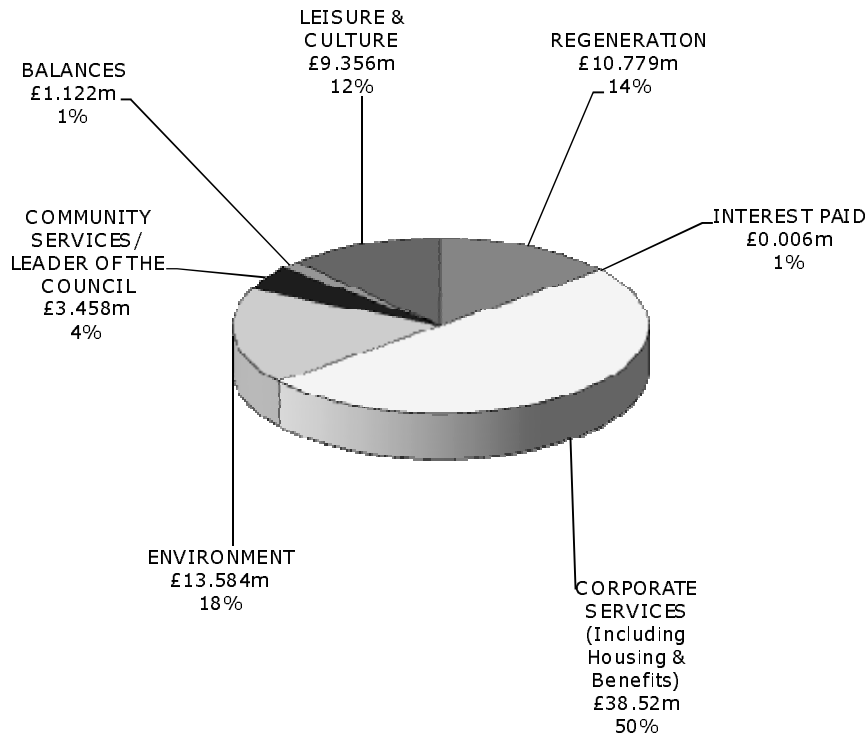
After allowing for a planned underspend of £0.273m, the underspend against the revised estimate was £0.937m, however this included carry forwards of £0.969m, making a net contribution from uncommitted balances of £0.032m.

**Income** - The pie charts shown below illustrate in broad terms where the Council's money comes from and the services that it provides.

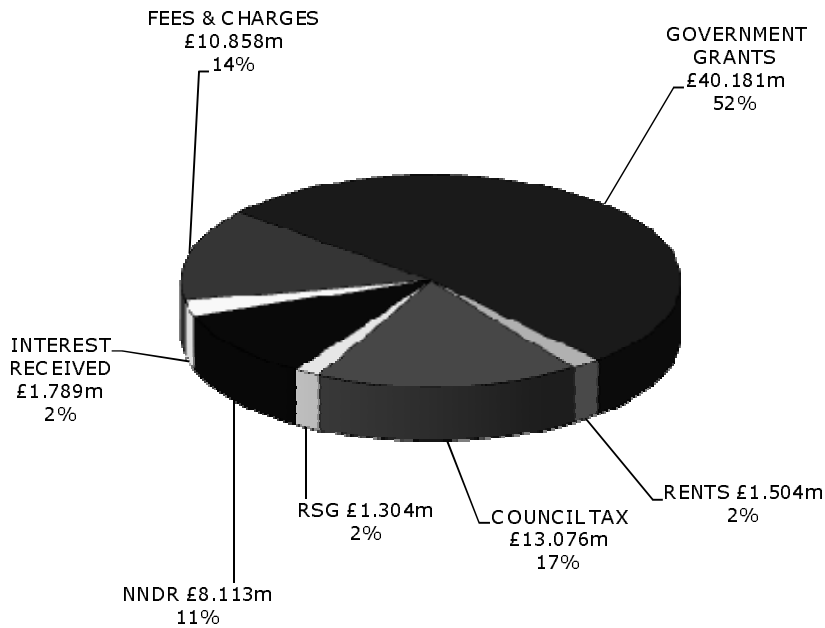
18% of the Council's income came from the services it provided through rents, fees and charges and interest. The largest single source of income was Specific Government Grants, such as Rent Allowances, Council Tax Benefit and Housing Subsidy, which provide 52% of the total.

Fees and charges were an area that was particularly hit by the economic downturn, with the main impact being in the areas of planning fees, land charges fees, pay & display car park charges and park & ride charges, all of which were significantly down against their anticipated targets.

**SPENDING - WHERE IT WENT**



**SPENDING - WHERE IT CAME FROM**



## Capital Expenditure & Income

The Council spent £11.432m on Capital Projects compared to an original estimate of £12.870m. As a result of the quarterly monitoring of the capital programme there were some changes to the projected spend in 2008/09, particularly a major review relating to housing, and the revised estimate was set at £20.493m. Significant elements of the capital spending were Office Accommodation (£3.568m), Renovation Grants (£1.854m), and Support for Social Housing (£2.145m).

A summary of capital expenditure is shown below:

	Original Estimate	Revised Estimate	Actual	Variance to Revised
<b>Portfolio</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
Leader of the Council	480	2,074	3,568	1,494
Community Services	181	383	166	(217)
Corporate Services	747	1,186	1,410	224
Environment	410	871	118	(753)
Leisure & Culture	2,150	3,187	1,342	(1,845)
Regeneration	12,792	12,792	4,829	(7,963)
<b>Total Service Spending</b>	<b>16,760</b>	<b>20,493</b>	<b>11,433</b>	<b>(9,060)</b>

The Original Estimate includes unspent resources brought forward from 2007/08 of £7.622m.

The main areas of underspend were as follows:

- New Growth Point - £1.609m
- South Maidstone Project - £3.632m
- Support for Social Housing - £1.395m

The overspend on Leader of the Council relates to the new Council offices, but this is being funded by Kent County Council and the Mall Corporation. It also includes a notional sum for the disposal of the staff car park at London House, which was included as part of the agreement to terminate the lease on the Council's old offices. This is funded by a notional capital receipt of the same value.

Capital expenditure was funded as follows:

	<b>£000</b>
Revenue Support	883
Disposal of Assets – Current & Previous Years	7,813
Fremfins Development Receipts	670
Other Grants & Contributions	2,067
<b>Total</b>	<b>11,433</b>

The disposal of assets during the year realised capital receipts of £1.21m, and there were a further receipts from the Maidstone Housing Trust in respect of the VAT Shelter Scheme agreement (£0.560m) and the Council's on-going share of Right to Buy receipts (£0.460m). £8.276m of useable capital receipts has been carried forward for future use.

## Borrowing & Investments

The Council has adopted the requirements of the CIPFA Prudential Code for Capital Finance. This has given individual authorities responsibility for deciding their own level of affordable borrowing, based on the guidelines laid out in the Code. However, there was no long-term borrowing during 2008/09, as the capital receipts from the sale of the Council's housing stock in 2004, and other receipts, continue to be utilised to fund capital expenditure.

As there is still a large proportion of receipts unutilised this is reflected in the high level of investments, which totalled £18.930m at 31<sup>st</sup> March 2009, generating investment income of £1.789m.

The banking crisis that began in late 2008 meant that interest returns fell sharply in the second half of the year, although the target set as part of the original estimate was met. The Council had no investments in Icelandic banks and has suffered no losses on any of its investments.

## Collection Fund

The Council is a Billing Authority, meaning it is responsible for collecting and paying over Council Tax contributions on behalf of Kent County Council, Kent Police Authority, Kent and Medway Towns Fire Authority, and the Parish Councils within the Borough area. The Council operates a Collection Fund into which it to pays all income collected from the Council Tax and National Non-Domestic Rates. The demands on the Fund for 2008/09 totalling £82.871m were as follows:

Authority	£000
Maidstone Borough Council	13,013
Kent County Council	58,620
Kent Police Authority	7,505
Kent & Medway Towns Fire Authority	3,733
<b>Total</b>	<b>82,871</b>

The Maidstone Borough Council demand includes £0.859m in respect of Parish Council precept demands.

The Band D level of Council Tax in 2008/09 was £1,401.57, which breaks down as follows:

Authority	£.p
Maidstone Borough Council	207.72
Kent County Council	1,001.79
Kent Police Authority	128.25
Kent & Medway Towns Fire Authority	63.81
<b>Total</b>	<b>1,401.57</b>

Individual additions to the Council Tax level were made to cover Parish Precepts in parished areas. This level of Council Tax related to a property in Band D and by the application of statutory multipliers the corresponding amount was charged to all properties in Bands A-H.

## Pensions

Note 26 to the Balance Sheet refers to the Disclosure of Net Pension Assets and Liabilities. Under the requirements of FRS17 (Financial Reporting Standard) on Retirement Benefits these figures are now reflected in the Council's Balance Sheet and Income & Expenditure Account. The latest actuarial valuation carried out on behalf of the Kent County Council Pension Fund shows a significant movement in the liability related to the pension scheme, from £28.590m in 2007/08 to £37.610m in 2008/09.

### **Other Comments**

No post balance sheet events were identified during the preparation of the Statement.

### **Future Developments**

Future Statement of Recommended Practices for Local Authority Accounting for 2009/10 and beyond are likely to consider possible changes in the following areas:

- Adoption of International Financial Reporting Standards
- Changing from a 'presents fairly' to a 'true and fair' view audit opinion
- The implications of the Accounting Standards Board's 'Statement of Principles for Financial Reporting – Interpretation for Public Benefit Entities'
- The accounting treatment of Government Grants
- The implications of Royal Institute of Chartered Surveyors Valuation Information Paper No.10 'The Depreciated Replacement Cost Approach to Financial Reporting'

The ongoing economic situation will continue to have a significant effect on the financial position of the Council in 2009/10. With continuing uncertainty over new capital receipts, existing receipts will need to be used to fund the capital programme, which in turn will further reduce sums available to investment. Investment income will be a smaller source of income than in previous years due to continuing low interest rates, and there is also likely to continue to be reduced income from fees and charges.

The Council will continue to explore ways of reducing its costs through efficiency savings, shared services and partnership working. There is now a formal arrangement with Ashford, Swale and Tunbridge Wells Borough Councils in the form of the Mid-Kent Improvement Partnership (MKIP).



## **ANNUAL GOVERNANCE STATEMENT 2008/09**

### **1. SCOPE OF RESPONSIBILITY**

- 1.1 Maidstone Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. Maidstone Borough 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.
- 1.2 In discharging this overall responsibility, Maidstone Borough Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.
- 1.3 Maidstone Borough Council has approved and adopted a Local Code of Corporate Governance, which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government. A copy of the Code is on the website at [www.digitalmaidstone.gov.uk](http://www.digitalmaidstone.gov.uk) or can be obtained from the Council at Maidstone House, King Street, Maidstone, Kent ME15 6JQ. This statement explains how Maidstone Borough Council has complied with the code and also meets the requirements of regulation 4(2) of the Accounts and Audit Regulations 2003 as amended by the Accounts and Audit (Amendment) (England) Regulations 2006 in relation to the publication of a Statement on Internal Control.

### **2 THE PURPOSE OF THE GOVERNANCE FRAMEWORK**

- 2.1 The governance framework comprises the systems and processes, and culture and values, by which the Authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the Authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.
- 2.2 The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of Maidstone Borough Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.
- 2.3 This governance framework has been in place at the Maidstone Borough Council for the year ended 31 March 2009 and up to the date of approval of the annual report and Statement of Accounts.

### **3 THE GOVERNANCE FRAMEWORK**

- 3.1 The following elements represent the key elements of the corporate governance and internal control environment:
- 3.2 The Authority's long-term objectives as set out in its '20/20 Vision' with medium and short-term objectives established and set out in the Strategic Plan. Monitoring

against the key measures of success is reported quarterly to Cabinet. National and Key Performance Indicators outturns are subject to review by Cabinet, Overview and Scrutiny and, ultimately, by the full Council.

- 3.3 The Council's Constitution specifies the roles and responsibilities of Members and Officers and lays down financial and contract procedural rules for the efficient and effective discharge of the Council's business. The Constitution includes the roles and responsibility of the Standards and Audit Committees.
- 3.4 The Council has wide ranging arrangements to consult and work with both partners and the public on issues directly related to Corporate Governance. These parties are consulted on the Council's long term vision, the key priorities of the Council and on resource issues relating to the budget strategy for the delivery of these key priorities. The major partnership is the Local Strategic Partnership (LSP) which delivers the requirement of the Local Area Agreement (LAA2). Partners and the public receive reports on the actual performance of the Council in delivering its priorities and there is also consultation on the effectiveness of these reporting arrangements.
- 3.5 Policy and decision-making is facilitated through reports from Officers to Cabinet and individual Cabinet Members. Each Cabinet Member has a specific portfolio and will take decisions on matters relevant to the portfolio. The Overview and Scrutiny Committees which broadly mirror the specific Cabinet portfolios have the opportunity to 'call-in' the decisions of Cabinet and recommend changes to decisions or policies.
- 3.6 The Audit Committee reviews all aspects of Corporate Governance and Risk Management. In particular, it considers regular reports from Internal and External Audit and gives observations and recommendations to Cabinet. It also considers the Annual Statement of Accounts and recommends them to Council.
- 3.7 Compliance with established policies, procedures, laws and regulations is achieved through:
  - a) The establishment of a Corporate Governance Officer Working Party chaired by the Chief Executive.
  - b) Internal Audit – A well established and effective Internal Audit section which works to an approved three year audit plan. Individual audit reports are produced for the relevant managers, with a copy to the Chief Executive and appropriate Director, and six monthly reports to Audit Committee and Cabinet which evaluate the overall internal control environment tested through the audit work. An annual review of audit work and effectiveness, supported where appropriate by a Peer Review or a review by External Audit every three years, is produced for Audit Committee.
  - c) External Audit – External Audit produce a number of reports which are reported to management and Members. Recommendations and comments are considered and, where necessary, action is taken to address the issues.
  - d) The Authority has a Treasury Management code of Practice and Strategy and Prudential Indicators which are monitored on a daily basis.
  - e) Financial Monitoring – Regular reports are produced for Officers authorised to spend, Management Team and Cabinet which facilitates the effective control of the budget.
  - f) Annual Corporate Planning Cycle – An approved cycle of events has been agreed by Cabinet which facilitates the effective planning of service

delivery, including the identification of risks, and budgeting.

- g) Quarterly meetings are held with each Head of Service to monitor performance and ensure compliance with a range of corporate policies with summaries of each meeting cycle being reported to Management Team.
- h) The Council has an established complaints system backed up by a database linked to the Council's CRM which monitors action taken in relation to individual complaints through an audit trail, facilitates the escalation of complaints to Stage 2 and provides a mechanism for managers to ensure that complaints are dealt with within the prescribed timescales. The system also provides strategic information on complaints which is reported regularly to Management Team and Standards Committee.
- i) Risk Management – a Risk Management Strategy has been agreed, corporate strategic risks have been identified and Management Action Plans produced. The Strategic Risk Register is subject to regular review. Risks to service delivery (operational risks) have been accepted as the responsibility of individual authorised officers and incorporated into Service Plans. Heads of Service are responsible for ensuring that their service managers retain an effective operational risk register. Risk management is a standard heading for consideration of all reports to Management Team and Members. A formal risk assessment is required for reports which require decisions on strategic issues or which seek approval for significant projects.
- j) Relationships – Open and honest professional relationships exist between the Council and external auditors and inspectors.
- k) Service delivery by trained and experienced people – the Council has had an Investors In People award for a number of years, which involves regular appraisals, service and training planning, training evaluation forms, recruitment and selection procedures and initiatives such as Work/Life Balance. Further details of HR-related initiatives are set out in an approved People Strategy. Members receive regular planned training and have received a Members' Training Charter.
- l) Performance Management – through Reach the Summit and the Best Value Performance Plan, procedures are in place to regularly review the performance of the authority across all sections and in a timely manner. Regular reports are presented to Management Team and Cabinet and overview and scrutiny committees.
- m) Statutory Accounts – the authority has traditionally had a policy of early closure of the accounts which enables presentation of the statutory Statement of Accounts to Members to meet the statutory timetable. This facilitates good financial management and allows the historic accounts to be an effective influence to future financial management.
- n) Overview and Scrutiny - The Council has a national reputation for the effectiveness of its overview and scrutiny process and this contributes significantly to the internal control environment.
- o) Standards and Audit Committee – these committees monitor and improve on arrangements for Corporate Governance within the Authority.
- p) Code of Corporate Governance – The Cabinet has agreed a Local Code of Corporate Governance which is reviewed and reported to Cabinet on an

annual basis by the Corporate Governance Officer Working Party.

- q) Monitoring Officer and Head of Corporate Law – The Council has appointed a Monitoring Officer and Head of Corporate Law to oversee its compliance with laws and statutory obligations. The Monitoring Officer, who is a Member of Management Team, reports on a regular basis to the Council's Standards Committee.

3.7 Corporate Governance is at the heart of everything the Council does, for staff this is incorporated into the six core values (STRIVE) in the delivery of services and this incorporates key elements such as customer service, delivering of targets, integrity in high standards of Corporate Governance, Value for Money and efficiency and equality.

#### **4 REVIEW OF EFFECTIVENESS**

4.1 Maidstone Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of the system of corporate governance and internal control. This is undertaken by the Corporate Governance Officer Working Party. An internal review was undertaken during 2008/09. The review of effectiveness of the system of corporate governance and internal control is informed by the work of the internal auditors and the executive managers within the Authority who have responsibility for the development and maintenance of the overall governance environment, and also by comments made by the external auditors and other review agencies and inspectorates.

4.2 The Council is keen to allow itself to be the subject of external scrutiny and challenge and has an effective internal mechanism for regularly reviewing governance controls. The Council embraced the peer review, necessary for the Comprehensive Performance Assessment, the CPA Inspection itself and, more recently, responded positively to the inspection activity associated with the Direction of Travel, Use of Resources and Value for Money judgements. The critical but constructive comments from those processes have been incorporated into improvement plans and have been and continue to be acted upon. Other examples of external challenge are the annual external audit process, regular reviews of Benefit processes by the Audit Commission and other assessments such as those involved in the Chartermark and Beacon status. Benchmarking and other comparisons are also regularly used.

4.3 Six monthly internal audit reports have been presented to Audit Committee and Cabinet, giving the Head of Internal Audit's view on the overall internal control environment, which has subsequently been agreed. The annual internal audit report includes an analysis showing the 'internal control/assurance level' that was given for each audit review at the time of the audit and the reassessed assurance level that was given at the time of the follow up. Improvements in control are therefore demonstrated individually for each review and collectively as an overall "direction of travel" improvement.

4.4 The effectiveness of the system of Internal Audit for 2008/09 was reviewed by a combination of an internal self-assessment, customer satisfaction survey, 3 yearly review by external audit and an earlier comprehensive peer review. The results of the exercise were reported to the Audit Committee in May 2009 and concluded that the Internal Audit section was effective in operating an internal audit service for 2008/09.

4.5 Risk Management is included in service planning, project planning and decision making. Progress in this area has been acknowledged by the external auditors' assessment within previous annual audit letters. Significant action was made to

update and refocus the Strategic Risk Register to more closely address the key objectives contained in the Council's Strategic Plan. This occurred in late 2007/08 and subsequently in late 2008/09. Thereafter a six-monthly reporting cycle is in place.

- 4.6 Management Team and Cabinet receive regular reports on performance within the authority and also take the opportunity to review processes and procedures. This has resulted in resources being redeployed to problem areas.
- 4.7 The Responsible Financial Officer and the Monitoring Officer periodically review the Constitution, procedures for internal financial control, application of the various Codes of Conduct and, within Management Team, have specific responsibility for the relevant aspects of Corporate Governance.
- 4.8 The Cabinet has agreed a Local Code of Corporate Governance which is reviewed and reported to Cabinet on an annual basis.
- 4.9 We have been advised on the implications of the result of the review of the effectiveness of the system of corporate governance by the Corporate Governance Working Group and a plan to address weaknesses and ensure continuous improvement of the system is in place.

## 5 **SIGNIFICANT GOVERNANCE ISSUES**

- 5.1 The Statement of Internal Control for 2007/08, considered in May 2008, contained a small number of issues which were to be addressed during 2008/09 and these are detailed below:-
  - a) Review Contract Regulations – the review of financial regulations was agreed by Council on 23<sup>rd</sup> April 2008. The review of contract regulations have been progressed in the context of a county wide review and was agreed by Council on 22<sup>nd</sup> April 2009;
  - b) Production of a Section Managers Handbook – the Section Managers handbook has been distributed early in the 2008/09 Municipal Year;
  - c) Audit reports with a level of assurance less than substantial – 3 areas were outstanding at March 2008 relating to aspects of PCN income, Community Safety and General Fund Properties. These have been monitored and reviewed by the Corporate Governance Working Group during 2008/09 and have all now achieved a substantial level of assurance.
  - d) Engagement Strategy – best practice identified that the Authority should ensure that arrangements are in place to enable the Authority to engage with all sections of the community effectively. These arrangements should recognise that different sections of the community have different priorities and establish explicit processes for dealing with these competing demands. It was recognised that practical arrangements are in place to deal with this, but Corporate Governance would benefit from a review to consider the need for an overarching Engagement Strategy. A revised Communication Strategy has been agreed and this includes aspects of consultation and engagement. The specific requirements of engagement are to be further developed in 2009.
- 5.2 During the review of the effectiveness of Corporate Governance in 2008/09, the following areas have been identified for further work in 2009/10:-

- a) Audit reports with a level of assurance lower than substantial – five areas were outstanding at March 2009 relating to aspects of Section 106 Agreements, Refuse Collection Contract Management, Gypsy sites, Climate Change and Freedom of Information. The six monthly follow-up reviews by Internal Audit on these areas are due to be completed in April/May 2009 and the Corporate Governance Working Group will monitor and review these areas during 2009/10.
  - b) Partnership Working – further work is required during 2009/10 to build on work currently undertaken by the Council with partners on delivering outcomes for the public. Further developments may include involving partners in overall financial planning processes to deliver organisational and shared objectives, a clearer understanding of the total resources at the disposal of significant partnerships, and regular reviews of the financial performance of significant partnerships, clearly linked to outputs.
- 5.3 We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operations as part of our next annual review.

Date:

.....  
Chief Executive

Date:

.....  
Leader

## THE STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

### The Authority’s Responsibilities

The Authority is required:

- to make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority, during 2008/09 that officer was the Director of Resources & Partnerships;
- to manage its affairs to secure economic, efficient, and effective use of resources and safeguard its assets;
- to approve the statement of accounts.

### The Director of Resources & Partnerships Responsibilities

The Director of Resources & Partnerships is responsible for the preparation of the Authority’s Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (‘the Code of Practice’)

In preparing this Statement, the Director of Resources & Partnerships has:

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

The Director of Resources & Partnerships has also:

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

### Certificate of Director of Resources & Partnerships and Leader of the Council

We certify that the statement of accounts set out on the following pages present fairly the financial position of the Council at the accounting date and its income and expenditure for the year ended 31<sup>st</sup> March 2009.

<b>Z.Cooke</b> <b>Director of</b> <b>Resources &amp;</b> <b>Partnerships</b>		<b>Date:</b>	
<b>Cllr.C.Garland</b> <b>Leader of the</b> <b>Council</b>		<b>Date:</b>	

## STATEMENT OF ACCOUNTING POLICIES

### 1. GENERAL

The Statement of Accounts summarises the Council's transactions for the 2008/09 financial year and its position at the year end of 31<sup>st</sup> March 2009. It has been prepared in accordance with CIPFA's Code of Practice on Local Authority Accounting – A Statement of Recommended Practice.

The financial information contained in the accounts has the following qualitative characteristics, as laid out in the Code of Practice on Local Authority Accounting:

- Relevance
- Reliability
- Comparability
- Understandability

In addition, the following accounting concepts have been given precedence in the preparation of the accounts:

- Going concern
- Primary legislative requirements

The accounting convention adopted for the preparation of these accounts is a historical cost basis modified for the revaluation of certain categories of assets.

### 2. TANGIBLE FIXED ASSETS

Tangible fixed assets are assets that have physical substance and are held for use in the provision of services or for administrative purposes on a continuing basis.

All expenditure on the acquisition, creation or enhancement of tangible fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset value is over £10,000 and yields benefits to the Authority and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of fixed assets which is charged direct to service revenue accounts.

Tangible fixed assets are valued on the basis required by CIPFA and in accordance with The Royal Institution of Chartered Surveyors (RICS) Appraisal and Valuation Manual. Fixed assets are classified into the groupings required by the Code of Practice on Local Authority Accounting, as follows:

Operational Assets	Non-operational Assets
• Land & Buildings	• Investment Properties
• Vehicles, Plant, Furniture & Equipment	• Assets Under Construction
• Infrastructure Assets	• Surplus Assets Held for Disposal
• Community Assets	
• Fixtures & Fittings	

Property and other assets used in day-to-day operations are included in the balance sheet at their open-market value based on their existing use, or at the amount it would cost to replace them.

Assets that are not in use in day-to-day operations, including investment properties, are included in the balance sheet at their open-market value.



Infrastructure assets are included in the balance sheet at the amount they cost when they were bought.

Community Assets were initially valued at a nominal £1 per asset, as per CIPFA guidance. These are assets that the Council intends to hold in perpetuity, that have no determinable finite life, and in addition may have restrictions on their disposal. Any subsequent capital expenditure on such assets is added to the Balance Sheet valuation, as CIPFA guidance now advises that Community Assets are held at historic cost.

Assets included at the Balance Sheet at current value are revalued where there have been material changes in the value, but as a minimum every five years. Increases in valuation are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Income & Expenditure Account where they arise from the reversal of an impairment loss previously charged to a service revenue account.

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

Assets acquired under finance leases (where the lease value is over £12,000) are also capitalised in the Authority's accounts, together with the liability to pay future rentals.

When an asset is disposed of, its value in the Balance Sheet is written off to the Income & Expenditure Account as part of the gain or loss on disposal. Receipts from disposals are credited to the Income & Expenditure Account as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal). Any revaluation gains in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts in excess of £10,000 are categorised as capital receipts. These are required to be credited to the Usable Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the Capital Financing Requirement). Receipts are appropriated to the Reserve from the Statement of Movement on the General Fund Balance.

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

### **3. INTANGIBLE FIXED ASSETS**

Expenditure on assets that do not have physical substance but are identifiable and controlled by the Council (i.e. software licences) is capitalised when it will bring benefits to the Council for more than one financial year. The balance is amortised to the relevant service revenue account over the economic life of the investment to reflect the pattern of consumption of benefits.

### **4. DEPRECIATION**

Depreciation is provided for on all fixed assets with a finite useful life (which can be determined at the time of acquisition or revaluation) according to the following policy:

- a) Newly acquired assets are depreciated from the year of acquisition to the last year, although assets in the course of construction are not depreciated until they are brought into use;

b) depreciation is calculated using the straight-line method for all classes of asset. The periods used for depreciation are as follows:

- Buildings – allocated over the life of the property as estimated by the valuer.
- Vehicles, Plant, Furniture & Equipment/Fixtures & Fittings - allocated over the life of the asset as estimated by a suitably qualified officer.
- Infrastructure – allocated over 20 years.

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.

Where grants and contributions are received that are identifiable to fixed assets with a finite useful life, the amounts are credited to the Government Grants Deferred Account. The balance is then written down to revenue to offset depreciation charges made for the related assets in the relevant service revenue account, in line with the depreciation policy applied to them.

## **5. IMPAIRMENT**

The values for each category of assets and of material individual assets that are not being depreciated are reviewed at the end of each financial year for evidence of reductions in value. Where impairment is identified as part of the review or as a result of a valuation exercise, this is accounted for by:

- Where attributable to the clear consumption of economic benefits – the loss is charged to the relevant service account.
- Otherwise – written off against any revaluation gains attributable to the relevant asset in the Revaluation Reserve, with any excess charged to the relevant service revenue account.

Where an impairment loss is charged to the Income & Expenditure Account but there were accumulated revaluation gains in the Revaluation Reserve for that asset, an amount up to the value of the loss is transferred from the Revaluation Reserve to the Capital Adjustment Account.

## **6. CHARGES TO REVENUE FOR FIXED ASSETS**

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

- Depreciation attributable to the assets used by the relevant service
- Impairment losses attributable to the clear consumption of economic benefits on tangible fixed assets used by the service and other losses where there are no accumulated gains in the Revaluation Reserve against which they can be written off.
- Amortisation of intangible fixed assets attributable to the service

The Council is not required to raise Council Tax to cover depreciation, impairment losses or amortisation. These entries are therefore replaced by revenue provision in the Statement of Movement on General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account for the difference between the two.

## **7. REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTUE (Previously known as Deferred Charges)**

Expenditure incurred during the year that may be capitalised under statutory provisions but does not result in the creation of fixed assets has been charged as expenditure to the relevant service revenue account in the year. Where the Council has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a transfer to the Capital Adjustment Account then reverses out the amounts charged in the Statement of Movement on the General Fund Balance so there is no impact on the level of Council Tax.

## **8. GOVERNMENT GRANTS AND CONTRIBUTIONS (REVENUE)**

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as income at the date the Council satisfies the conditions of entitlement to the grant/contribution. There is reasonable assurance that the monies will be received and the expenditure for which the grant is given has been incurred. Revenue grants are matched in service revenue accounts with the service expenditure to which they relate. Grants to cover general expenditure (e.g. Revenue Support Grant) are credited to the foot of the Income & Expenditure Account after Net Operating Expenditure.

## **9. LEASES**

### **Finance Leases**

The Council accounts for leases as finance leases when substantially all the risks and rewards relating to the leased item transfer to the Council. Rental payments are apportioned between:

- A charge for the acquisition of the interest in the item (recognised as a liability in the Balance Sheet at the start of the lease, matched with a tangible fixed asset – the liability is written down as the rental becomes payable)
- A finance charge (debited to Net Operating Expenditure in the Income & Expenditure Account as the rental becomes payable)

Fixed assets recognised under finance leases are accounted for using the policies generally applied to Tangible Fixed Assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life.

### **Operating Leases**

Leases that do not meet the definition of finance leases are accounted for as operating leases. Rentals payable are charged to the relevant service revenue account on a straight-line basis over the term of the lease, generally meaning that rentals are charged when they become payable.

## **10. RESERVES**

The current system of capital accounting requires the Council to maintain two reserve accounts in the Balance Sheet:

- a) the Revaluation Reserve represents principally the balance of the gains arising on the periodic revaluation of fixed assets since 1<sup>st</sup> April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

- b) the Capital Adjustment Account represents amounts set aside from revenue resources or capital receipts to finance expenditure on fixed assets or for the repayment of external loans and certain other capital financing transactions.

## **11. REDEMPTION OF DEBT**

The policy regarding debt redemption is only to redeem debt when, taking into account all circumstances regarding current and potential future borrowing controls, and Housing Subsidy, it is economic and viable to do so. As the Council is currently debt-free, the policy is to use current and future capital receipts in a prudent manner, and it is not planned to borrow over the period of the Financial Plan.

## **12. DEBTORS AND CREDITORS**

The revenue accounts for the Council are maintained on an accruals basis in accordance with the Code of Accounting Practice and standard accounting practice. That is, sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year.

An exception to this principle relates to electricity and similar quarterly payments which are charged at the date of the meter reading rather than being apportioned between financial years. This policy is consistently applied each year and therefore does not have a material effect on the year's accounts.

Internal Debtors are netted against internal Creditors on consolidation.

## **13. STOCK AND WORK IN PROGRESS**

Stocks are valued at average cost, and this is considered to be a satisfactory estimate of actual cost and therefore, is in compliance with SSAP9 which requires stocks to be valued at the lower of cost or net realisable value.

Work in progress on uncompleted jobs relates mainly to the Council's Direct Services section. Outstanding work is valued including provision for profits or losses on those jobs. Where the outstanding work is for an internal section the charges are netted on consolidation.

## **14. COSTS OF SUPPORT SERVICES & OVERHEADS**

The costs of support services and overheads are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Best Value Accounting Code of Practice 2008. The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion with the benefits used, with the exception of:

- Corporate & Democratic Core – costs relating to the Council's status as a multi-functional democratic organisation.
- Non-distributed Costs – the cost of discretionary benefits awarded to employees retiring early.

These two cost categories are accounted for as separate headings in the Income & Expenditure Account, as part of Net Cost of Services.

## **15. PENSIONS**

From April 1<sup>st</sup> 2003 the Council has fully complied with the requirements of FRS 17 (Retirement Benefits), which has superseded the requirements of SSAP 24 (Accounting for

Pension Costs). This requires the Council to account for retirement benefits when it is committed to giving them, for all future years where such a commitment is due.

Employees of the Council are members of the Local Government Pensions Scheme, administered by Kent County Council (KCC). The Scheme is accounted for as a defined benefits scheme:

- The liabilities of the KCC pension scheme attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc and projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate specified by the actuaries (based on the indicative rate of return on high quality corporate bonds.)
- The assets of the KCC 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 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 Income & Expenditure Account to the revenue accounts of 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 Net Cost of Services in the Income & Expenditure Account 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 Net Operating Expenditure in the Income & Expenditure Account.
  - 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 Net Operating Expenditure in the Income & Expenditure Account.
  - Gains/losses on settlements & 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 to the Net Cost of Services in the Income & Expenditure Account as part of Non Distributed Costs.
  - Actuarial gains & 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 Statement of Total Recognised Gains & Losses.
  - Contributions paid to KCC pension fund – cash paid as employers' contributions to the pension fund.

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 in the year, not the amount calculated according to the relevant accounting standards. In the Statement of Movement on General Fund Balance 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 any amounts payable to the fund but unpaid at the year-end.

### **Discretionary Benefits**

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

## **16. FINANCIAL LIABILITIES & ASSETS**

The Council is currently debt-free and does not hold any financial liabilities on the Balance Sheet.

Financial assets are classified into two types:

- Loans & Receivables – assets that have fixed or determinable payments but are not quoted on an open market.
- Available-for-sale assets – assets that have a quoted market price and/or do not have fixed or determinable payments.

Loans & Receivables are initially measured at fair value and carried at their amortised cost. Annual credits to the Income & Expenditure Account for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument.

Available-for-sale assets are initially measured and carried at fair value. Where the asset has fixed or determinable payments, annual credits to the Income & Expenditure Account are based on the amortised cost of the asset multiplied the effective rate of interest for the instrument.

## **17. CONTINGENT LIABILITIES/ASSETS**

Contingent liabilities and assets are recognised in the notes to the Balance Sheet. The contingent liability is not recognised within the accounts as the date of the possible transaction concerned is not sufficiently certain at this stage. The contingent asset is not accrued in conformity with the concept of prudence.

## **18. VALUE ADDED TAX**

VAT is included in Income and Expenditure Account, whether of a capital or revenue nature, only to the extent that it is irrecoverable.

## **19. POST BALANCE SHEET EVENTS**

Post balance sheet events that have a material effect on the accounts as prepared at 31<sup>st</sup> March 2009 are included, if any are identified.

## CORE STATEMENTS

### INCOME & EXPENDITURE ACCOUNT

2007/08	Classification	2008/2009		
		Expenditure £000	Income £000	Net £000
(65)	Central Services to the Public	52,016	49,909	2,107
16,557	Cultural, Environmental & Planning Services	24,420	7,326	17,094
1,800	Highways, Roads & Transport Services	5,236	3,906	1,330
2,068	Corporate & Democratic Core	2,305	89	2,216
93	Non-distributed Costs	893		893
6,504	Housing Services	5,947	1,342	4,605
<b>26,957</b>	<b>Net Cost of Services (Notes 1/2)</b>	<b>90,817</b>	<b>62,572</b>	<b>28,245</b>
(1,987)	(Gains)/Losses on Disposal of Fixed Assets			(841)
784	Parish Precepts			859
6	Interest Payable			6
37	Contribution of Housing Capital Receipts to Govt.Pool			25
(2,216)	Interest and Investment Income			(1,789)
680	Pensions Interest Cost & Expected Return on Pensions Assets			1,860
<b>24,261</b>	<b>NET OPERATING EXPENDITURE</b>			<b>28,365</b>
(12,569)	Precept Demanded from the Collection Fund			(13,076)
	Collection Fund Prior Year Adjustment			
(1,329)	General Government Grants (Note 3)			(1,304)
(7,919)	Distribution from Non-Domestic Rate Pool			(8,112)
<b>2,444</b>	<b>(SURPLUS)/ DEFICIT FOR THE YEAR</b>			<b>5,873</b>

#### Note: (Gains)/Losses on Disposal of Fixed Assets

This credit figure does not represent the disposal of an asset, it represents ongoing receipts from Maidstone Housing Trust in respect of Right To Buy sales and a VAT sharing scheme that the Council is entitled to following the Large Scale Voluntary Transfer that took place in February 2004. Under the CIPFA Local Authority Accounting Code of Practice these receipts are to be treated as a gain on disposals.

**STATEMENT OF MOVEMENT ON GENERAL FUND BALANCE**

2007/08 £000		2008/09 £000
2,444	(Surplus)/Deficit on the Income & Expenditure Account	5,873
(3,773)	Net additional amounts required by statute & non-statutory proper practices to be debited or credited to the General Fund Balance for the year	(4,748)
<b>(1,329)</b>	<b>(Increase)/Decrease in General Fund Balance for the Year</b>	<b>1,125</b>
(6,999)	General Fund Balance at 1st April	(8,328)
<b>(8,328)</b>	<b>General Fund Balance at 31st March</b>	<b>(7,203)</b>

**NOTE TO THE STATEMENT OF MOVEMENT ON GENERAL FUND BALANCE**

The Income & Expenditure Account shows the Council's actual financial performance for the year, measured in terms of resources consumed and generated over the last 12 months. However, the authority is required to raise Council Tax on a different accounting basis, the main differences being:

- Capital investment is accounted for as it is financed, rather than when fixed assets are consumed.
- The payment of a share of housing capital receipts scores as a loss in the Income & Expenditure Account, but is met from the usable capital receipts balance rather than council tax.
- Retirement benefits are charged as amounts become payable to pension funds and pensioners, rather than as future benefits are earned.

The General Fund Balance shows whether the Council has over or underspent against the Council Tax that it raised for the year, taking into account the use of reserves built up in the past and contributions to reserves earmarked for future expenditure.

This reconciliation statement summarises the differences between the outturn on the Income & Expenditure Account and the General Fund Balance.



2007/08 £000		2008/09 £000
	<b>Amounts to be included in the Income &amp; Expenditure Account but required by statute to be excluded when determining the Movement on the General Fund Balance for the year</b>	
(148)	Amortisation of intangible fixed assets	(259)
(2,241)	Depreciation and Impairment of fixed assets	(2,224)
133	Government Grants Deferred Amortisation	284
(4,332)	Write downs of deferred charges to be financed from capital resources	(3,815)
1,987	Net gain or loss on sale of fixed assets	841
(2,630)	Net charges to be made for retirement benefits in accordance with FRS 17	(3,860)
<b>(7,231)</b>	<b>Total</b>	<b>(9,033)</b>
	<b>Amounts not included in the Income &amp; Expenditure Account but required by statute to be included when determining the Movement on the General Fund Balance for the year</b>	
383	Capital expenditure charged in-year to the General Fund Balance	883
(37)	Transfer from Usable Capital Receipts to meet payments to the Housing Capital Receipts Pool	(25)
3,112	Employers Contributions payable to the Local Government Pension Scheme and retirement benefits payable direct to pensioners	3,427
<b>3,458</b>	<b>Total</b>	<b>4,285</b>
<b>(3,773)</b>	<b>Net additional amount required to be credited to the General Fund balance for the year</b>	<b>(4,748)</b>

## STATEMENT OF TOTAL RECOGNISED GAINS & LOSSES

This statement brings together all the gains and losses of the Council for the year and shows the aggregate increase in its net worth. In addition to the surplus generated on the Income & Expenditure Account, it includes gains and losses relating to the revaluation of fixed assets and the re-measurement of the net liability to cover the cost of retirement benefits.

2007/08 £000		2008/09 £000
2,444	(Surplus)/Deficit on the Income & Expenditure Account	5,873
(3,730)	Actuarial Gains & Losses relating to pensions	8,180
(1,974)	Gains on revaluation of fixed assets	(1,629)
296	Other recognised gains & losses	203
<b>(2,964)</b>	<b>Total recognised gains and losses for the year</b>	<b>12,627</b>

The other recognised gains and losses figure includes the increase or decrease in the Council's share of the year end balance on the Collection Fund (£0.059m).

**BALANCE SHEET FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2009**

2007/08 (Restated) £000		2008/2009	
		£000	£000
	<b>FIXED ASSETS (Notes 11-13)</b>		
	Operational Assets		
42,601	Land and Buildings	40,389	
1,568	Vehicles, Plant, Furniture and Equipment	1,694	
456	Fixtures and Fittings	2,997	
3,589	Infrastructure Assets	3,431	
63	Community Assets	235	48,746
	Non-operational Assets		
11,609	Investment Properties	11,634	
0	Under Construction	566	
213	Surplus for Resale	2,835	15,035
<b>60,099</b>			<b>63,781</b>
272	<b>INTANGIBLE FIXED ASSETS (Note 14)</b>	477	477
9,386	<b>LONG-TERM INVESTMENTS (Note 18)</b>		5,011
422	<b>LONG-TERM DEBTORS (Note 19)</b>	353	353
<b>70,179</b>	<b>TOTAL LONG TERM ASSETS</b>		<b>69,622</b>
	<b>CURRENT ASSETS</b>		
91	Stocks and Work in Progress (Note 20)	108	
16,867	Investments (Note 18)	13,919	
11,838	Debtors and Payments in Advance (Note 21)	12,786	
1	Cash and Bank	2	<b>26,815</b>
	<b>CURRENT LIABILITIES</b>		
1,522	Bank Overdraft	1,089	
2,544	Provision for Bad Debts	3,201	
9,785	Sundry Creditors (Note 22)	8,322	
390	Collection Fund (Note 27(f) )	93	
2,768	Government Grants - Deferred (Note 23)	3,622	
1,191	Unapplied Govt.Grants & External Ctbns. (Note 24)	3,238	<b>19,565</b>
<b>80,776</b>	<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>76,872</b>
209	Cobtree Trust (Note 25)	172	
28,850	Liability Related to Defined Benefit Pension Scheme (Note 26)	37,610	<b>37,782</b>
<b>51,717</b>	<b>TOTAL ASSETS LESS LIABILITIES</b>		<b>39,090</b>
	<b>FINANCED BY:</b>		
(28,850)	Pensions Reserve (Note 26)	(37,610)	
127	Deferred Capital Receipts (Note 27 (a) )	105	
1,907	Revaluation Reserve (Note 27 (b) )	3,513	
56,160	Capital Adjustment Account (Note 27 (c) )	57,586	
13,970	Usable Capital Receipts Reserve (Note 27 (d) )	8,276	<b>31,870</b>
	<b>REVENUE BALANCES</b>		
8,328	General Fund (Note 27 (e) )	7,203	
75	Collection Fund (Note 27 (f) )	17	<b>7,220</b>
<b>51,717</b>	<b>TOTAL CAPITAL EMPLOYED (Note 28)</b>		<b>39,090</b>

The restatement relates to the Pensions figures (£28.850m), which have been restated in accordance with figures provided by the Council's actuaries. Further details can be found in Note 26 to the Core Statements.

**CASHFLOW STATEMENT**

2007/08 £000		2008/09	
		£000	£000
	<b>REVENUE ACTIVITIES</b>		
	<b>EXPENDITURE</b>		
17,465	Cash Paid to and on Behalf of Employees	19,796	
20,170	Other Operating Costs	20,757	
25,205	Housing Benefit Paid Out	28,179	
46,569	NNDR to Pool	50,062	
66,988	Precepts - KCC/KPA/KMTFA	70,191	
784	Parishes	859	
54	Payments to the Capital Receipts Pool	30	<b>(189,874)</b>
	<b>INCOME</b>		
1,254	Rents (after rebates)	1,243	
71,423	Council Tax Receipts	74,506	
7,919	NNDR from Pool	8,113	
47,183	Non-Domestic Rate Receipts	49,435	
1,329	Revenue Support Grant	1,304	
25,941	DWP Grants for Benefits	26,492	
9,628	Other Government Grants	12,462	
11,215	Cash Received for Goods and Services	11,030	<b>184,585</b>
(1,343)	<b>NET CASH FLOW FROM REVENUE ACTIVITIES</b>		<b>(5,289)</b>
	<b>RETURNS ON INVESTMENT AND SERVICING OF FINANCE</b>		
	<b>EXPENDITURE</b>		
(6)	Interest Paid		(6)
	<b>INCOME</b>		
1,949	Interest Received		1,845
<b>600</b>	<b>REVENUE RELATED MOVEMENT IN CASH AND CASH EQUIVALENTS</b>		<b>(3,450)</b>
	<b>CAPITAL ACTIVITIES</b>		
	<b>EXPENDITURE</b>		
4,071	Fixed Assets	6,110	
5,000	Purchase of Long Term Investments	2,000	
6,191	Other Capital Costs	4,277	<b>(12,387)</b>
	<b>INCOME</b>		
3,411	Sale of Fixed Assets	1,712	
989	Capital Grants Received	4,456	
415	Other Capital Cash Payments/Income	780	<b>6,948</b>
<b>(9,847)</b>	<b>NET CASH INFLOW/OUTFLOW BEFORE FINANCING</b>		<b>(8,889)</b>
	<b>MANAGEMENT OF LIQUID RESOURCES</b>		
9,450	Net (increase)/decrease in other Liquid Resources		9,322
	<b>WHICH WAS FINANCED FROM:</b>		
	<b>EXPENDITURE</b>		
(1,000)	Repayments of Amounts Borrowed - Long Term		(5,700)
-	Repayments of Amounts Borrowed - Short Term		
	Capital Element of Finance Lease Rental Payments		
	<b>INCOME</b>		
1,000	New Loans Raised		5,700
<b>(397)</b>	<b>INCREASE/(DECREASE) IN CASH</b>		<b>433</b>

## NOTES TO THE CORE STATEMENTS

### 1 – Best Value Accountancy Code of Practice

The Statement of Recommended Practice (SORP) requires authorities to present the net cost of services using the Service Expenditure Analysis set out in the Best Value Accountancy Code of Practice. The SORP acknowledges that where an authority's management structure differs from the Service Expenditure Analysis/Standard Classification, a different presentation of the net cost of services can be adopted in accordance with the local structure. This allows performance to be reported in line with the way in which accountability for resources has been delegated. This note reconciles the net cost of services in the Income & Expenditure Account with the net cost under the Council's Cabinet structure.

2007/08		2008/09		
Net £000	Classification	Expenditure £000	Income £000	Net £000
286	Leader of the Council	1,500	750	750
1,181	Corporate Services	48,405	44,359	4,046
1,564	Community Services	2,014	421	1,593
8,397	Environment	18,708	10,659	8,049
9,754	Regeneration	10,798	2,564	8,234
5,775	Leisure & Culture	9,392	3,819	5,573
<b>26,957</b>	<b>Net Cost of Services</b>	<b>90,817</b>	<b>62,572</b>	<b>28,245</b>

### 2 – Section 137 of the Local Government Act 1972

Section 137 of the Local Government Act 1972, as amended, empowers local authorities to make contributions to certain charitable funds, not-for-profit bodies providing a public service in the United Kingdom and mayoral appeals. The Council's expenditure was in relation to twinning and grants to outside bodies, and amounted to £24,576 (£17,243 in 2007/08)

### 3 – General Government Grants

General Government Grants is only the Revenue Support Grant. (£1.304m)

### 4 – Finance & Operating Leases

Vehicles, Plant, Furniture & Equipment - The authority uses gritter lorries, other commercial vehicles, wheeled bins and IT equipment, financed under the terms of an operating lease. The amount paid under these arrangements in 2008/09 was £312,665 (£342,489 in 2007/08).

The Authority was committed at 31st March 2009 to making payments of £128,732 under operating leases in 2009/10, comprising the following elements:

Vehicles, Plant, Furniture & Equipment

	£000
Leases expiring in 2009/10 (Rentals)	37
Leases expiring between 2010/11 & 2014/15 (Rentals)	92
Leases expiring after 2015/16 (Rentals)	0

## 5 – Trading Operations

The Council operates a variety of services which are subject to commercial risk, the most significant of which are listed below.

2007/08 £000	Operation	2008/09		
		Income £000	Exp. £000	(Surplus)/ Deficit £000
(249)	Market	(691)	521	(170)
(441)	Parkwood Industrial Estate	(466)	32	(434)
(865)	Pay & Display Car Parking	(1,825)	976	(849)
15	On-street Car Parking	(595)	610	15
1	Highways & Sewers	(191)	188	(3)
-	Building Cleaning	(253)	247	(6)
-	Street Cleaning	(1,583)	1,550	(33)
-	Parks	(2,137)	2,088	(49)

## 6 – Publicity

Set out below, in accordance with S.5(1) of the Local Government Act 1986, is the Council's spending on publicity.

2007/08 £000		2008/09 £000
68	Recruitment Advertising	147
201	Other Advertising	263
150	Other Publicity	125
<b>419</b>		<b>535</b>

## 7 – Remuneration of Senior Staff

The number of employees in 2008/09 whose remuneration fell above £50,000 is:

Number 2007/08	Remuneration £	Number 2008/09
7	50,000 - 59,999	11
8	60,000 - 69,999	3
7	70,000 - 79,999	6
1	80,000 - 89,999	1
1	90,000 - 99,999	1
1	100,000 - 109,999	1
0	110,000 - 119,999	1

## 8 – Members Allowances

The total sum of Members Allowances paid during 2008/09 totalled £422,200. (£411,250 during 2007/08)

The Council also produce a statement, in accordance with provision 1021- 15(3) of the Local Authorities (Members Allowance) (England) Regulations 2003, giving details of allowances

paid to Members for the year. This can be viewed on the Council’s website [www.digitalmaidstone.co.uk](http://www.digitalmaidstone.co.uk).

### 9 – Building Control Trading Account

The Local Authority Building Control Regulations require the disclosure of information regarding the setting of charges for the administration of the building control function. However, certain functions performed by the Building Control Unit cannot be charged for, such as providing general advice and liaising with other statutory authorities. The statement below shows the total cost of operating the building control unit divided between the chargeable and non-chargeable activities.

2007/08 £000		2008/09		Total £000
		Chargeable £000	Non- Chargeable £000	
	<b>Expenditure</b>			
285	Employee Expenses	297	20	317
40	Supplies & Services	60		60
184	Central & Support Services	132	8	140
<b>509</b>	<b>Total Expenditure</b>	<b>489</b>	<b>28</b>	<b>517</b>
	<b>Income</b>			
(542)	Building Regulation Charges	(458)		(458)
<b>(542)</b>	<b>Total Income</b>	<b>(458)</b>		<b>(458)</b>
<b>(33)</b>	<b>(Surplus)/Deficit for Year</b>	<b>31</b>	<b>28</b>	<b>59</b>

### 10 – Disclosure of Audit Costs

In 2008/09 the Authority incurred the following fees relating to external audit and inspection.

2007/08 £000		2008/09 £000
114	Fees payable with regard to external audit services	117
17	Fees payable for certification of grant claims and returns	19
3	Fees payable in respect of other services	4
<b>134</b>	<b>Total</b>	<b>140</b>

## 11 – Movement of Fixed Assets 2008/2009

OPERATIONAL ASSETS						
	Other Land & Buildings £000	Vehicles, Plant & Machinery £000	Fixtures & Fittings £000	Infrastructure £000	Community Assets £000	Total Operational Assets £000
<b>Cost or Valuation</b>						
At 1st April 2008	44,564	2,291	506	5,592	63	53,016
Additions	1,186	471	2,759	126	171	4,713
Disposals	(118)	0	0	0	0	(118)
Reclassifications	(3,292)	0	0	0	0	(3,292)
Revaluations	733	0	0	0	0	733
Impairment	(48)	0	0	0	0	(48)
Write-offs	(292)	0	0	0	0	(292)
At 31st March 2009	42,733	2,762	3,265	5,719	235	54,714
<b>Depreciation &amp; Impairments</b>						
At 1st April 2008	(1,962)	(724)	(50)	(2,005)	0	(4,741)
Charge for 2008/09	(756)	(345)	(218)	(283)	0	(1,602)
Disposals	0	0	0	0	0	0
Reclassifications	303	0	0	0	0	303
Revaluations	71	0	0	0	0	71
At 31st March 2009	(2,344)	(1,069)	(268)	(2,288)	0	(5,969)
<b>Balance Sheet amount at 31st March 2009</b>	<b>40,389</b>	<b>1,694</b>	<b>2,997</b>	<b>3,431</b>	<b>235</b>	<b>48,745</b>
Balance Sheet amount at 31st March 2008	42,601	1,568	456	3,589	63	48,277
<b>Nature of Asset Holding</b>						
Owned	40,389	1,694	2,997	3,431	235	48,745

NON OPERATIONAL ASSETS						
	Investment Property £000	Surplus for Resale £000	Under Construction £000	Total Non-Op. Assets £000	Total Operational Assets £000	Total £000
<b>Cost or Valuation</b>						
At 1st April 2008	11,839	213	0	12,052	53,016	65,068
Additions	113	700	1,129	1,941	4,713	6,655
Disposals	0	(1,162)	(670)	(1,833)	(118)	(1,950)
Reclassifications	(215)	3,399	108	3,292	(3,292)	0
Revaluations	717	105	0	823	733	1,556
Impairment	(525)	(5)	0	(530)	(48)	(577)
Write-offs	(107)	(29)	0	(136)	(292)	(429)
At 31st March 2009	11,823	3,221	566	15,610	54,714	70,324
<b>Depreciation &amp; Impairments</b>						
At 1st April 2008	(229)	0	0	(229)	(4,741)	(4,970)
Charge for 2008/09	(25)	(82)	0	(107)	(1,602)	(1,709)
Disposals	0	0	0	0	0	0
Reclassifications	0	(303)	0	(303)	303	0
Revaluations	65	0	0	65	71	136
At 31st March 2009	(189)	(385)	0	(574)	(5,969)	(6,543)
<b>Balance Sheet amount at 31st March 2009</b>	<b>11,634</b>	<b>2,835</b>	<b>566</b>	<b>15,036</b>	<b>48,745</b>	<b>63,781</b>
Balance Sheet amount at 31st March 2008	11,609	213	0	11,822	48,277	60,099
<b>Nature of Asset Holding</b>						
Owned	11,634	2,835	566	15,036	48,745	63,781



Community Assets have all previously been revalued at £1 each, in accordance with Note 12. The Statement of Recommended Practice for Local Authority Accounting requires Community Assets to be recorded on the Balance Sheet at Historic Cost. Due to the age and nature of many of the Community Assets it is not possible to ascertain an accurate historical cost, but expenditure incurred is now added to the value of the asset. Any expenditure on Community Assets was previously written off as Revenue Expenditure charged to Capital under Statute.

## 12 – Information on Assets Held

Significant Fixed Assets owned by the Council include the following:

31st March 2008		31st March 2009
	<b>OPERATIONAL ASSETS</b>	
	<b>LAND &amp; BUILDINGS</b>	
2	Cemeteries & Crematoria	2
1	Golf Courses	1
2	Depots, Workshops, Stores & Toolshed	2
1	Halls	1
1	Leisure Centre & Pools	1
1	Markets	1
1	Multi-Storey Car Parks	1
2	Museums	2
19	Off-Street Car Parks	19
9	Offices	7
19	Public Conveniences	19
1	Theatres	1
1	Town Halls	1
	<b>INFRASTRUCTURE</b>	
2	Pumping Stations	2
17	Bus Shelters	17
	<b>COMMUNITY ASSETS</b>	
1	Band Stands	1
1	Clock Towers	1
3	Depots, Workshops, Stores & Toolsheds	3
1	Domestic Dwellings	1
3	Halls	3
221 Hectares	Parks & Open Spaces (over 2 Hectares)	221 Hectares
7	Pavilions	7
4	War Memorials	4
18	Allotments	18
3	Listed Buildings in Non-operational use	3
	<b>NON-OPERATIONAL ASSETS</b>	
	<b>LAND &amp; BUILDINGS</b>	
7	Business Starter Units	7
3	Depots, Workshops, Stores & Toolsheds	3
40	Domestic Dwellings	39
8	Halls	8
2	Industrial Estates	2
3	Kiosks	3
1	Horticultural Nurseries	1
1	Offices	3
11	Pavilions	11
3	Shops	3
1	Old Palace Complex	1

## Community Assets

In accordance with CIPFA guidance, Community Assets were previously valued at a nominal £1 each. These are assets that the Council intends to hold in perpetuity, that have no determinable finite life, and in addition may have restrictions on their disposal. The Statement of Recommended Practice for Local Authority Accounting requires Community Assets to be recorded on the Balance Sheet at Historic Cost. Due to the age and nature of many of the Community Assets it is not possible to ascertain an accurate historical cost, but expenditure incurred is now added to the value of the asset. Any expenditure on Community Assets was previously as Revenue Expenditure charged to Capital under Statute.

Several other Community Assets (Museum Displays/Commemorative Silver & Civic Regalia) which have not been given a valuation are held by the Council. These cannot easily be quantified in terms of numbers and therefore they have not been listed.

## 13 – Fixed Asset Valuation

The freehold and leasehold properties which comprise the Authority's Property Portfolio have been valued as at 1 April 2008 by the Corporate Property Manager – C Finch, MRICS - on the undermentioned bases in accordance with the appropriate sections of the Royal Institution of Chartered Surveyors' Appraisal and Valuation Manual, except that not all the properties were inspected. This was neither practicable nor considered by the valuer to be necessary for the purpose of the valuation.

Properties regarded by the Authority as operational were valued on the basis of open market value for the existing use or, where this could not be assessed because there was no market for the subject asset, the depreciated replacement cost.

Properties regarded by the Authority as non-operational have been valued on the basis of open market value.

The fixed assets are being valued on a rolling programme over 5 years on the basis that each year a cross section of the Authority's portfolio will be selected for revaluation. For 2008/09 revaluations, inspections were carried out between April and May 2008.

Community assets are assets that the Council intends to hold in perpetuity, they have no determinable finite useful life, and in addition may have restrictions on their disposal. Therefore, they were all revalued, in 1995/96, at £1 each. The changes to capital accounting introduced in the 2007 Statement of Recommended Practice for Local Authority Accounting now require Community Assets to be recorded on the Balance Sheet at Historic Cost. Any expenditure on Community Assets was previously written off as Revenue Expenditure charged to Capital under Statute. Net Book Value as at the 31 March 2009 is now £0.235m.

Consideration has been given as to whether the value of the Council's property portfolio has been significantly affected by the recent economic downturn. It is the opinion of the Council's Valuer that due to the general nature of the properties shown on the balance sheet there has been minimal material impact upon reported values, it is therefore considered appropriate that no adjustment for Impairment has been made.

The following statement shows the progress of the Council's rolling programme for the revaluation of fixed assets. The basis for revaluation is set out in the Statement of Accounting Policies. The table excludes the expenditure to date on the Council's new depot, which is shown on the Balance Sheet under Assets Under Construction.

	Other Land & Buildings £000	Vehicles, Plant & Equipment £000	Fixtures & Fittings £000	Community Assets £000	Sub-Total £000
Valued at historical cost	307	1,693	2,997	235	5,232
Valued at current value in:					
- 2004/05					0
- 2005/06	23,414				23,414
- 2006/07	8,428				8,428
- 2007/08	6,422				6,422
- 2008/09	1,818				1,818
<b>Total</b>	<b>40,389</b>	<b>1,693</b>	<b>2,997</b>	<b>235</b>	<b>45,314</b>

	Sub-Total £000	Infrastructure Assets £000	Investment Properties £000	Surplus for Resale £000	Total £000
Valued at historical cost	5,232	3,431	14	3	<b>8,680</b>
Valued at current value in:					
- 2004/05	0		251		<b>251</b>
- 2005/06	23,414		507	2,130	<b>26,051</b>
- 2006/07	8,428		7,948	388	<b>16,764</b>
- 2007/08	6,422				<b>6,422</b>
- 2008/09	1,818		2,914	315	<b>5,047</b>
<b>Total</b>	<b>45,314</b>	<b>3,431</b>	<b>11,634</b>	<b>2,836</b>	<b>63,215</b>

**14 – Intangible Fixed Assets**

	<b>Purchased Software £000</b>
Original Cost	486
Amortisations to 1st April 2007	(213)
Balance at 1st April 2007	<b>273</b>
Expenditure in Year	463
Written off to Revenue in Year	(259)
<b>Balance at 31st March 2009</b>	<b>477</b>

The expenditure in year relates to the purchase or upgrading of software for a number of systems, the main one being the purchase of the Voice Over Internet Protocol telephone system for the new Council offices. The costs are being amortised on a straight line basis over 3 or 5 years, depending on the life expectancy of the system.

**15 – Sources of Finance**

<b>2007/08 £000</b>		<b>2008/09 £000</b>
0	<b>Opening Capital Financing Requirement</b>	<b>0</b>
	<b>CAPITAL INVESTMENT:</b>	
3,748	Fixed Assets: Operational	4,700
357	Fixed Assets: Non-operational	1,942
263	Intangible Assets	463
431	Deferred Charges	322
1,522	Renovation & Insulation Grants	1,861
4,073	Housing Association Support	2,145
29	Other Grants	0
	<b>SOURCE OF FINANCE:</b>	
(7,602)	Capital Receipts	(8,483)
(2,267)	Capital Grants & Contributions	(1,945)
(383)	Revenue Contributions	(883)
(171)	Commutated Sums	(122)
<b>0</b>	<b>Closing Capital Financing Requirement</b>	<b>0</b>

**17 – Capital Commitments**

At 31st March 2009, the Council's only significant commitments were £3.5m in respect of the new depot project, and £1.0m in respect of the replacement cremator works at the Crematorium.

**18 – Financial Instruments**

The Investments disclosed in the Balance Sheet are made up of the following categories of financial instruments (there were no borrowings at 31<sup>st</sup> March 2009):

	Long-Term		Short Term	
	31st March 2009 £000	31st March 2008 £000	31st March 2009 £000	31st March 2008 £000
Receivables	5,000	5,000	9,700	14,050
Available-for-sale Financial Assets	11	4,386	4,219	2,817
<b>Total Investments</b>	<b>5,011</b>	<b>9,386</b>	<b>13,919</b>	<b>16,867</b>

Investments intended to be held for 1 to 5 years are classed as long-term, those held for a period of less than 1 year are classed as short-term.

Receivables are initially measured at fair value and carried at their amortised cost. As these instruments are all held at fixed interest rates, fair value is assumed to be equal to the carrying value.

The Council has made a number of long-term investments in AAA rated Eurosterling Bonds, to be held for a variety of periods between 2 and 5 years. These are the Available-for-sale financial assets and were purchased using part of the proceeds of the Large Scale Voluntary Stock Transfer that took place in February 2004.

Available-for-sale assets are initially measured and carried at fair value. Fair value is assessed as being the market value of the investments as at 31<sup>st</sup> March 2009:

Carrying amount - £4.219m

Market Value - £4.304m

As the difference between the carrying amount and the market value is not materially significant no adjustment has been made to the carrying value on the Balance Sheet.

The balance held for long-term investments includes a premium payment which is being written off against interest received over the life of the investment.

The remaining investment in Eurosterling Bonds matures in 2009/10, therefore this is now classified as a short-term investment.

**Disclosure of the nature and extent of risks arising from financial instruments:**

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

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

The authority's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on the resources available to fund services. Risk management is carried out by the Chief Finance Officer and the

Treasury Management Accountant, under policies approved by the Council in the Annual Treasury Management Strategy.

The Council also provides written principles for overall risk management, as well as written policies covering specific areas such as interest rate risk, credit risk and the investment of surplus cash. These are set out in the Council’s Treasury Management Practices, which are requirement of CIPFA’s Treasury Management Code of Practice, which has been adopted by the Council. Treasury Management indicators have also been set to control key financial instruments risks in accordance with CIPFA’s Prudential Code.

**Credit Risk**

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the authority’s customers. There are limits based on credit ratings set on the amount and length of time deposits can be made with individual banks and financial institutions, and these are set out in the Annual Treasury Management Strategy, which can be viewed on the Council’s website – <http://www.digitalmaidstone.co.uk>.

There are no credit limits set on the authority’s customers, as the amounts involved are not considered sufficiently material to warrant the setting of such limits.

**Liquidity Risk**

The Council monitors its cashflow on a daily basis to ensure that there are sufficient funds available to meet its ongoing commitments. Borrowing is only undertaken on a short-term basis for cashflow purposes, and there is also an overdraft facility of £0.5m available with Nat West Bank.

**Market Risk – Interest Rate Risk**

As the Council is debt-free its only risk is in relation to exposure to interest rate movements in its investments. This exposure is managed by use of Prudential Indicators, which set limits on the proportion of investments held at fixed and variable rates. These indicators are monitored on a daily basis. The Council also makes use of interest rate forecasts and market data and advice provided by its Treasury Management advisors to ensure that investment income is maximised wherever possible.

**19 – Long Term Debtors**

2007/08 £000		2008/09 £000
85	Loans to Outside Bodies	75
126	Mortgages	105
1	Housing Act Advances	1
210	Cobtree Trust	172
<b>422</b>	<b>Total Long Term Debtors</b>	<b>353</b>

This balance represents sums due to the Council which are being repaid over a period of greater than one year.

**20 – Stocks & Work In Progress**

2007/08 £000		2008/09 £000
0	Work in Progress	0
	<u>Stocks</u>	
87	Stores	104
4	Stamps & Franks	4
91	Total Stocks	108
<b>91</b>	<b>Total Stock &amp; Works in Progress</b>	<b>108</b>

The balance represents various stocks held by Council at year end. There were no works in progress at year end.

**21 – Debtors & Payments In Advance**

2007/08 £000		2008/09 £000
	<b><u>Amounts falling due within one year</u></b>	
439	Customs & Excise	134
289	Government Departments	809
5	Other Local Authorities	8
1,946	Council Tax Payers	2,324
638	NNDR Payers	1,374
0	Community Charge Payers	0
6,958	Sundry Debtors (including Capital)	6,640
905	Parking Penalty Charges	1,065
6	Employee Loans	0
<b>11,186</b>		<b>12,356</b>
	<b><u>Amounts falling due after one year</u></b>	
2	Employee Loans	3
<b>11,188</b>		<b>12,359</b>
650	Payments in Advance	427
<b>11,838</b>	<b>Total Debtors &amp; Payments in Advance</b>	<b>12,786</b>

The Sundry Debtors balance of £6.640m is broken down as follows:

2007/08 £000		2008/09 £000
921	Outstanding invoices at year end	1,936
840	Overpayments of Housing Benefit Subsidy	1,085
2,530	Year end general debtors	1,607
2,035	Year end capital debtors	1,402
542	Other miscellaneous amounts due	610
<b>6,868</b>	<b>Total</b>	<b>6,640</b>

Year end general and capital debtors represent amounts owed to the Council which relate to 2008/09, but for which an invoice had not been raised by 31<sup>st</sup> March 2009

## 22 – Creditors

2007/08 £000		2008/09 £000
3,960	Sundry Creditors (including Capital)	3,860
1,857	Government Departments	933
351	Other Local Authorities	502
321	Council Tax Payers	379
1,937	NDR Payers	1,273
0	Cobtree Trust	5
916	Receipts in Advance	792
394	Deposits	463
49	Retentions	115
<b>9,785</b>	<b>Total Creditors</b>	<b>8,322</b>

The variance in the Government Departments figure relates to the fact that the Government now owes the Council money in respect of Housing Subsidy, whereas at the end of 2007/08 it was the reverse situation.

## 23 – Government Grants Deferred

	2008/09 £000
<b>Government Grants Deferred as at 1st April 2008</b>	2,768
<b>ADD</b> Grants and Contributions Applied	1,138
<b>LESS</b> Amounts released to Consolidated Revenue Account	(284)
<b>Government Grants Deferred as at 31st March 2009</b>	<b>3,622</b>

This account is credited with grants (and other contributions) that have been used to support capital investment. The recognition of these grants/contributions as a gain to the authority is deferred until the amounts are released to the Income & Expenditure Account to abate depreciation charges on the relevant assets. The account holds the unamortised balance as deferred income.



**24 - Unapplied Government Grants & External Contributions**

	Ctbns. Unapplied 1st April 2008 £000	Ctbns. Received £000	Transfers £000	Capital Financing £000	Ctbns. Unapplied 31st March 2009 £000
Capital Grants & Contributions	364	3,404		(1,945)	<b>1,823</b>
Section 106 Agreements	827	710		(122)	<b>1,415</b>
	<b>1,191</b>	<b>4,114</b>	<b>0</b>	<b>(2,067)</b>	<b>3,238</b>

Unapplied Capital Grants & Contributions represent sums received for the funding of future capital (and some revenue) expenditure.

Section 106 Agreements are entered into as part of certain planning approvals, and require the developer to provide a sum which will be put towards a specific future purpose. This could be a capital project, a contribution towards future revenue costs, or it may need to be held by the Council until certain conditions are fulfilled, when it would then either be passed to a third party or a returned to the developer, depending on the terms of the agreement.

**25 – Trust Funds**

The Authority is required to set out details of the nature and amount of trust funds where it acts as sole trustee, the only one of which is the Cobtree Estate Trust. The object of this trust is to hold Cobtree Manor and Cobtree Manor Estate for the benefit of the inhabitants of Maidstone and other members of the general public.

Gross expenditure in 2008/2009 totalled £487,439 (£446,146 in 2007/2008). Gross income in 2008/2009 totalled £685,424 (£797,691 in 2007/2008)

The Assets and Liabilities of the Trust as at 31<sup>st</sup> March 2009 may be summarised as follows:

	£000	£000
<b>ASSETS</b>		
Fixed Assets:		
Cobtree Manor Golf Course	1,079	
Cobtree Rural Park	183	
Investments	953	
		2,215
Current Assets:		
Permanent Endowment	3	
Cash		3
Current Liabilities:		
Maidstone Borough Council	115	
Auditors	4	
		119
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>2,099</b>
<b>LONG TERM LIABILITIES</b>		
Long Term Creditors:		
Maidstone Borough Council		57
<b>NET ASSETS</b>		<b>2,042</b>

None of the Trust assets and liabilities appears on the Balance Sheet of the Council, with the exception of the matching debits and credits relating to the liabilities shown above.

## 26 – Disclosure of Net Pensions Asset/Liability

### Participation in pension schemes

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

The authority participates in the Local Government Pension Scheme, administered locally by Kent County Council. This is a funded defined benefit final salary scheme, meaning the authority and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with the investment assets.

### Transactions relating to retirement benefits

The authority recognises the cost of retirement benefits in the Net Cost of Services when they are earned by employees, rather than when the benefits are eventually paid as pensions. However the charge the authority is required to make against Council Tax is based on the cash payable in the year, so the real cost of retirement benefits is reversed out in the Statement of Movement on General Fund Balance. The following transactions have been made in the Income & Expenditure Account during the year:

	<b>2008/09</b>	<b>2007/08</b>
	<b>£000</b>	<b>As restated £000</b>
<b>Income &amp; Expenditure Account</b>		
Net Cost of Services:		
Current Service Cost	1,420	1,930
Past Service Costs	520	0
Losses/(Gains) on Curtailments & Settlements	60	20
Net Operating Expenditure:		
Interest Cost	5,910	5,280
Expected Return on Scheme Assets	(4,050)	(4,600)
<b>Net Charge to the Income &amp; Expenditure Account</b>	<b>3,860</b>	<b>2,630</b>

<b>Statement of Movement on General Fund</b>		
<b>Balance:</b>		
Reversal of net charges made for retirement benefits in accordance with FRS 17	(3,860)	(2,630)
Actual amount charged against the General Fund		
Balance for pensions in the year:	3,427	3,112
<b>Employers' contributions payable to scheme</b>	<b>3,427</b>	<b>3,112</b>

**Assets and liabilities in relation to retirement benefits**

Reconciliation of present value of the scheme liabilities:

	<b>2008/09</b>	<b>2007/08</b>
	<b>£000</b>	<b>As restated £000</b>
1st April	86,370	98,480
Current Service Cost	1,420	1,930
Interest Cost	5,910	5,280
Contributions by scheme participants	740	630
Actuarial gains and losses	(6,960)	(15,910)
Past service costs	520	0
Losses/(Gains) on Curtailments	60	20
Estimated Unfunded Benefits Paid	(200)	(200)
Estimated Benefits Paid	(3,900)	(3,860)
<b>31st March</b>	<b>83,960</b>	<b>86,370</b>

Reconciliation of fair value of the scheme liabilities:

	<b>2008/09</b>	<b>2007/08</b>
	<b>£000</b>	<b>As restated £000</b>
1st April	57,520	65,390
Expected Return on Assets	4,050	4,600
Contributions by scheme participants	740	630
Contributions by the Employer	3,240	2,910
Contributions in respect of unfunded benefits	200	200
Actuarial gains and losses	(15,300)	(12,150)
Unfunded Benefits paid	(200)	(200)
Benefits paid	(3,900)	(3,860)
<b>31st March</b>	<b>46,350</b>	<b>57,520</b>

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

The actual return on scheme assets in the year was £11.290m (£3.510m in 2007/08)

**Scheme History**

	<b>2004/05 *</b>	<b>2005/06 *</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>£000</b>	<b>£000</b>	<b>As restated £000</b>	<b>As restated £000</b>	<b>£000</b>
Present value of liabilities:					
Local Government Pension Scheme	(85,497)	(99,540)	(98,480)	(86,370)	(83,960)
Fair value of assets in the Local Government Pension Scheme	49,031	61,800	65,390	57,520	46,350
<b>Surplus/(deficit) in the scheme:</b>	<b>(36,466)</b>	<b>(37,740)</b>	<b>(33,090)</b>	<b>(28,850)</b>	<b>(37,610)</b>
Experience Gains/(Losses) on Assets	1,934	9,746	(420)	(12,150)	(15,300)
Experience Gains/(Losses) on Liabilities	(3,202)	(53)	130	2,700	30

\* The Council has elected not to restate fair value of scheme assets for 2004/05 and 2005/06 as permitted by FRS17 (as revised)

The liabilities show the underlying commitments that the Council has in the long run to pay retirement benefits. The total liability of £37.610m has a substantial impact on the net worth of the Council as recorded on the Balance Sheet, resulting in a negative overall balance of £15.300m.

However, statutory arrangements for funding the deficit mean that the financial position of the Council remains healthy. The deficit on the local government scheme will be made good by increased contributions over the working life of employees, as assessed by the scheme actuary.

**Basis for estimating assets and liabilities**

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependent upon assumptions about mortality rates, salary levels, etc. The Kent County Council Pension Fund liabilities have been assessed by Hymans Robertson, an independent firm of actuaries, estimates for the Fund being based upon the latest full valuation of the scheme as at 1<sup>st</sup> April 2007.

The principal assumptions used by the actuary have been:

	<b>2008/09</b>	<b>2007/08 As restated</b>
Long-term expected rate of return of assets in the scheme:		
Equity investments	7.0%	7.7%
Bonds	5.4%	5.7%
Property	6.3%	7.0%
Cash	4.0%	4.8%
Mortality assumptions:		
Longevity at 65 for current pensioners:		
Men	21.5 years	-
Women	24.4 years	-
Longevity at 65 for future pensioners:		
Men	22.6 years	-
Women	25.5 years	-
Rate of inflation	3.1%	3.6%
Rate of increase in salaries	4.6%	5.1%
Expected Return on Assets	6.3%	7.0%
Rate for discounting scheme liabilities	6.9%	6.9%
Take-up of option to convert annual pension into retirement lump sum		

The Local Government Pension Scheme’s assets consist of the following categories, by proportion of the total assets held:

**Fair Value of Employer Assets**

	<b>31st March 2009 £000</b>	<b>31st March 2008 £000</b>
Equity Investments	30,590	39,950
Bonds	7,880	8,070
Property	4,170	6,220
Cash	3,710	3,280
	<b>46,350</b>	<b>57,520</b>

**History of experience gains and losses**

The actuarial gains identified as movements on the Pensions Reserve in 2008/09 can be analysed into the following categories, measured as a percentage of assets or liabilities at 31<sup>st</sup> March 2009.

	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>%</b>	<b>%</b>	<b>As restated %</b>	<b>As restated %</b>	<b>%</b>
Actuarial Gains / (Losses)	(14,201)	(523)	4,990	3,760	(8,340)
Increase/(Decrease) in Irrecoverable Surplus from Membership	0	0	0	0	0
Actuarial Gains / (Losses) recognised in STRGL	(14,201)	(523)	4,990	3,760	(8,340)
<b>Cumulative Actuarial Gains/(Losses)</b>	<b>(14,201)</b>	<b>(14,724)</b>	<b>(9,734)</b>	<b>(5,974)</b>	<b>(14,314)</b>

**27 – Summary Introduction to Detail of Movement on Reserves**

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 indicate resources for future spending plans and objectives.

Reserve	Balance at 1st April 2008 (Restated) £000	Gains or Losses £000	Transfers between Reserves £000	Net Movement in year £000	Balance at 31st March 2009 £000
Pensions Reserve	(28,850)	(8,760)		(8,760)	(37,610)
Deferred Capital Receipts	127		(22)	(22)	105
Revaluation Reserve	1,907	1,606		1,606	3,513
Capital Adjustment Account	56,160	(7,054)	8,482	1,428	57,588
Useable Capital Receipts Reserve	13,970	2,765	(8,460)	(5,695)	8,275
General Fund	8,328	(1,125)		(1,125)	7,203
Collection Fund	75	(59)		(59)	16
	<b>51,717</b>	<b>(12,627)</b>	<b>0</b>	<b>(12,627)</b>	<b>39,090</b>

The purposes of the various reserves are as follows:

- Pensions Reserve – balancing account to allow the inclusion of the Pensions Liability in the Balance Sheet. This is detailed in note 26.
- Deferred Capital Receipts - amounts derived from the sale of assets which will be received in instalments over agreed periods of time.
- Revaluation Reserve – store of gains on revaluation of fixed assets not yet realised through sales.
- Capital Adjustment Account – store of capital resources set aside to meet past expenditure.
- Useable Capital Receipts – proceeds of fixed asset sales available to meet future capital investment.
- General Fund – resources available to meet future running costs for non-housing services.
- Collection Fund – a statutory account to account for the collection and payment of Council Tax and Non-Domestic Rates.

Note 26 provides further details of the Pensions Reserve, whilst details of the remaining reserves are set out below.

**a) Deferred Capital Receipts**

	£000
<b>Deferred Capital Receipts as at 1st April 2008</b>	127
<b>LESS</b> Capital Receipts Received	(22)
<b>Deferred Capital Receipts as at 31st March 2009</b>	<b>105</b>

Deferred Capital Receipts are amounts derived from the sale of assets which will be received in instalments over agreed periods of time or where the receipts have not been received by the year end. They arise totally from mortgages on sales of council houses.

**b) Revaluation Reserve**

		<b>£000</b>
<b>Revaluation Reserve as at 1st April 2008</b>		1,907
<b>ADD</b>	Revaluation Gains	1,629
<b>LESS</b>	Historic Cost Depreciation Adjustment	(23)
<b>Revaluation Reserve as at 31st March 2009</b>		<b>3,513</b>

The reserve records the accumulated gains on the fixed assets held by the authority arising from increases in value, as a result of inflation or other factors (to the extent that these gains have not been consumed by subsequent downward movements in value).

The reserve is also debited with amounts equal to the part of the depreciation charges on assets that has been incurred only because the asset has been revalued. On disposal, the Revaluation Reserve balance for the asset disposed of is written out to the Capital Adjustment Account. The overall balance on the Reserve thus represents the amount by which the current value of the fixed assets carried in the Balance Sheet is greater because they are carried at revalued amounts rather than depreciated historical cost.

Whilst these gains arising from revaluations increases the net worth of the authority they would only result in an increase in spending power if the relevant assets were sold and capital receipts generated.

**c) Capital Adjustment Account**

	<b>£000</b>	<b>£000</b>
<b>Capital Adjustment Account as at 1st April 2008</b>		56,160
<b>ADD:</b>		
Historic Cost Depreciation Adjustment		23
Capital Financing:		
Capital Receipts	8,483	
Revenue Contributions	883	
Grants/Contributions	929	
Government Grants Deferred Account	284	
		10,579
<b>LESS:</b>		
Write Down of Deferred Charges	(4,607)	
Impairment	(515)	
Depreciation	(1,709)	
Amortisation of Intangible Fixed Assets	(259)	
Asset Disposal	(1,950)	
Prior Year Adjustments *	(136)	
* - Assets disposed of in previous years		(9,176)
<b>Capital Adjustment Account as at 31st March 2009</b>		<b>57,586</b>



The account accumulates (on the debit side) the write-down of the historical cost of fixed assets as they are consumed by depreciation and impairments or written off on disposal. It accumulates (on the credit side) the resources that have been set aside to finance capital expenditure. The same process applies to capital expenditure that is only capital by statutory definition (Revenue Expenditure Funded from Capital under Statute). The balance on the account thus represents timing differences between the amount of the historical cost of fixed assets that has been consumed and the amount that has been financed in accordance with statutory requirements.

**d) Useable Capital Receipts Reserve**

	<b>£000</b>
<b>Useable Capital Receipts Reserve as as 1st April 2008</b>	13,970
<b>ADD:</b> Capital Receipts	2,814
<b>LESS:</b> Capital Receipts Applied	(8,483)
Pooled Capital Receipts	(25)
<b>Useable Capital Receipts Reserve as as 31st March 2009</b>	<b>8,276</b>

The Usable Capital Receipts Reserve represents the capital receipts available to finance capital expenditure in future years, after setting aside any statutory amounts for the repayment of external loans.

**e) General Fund Balances**

<b>2007/08</b>		<b>2008/09</b>
<b>£000</b>		<b>£000</b>
6,068	General	5,600
945	Invest to Save	579
200	Large Buildings Maintenance Fund	0
1,000	Local Development Framework Fund	884
86	Trading Accounts	30
29	Asset Replacement	110
<b>8,328</b>	<b>Total General Fund Balance</b>	<b>7,203</b>

In addition to the separately identified balances listed above, which are for future planned objectives, the General Balance of £5.603m includes £0.969m for minor schemes to be completed in 2009/10.

**f) Collection Fund**

The Collection Fund is a statutory fund in which the Council records transactions for Council Tax, Business Rates and Residual Community Charges. The balance on the fund is available as follows:

<b>Authority</b>	<b>£000</b>
Maidstone Borough Council	17
Kent County Council	78
Kent Police Authority	10
Kent & Medway Towns Fire Authority	5
<b>Total</b>	<b>110</b>

On the Balance Sheet the Collection Fund balance is disaggregated between the figure owed to the Council (£0.017m) which is shown as part of the Council Balances and Funds, and the remainder (£0.093m) which is shown as a Current Liability, as these Authorities are creditors.

## 28 – Analysis of Net Assets Employed

Net Assets Employed as at 31st March 2008 (Restated)		Net Assets Employed as at 31st March 2009
£000		£000
51,642	General Fund	39,073
75	Collection Fund	17
<b>51,717</b>		<b>39,090</b>

The decrease in balances is explained in the Explanatory Foreword.

## 29 – Related Party Transactions

During the year transactions with related parties arose as follows:

	£000
<b>Receipts</b>	
Central Government - Revenue Grants	41,485
<b>Payments</b>	
Kent County Council - Precept	58,620
Kent Police Authority - Precept	7,505
Kent & Medway Towns Fire Authority - Precept	3,734
Kent County Council - Pension Fund	327

All Members and Senior Officers were required to complete a declaration of interests that included details of any finance-related transactions with the Council. There was only one declaration of a material nature – one Member is the Director of a charitable organisation that receives a £6,000 grant from the Council.

## 30 – Contingent Asset

The Council has made a claim to HM Revenues & Customs for the recovery of VAT paid in respect of off street car parking. This was as a result of a European Court of Justice ruling in favour of the city of Oporto in Portugal regarding VAT treatment of the income

The claim is for £2,503,204, and covers the financial years 1998/99 to 2008/09. A number of other Authorities are also pursuing similar claims. The Council have not currently made any allowance for any settlement in this statement as this issue is still ongoing.

HM Revenue & Customs' current appeal to the High Court against the European Court of Justices' decision has been referred back to the European Court of Justice by the High

Court. Current estimates suggest a waiting time of two years for a ruling. HM Revenue & Customs' current advice is that any refunds would be subject to unjust enrichment rules and may not benefit local authorities directly.

The Council has also submitted a claim to HM Revenues & Customs under the principles established in the *Fleming/Conde Nash* decision in the House of Lords. This permits the Council to apply for a refund of VAT dating back to 1981/82 on the basis that the House of Lords decision overturned a 3 year capping rule on VAT refunds that had been in place. An application has been made for refunds totalling £2.1m, but it is anticipated that the payment will probably be in the region of £0.700m. It is also difficult at this stage to clarify when any payment might be made as HM Revenue & Customs are dealing with a large number of similar claims from local authorities all over the UK.

### **31 – Contingent Liability**

The Council entered into a PFI Agreement with Kent County Council and nine other Kent District Councils in 2006/07 which aims to provide affordable housing throughout the county. In the event of the contractor defaulting on its obligations 10 years into the contract there is the possibility of the Council incurring an estimated liability of £6.954m, and in the event of the contract being terminated through force majeure after 10 years there is an estimated liability of £8.052m. Whilst these scenarios are considered highly unlikely the sums concerned are material enough to be noted.

### **32 – Euro Costs**

The Council only made a small number of low value payments in Euros during 2008/09, and therefore does not have a specific account for these transactions, which are shown as sterling payments in the Council's bank account based on the exchange rate at the time.

### **33 – Post Balance Sheet Events**

The Statement of Accounts were authorised for issue by the Director of Resources & Partnerships on 15 June 2009, the date on which they were presented to the Council's Audit Committee to recommend formal approval to full Council.

There have been no events arising between the Balance Sheet date of 31st March 2009 and the date of authorisation above that materially effect the figures on the Balance Sheet.

**34 – Cashflow Statement: Reconciliation of Net Surplus/Deficit on Income & Expenditure Account**

Reconciliation of net surplus / deficit on the Income & Expenditure Account to the net cash flow from revenue activities.

2007/08 £000		2008/09 £000	
(2,444)	<b>SURPLUS/ (DEFICIT) ON INCOME &amp; EXPENDITURE ACCOUNT</b>		(5,293)
(784)	Surplus / (Deficit) on other funds Collection Fund		(354)
4,156	Non-Cash Transactions non-cash amounts requiring exclusion from the Income & Expenditure Account. (See Statement of Movements in the General Fund.)		4,169
1,621	Items on an Accruals Basis Increase / (Decrease) in Creditors (Increase) / Decrease in Debtors & Payments in Advance, less Provision	(3,516)	
(1,937)	for Bad Debts	1,562	
(12)	(Increase) / Decrease in Stock	(18)	(1,972)
(1,943)	Items Classified Later in the Statement Servicing of Finance		(1,839)
(1,343)	<b>NET CASH FLOW FROM REVENUE ACTIVITIES</b>		(5,289)

**35 – Cashflow Statement: Movement in Cash**

The movement in bank and cash is analysed as follows. The Authority is debt free and there is no reconciliation to net debt.

	£000
31st March 2008 (Net overdraft)	1,522
31st March 2009 (Net overdraft)	1,089
<b>Movement</b>	433

**36 – Cashflow Statement: Movement in Liquid Resources**

The movement in liquid resources is analysed as follows. Liquid resources are defined as the short-term investment (less than 365 days) of surplus funds made by the Authority.

	£000
31st March 2008	16,867
31st March 2009	13,919
Long term investments reclassified in 2008/09	6,374
<b>Cash Movement</b>	9,322

### 37 – Cashflow Statement: Analysis of Government Grants

Other Government Grants shown in the statement are analysed as follows:

2007/08 £000	Grant	2008/09 £000
0	Local Authority Business Growth Initiative	1,021
7,563	Council Tax Benefit	8,192
928	Benefit Administration	971
1,137	Miscellaneous	2,278
<b>9,628</b>	<b>Total</b>	<b>12,462</b>

### 38 – Group Accounts

The authority has no financial relationships with other organisations or entities that give rise to the need to include Group Accounts within this Statement.

### 39 – Local Area Agreement

The Local Area Agreement has been developed at a County Level with Kent County Council the Accountable Body. Maidstone Borough Council played an active role as part of the development of the latest agreement with the governance arrangements endorsed by the Leader in May 2008. The Council and Local Strategic Partnership are currently working on the Local Action Plan and this will determine which of the 35 targets are a priority for Maidstone.

Whether any additional resources are put into these priority areas or indeed whether these are viewed as a priority across Kent will be a decision for the Kent Partnership.

**COLLECTION FUND**

2007/08 £000		2008/09	
		£000	£000
	<b>INCOME</b>		
71,549	Income From Council Tax	75,152	
7,474	Transfers From General Fund Council Tax Benefit Council Tax Reduction Scheme (Note 1)	8,087	<b>83,239</b>
46,518	Income From Non-Domestic Rates (Note 2)		<b>50,836</b>
	Adjustment To Previous Years Community Charge		
	Council Tax Benefit Subsidy Limitation		
<b>125,541</b>	<b>Total Income</b>		<b>134,075</b>
	<b>EXPENDITURE</b>		
	Precepts and Demands		
55,669	Kent County Council	58,620	
7,054	Kent Police Authority	7,505	
12,434	Maidstone Borough Council	13,013	
3,560	Kent & Medway Towns Fire Authority	3,734	<b>82,872</b>
	Non-Domestic Rates		
46,313	Payments To National Pool	50,628	
206	Cost of Collection Allowance	208	<b>50,836</b>
	Bad and Doubtful Debts		
174	Write Off	160	
76	Additional / (Reduced) Provision For Non Payment	165	<b>325</b>
839	Contribution toward previous year's Collection Fund surplus		<b>396</b>
<b>126,325</b>	<b>Total Expenditure</b>		<b>134,429</b>
(784)	Surplus/(Deficit) For Year		(354)
1,248	Surplus Brought Forward From Previous Years		464
<b>464</b>	<b>Surplus as at 31st March 2009 (Note 4)</b>		<b>110</b>

**NOTES TO THE COLLECTION FUND****1 – Council Tax**

Council Tax income derives from charges raised according to the value of residential properties, which have been classified into 8 valuation bands estimating, for this specific purpose, 1 April 1991 values. Individual charges are calculated by estimating the amount of income required to be taken from the Collection Fund by Kent County Council, Kent Police Authority and this Council for the forthcoming year and dividing this by the council tax base [the total number of properties in each band adjusted by a proportion to convert the number to a Band D equivalent and adjusted for discounts: 58,514.8 for 2008/09

(57,892.6 for 2007/08) (see table below)]. This basic amount of council tax for a Band D property £1,401.57 for 2008/09 (£1,349.78 for 2007/08) is multiplied by the proportion specified for the particular band to give an individual amount due. Parish Precepts are added to this basic amount.

The bands, number of dwellings in each, the multiplier for each and the resultant tax base are detailed in the table below.

Band	Number of Dwellings	Multiplier	Council Tax Base
Band A (incl disabled relief)	1.50	5/9	0.8
Band A	3,303.25	6/9	2,202.2
Band B	6,783.75	7/9	5,276.3
Band C	14,812.75	8/9	13,166.9
Band D	14,725.25	9/9	14,725.3
Band E	8,011.50	11/9	9,791.8
Band F	4,700.25	13/9	6,789.3
Band G	3,376.25	15/9	5,627.1
Band H	275.75	18/9	551.5
			383.6
			<b>58,514.8</b>

Council Tax income is as follows:

	£000
Initial Accounts	91,309
Additional Accounts	1,303
Less: Reduced Accounts	(9,213)
	<b>83,399</b>
Less: Amounts written off	(160)
	<b>83,239</b>

## 2. Income from Non-Domestic Rates

Under the National System for non-domestic rates, the Council collects from local businesses an amount equal to the rateable value of their property multiplied by a uniform rate set by the Government. This money is paid into a National Pool. The Council receives in return a contribution from the Pool based on a standard amount per head of local adult population. This is paid into the Council's General Fund.

Non-Domestic Rate Income to the Collection Fund is as follows:

	£000
Non-Domestic Rateable Value £133.971m (£124.402m 2007/08)	63,075
Non-Domestic Rate Multiplier 46.2p (44.4p 2007/08)	
Small Business Multiplier 45.8p (44.1p 2007/08)	
Less: Allowances and adjustments during the year	(12,239)
<b>Net Income to Fund</b>	<b>50,836</b>

### 3. Adjustment for Previous Years Community Charge

Although Council Tax replaced Community Charge on 1st April 1993, the Council has continued to account for residual adjustments in relation to the Community Charges raised in earlier years in the Collection Fund. The Council has carried a full provision against any residual debt and in 2007/08 a decision was taken to utilise the provision and write off the remaining debt of £18,929.

### 4. Surplus/(Deficit) on the Collection Fund re Council Tax

Any surplus at the year end is distributed amongst the precepting authorities over the following two financial years. A deficit must be covered by council tax raised the following year. The distribution for 2008/09 given in the tables below is of a surplus.

Surplus at 31st March 2009 (£000) £464

Distribution:	2008/09 £000	2009/10 £000
Maidstone Borough Council	62	11
Kent County Council	280	49
Kent Police Authority	35	6
Kent & Medway Towns Fire Authority	18	3
	<b>395</b>	<b>69</b>

2008/09 Surplus (£000) £110

Distribution:	2009/10 £000	2010/11 £000
Maidstone Borough Council	17	
Kent County Council	78	
Kent Police Authority	10	
Kent & Medway Towns Fire Authority	5	
	<b>110</b>	

The amount distributed has to be used by each authority to reduce the amount of Council Tax that they have to raise to finance their own expenditure. The distribution is calculated by reference to the proportion of the respective precepts and demands made in the previous year. For 2010/11 the distribution required is less than £1,000.

### 5. Amounts Written Off

The following amounts were written off during the year:

	2007/08 £000	2008/09 £000
Council Tax	174	160
Non-Domestic Rates	252	231
Community Charge	19	
	<b>445</b>	<b>391</b>



## **GLOSSARY OF FINANCIAL TERMS**

### **ACCOUNTS**

Statement aggregating items of income and expenditure and assets and liabilities. The accounts may show detailed transactions for every activity (generally used for management and control purposes during a financial year) or be summarised to show the overall position at the end of the period. The latter are known as final accounts and show both the net surplus (profit) or deficit (loss) and a balance sheet of the assets, liabilities and other balances at the end of the accounting period. Authorities are required to publish a Statement of Accounts as specified in the *Accounts and Audit Regulations 2003*.

### **BALANCE SHEET**

A statement of the assets, liabilities and other balances of an authority at the end of an accounting period.

### **BALANCES**

Capital or revenue reserves of an authority made up of the accumulated surplus of income over expenditure on the general fund or any other account. Revenue balances may be utilised to provide for unforeseen circumstances, to ensure that payments can be made pending the receipt of income, and if justified they may be used to reduce the collection fund levy.

### **CAPITAL EXPENDITURE**

Generally, expenditure which is of value to an authority in the provision of services beyond the end of the financial year in which it was incurred, e.g. purchase of land and buildings, construction or improvement of buildings.

### **CAPITAL FINANCING**

The raising of money to pay for capital expenditure. Usually the cost of capital assets is met by borrowing, but capital expenditure may also be financed by other means such as leasing, contributions from the revenue accounts, the proceeds of the sale of capital assets, capital grants, reserves and other contributions.

### **CAPITAL RECEIPTS**

Proceeds from the sale of capital assets. Capital receipts can be used to repay the debt on assets financed from loan or to finance new capital expenditure, subject to compliance with statutory requirements.

### **CREDITORS**

Amounts owed by an authority for work done, goods received, or services rendered but for which payment had not been made at the date of the balance sheet.

### **DEBTORS**

Sums of money due to the authority but unpaid at the balance sheet date.

### **DEPRECIATION**

The measure of the wearing out, consumption, or other reduction in the useful economic life of a fixed asset, whether arising from use, passage of time or obsolescence through technological or other changes.

### **FIXED ASSETS**

Tangible assets that yield benefits to the local authority and the services it provides for a period of more than one year.

Intangible assets are assets that do not have a physical substance but are identifiable and controlled by the authority, such as computer software.

**OPERATIONAL ASSETS**

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

**NON-OPERATIONAL ASSETS**

Fixed assets held by a local authority, but not directly occupied, used or consumed in the delivery of services. Examples of non-operational assets are investment properties and assets that are surplus to requirements, pending sale or redevelopment.

**GENERAL FUND**

The main revenue account of a charging authority that summarises the cost of all services provided by the Council.

**REVENUE EXPENDITURE FUNDED FROM CAPITAL BY STATUTE**

Previously known as Deferred Charges. Capital payments that do not give rise to an asset such as house renovation grants.

**REVENUE SUPPORT GRANT**

A general grant paid by central government to local authorities to help finance the cost of services. It is paid to charging authorities for credit to the Collection Fund.

**REVENUE ACCOUNT**

An account which records the day to day expenditure and income of an authority on such items as salaries and wages, running costs of services, the purchase of consumable materials and equipment, and the financing costs of capital assets.

**SUPPORT SERVICES**

An allocation of the net cost of the administrative and professional departments which provide support for all the Council's services (e.g. Executive Services, Finance, Personnel), together with the costs of pooled administrative buildings.

**USABLE CAPITAL RECEIPTS**

Funds received by an authority from the sale of capital assets that have yet to be used to finance capital expenditure or repay debt.