



GOSPORT
Borough Council

STATEMENT OF ACCOUNTS

2019/20

STATEMENT OF ACCOUNTS 2019/20

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NARRATIVE REPORT

This narrative report is divided into four sections

1. An overview of Gosport
2. A summary of the financial performance for the year
3. An explanation of the financial statements
4. Outlook and key issues

1. GOSPORT AREA AND ORGANISATION OVERVIEW

This report provides a detailed summary of the financial performance of Gosport Borough Council for the financial year 2019/20.

The completion of the 2019/20 financial year was dominated, of course, by the Covid-19 emergency and the impact it had (and continues to have) both on the Council and the Borough more generally.

Our response to Covid

The Council took a number of key decisions and actions to respond to the pandemic:

- In line with Government guidance, at the end of March 2020, we closed the Town Hall to residents and to the vast majority of our staff. Our IT Function was able to rapidly procure and deploy hardware to enable 86% of our workforce to be able to work from home and, crucially, continue to deliver our essential services. Indeed, despite the incredibly testing times we have had no serious disruptions or issues with any individual services despite, in some cases, there being a vastly increased demand for services. For instance, our Housing Benefits team saw a 60% increase in cases as the pandemic unfolded and more residents required financial support;
- We recognised early on the key challenges the pandemic would present to our local economy and businesses:
 - The Council moved very quickly to set-up a sign-posting service within our Economic Development area that would be able to answer any queries local businesses had about the range of support mechanisms that the Government had made available regarding Covid. We responded to 630 email enquiries and 160 telephone enquiries from Local businesses;
 - We reinforced our Tax team with additional staff so we could rapidly process hundreds of claims for business rate grants. This included a broad communications campaign to make businesses and other local organisations aware of the grants; new processes and systems to enable rapid bulk payments and also the Council underwriting the cost of 'same day' payments. In the Government data-sets, the Council was consistently in the top 30 positions nationally for proportion of payments made and at the end of May had made 987 payments totalling £11.7m to local businesses;
 - We also worked with a number of businesses which the Council has a specific financial relationship with to ensure that they could continue to be a going concern where they had no recourse for other support.
- A further key element of our response was to help, with other partners, ensuring Community resilience within the Borough:
 - We straightaway strengthened our pre-existing partnership with Gosport Voluntary Action (GVA) by providing them with emergency funding of £5,000 (and also other cashflow support) to gear-up to this particular crises;

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- o We also provided specific officer resource to help GVA in optimising their IT and financial systems for the additional workloads they were experiencing as well as a further two officers to help the GVA with issues such as volunteer coordination;
- o Well over 100 Council officers supported the GVA early on in the pandemic by undertaking a mass leaflet drop to every Borough household (where this was feasible). The leaflet was designed, printed and paid for by the Council and provided residents with a summary of resources available to them if they needed help during the lockdown, particularly for those residents who could be deemed vulnerable;
- o The Council then provided a strong partnership link between the GVA and others (such as Hampshire County Council) regarding fielding calls from vulnerable residents and coordinating the delivery of food parcels and prescriptions. In particular, our pre-existing relationship with the Gosport And Fareham Inshore Rescue Service (GAFIRS) was very helpful and they kindly supported the delivery of many prescriptions to our vulnerable residents. In total, by the end of May, we fielded 948 community helpline calls, delivered 59 emergency food parcels and referred 368 prescriptions to GAFIRS as well as managing 309 referrals for help from Hampshire County Council.
- Our final key response work strand involved dealing with an exponential increase in rough sleepers presenting themselves to our Housing Service. Routinely, the Council deals with around 5 or 6 rough sleepers but during the pandemic emergency; this increased to over 40. This took place at the same time as some of our supply-chain of hotels and Bed & Breakfasts closed following Government advice. To fulfil these statutory duties the Council leased 30 specific temporary cabins to help mitigate this surge in demand and lack of supply. We have therefore been able to house those most in need and continue to provide them with key services required.
- The pandemic has had a significant financial impact on the Council. This is discussed further within the narrative report but many of our key income streams (such as car-park income and fees for planning developments) have almost dried up from the end of March 2020 to early June 2020. At the same time, to enable the robust response detailed above, the Council has incurred significant additional expenditure that was not budgeted. This includes our temporary rough sleeper's solution, new IT infrastructure and a range of Public Health measures. The Government initially supported the Council with the provision of a grant of £885k to cover such costs and pressures, which is very welcome. However, both the immediate and medium term outlook suggested that the actual pressure would be much higher.

Delivery of Council priorities in 2019/20

The Council has a number of key priorities and functions which it undertakes on behalf of the residents of the Borough of Gosport. These include:

- Raising aspirations in the Borough;
- Enhancing the environment in the Borough;
- Developing the local economy;
- Empowering our residents; and
- Delivering effective services.

A summary of our progress against each of these areas is detailed below:

Raising aspirations

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- The Council has long supported the Summer Passport scheme for young people in the Borough. Our most recent scheme in 2019 saw almost 1,000 young people register, a 28% increase;
- Our Tourism campaigns have been successful with over 1.4 million visitor trips to Gosport per annum, an increase of 1.6%. Gosport is now featured on Visit England's £1million 'England's Coast' tourism campaign;
- Considerable work has been undertaken to enhance and promulgate Gosport's 'identity'; developing a new narrative, visual language and identity for the Borough to help support marketing of the Borough; and
- The Council, with support from a wide range of partners such as Hampshire County Council, helped to coordinate a wide range of D-Day 75 year anniversary events across the Borough to commemorate and remember this critical moment in our Borough's history.

Enhancing the environment

- This financial year has seen the Council adopt a Climate Change strategy which sets the strategic framework for how the Council can help to tackle this critical issue both from its own actions but also from influencing the residents and businesses in the Borough;
- This strategy is now being delivered; the Council is currently in the process of installing solar panel and battery technology to Gosport Leisure Centre; investing in technology for electric vehicles; rewilding parts of the Borough to attract flora and fauna; commissioning a recycling campaign to help support our residents to recycle more; as well as our tree planting programme which is currently on track to plant 2,000 trees across the Borough; and
- The Council has also made the decision to bring in-house its Grounds Maintenance services; and to invest in this service via better training, new equipment and more weed-spraying which will further enhance the environment of our Borough.

Developing the local economy

- The Council has made a series of grant applications that, if successful, will enable significant economic regeneration and investment within the Borough. We have agreement in principle for the 'High Street Heritage Action Zone' which will see £1.8million of investment activity in the High Street and Stoke Road;
- The Council has also submitted a combined Transforming Cities bid which could see considerable further investment in our local infrastructure. For Gosport, this will be focussed around improved facilities at our main public interchange in the town centre;
- We continue to invest, with support from our partnership groups, in our Flood Defences across the Borough. This is a key priority for the Council as the winter storms have caused considerable damage, particularly in Stokes Bay. We have repair schemes underway in Stokes Bay, Forton, Alverstoke and Seafield; and
- Supporting local businesses remains a key priority; the Council enables this via leading every year Global Entrepreneurship Week, helping to facilitate the Gosport Informal Networking as well as staging the Gosport Employment and Skills Fair.

Empowering our residents

- This financial year has seen the agreement of a new social housing build programme; with over £7million added to our Capital Programme to provide more social and affordable houses in the Borough with particular focus on properties that have specific adaptations for disabled residents;

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- Delivery of our existing Housing services is a major priority for the Council. We will renew our maintenance contract with Kier, who have provided us strong support and services for value-for-money and we will shortly be coming forward with a new strategy to tackle the issue of Homelessness in the Borough;
- The Council also recognises the vital contribution that volunteering groups make in Gosport. We have routinely increased our financial contributions to them each year; and next year will increase the resources provided by 5%.

Delivering effective services

- As outlined in this report; the Council has delivered effective and secure stewardship of its financial affairs and has set a balanced budget with appropriate level of reserves for the next financial year;
- In doing so, the Council has secured several material efficiency savings during the year, including renegotiation of its banking and insurance contracts that will provide savings in excess of £100,000;
- Our partnership services in Building Control and Environmental Health continue to deliver effective and efficient services with strong income growth that has also helped support the Council's fiscal position; and
- The Council utilised for the first time in 2019, Gov Notify (which is free to use) within our Electoral Service, to illicit a quicker response from residents; as a quicker response means less printing of reminder forms and less payments to canvassers to deliver.

Council Structure

The Council has 34 local councillors. The current political structure of the council is:

- 18 Conservatives
- 14 Liberal Democrats
- 2 Labour

Full Council meets every two months to review strategic issues and decisions affecting the entire Council. The Council is supported by a series of Boards and Committees that allow councillors to review issues and make decisions in areas of particular detail. These Committees are:

- The Policy and Organisation Board covering all issues of Council wide policy and strategy as well as any key financial and procurement considerations;
- The Community Board which covers issues associated with the Housing Revenue Account (HRA) as well as Council services regarding Waste, Leisure, Open Spaces and environmental issues;
- The Economic Development Board which reviews particular opportunities for development and job creation across the Borough;
- The Regulatory Board which reviews proposed planning applications and issues within the Borough; and
- The Standards and Governance Board which reviews the corporate governance arrangements of the Council, the annual Audit Plan and other items of key governance.
- The councillors are supported by officers of the Council. The Council Senior Management Team is provided by Portsmouth City Council; the Chief Executive and Borough Treasurer are shared between the two authorities.

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2. Financial Narrative

In undertaking this important work, the Council also needs to ensure it operates with a system of sound financial management and stewardship. Not least as the vast majority of funding that the Council receives is provided by Gosport residents either in the form of Council Tax or Business Rates.

For 2019/20, the Council has had a strong financial performance; ensuring investment in key services are maintained, capital schemes to develop the Borough are funded in the context of significant financial uncertainty in Local Government as a sector.

The Council reviews its financial performance in a number of different ways:

- Performance of the General Fund (this is the funding the Council has for its day-to-day activities which is predominantly funded by Council Tax and Business Rates);
- The extent to which the Council holds adequate financial Reserves (holding reserves enables the Council to fund future specific projects or services and also to ensure it has a financial buffer in the event of an unexpected financial issue);
- Performance of its Housing Revenue Account (HRA) (the HRA is where income and costs for our 3,000+ social housing units is monitored, including specific HRA reserves);
- Performance of the Council's Capital Programme (as well funding for day-to-day services, the Council undertakes in the region of £8million per annum of capital investment in its services, social housing stock, economic opportunities and other development plans); and

General Fund

The following table shows outturn against Budget, including how the General Fund is financed and the main reserves. It is presented in the Council's Budget Book format (which mirrors the Council's decision making structure) as opposed to the statutory reporting format in the following financial statements.

The General Fund transferred and underspend to the Revenue Financing Reserve; totalling £346,000.

The underspend is in part due to the need to carry forward activity to 2020/21, that was unable to be completed in 2019/20, amounting to £350,550. This is largely work associated with the completion of the Gosport Local Development Plan and also a range of Economic Development initiatives.

The Council funded by way of a £100,000 revenue contribution to capital the purchase of laptops to aid remote working as a response to the Covid 19 pandemic; the general fund reserve will be replenished from the Covid 19 government grants received in 2020/21.

The table also shows the transfer to and from reserves during the year, in particular:

- Community Infrastructure Levy receipts received during the year;
- The balance of the Homelessness Support Grant received in-year;
- The Council's share of income from the business rates retention scheme was greater than estimated during 2019/20 and this will become available to the Council in 2021/22. The transfer from the Stability and Resilience Reserve represents the government share of the additional income which has to be included within the 2019/20 accounts.
- Carry forwards to the Revenue Financing Reserve; and
- An increase to the General Fund Working Balance to reflect the increasing uncertainties regarding the future financial context for the Council.

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GENERAL FUND - OUTTURN	REVISED 2019/2020 £'000	ACTUAL 2019/2020 £'000	VARIANCE £'000
GENERAL FUND BUDGET			
Community Board	5,905	5,762	(143)
Economic Development Board	1,015	681	(334)
Policy and Organisation Board	3,683	3,505	(178)
TOTAL NET EXPENDITURE	10,603	9,948	(655)
REVENUE CONTRIBUTION TO CAPITAL	74	308	234
TRANSFER TO/(FROM) RESERVES			
General Fund Balance	110	110	-
Revenue Financing Reserve	(358)	(12)	346
Stability and Resilience Reserve	-	(200)	(200)
Capital Grants Unapplied (CIL)	-	144	144
Revenue Reserve for Capital	-	(159)	(159)
Homelessness Support Grant	-	96	96
Other Earmarked Reserves	-	13	13
BUDGET TOTAL	10,429	10,248	(181)
FINANCED BY			
Council Tax	(6,135)	(6,135)	-
Government Grants	(654)	(692)	(38)
Business Rates Retention	(3,640)	(3,421)	219
	(10,429)	(10,248)	181
# (Red) figures are income & in the variance column indicate an underspending or additional income			

GENERAL FUND - MAIN REVENUE RESERVES	ACTUAL 01-Apr-19 £'000	ACTUAL 31-Mar-20 £'000	VARIANCE £'000
General Fund Working Balance	(890)	(1,000)	(110)
Revenue Financing Reserve	(4,104)	(4,092)	12
Stability and Resilience Reserve	(2,028)	(1,828)	200
Homelessness Support Grant Reserve	(499)	(595)	(96)
Revenue Reserve for Capital	(656)	(497)	159

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Housing Revenue Account

A surplus of £747,000 was transferred to the major repairs new build & loan repayment reserve compared with a revised estimated surplus of £261,000. This mainly reflects reduced repairs and maintenance costs, reduction in depreciation charges and reduced supervision and management costs compared with the revised budget.

The HRA subsequently funded Capital expenditure of £806,000 which when taken into account gave the HRA an overall deficit of £114,000.

HOUSING REVENUE ACCOUNT - OUTTURN	REVISED 2019/20 £'000	ACTUAL 2019/20 £'000	VARIANCE £'000
Net (Surplus) / loss to Major Repairs, New Build & Loan Repayment Reserve	(261)	114	375
Capital Programme funding from Major Repairs, New Build & Loan Repayment Reserve	1,303	0	(1,303)
	1,042	114	(928)
# (Red) figures are income & in the variance column indicate an underspending or additional income			
HRA - REVENUE RESERVES	ACTUAL 01-Apr-19 £'000	ACTUAL 31-Mar-20 £'000	VARIANCE £'000
Revenue Account Balance	(992)	(992)	0
Major Repairs, New Build & Loan Repayment Reserve	(3,612)	(3,498)	114
	(4,604)	(4,490)	114

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Capital Programme

A summary of capital expenditure for 2019/20 is detailed in the table below, presented in the Budget Book format. The programme overall underspent by £313,000, major scheme variations are set out in the table below.

SCHEME	REVISED 2019/20 £'000	ACTUAL 2019/20 £'000	VARIANCE £'000	SLIPPAGE to 2020/21 £'000
BY BOARD				
Community Board - Housing (HRA)	4,758	5,023	265	0
Community Board - Housing (GF)	600	398	(202)	0
Community Board - Non Housing	1,968	1,828	(140)	167
Economic Development Board	604	493	(111)	149
Policy & Organisation Board	363	238	(125)	67
	8,293	7,980	(313)	383
BY MAJOR SCHEME				
Improvements to Housing Stock (HRA)	3,300	3,322	22	-
Purchase of Properties (HRA)	1,458	1,701	243	-
Disabled Facilities Grant	600	398	(202)	-
Alver Valley Country Park	500	458	(42)	42
Lee-on-Solent Splash Pool	430	436	6	-
Coastal Flood Schemes (All)	309	441	132	(132)
Grange Farm Gateway	159	156	(3)	3
Car Park Resurfacing and Upgrading	138	15	(123)	123
Public Convenience Refurbishment	116	43	(73)	73
Daedalus Regeneration	101	67	(34)	34
Waterfront Regeneration	100	45	(55)	55
Allotments - Management and Eradication of Japanese Knotweed	55	0	(55)	55
Purchase of Laptops	0	100	100	-
Leesland Road Play Area	0	76	76	(76)
All other schemes	1,027	722	(305)	206
	8,293	7,980	(313)	383

(Red) figures in the variance column indicate an underspending

NARRATIVE REPORT

3. THE FINANCIAL STATEMENTS

The Statement of Accounts sets out the Council's financial position at 31 March 2020 and a summary of its income and expenditure in the year to 31 March 2020. It is, in parts, a complex document which is prescribed by the Chartered Institute of Public Finance & Accountancy (CIPFA) Code of Practice on Local Authority Accounting 2019/20 (the Code) which is underpinned by International Financial Reporting Standards (IFRS). It comprises of core and supplementary statements together with disclosure notes and is subject to external audit. These are summarised over four headings below:

a. Core financial statements

- **Comprehensive Income and Expenditure Statement (CI&ES)**

This statement records all of the Council's income and expenditure for the year. The top half of the statement provides an analysis in line with the Council's reporting structure and the bottom half includes corporate transactions and funding.

The content shows the service cost in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation and rents. Authorities raise taxation and rents to cover expenditure in accordance with statutory requirements and this may be different from the accounting cost. The taxation position is shown in both the Movement in Reserves Statement and the Expenditure and Funding Analysis.

- **Movement in Reserves Statement (MIRS)**

This statement summarises the change in the Council's reserves over the year – with the reserves being divided into 'usable reserves' (i.e. those that can be used to fund expenditure) and 'unusable reserves' (i.e. those which are set aside for specific purposes)

It includes the adjustments needed to show the Council's net expenditure and income in line with statutory requirements as reported to the Council's management and members

- **Balance Sheet**

The Balance Sheet provides a snapshot of the Council's assets, liabilities, cash and reserves at the year end date.

- **Cash Flow Statement**

The Cash Flow Statement shows the reasons for the changes in the Council's cash balances over the year by analysing them over operating, investing and financing activities.

b. Notes to the financial statements

These provide supporting information and analysis including detail about the Council's accounting policies which underpin the reported figures.

The Expenditure and Funding Analysis (E&FA) note underpins the CI&ES and the MIRS – the latter reconciling the CI&ES to the Council's statutory funding arrangements. The E&FA shows the reconciling adjustments from the MIRS in more detail against the Council's main reporting structure, as included in the CI&ES, to show the annual change in usable reserves

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c. Supplementary financial statements

- Housing Revenue Account (HRA) and notes

The Housing Revenue Account (HRA) reflects the statutory obligation to maintain a separate revenue account for income and expenditure on council housing and related activities in accordance with the Local Government and Housing Act 1989. The notes provide further supporting information.

- Collection Fund and notes

The Collection Fund is the statutory account that billing authorities must maintain separately from the rest of their accounts. It summarises council tax and business rate transactions for the Borough, County Council, Police & Crime Commissioner, Fire & Rescue Authority and Central Government. The notes provide further supporting information.

d. Important governance statements

- Statement of Responsibilities

This sets out the Council's and the Chief Financial Officer's responsibilities in relation to the administration of the Council's affairs.

- Annual Governance Statement

The Accounts and Audit Regulations 2015 require the Council to conduct a review at least once a year of the effectiveness of its system of internal control, and to include a statement reporting on the review with the Statement of Accounts.

4. KEY ISSUES AND OUTLOOK

Key financial figures included in the statement

- Pensions liability

The Balance Sheet shows an increase in the net pension liability of £1.889 million during 2019/20. This is mainly due to a reduction in the fair value of assets valued at 31/3/20 of £2.86 million and reflects the impact of the Coronavirus pandemic has had on financial markets. Pension liabilities reduced by 0.971 million during the year. The liability is a volatile figure and has a tendency to vary by several millions from year to year depending on actuarial assumptions and government guidance. The Hampshire Local Government Pension Fund is subject to triennial valuations and employee and employer contributions are adjusted accordingly to ensure a fully funded pension position over the life of the fund. The Council's budget and forward projections fully provide for required pension fund contributions.

31-Mar-19 £'000	31-Mar-20 £'000
(38,620) Net Pension Liability	(40,509)

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- Borrowing and Cash**

The table below summarises the Council's net borrowing position at the year end. Local Authority treasury management functions are closely regulated and the Council complies with all managerial and reporting guidelines

31-Mar-19 £'000	31-Mar-20 £'000
7,044 Short Term Investments	5,512
4,890 Cash and Cash Equivalents	5,860
(14,588) Short Term Borrowing	(16,167)
(59,000) Long Term Borrowing	(55,850)
(61,654) Net Borrowing position	(60,645)

- Capital Financing Requirement**

The Council's capital financing requirement (or the underlying need to borrow) is essentially a measure of the outstanding capital expenditure which has not yet been paid for from either revenue or capital resources and is set out below. This is the combined figure for both the general fund and housing revenue account.

31-Mar-19 £'000	31-Mar-20 £'000
81,707 Capital Financing Requirement	82,475
<i>Explanation of movement in the year</i>	
- Increase in need to borrow to fund capital expenditure	768

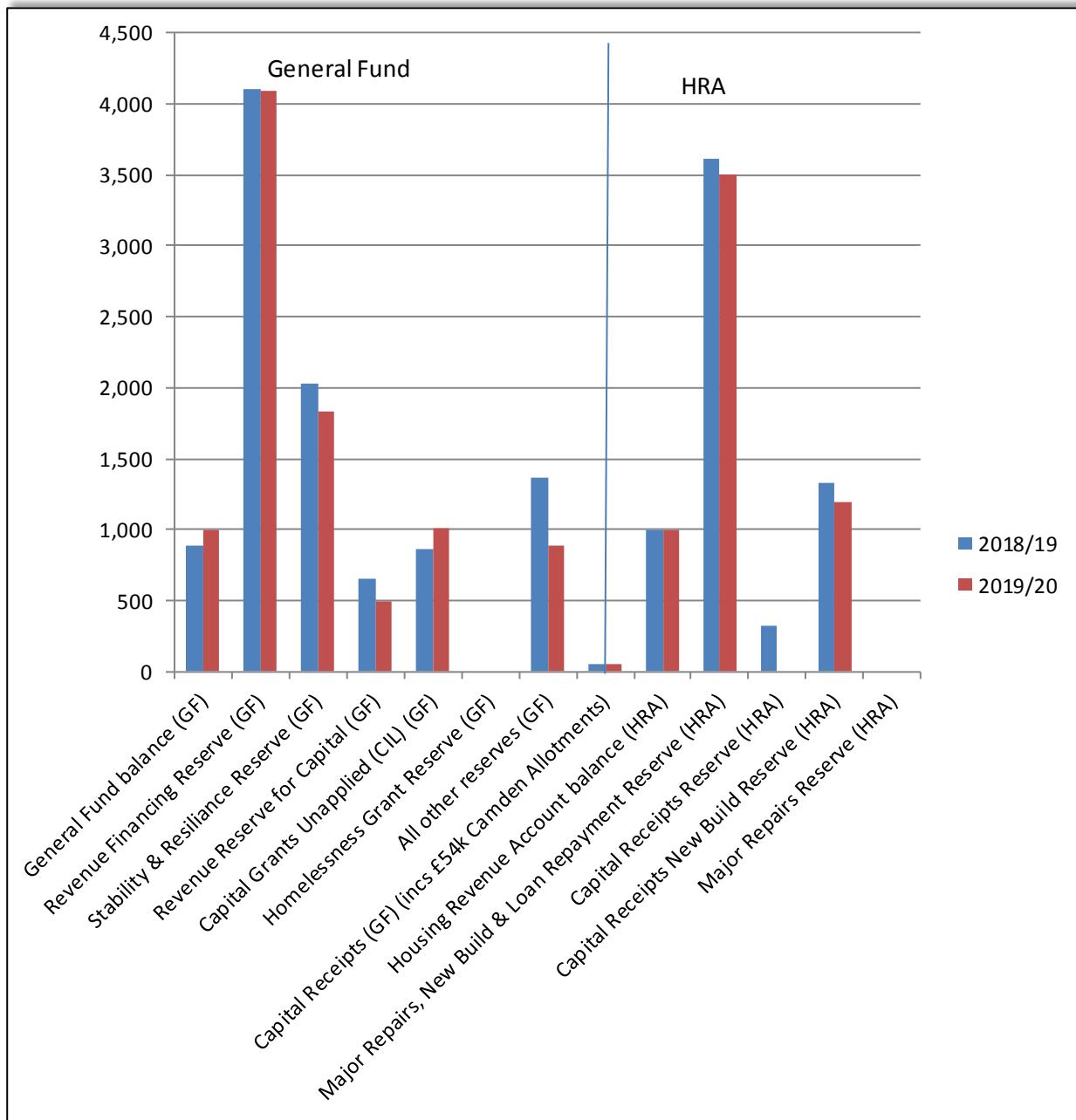
- Resources**

The council's available reserves at the end of 2019/20 to meet both General Fund and Housing Revenue Account capital and revenue expenditure plans are summarised below:

31-Mar-19 £'000	31-Mar-20 £'000
Revenue	
(8,393) General Fund (GF)	(8,400)
(4,604) Housing Revenue Account (HRA)	(4,490)
Capital	
(1,572) General Fund (GF)	(1,557)
(1,655) Housing Revenue Account (HRA)	(1,189)
(16,224)	(15,636)

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- The Council's year on year balances on available reserves (£'000)



In addition the Council has £2.584 million of developers' contributions and other grants and contributions available to spend at 31st March 2020 (£2.40 million at 31 March 2019).

These are categorised as 'Receipts in Advance – Capital Grants' as they are subject to conditions as to the nature and timescale of their use and could therefore be returnable. The Council manages these sums to mitigate that possibility.

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Outlook

- General Fund (GF)

Both the immediate and medium term outlook for the General Fund (and indeed all aspects of the Council's financial health) are dominated by the potential impact of Covid-19. This is shaped by a number of factors:

The health of the economy

Our Medium Term Financial Strategy (MTFS), summarised in the diagram below, forecast a three year deficit of £1.7m. However, this was based on an assumption of economic growth in line with recent years growth in turn leading to a modest growth in income in Council Tax. There is a significant risk that any economic recession caused by Covid could cause these income levels to fall with greater uptake of Local Council Tax Support. It could also cause business failure and reduced income from business rates.

The cost of response and recovery

As detailed elsewhere in the report; the Council has provided several additional key services to enable a resilient response to the Covid pandemic. The vast majority of these costs will be incurred in the 2020/21 financial year. The Council is currently planning the next steps to enable the Borough to recover from the pandemic, which may require additional (as yet unknown) costs. The Government has so far provided financial support to the Council of £1,160,000 being Covid 19 and New Burdens Business Rates grant which will partially offset additional costs.

Income forecasts

A further impact caused by Covid, which may have both near and medium term implications, has been on the Council's income streams outside of the Collection Fund. The General Fund relies on a range of income sources, notably from Council owned car-parks, from planning and development applications and also from rental income from Council property assets.

All of these income sources have reduced, some significantly, as a consequence of Covid and it is unclear as to if and when they may return to the levels seen prior to the pandemic. In part this will also depend on the broader economic conditions as outlined above, but is a further risk to the Council's financial position. The government has agreed to fund 75% of the lost income from sales, fees and charges in 2020/21 after the Council has funded the first 5% of loss.

Other uncertainties

Prior to the outbreak of Covid-19, the Council was already managing an already uncertain financial outlook over the medium term. In particular, how the Business Rates system will operate in the future is a major uncertainty both in terms of how the income collected by rates is distributed between the Council and Government but also regarding how the needs element of the Rates system will be determined. Government was expected to publish its conclusions on these issues in the summer of 2020 but this has, due to Covid, been delayed to 2021.

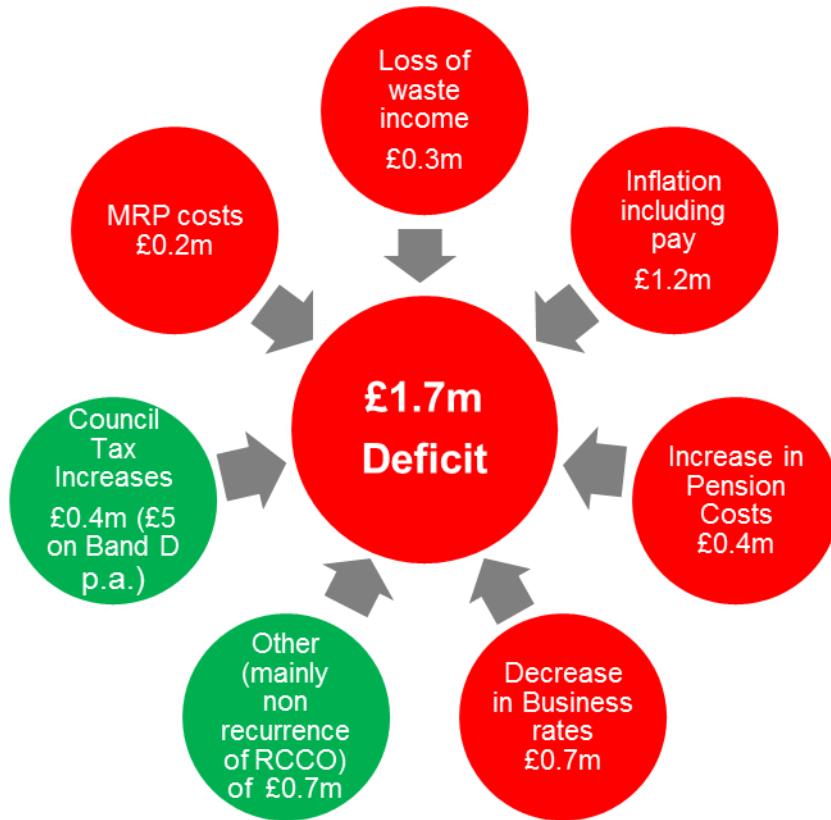
Conclusion

The Council has undertaken an assessment of the financial impact of Covid 19 and reports these to central government on a monthly basis. Given the level of financial reserves available to the Council, government financial support, sources of available cash, the Council believes it will be able to withstand the financial shocks of Covid 19 in the Medium Term whilst still maintaining reserves above minimum levels (for more detail please see page 21 note 1b)

The Council will undertake a full refresh of its MTFS as part of the Budget setting process for financial year 2021/22. In doing so, it will have a much stronger understanding of the financial impact that has been created by Covid and the extent to which any economic downturn has materialised.

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MTFS Outlook February 2020



- **Housing Revenue Account (HRA)**

Notable points from the latest HRA Business Plan and budget report include

- Over the 30 year period, the Business Plan is forecast to remain in balance with HRA Reserves at the end of the period amounting to £65 million. It will provide a smooth profile of repairs and maintenance funding at average levels of £7.7 million per annum, and takes into account key variables relating to rent increases and forecast Right to Buy sales;
- From April 2020, Government policy regarding social housing allowed rents to increase by CPI plus 1% per annum for the next five years. Rents increased by 2.7% as at April 2020 as a result of this;
- Gross HRA borrowing at 31 March 2020 is £52.8 million. The HRA's capital financing requirement (underlying need to borrow) is £61.7 million and so the HRA is therefore presently under-borrowed by £8.9 million;
- In October 2018 The Government announced the removal of the HRA debt cap. The Council is now able to borrow to meet its social housing new build requirements, subject to prudential principles;
- Decisions on whether to repay or refinance maturing loans are taken as they fall due and are influenced by the latest business plan; and

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- **Capital Programme**

The currently approved capital programme covers the four year period from 2019/20 to 2022/23 for both the GF and the HRA and is summarised below.

The programme will be updated following the 2019/20 outturn to incorporate any slippage, re-phasing and under or over spends.

	2019/20 £,000	2020/21 £,000	2021/22 £,000	2022/23 £,000	Total £'000
CAPITAL BUDGETS BY BOARD					
COMMUNITY BOARD - HOUSING (HRA)	4,758	5,000	5,840	7,390	22,988
COMMUNITY BOARD - HOUSING (GF)	600	600	600	600	2,400
COMMUNITY BOARD - NON HOUSING	1,968	3,587	2,258	1,979	9,792
ECONOMIC DEVELOPMENT BOARD	604	1,442	595	525	3,166
POLICY & ORGANISATION BOARD	363	521	215	150	1,249
	8,293	11,150	9,508	10,644	39,595
FUNDING					
DEPRECIATION, REVENUE AND RESERVES (HRA)	4,758	5,000	5,840	7,390	22,988
EXTERNAL GRANTS AND CONTRIBUTIONS	1,183	2,739	1,658	1,523	7,103
RESERVES AND CAPITAL RECEIPTS	884	661			1,545
CAPITAL RECEIPTS	55	200	90	475	820
RESERVES - HRA (TO GF PROGRAMME)	115	115	993	892	2,115
BORROWING (GF)	1,298	2,435	927	364	5,024
	8,293	11,150	9,508	10,644	39,595

STATEMENT OF RESPONSIBILITIES

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, that officer is the Chief Finance Officer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- approve the Statement of Accounts.

Councillor M. Hook
Chair of Policy and Organisation Board

The Chief Finance Officer's responsibilities

The Chief Finance Officer is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* (the Code).

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

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent; and
- complied with the local authority Code.

The Chief Finance Officer has also:

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

I hereby certify that the Statement of Accounts presents a true and fair view of the financial position of the authority at the reporting date and its income and expenditure for the year ended 31st March 2020.

Mr Chris Ward
Borough Treasurer, Section 151 officer

FINANCIAL STATEMENTS

Comprehensive Income and Expenditure Statement

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

				Notes			
Gross Exp £'000	2018/19 Gross Income £'000	Net Exp £'000			Gross Exp £'000	2019/20 Gross Income £'000	Net Exp £'000
11,353	(5,220)	6,133	Community Board		11,216	(4,314)	6,902
1,016	(192)	824	Economic Development Board		1,198	(199)	999
31,584	(26,241)	5,343	Policy and Organisation Board		27,452	(22,761)	4,691
12,436	(14,795)	(2,359)	Housing Revenue Account		12,316	(14,783)	(2,467)
56,389	(46,448)	9,941	Cost Of Services		52,182	(42,057)	10,125
		3,163	Other Operating Expenditure	6			4,476
		2,701	Financing and Investment Income and Expenditure	7			1,586
		(11,535)	Taxation and Non-Specific Grant Income and Expenditure	8			(11,764)
		4,270	Deficit on Provision of Services				4,423
		(7,175)	Surplus on revaluation of Property, Plant and Equipment assets	25			(3,340)
		(4,280)	Actuarial losses / (gains) on pension assets / liabilities	25			732
		(11,455)	Other Comprehensive (Income)				(2,608)
		(7,185)	Total Comprehensive (Income)/Expenditure				1,815

FINANCIAL STATEMENTS

Movement in Reserves Statement

This statement shows the movement from the start of the year to the end on the different reserves held by the authority, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation) and other 'unusable reserves'. The Statement shows how the movements in year of the authority's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to council tax (or rents) for the year. The Net Increase/Decrease line shows the statutory General Fund Balance and Housing Revenue Account Balance movements in the year following those adjustments

	General Fund Balance £'000	Housing Revenue Account £'000	Capital Receipts Reserve £'000	Major Repairs Reserve £'000	Capital Grants Unapplied £'000	Total Usable Reserves £'000	Unusable Reserves £'000	Total Authority Reserves £'000
Balance at 31 March								
2018	(7,331)	(4,094)	(1,747)	0	(101)	(13,273)	(73,961)	(87,234)
Movement in reserves during								
2018/19								
Total Comprehensive Income and Expenditure	1,455	2,815				4,270	(11,455)	(7,185)
Adjustments between accounting basis & funding basis under regulations (Note 9)	(2,517)	(3,325)	(618)	0	(761)	(7,221)	7,221	0
(Increase)/decrease in								
2018/19								
Balance at 31 March								
2019	(8,393)	(4,604)	(2,365)	0	(862)	(16,224)	(78,195)	(94,419)
Balance at 31 March								
2019	(8,393)	(4,604)	(2,365)	0	(862)	(16,224)	(78,195)	(94,419)
Movement in reserves								
during 2020/21								
Total Comprehensive Income and Expenditure	1,232	3,191				4,423	(2,608)	1,815
Adjustments between accounting basis & funding basis under regulations (Note 9)	(1,239)	(3,077)	625	0	(144)	(3,835)	3,835	0
(Increase)/decrease in								
2019/20	(7)	114	625	0	(144)	588	1,227	1,815
Balance at 31 March								
2020	(8,400)	(4,490)	(1,740)	0	(1,006)	(15,636)	(76,968)	(92,604)

FINANCIAL STATEMENTS

Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council. The net assets of the Council (assets less liabilities) are matched by the reserves held. Reserves are reported in two categories. The first category of reserves are usable reserves i.e. those reserves that the Council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the capital receipts reserve may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the Council is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the revaluation reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'.

31-Mar-19 £'000	Notes	31-Mar-20 £'000
186,890 Property, Plant & Equipment	13	187,563
395 Heritage Assets	14	446
6,089 Investment Properties	15	6,700
466 Intangible Assets	16	186
4,796 Long Term Debtors	19	4,736
198,636 Long Term Assets		199,631
7,044 Short Term Investments	17	5,512
6,572 Short Term Debtors	19	6,501
4,890 Cash and Cash Equivalents	20	5,860
18,506 Current Assets		17,873
(14,588) Short Term Borrowing	17	(16,167)
(5,399) Short Term Creditors	21	(7,065)
(1) Short Term Liabilities	32	(1)
(1,413) Short Term Provisions	22	(1,414)
(21,401) Current Liabilities		(24,647)
(1,111) Long Term Creditors	21	(1,120)
(45) Long Term Provisions	22	(45)
(59,000) Long Term Borrowing	17	(55,850)
(146) Other Long Term Liabilities	32	(145)
(2,400) Receipts in Advance - Capital Grants	29	(2,584)
(38,620) Net Pension Liability	33	(40,509)
(101,322) Long Term Liabilities		(100,253)
94,419 Net Assets		92,604
(16,224) Usable Reserves	24	(15,636)
(78,195) Unusable Reserves	25	(76,968)
(94,419) Total Reserves		(92,604)

FINANCIAL STATEMENTS

The unaudited Statement was issued on 13th July 2020 and the audited Statement was issued on 25th November 2020.

Chris Ward CPFA
Borough Treasurer,
25/11/2020

Cash Flow Statement

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

2018/19 £'000	Notes	2019/20 £'000
(4,270) Net surplus or (deficit) on the provision of services		(4,423)
10,742 Adjustments to surplus or deficit on the provision of services for non-cash movements	36	13,501
(2,875) Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	36	(2,441)
3,597 Net Cash flows from Operating Activities		6,637
(5,123) Net Cash flows from Investing Activities	36	(3,753)
(634) Net Cash flows from Financing Activities	36	(1,914)
(2,160) Net increase or (decrease) in cash and cash equivalents		970
7,050 Cash and cash equivalents at the beginning of the reporting period		4,890
4,890 Cash and cash equivalents at the end of the reporting period		5,860

NOTES TO THE FINANCIAL STATEMENTS

1. Accounting Policies

a) General Principles

The Statement of Accounts summarises the Council's transactions for the 2019/20 financial year and its position at the year end of 31 March 2020.

The Council is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015 in accordance with proper accounting practices.

These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the 2003 Act.

The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

b) Going Concern and Covid 19

The accounts are prepared on a going concern basis; that is, on the assumption that the functions of the Council will continue in operational existence for the foreseeable future from the date that the accounts are authorised for issue.

The Covid pandemic has had an impact on Gosport Borough Council's finances through a combination of increased costs and a reduction in income and this includes

- Loss of income on a service by service basis, due to temporary closures, reduction in demand, and impact on collection rates.
- Additional expenditure on a service by service basis, e.g. provision of new and expanded services in response to the crisis (such as additional costs relating to temporary accommodation for the homeless and rough sleepers), costs associated with the closure of Gosport Leisure Centre and additional costs associated with changes to working practices (such as remote working).
- Changes to government policy, e.g. changes to business rate reliefs, business support grants, additional funding for local authorities, and additional responsibilities which sit alongside this.
- The impact of all of the above on the Council's cash flow and treasury management, including availability of liquid cash
- The estimated overall impact on the Council's General Fund and Housing Revenue Account reserves

As at the end of September 2020; unbudgeted costs of £1,042,000 have been incurred alongside a loss of income of £601,000; giving a total pressure of £1,643,000. Government grants of £1,160,000 have been received and the government has committed to partially funding lost income from fees and charges with the local authority having to meet the first 5% and then 25% of the remaining loss with central government funding the difference.

It is not anticipated that the availability of cash will be a concern, the Council holds £10,000,000 of liquid investment which it can reduce if required and can borrow a further £10,500,000 (within the currently approved Treasury Management Strategy) from a number of sources including the Public Works Loans Board as it has deferred borrowing to fund its prior year's capital programme. In the unlikely circumstance that this level of cash is insufficient, the Council could approve a higher Authorised Borrowing Limit.

The net total impact of Covid-19 on the General Fund reserves and reported to the Policy and Organisation board in September 2020 is currently estimated to be a reduction of £906,000 in

NOTES TO THE FINANCIAL STATEMENTS

2020/21. The Council has minimal commercial investment income streams (such as commercial property) and as such is not exposed to material income risk from this income source.

To forecasting the impact of Covid-19 is very difficult with a number of key assumptions about future events, the Council has stress tested these assumptions and have estimated a potential range of pressure on Council reserves based on a favourable, likely and unfavourable scenario's, the outcomes are detailed in the table below for the remainder of this Financial Year.

Favourable	Current Projections	Less Favourable
-£530,000	-£906,000	-£1,431,000

What is clear is that there will be financial pressure and recent statements made by the Secretary of State for Housing, Communities and Local Government have suggested that Councils should be prepared to shoulder part of the burden, including through the use of reserves.

The Council's useable reserves at 31st March 2020 are as follows

General Fund	General Fund Earmarked Reserves	Housing Revenue Account Reserves
£1,000,000	£7,400,000	£4,490,000

The current medium term financial strategy (excluding the impact of Covid-19) assumes cumulative savings of £1,710,000 over the next three years are required to produce a balanced budget, any shortfalls in individual years being met by using existing reserves.

It is therefore noted that there is significant headroom within the General Fund to absorb the estimated financial impact of COVID-19 in the short to medium-term. Furthermore, the Code requires that local authorities prepare their accounts on a going concern basis, as they can only be discontinued under statutory prescription. For these reasons, the Council does not consider that there is material uncertainty in respect of its ability to continue as a going concern for the foreseeable future.

c) Accruals of Income and Expenditure

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

- Revenue from contracts with service recipients, whether for services or the provision of goods, is recognised when (or as) the goods or services are transferred to the service recipient in accordance with the performance obligations in the contract.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

NOTES TO THE FINANCIAL STATEMENTS

d) Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with the Council's main bank account.

Cash equivalents are deposits with financial institutions, including money market funds, repayable without penalty within one day for known amounts of cash with insignificant risk of changes in value.

In the cash flow statement, the cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Council's cash management.

e) Exceptional Items

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

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

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

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

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

g) Charges to Revenue for Non-Current Assets

Services and support services are debited with the following amounts to record the cost of holding non-current assets during the year:

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

The Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisation. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement equal to an amount calculated on a prudent basis determined by the Council in accordance with statutory guidance. Depreciation, revaluation and impairment losses and amortisations are therefore replaced by the contribution in the General Fund Balance of the Minimum Revenue Provision (MRP), by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

h) Council Tax and Non-Domestic Rates (NDR)

Billing authorities act as agents, collecting council tax and non-domestic rates (NDR) on behalf of the major preceptors (including government for NDR) and, as principals, collecting council tax and NDR for themselves. Billing authorities are required by statute to maintain a separate fund (i.e. the Collection Fund) for the collection and distribution of amounts due in respect of council tax and NDR. Under the

NOTES TO THE FINANCIAL STATEMENTS

legislative framework for the Collection Fund, billing authorities, major preceptors and central government share proportionately the risks and rewards that the amount of council tax and NDR collected could be less or more than predicted.

Accounting for Council Tax and NDR

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

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

i) Employee Benefits

Benefits Payable During Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (i.e. Cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Council. An accrual is made for the cost of holiday entitlements (including flexi time but not time off in lieu which is judged not to be material) earned by employees but not taken before the year-end which employees can carry forward into the next financial year.

The accrual is calculated at the wage and salary rates applicable in the following accounting year, being the period in which the employee takes the benefit and charged to the Surplus or Deficit on the Provision of Services. It is then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

Termination Benefits

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

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

Post-Employment Benefits

The majority of the Council's employees belong to the Local Government Pension Scheme (LGPS) administered by Hampshire County Council. Detailed regulations govern rates of contribution and scales of benefit.

The pension scheme is detailed in note 33 to the accounting statements and is accounted for as a defined benefits scheme.

NOTES TO THE FINANCIAL STATEMENTS

- The liabilities of the LGPS attributable to the Council are included in the balance sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc. and projections of earnings for current employees
- Liabilities are discounted to their value at current prices, using a discount rate of 2.4% based on the current rate of return on a high quality corporate bond of equivalent term and currency to the scheme liabilities.
- Assets of the LGPS attributable to the council are included in the balance sheet at their fair value.

The change in the Council's net pension liability is analysed into the following components

Service cost comprising	
Current service cost	The increase in liabilities as a result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
Past service cost	The increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years – debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs
Net interest on the net defined benefit liability (asset) i.e. the net interest expense for the authority	The change during the period in the net defined benefit liability (asset) that arises from the passage of time charged to the Financing and Investment Income and Expenditure line of the Comprehensive Income and Expenditure Statement – this is calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.
Remeasurements comprising	
The return on plan assets	Excluding amounts included in net interest on the net defined benefit liability (asset) – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
Actuarial gains and losses	Changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – charged to the Pensions Reserve as Other Comprehensive Income and Expenditure
Employers' contributions payable to scheme	Cash paid as employers' contributions to the pension fund in settlement of liabilities; not accounted for as an expense

NOTES TO THE FINANCIAL STATEMENTS

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

Discretionary Benefits

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

j) Events after the Reporting Period

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

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

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

k) Financial Instruments

Financial instruments can be described as contracts that give rise to a financial asset of one entity and a financial liability of another entity.

Financial Liabilities

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

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

Financial Assets

NOTES TO THE FINANCIAL STATEMENTS

Financial assets are classified based on a classification and measurement approach that reflects the business model for holding the financial assets and their cashflow characteristics.

There are three main classes of financial assets measured at:

- amortised cost
- fair value through profit or loss (FVPL), and
- fair value through other comprehensive income (FVOCI). The Council does not have any assets that fall into this class.

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

Financial Assets Measured at Amortised Cost

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

The Council makes car loans, at an interest rate of 2.5%, available to certain employees as part of its recruitment and retention package

Expected Credit Loss Model

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

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

Financial Assets Measured at Fair Value through Profit or Loss

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

Fair value measurements of financial assets

Fair value of an asset is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date.

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

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

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

NOTES TO THE FINANCIAL STATEMENTS

three levels:

- Level 1 inputs – quoted prices (unadjusted) in active markets for identical assets that the Council can access at the measurement date.
- Level 2 inputs – inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly.
- Level 3 inputs – unobservable inputs for the asset.

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

I) **Government Grants and Contributions**

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

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

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

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

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

Community Infrastructure Levy

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

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

NOTES TO THE FINANCIAL STATEMENTS

m) Heritage Assets

The Council's Heritage Assets are

- held in the Town Hall.
- Heritage related regeneration capital schemes under the Council's Heritage Action Zone status

The heritage assets largely comprise items of civic regalia and paintings as well as a mayoral chain and other miscellaneous items. They are all held in support of their primary objective of contributing to knowledge and culture and have cultural and historic associations that make their preservation for future generations important.

Heritage assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Council's accounting policies on property, plant and equipment. However, some of the measurement rules in relation to heritage assets are permitted to be relaxed as detailed, together with a description of the assets held, in Note 14.

The carrying amounts of heritage assets are reviewed where there is evidence of impairment i.e. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Council's general policies on impairment.

Acquisitions and donations are rare. Where they do occur, acquisitions are recognised at cost and donations are recognised at valuation ascertained in accordance with the Council's policy on valuation of heritage assets.

The proceeds of any disposals are accounted for in accordance with the Council's general provisions relating to the disposal of property, plant and equipment. Disposal proceeds are disclosed separately in the notes in the financial statements and are accounted for in accordance with statutory accounting requirements relating to capital expenditure and capital receipts.

Heritage assets apart from regeneration projects are considered to have an indefinite life and no depreciation is therefore charged. Depreciation will be charged on regeneration projects in accordance with the Council's depreciation policy.

There are no intangible heritage assets

n) Intangible Assets

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

Internally generated assets are capitalised where it is demonstrable that the project is technically feasible and is intended to be completed (with adequate resources being available) and the Council will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset. Expenditure is capitalised where it can be measured reliably as attributable to the asset and is restricted to that incurred during the development phase (research expenditure cannot be capitalised).

Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the Council's goods or services.

NOTES TO THE FINANCIAL STATEMENTS

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Council can be determined by reference to an active market. In practice, no intangible asset held by the Council meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service lines in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

o) Joint Arrangements

The Council has a 25% share in the Portchester Crematorium that is disclosed in note 30 to the accounting statement. The Council's share of the assets and liabilities are also disclosed in note 30 as they are not considered of sufficient materiality to warrant inclusion in the Council's Balance Sheet.

p) Inventories and Long Term Contracts

Inventories, where applicable, are included in the Balance Sheet at the lower of cost and net realisable value.

Long term contracts are accounted for on the basis of charging the Surplus or Deficit on the Provision of Services with the consideration allocated to the performance obligations satisfied based on the goods and services transferred to the service recipient during the financial year.

q) Investment Property

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

Investment properties are measured initially at cost and subsequently at fair value, being the price that would be received to sell such an asset in an orderly transaction between market participants at the measurement date. As a non-financial asset, investment properties are measured at highest and best use. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the General Fund Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

NOTES TO THE FINANCIAL STATEMENTS

r) Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases.

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

The Council as Lessee

Finance Leases

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

Lease payments are apportioned between:

- a charge for the acquisition of the interest in the property, plant or equipment – applied to write down the lease liability, and
- a finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

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

The Council is not required to raise council tax to cover depreciation or revaluation and impairment losses arising on leased assets. Instead, a prudent annual contribution is made from revenue funds towards the deemed capital investment in accordance with statutory requirements. Depreciation and revaluation and impairment losses are therefore substituted by a revenue contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

Operating Leases

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

NOTES TO THE FINANCIAL STATEMENTS

The Council as Lessor

Finance Leases

Where the Council grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. A gain, representing the Council's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of disposal), matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

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

The gain credited to the Comprehensive Income and Expenditure Statement on disposal is not permitted by statute to increase the General Fund Balance and is required to be treated as a capital receipt. Where a premium has been received, this is posted out of the General Fund Balance to the Capital Receipts Reserve in the Movement in Reserves Statement. Where the amount due in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. [When the future rentals are received, the element for the capital receipt for the disposal of the asset is used to write down the lease debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve].

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

Operating Leases

Where the Council grants an operating lease over a property or an item of plant or equipment the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (i.e. there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income

s) Overheads and Support Services

The costs of overheads and support services are charged to service segments in accordance with the Council's arrangements for accountability and financial performance.

t) Property, Plant and Equipment

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

NOTES TO THE FINANCIAL STATEMENTS

Recognition

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

Measurement

Assets are initially measured at cost, comprising:

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

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

A de-minimus level of £10,000 has been set below which the initial cost of assets is not capitalised.

The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition does not have commercial substance. In the latter case, where an asset is acquired via an exchange, the cost of the acquisition is the carrying amount of the asset given up by the Council.

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

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

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

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

Where non-property assets have short useful lives or low values (or both), depreciated historical cost basis is used as a proxy for fair value.

Assets included in the Balance Sheet at current value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their current value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. (Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service).

Where decreases in value are identified, they are accounted for by:

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

NOTES TO THE FINANCIAL STATEMENTS

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

Impairment

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

Where impairment losses are identified, they are accounted for by:

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

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

Depreciation

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

Depreciation is not charged on Community Assets or Garages as it is the Council's view that most of their value is held in land and it is not therefore depreciable.

Depreciation is calculated using the straight-line method, based on the opening balance plus any material movement and assuming a nil residual value, on the following bases:

- Council Dwellings – straight line method over the estimated useful life of the property
- Buildings - straight-line method over the useful life of the property as estimated by the Valuer
- Vehicles, Plant and Equipment - straight line method over the estimated useful life of the asset
- Infrastructure – straight line method over the estimated useful life of the asset

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

Componentisation of an asset will be considered where the carrying value of an asset is greater than £1,000,000, the component is at least 20% of the carrying value of the asset and there is a potentially significant impact on depreciation.

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

Disposals and Non-Current Assets Held for Sale

NOTES TO THE FINANCIAL STATEMENTS

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

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

Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

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

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals are payable to the Government under the Government's Pooling arrangements. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

u) Provisions, Contingent Liabilities and Contingent Assets

Provisions

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation but where the timing of the transfer is uncertain. For instance, the Council may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation.

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the Council becomes aware of the obligation, and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

NOTES TO THE FINANCIAL STATEMENTS

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

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

The Council maintains a provision for bad debts, MMI Insurance claims and successful business rates appeals.

Contingent Liabilities

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

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

Contingent Assets

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

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

v) Reserves

The Council sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against council tax for the expenditure.

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, retirement and employee benefits and do not represent usable resources for the Council – these reserves are explained in the relevant policies.

The Council's main reserves are described further in Notes 24 and 25 to the accounting statements

w) Revenue Expenditure funded from Capital under Statute

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

NOTES TO THE FINANCIAL STATEMENTS

x) Value Added Tax

VAT payable is included as an expense only to the extent that it is not recoverable from Her Majesty's Revenue and Customs. VAT receivable is excluded from income.

y) Fair Value Measurement of non-financial assets

The Council measures some of its non-financial assets and financial instruments at fair value at the end of the reporting period. Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. The fair value measurement assumes that the transaction to sell the asset takes place either:

- a) in the principal market for the asset, or
- b) in the absence of a principal market, in the most advantageous market for the asset.

The Council uses external valuers to provide a valuation of its assets using the assumptions that market participants would use when pricing the asset, assuming that market participants act in their economic best interest.

When measuring the fair value of a non-financial asset, the Council takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use.

The Council uses valuation techniques that are appropriate in the circumstances and for which sufficient data is available, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

Inputs to the valuation techniques in respect of assets for which fair value is measured or disclosed are categorised within the fair value hierarchy as follows:

- Level 1 - quoted figures in active markets for identical assets or liabilities that the Council can access at the measurement date.
- Level 2 - other observable information/data available for the asset or liability.
- Level 3 - other information/data applied to the asset or liability

NOTES TO THE FINANCIAL STATEMENTS

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

The Code requires the Council to disclose information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. This applies to the adoption of new or amended standards in the 2020/21 Code.

The new standards in the 2020/21 Code that apply from 1 April 2020 are:

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

It is not expected that these new standards will have a material impact on the Council's financial statements.

3. Critical Judgements in applying Accounting Policies

In applying the accounting policies set out in Note 1, the Council has had to make certain judgements about complex transactions or those involving uncertainty about future events. The most significant are:

- **Future funding for local government** – while there is a high degree of uncertainty about future levels of funding for local government, the Council has determined that this uncertainty is not sufficient to provide an indication that the Council's assets might be impaired as a result of a need to close facilities and reduce levels of service provision.
- **Asset classifications** – the Council has made judgements on whether assets are classified as Investment Property or Property, Plant and Equipment. These are based on the main reason that the council is holding the asset with the classification determining the valuation method to be used.
- **Lease classifications** – the Council has made judgements on whether its lease arrangements are operating leases or finance leases. There is an element of subjectivity in these assessments and de-minimus levels have been applied. The accounting treatment for operating and finance leases is different (see accounting policy on Leases) and may have a significant effect on the accounts.
- **Contractual arrangements** - the Council has made judgements on whether its contractual arrangements contain embedded leases (i.e. arrangements that are not legally leases but take the form of payments in return for the use of specific assets).
- **Joint Arrangement** - The four member authorities of the Portchester Crematorium Joint Committee (PCJC) have made an assessment of the relationship against IFRS11, Joint Arrangements, to determine the appropriate accounting treatment. PCJC decisions take place through majority voting with no one authority having overall control, although each can exercise a significant influence over the PCJC. This joint arrangement means that each member authority has equal 25% voting rights. PCJC is an entity in its own right, with the ability to make binding decisions, employ staff and enter into contracts. The entity (PCJC) has been assessed as being an Associate and each member is required to reflect its 25% share of the PCJC assets and liabilities in its respective statement of accounts. The Council has made a judgement on the grounds of materiality that group accounts are not required and has therefore disclosed its share of the assets and liabilities as part of the Related Parties disclosure note (Note 30) rather than incorporate them into its Balance Sheet.
- **Potential Liabilities** - the Council has made judgements about the likelihood of potential liabilities and whether any provisions should be made. The judgements are based on the degree of certainty and an assessment of the likely impact. Note 22 refers.
- **Doubtful debts allowances** - the council has made judgements on a prudent level of allowances for doubtful debts. These are based on historical experience of debtor defaults and the current economic climate.

NOTES TO THE FINANCIAL STATEMENTS

4 Uncertainties relating to Assumptions and Estimates used

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

The items in the Authority's Balance Sheet at 31 March 2020 for which material assumptions and estimates have been made are:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Business Rates	<p>The introduction of Business Rates Retention from 1 April 2013 has placed a significant risk for shortfalls in business rate funding onto the Council and precepting authorities. This is particularly true for factors outside of the Council's direct control such as rating appeals.</p> <p>A provision is held in the Collection Fund for the estimated total value of rating appeals that may require refunding but have not yet been formally agreed by the Valuation Office.</p>	<p>At 31 March 2020, the Council's share of the total provision of £3.440 million (£3.440 million in 2018/19) is £1.376 million (£1.376 million in 2018/19).</p> <p>The actual cost of appeals – whether above or below the provision - will impact on retained business rate income.</p>
Property, Plant and Equipment	<p>Assets are depreciated over useful lives that are dependent on assumptions about individual assets service delivery and level of repairs and maintenance. The current economic climate makes it uncertain that the Council will be able to sustain its current spending on repairs and maintenance which may bring into doubt the useful lives assigned to assets.</p>	<p>If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls.</p> <p>It is estimated that the annual depreciation charge for buildings would increase by £40,000 for every year that useful lives had to be reduced</p>
Pensions Liability	<p>Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied.</p>	<p>The effects on the net pensions liability for funded LGPS benefits of changes in individual assumptions can be measured and a sensitivity analysis is included in note 33 (i.e. the projected service cost is estimated to decrease by £79,000 for a 1 year increase in the 2019/20 mortality rate assumption)</p> <p>However, the assumptions interact in complex ways. During 2019/20, the authority's actuaries advised that the net pensions liability had increased by £3.661 million as a</p>

NOTES TO THE FINANCIAL STATEMENTS

		result of estimates being corrected as a result of experience and decreased by £5.993million attributable to updating of the assumptions
Doubtful Debt Allowances	<p>The Covid 19 pandemic has increased the risk of non-payment of debt.</p> <p>The Council has made allowances for doubtful debts of £3.760 million in 2019/20 (£3.713 million in 2018/19) based on what it believes to be a prudent but realistic level.</p> <p>Payment terms are being allowed in certain situations to help mitigate defaults.</p>	If debt collection rates were to deteriorate or improve, a 5% change in the General Fund allowances would require an adjustment to the allowance of £188,000 (£186,000 in 2018/19).
Fair Value Measurements	<p>When the fair values of financial assets and financial liabilities cannot be measured based on quoted prices in active markets (i.e. Level 1 inputs), then fair value is measured using valuation techniques, which, where possible, are based on observable data. Where this is not possible then judgement is required in establishing fair values – including comparison with market transactions of similar properties, Depreciated Replacement Cost (DRC), cash flow analysis etc.</p> <p>The outbreak of Covid-19 has impacted in many sectors and at the valuation date previous market evidence to fully inform opinions of value cannot be relied upon. The current response to Covid-19 means valuers are faced with an unprecedented set of circumstances on which to base a judgement.</p>	<p>Information about the valuation techniques and inputs used in determining the fair value of the Council's Investment Properties and Financial Instruments are disclosed in notes 15 and 17 to the financial statements.</p> <p>The judgements and unobservable inputs used include considerations of uncertainty and risk and changes in these assumptions and inputs could affect the fair value of the authority's assets and liabilities</p> <p>Valuations have been reported on the basis of "material valuation uncertainty" as per VPS3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty – and a higher degree of caution – should be attached to the asset valuations than would normally be the case.</p>

NOTES TO THE FINANCIAL STATEMENTS

5. Events after the Reporting Period

The Statement of Accounts was authorised for issue by the Borough Treasurer on 25/11/2020. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2020, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

6. Other Operating Expenditure

2018/19 £'000	2019/20 £'000
278 Payments to the Government Housing Capital Receipts Pool	270
2,885 (Gain) or Loss on the disposal of non-current assets	4,206
3,163	4,476

7. Financing and Investment Income and Expenditure

2018/19 £'000	2019/20 £'000
2,035 Interest payable and similar charges	2,005
1,040 Pension interest on net defined benefit liability	904
(323) Interest receivable and similar income	(335)
(51) Net income and expenditure in relation to investment properties and changes in their fair value	(988)
2,701	1,586

8. Taxation and Non Specific Grant Income and Expenditure

2018/19 £'000	2019/20 £'000
(5,841) Council Tax Income	(6,061)
(2,482) Retained Business Rates	(2,856)
(2,855) Non-Ringfenced Government Grants (Note 29)	(2,054)
(357) Capital Grants and Contributions (Note 29)	(793)
(11,535)	(11,764)

9. Adjustments between Accounting Basis and Funding Basis under Regulations

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the Authority in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Council to meet future capital and revenue expenditure. The Council's reserves against which the adjustments are made are described in Notes 24 and 25

NOTES TO THE FINANCIAL STATEMENTS

2019/20	Usable Reserves				
	General Fund Balance	Housing Revenue Account	Capital Receipts Reserve	Major Repairs Reserve	Capital Grants Unapplied
	£'000	£'000	£'000	£'000	£'000
Adjustments to Revenue Resources					
Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements:					
Pensions costs (transfers to or (from) the Pensions Reserve)		(834)	(323)		
Council Tax and Business Rates (transfers to or (from) the Collection Fund adjustment account)		415			
Holiday pay (transferred to the Accumulated Absences Reserve)		(2)	(1)		
Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account)		(2,843)	(7,421)		
Total Adjustments to Revenue Resources	(3,264)	(7,745)		0	0
Adjustments between Revenue and Capital Resources					
Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve		1,078	(1,078)		
Administrative costs of non-current asset disposals (funded by a contribution from the Capital Receipts Reserve)		(18)	18		
Payments to the government housing receipts pool (funded by a transfer from the Capital Receipts Reserve)		(270)	270		
Posting of HRA resources from revenue to the Major Repairs Reserve		3,018		(3,021)	
Statutory provision for the repayment of debt (transfer from the Capital Adjustment Account)					
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	847	860			
Transfers to / (from) Capital Reserves	(13)		157		(144)
Total Adjustments between Revenue and Capital Resources	834	4,668	(633)	(3,021)	(144)
Adjustments to Capital Resources					
Use of the Capital Receipts Reserve to finance capital expenditure			1,294		
Use of the Major Repairs Reserve to finance capital expenditure			3,021		
Application of capital grants to finance capital expenditure	1,191				
Cash payments in relation to deferred capital receipts			(36)		
Total Adjustments to Capital Resources	1,191	0	1,258	3,021	0
Total Adjustments	(1,239)	(3,077)	625	0	(144)

NOTES TO THE FINANCIAL STATEMENTS

2018/19	Usable Reserves				
	General Fund Balance £'000	Housing Revenue Account £'000	Capital Receipts Reserve £'000	Major Repairs Reserve £'000	Capital Grants Unapplied £'000
Adjustments to Revenue Resources					
Amounts by which income and expenditure included in the Comprehensive Income and Expenditure Statement are different from revenue for the year calculated in accordance with statutory requirements:					
Pensions costs (transfers to or (from) the Pensions Reserve)		(1,685)	(565)		
Council Tax and Business Rates (transfers to or (from) the Collection Fund adjustment account)		(598)			
Holiday pay (transferred to the Accumulated Absences Reserve)		(5)	0		
Reversal of entries included in the Surplus or Deficit on the Provision of Services in relation to capital expenditure (these items are charged to the Capital Adjustment Account)		(3,100)	(7,048)		
Total Adjustments to Revenue Resources	(5,388)	(7,613)	0	0	0
Adjustments between Revenue and Capital Resources					
Transfer of non-current asset sale proceeds from revenue to the Capital Receipts Reserve		1,288	(1,288)		
Administrative costs of non-current asset disposals (funded by a contribution from the Capital Receipts Reserve)		(18)	18		
Payments to the government housing receipts pool (funded by a transfer from the Capital Receipts Reserve)		(278)	278		
Posting of HRA resources from revenue to the Major Repairs Reserve		2,992		(3,000)	
Statutory provision for the repayment of debt (transfer from the Capital Adjustment Account)					
Capital expenditure financed from revenue balances (transfer to the Capital Adjustment Account)	824	304			
Transfers to Capital Reserves	893		(132)		(761)
Total Adjustments between Revenue and Capital Resources	1,717	4,288	(1,124)	(3,000)	(761)
Adjustments to Capital Resources					
Use of the Capital Receipts Reserve to finance capital expenditure			543		
Use of the Major Repairs Reserve to finance capital expenditure			3,000		
Application of capital grants to finance capital expenditure	1,154				
Cash payments in relation to deferred capital receipts			(37)		
Total Adjustments to Capital Resources	1,154	0	506	3,000	0
Total Adjustments	(2,517)	(3,325)	(618)	0	(761)

NOTES TO THE FINANCIAL STATEMENTS

10. Expenditure and Funding Analysis

This note shows how annual expenditure is used and funded from resources (government grants, rents, council tax and business rates) by local authorities in comparison with those resources consumed or earned by authorities in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the Council's boards. Income and expenditure accounted for under generally accepted accounting practices is presented more fully in the Comprehensive Income and Expenditure Statement.

2018/19			2019/20		
Net Expenditure chargeable to the GF & HRA Balances £'000	Adjustments between Funding & Accounting Basis	Net Expenditure in the Comprehensive Income & Expenditure Statement £'000	Net Expenditure chargeable to the GF & HRA Balances £'000	Adjustments between Funding & Accounting Basis	Net Expenditure in the Comprehensive Income & Expenditure Statement £'000
4,811	(1,322)	6,133 Community Board	4,909	(1,993)	6,902
610	(214)	824 Economic Development	694	(305)	999
4,988	(356)	5,343 Policy and Organisation	6,685	1,993	4,692
(2,369)	(9)	(2,359) Housing Revenue Account	(1,689)	779	(2,468)
8,040	(1,901)	9,941 Cost Of Services	10,599	474	10,125
(10,505)	(4,834)	Other Income and (5,671) Expenditure	(10,478)	(4,776)	(5,702)
(2,465)	(6,735)	4,270 (Surplus) or Deficit	121	(4,302)	4,423
(11,526)		Opening General Fund and HRA Balance	(13,859)		
(2,465)		Less / Plus (Surplus) or Deficit on General Fund and HRA Balance in Year	121		
132		Less capital funding from HRA Revenue Balances b/fwd and Transfer to Revenue Reserve for Capital	(158)		
(13,859)		Closing General Fund and HRA Balance at 31 March #	(13,896)		

for a split of this balance between the General Fund and the HRA - see the Movement in Reserves Statement and Note 24

NOTES TO THE FINANCIAL STATEMENTS

11. Note to the Expenditure and Funding Analysis

This note provides a further analysis of the reconciling adjustments shown in the Expenditure and Funding Analysis that convert the Code based presentation in the Comprehensive Income and Expenditure Statement to the Council reporting structure presentation.

Adjustments between Funding and Accounting Basis 2019/20	Adjustments for Capital Purposes £'000	Net change for the Pensions Adjustments £'000	Other Differences £'000	Total Adjustments £'000
Community Board	(1,579)	(64)	(350)	(1,993)
Economic Development Board	(267)	(9)	(29)	(305)
Policy and Organisation Board	550	(101)	1,544	1,993
Housing Revenue Account	859	(79)	(1)	779
Net Cost Of Services	(437)	(253)	1,164	474
Other income & expenditure from the Expenditure & Funding Analysis	(3,120)	(904)	(752)	(4,776)
Difference between the General Fund surplus or deficit & the Comprehensive Income & Expenditure Statement surplus or deficit on the provision of services	(3,557)	(1,157)	412	(4,302)

Adjustments between Funding and Accounting Basis 2018/19	Adjustments for Capital Purposes £'000	Net change for the Pensions Adjustments £'000	Other Differences £'000	Total Adjustments £'000
Community Board	(966)	-	(356)	(1,322)
Economic Development Board	(210)	-	(4)	(214)
Policy and Organisation Board	(1,112)	(906)	1,662	(356)
Housing Revenue Account	295	(304)	-	(9)
Net Cost Of Services	(1,993)	(1,210)	1,302	(1,901)
Other income & expenditure from the Expenditure & Funding Analysis	(1,889)	(1,040)	(1,905)	(4,834)
Difference between the General Fund surplus or deficit & the Comprehensive Income & Expenditure Statement surplus or deficit on the provision of services	(3,882)	(2,250)	(603)	(6,735)

NOTES TO THE FINANCIAL STATEMENTS

Adjustments for Capital Purposes – this column adds in depreciation and impairment and revaluation gains and losses in the service line, Minimum Revenue Provision; Refcus expenditure and grant income included in services and for

- **Other operating expenditure** – gain or loss on disposal of capital assets including adjustments for income and asset derecognition; payments to the Government's Housing Capital Receipts Pool
- **Financing and investment income and expenditure** – investment property changes in value
- **Taxation and non-specific grant income and expenditure** – capital grants applied to funding the capital programme

Net Change for the Pensions Adjustments – adjustment for the removal of pension contributions and the addition of IAS 19 *Employee Benefits* pension related expenditure and income:

Other Differences - include

- **Financing and investment income and expenditure** – interest and similar items paid and received; investment property expenditure and income
- **Taxation and non-specific grant income and expenditure** - the difference between what is chargeable under statutory regulations for Council Tax and Business Rates that was projected to be received at the start of the year and the income recognised under generally accepted accounting practices in the Code. This is a timing difference as any difference will be brought forward in future surpluses or deficits on the Collection Fund.

12. Expenditure and Income Analysed by Nature

The Council's surplus or deficit on the provision of services from the Comprehensive Income and Expenditure Statement may also be shown by the type of expenditure or income as below

2018/19 £'000	2019/20 £'000
1,297 Employees (<i>excludes Business Unit staff</i>)	1,290
5,465 Premises	5,331
24 Transport	26
3,500 Supplies & Services	3,526
4,728 Third Party Payments (<i>includes major contracts</i>)	4,767
25,308 Transfer Payments (<i>includes Benefit payments</i>)	21,743
11,872 Support Services (see note below #)	11,177
10,674 Depreciation, amortisation, impairment	11,023
2,043 Capital/Financing (<i>includes interest, MRP</i>)	2,014
(5,510) Fees & Charges (see analysis below)	(4,614)
(55,131) Non Fees & Charges (see analysis below)	(51,860)
4,270 Deficit on Provision of Services	4,423

Support service costs are the recharges to services (both General Fund and Housing Revenue Account) from the Council's administrative business units. The gross cost of those services (i.e. including their share of apportioned administration and overheads) is £12.3million in 2019/20 (£12.2 million in 2018/19). The total employee related costs included are £8.6million and £8.3million respectively.

NOTES TO THE FINANCIAL STATEMENTS

Income can be further analysed over the following headings

2018/19 £'000	2019/20 £'000
Fees & Charges (see segmental analysis below)	
(250) Cust & Client Receipts - Sales	(347)
(1,944) Cust & Client Receipts - Rents	(1,778)
(3,316) Cust & Client Receipts - Fees & Charges	(2,489)
Non Fees & Charges	
(30,554) Government Grants (<i>includes Business Rates, Revenue Support Grant & Benefits Subsidy payments</i>)	(26,722)
(2,578) Other Grants, Reimbursements & Contributions (<i>a broad range of service grants & contributions, including Business Rates Cost of Collection</i>)	(2,551)
(2,222) Interest (<i>includes interest reimbursed by the HRA to the GF</i>)	(2,181)
(5,453) Taxation & Non Specific Grants (<i>includes Council Tax precept</i>)	(6,002)
(14,234) HRA - income (<i>includes Benefits rental income</i>)	(14,397)
(90) Other	(7)
(60,641)	(56,474)
Fees & Charges by reporting segment	
(3,654) Community Board	(3,414)
(610) Economic Development Board	(338)
(758) Policy and Organisation Board	(488)
(488) Housing Revenue Account	(374)
(5,510)	(4,614)

13. Property, Plant and Equipment and Impairments

Depreciation

The table below summarises the methods of depreciation used for the Council's assets. In line with the CIPFA Code of Practice, land and investment properties are not depreciated.

Asset	Depreciation Method
Council Dwellings	Straight line method over the estimated useful life of the asset which on average is 50 years
Other Land & Buildings (Operational Property and Garages)	Straight line method over the estimated useful life of the asset which range between 2 and 60 years Garages are not depreciated as it is the Council's view that most of the value is in the land
Vehicles Plant & Equipment Infrastructure	Straight line method over the estimated useful life of the asset which are between 3 and 20 years
Community Assets	Straight line method over the estimated useful life of the asset which are between 15 and 60 years No charge – it is the Council's view that most of the value of Community Assets is held in land and is not therefore depreciable

NOTES TO THE FINANCIAL STATEMENTS

Movement in Plant, Property and Equipment for 2019/20	Council	Land &	Vehicles,	Infrastructure	Community	Surplus	Assets Under	Total Plant,
	Dwellings	Buildings	Plant & Equipment		Assets	Assets	Construction	Property & Equipment
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation								
At 1 April 2019	147,203	26,470	3,833	13,238	4,385	208	1,103	196,440
Additions	5,023	392	865	258	24		880	7,442
Revaluation increases/(decreases) to RR	(856)	(341)				562		(635)
Revaluation increases/(decreases) to SDPS		(490)				(44)		(534)
De-recognition - Disposals	(1,078)							(1,078)
De-recognition - Other	(3,323)	(121)	(309)				(433)	(4,186)
Assets reclassified		14	218	136	10		(378)	0
At 31 March 2020	146,969	25,924	4,607	13,632	4,419	726	1,172	197,449
Accumulated Depreciation & Impairment								
At 1 April 2019	0	(457)	(2,878)	(6,215)	0	0	0	(9,550)
Depreciation Charge	(3,018)	(808)	(299)	(360)				(4,485)
Depreciation & Impairment written out to RR	3,018	958						3,976
De-recognition - Disposals			173					0
De-recognition - Other								173
Assets reclassified								0
At 31 March 2020	0	(307)	(3,004)	(6,575)	0	0	0	(9,886)
Net Book Value								
At 31 March 2020	146,969	25,617	1,603	7,057	4,419	726	1,172	187,563

NOTES TO THE FINANCIAL STATEMENTS

Movement in Plant, Property and Equipment for 2018/19	Council Dwellings	Land & Buildings	Vehicles, Plant & Equipment	Infrastructure	Community Assets	Surplus Assets	Assets Under Construction	Total Plant, Property & Equipment
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Cost or Valuation								
At 1 April 2018	144,189	26,847	3,586	13,238	4,286	208	348	192,702
Additions	3,687	85	247		60		794	4,873
Revaluation increases/(decreases) to RR	3,377	56						3,433
Revaluation increases/(decreases) to SDPS		(403)						(403)
De-recognition - Disposals	(1,289)							(1,289)
De-recognition - Other	(2,761)	(115)						(2,876)
Assets reclassified				39			(39)	0
At 31 March 2019	147,203	26,470	3,833	13,238	4,385	208	1,103	196,440
Accumulated Depreciation & Impairment								
At 1 April 2018	0	(436)	(2,694)	(5,866)	0	0	0	(8,996)
Depreciation Charge	(2,992)	(771)	(184)	(349)				(4,296)
Depreciation & Impairment written out to RR	2,992	741						3,733
Impairment losses/(reversals) to RR								0
Impairment losses/(reversals) to SDPS								0
De-recognition - Disposals								0
De-recognition - Other		9						9
Assets reclassified								0
At 31 March 2019	0	(457)	(2,878)	(6,215)	0	0	0	(9,550)
Net Book Value								
At 31 March 2019	147,203	26,013	955	7,023	4,385	208	1,103	186,890

NOTES TO THE FINANCIAL STATEMENTS

Capital Commitments

Significant commitments for future expenditure at 31 March 2020 include:

2018/19 £'000	2019/20 £'000
233 Disabled Facilities Grants	-
269 Alver Valley Country Park	187
298 Lee on Solent Splash Park	-
264 Forton Lake Bridge	-
1,064	187

Revaluations

The table below shows the progress of the Council's programme of fixed asset valuations in line with the valuation methods set out in the Statement of Accounting Policies. Valuations are carried out for Council Dwellings and General Fund properties by Savills (UK) Ltd and Capita Ltd respectively. The valuations are gross balance sheet value before depreciation.

Property, Plant & Equipment	Historical		Fair Value - revalued when indicated			Total £'000
			2019/20	2018/19	2017/18	
	£'000	£'000	£'000	£'000	£'000	
Council Dwellings	-	146,969	-	-	-	146,969
Operational Property	286	12,543	11,310	695	-	24,834
Garages	-	1,090	-	-	-	1,090
Equipment	4,607	-	-	-	-	4,607
Infrastructure	13,632	-	-	-	-	13,632
Community Assets	4,419	-	-	-	-	4,419
Surplus Assets	-	726	-	-	-	726
Assets under Construction	1,172	-	-	-	-	1,172
	24,116	161,328	11,310	695	-	197,449

As a consequence of the outbreak of the Novel Coronavirus (Covid-19), declared by the World Health Organisation as a "Global Pandemic" on 11 March 2020 market activity is being impacted in many sectors. At the valuation date 31 March 2020 both Capita Ltd and Savill (UK) Ltd consider that less weight can be attached to previous market evidence for comparison purposes, to inform opinions of value. Their valuations are therefore reported on the basis of 'material valuation uncertainty' as per VPS 3 and VPGA 10 of the RICS Red Book Global. Consequently, less certainty – and a higher degree of caution – should be attached to their valuation than would normally be the case. Given the unknown future impact that COVID-19 might have on the real estate market, it is recommend that the valuation of these assets are kept under frequent review.

Surplus Assets

Surplus Assets have been value assessed as Level 3 on the fair value hierarchy for valuation purposes (see Note 1 Accounting Policy (y) for an explanation of the fair value levels).

A desktop valuation has been used to determine Level 3 fair value for surplus assets, the assets have not been inspected, reliance has been placed on similar development opportunities for these assets being offered for sale in similar towns or district centres across the Hampshire area some beyond.

NOTES TO THE FINANCIAL STATEMENTS

There has been a change in valuation technique, changing to a market value approach from an existing use income approach to reflect potential re-development.

Impairments

There were no general impairments identified in 2019/20 or 2018/19.

Any revaluation gains or losses for those assets that were reported on by the Council's valuers for 2019/20 have been reflected in the Revaluation Reserve or the Capital Adjustment Account (the latter through the Comprehensive Income and Expenditure Statement) as appropriate.

Assets Held For Sale

The Council does not have any assets that meet the Code definition of Assets Held for Sale.

14. Heritage Assets

Movement of the carrying value of Heritage Assets held by the Authority

	Civic Regalia inc	Paintings	Other	Historical Sites	Total
	Mayoral Chain	(Held in the Town Hall)			
	£'000	£'000	£'000	£'000	£'000
Cost or Valuation					
01-Apr-18	260	114	12	-	386
Additions	-	-	-	-	-
Revaluations	-	3	6	-	9
Depreciation	-	-	-	-	-
31-Mar-19	260	117	18	-	395
Additions	-	-	-	51	51
Revaluations	-	-	-	-	-
Depreciation	-	-	-	-	-
31-Mar-20	260	117	18	51	446

The Council's Heritage Assets are held by the Council in the Town Hall and cost of work on sites of a Historical Nature are accounted for and valued as follows:

- Civic Regalia – annually updated insurance valuation
- Mayoral Chain and Badge – annually updated insurance valuation
- Paintings and Prints – a collection of 64 paintings and prints located throughout the Town Hall - annually updated insurance valuation
- Other Items – include a plaster cast of Nelson and D Day plaque at Stokes Bay are held at historic cost

The Council's Heritage Assets held at the Town Hall are considered to have an indefinite life and no depreciation is therefore charged.

- Historical Sites – the borough of Gosport has been designated as a Heritage Action Zone by Historic England which is aimed at preserving the town's military heritage. Works to Historic Sites are valued at Depreciated Historic Cost.

NOTES TO THE FINANCIAL STATEMENTS

The existing inventory of items remains unchanged for 2019/20 and the insurance cover has been re-evaluated.

In addition to the Council's heritage assets held in the Town Hall and included in this statement of accounts, a Gosport Museum collection is also held by the Hampshire County Council. Objects in the collection that were accessioned before 1 April 1991 are owned by Gosport Borough Council and are on loan to Hampshire County Council. These objects are now part of the Temporary Collection of items listed and detailed in the Hampshire County Council Accessions Register, which from 1 November 2014, the Commencement Date of the Hampshire Cultural Trust, are on loan from Hampshire County Council to the Trust. The majority of these objects are located in the stores or are on display at the Gosport Discovery Centre and some items are held separately in specialised storage conditions at Hampshire County Council premises outside of Gosport. The objects accessioned after this date are owned by Hampshire County Council. No total valuation exists for this collection which is covered by the County Council's insurance arrangements.

15. Investment Properties

The following items of income and expense have been accounted for in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

2018/19 £'000	2019/20 £'000
72 Direct operating expenses arising from investment property	48
(478) Rental income from investment property	(473)
(406) Net gain	(425)

Fair Value Hierarchy

All the Council's investment properties have been value assessed as Level 3 on the fair value hierarchy for valuation purposes (see Note 1 Accounting Policy (y) for an explanation of the fair value levels).

Valuation Techniques used to determine Level 3 Fair Values for Investment Property

Desktop valuations of the Council's investment property portfolio. The properties have not been inspected nor have any leases or other tenancy information been reviewed. Reliance has been placed on copies of previous valuations, spreadsheet tenancy schedules and interviews with Council staff.

There has been no change in the valuation techniques used during the year for investment properties.

Highest and best use

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

Valuation process for Investment Properties

The Council's investment property has been valued as at 31 March 2020 by Capita Ltd in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors.

NOTES TO THE FINANCIAL STATEMENTS

Due to the impact of Covid 19 on the valuation process (see note 13) values are reported on the basis of "material valuation uncertainty".

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

2018/19 £'000	2019/20 £'000
6,407 Balance at the start of the year	6,089
35 Subsequent expenditure	48
(353) Net gains or (losses) from fair value adjustments	563
6,089 Balance at the end of the year	6,700

16. Intangible Assets

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

The carrying amount of intangible assets is based on historic cost and is amortised on a straight-line basis on estimated lives between 3 and 10 years. The amortisation of £123,411 charged to revenue in 2019/20 (£107,524 in 2018/19) was charged to the IT Administration cost centre and then absorbed as an overhead across all the service headings in the Net Expenditure of Services. It is not possible to quantify exactly how much of the amortisation is attributable to each service heading.

The movement on Intangible Asset balances during the year is as follows:

2018/19 £'000	2019/20 £'000
Balance at the start of the year	
1,678 Gross carrying amount	1,754
(1,180) Accumulated amortisation	(1,288)
498 Net carrying amount at the start of the year	466
76 Purchases	18
- Derecognition - gross carrying amount	(575)
- Derecognition - amortisation	400
- Transfer from Assets Under Construction	-
(108) Amortisation for the year	(123)
466 Net carrying amount at the end of the year	186
Comprising	
1,754 Gross carrying amount	1,197
(1,288) Accumulated amortisation	(1,011)

17. Financial Instruments

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Non-exchange transactions, such as those relating to taxes and government grants, do not give rise to financial instruments.

The following categories of financial instruments are carried in the Balance Sheet.

NOTES TO THE FINANCIAL STATEMENTS

31-Mar-19		31-Mar-20	
Long Term	Current	Long Term	Current
£'000	£'000	£'000	£'000
<u>Financial Liabilities</u>			
(59,000)	(4,000)	PWLB Debt	(55,850)
-	(74)	PWLB Debt - Accrued Interest	(53)
-	(10,500)	Market Loans	(11,000)
-	(14)	Market Loans - Accrued Interest	(14)
-	(293)	Bank Overdraft **	(68)
(59,000)	(14,881)	Total Borrowings	(55,850)
-	(1,598)	Trade Payables	(1,203)
(59,000)	(16,479)	Total Financial Liabilities	(55,850)
(59,000)	(16,479)	(55,850)	(17,438)
All borrowing is at fixed rates and is shown at amortised cost			
<u>Financial Assets</u>			
-	7,044	Investments at amortised cost	5,512
Cash and Cash Equivalents			
-	23	- Amortised cost	25
-	5,160	- Fair Value through profit or loss	5,903
Debtors at amortised cost			
73	2	Staff Loans (Car, Bike and Bus Pass)	48
4,690	36	Finance Lease	4,652
-	2,577	Trade Receivables	2,555
4,763	14,842	Total Financial Assets	4,700
4,763	14,842	4,700	14,034
** Bank Overdraft is netted of cash and cash equivalents in the balance sheet			

Income, Expense, Gains and Losses

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments are made up as follows:

31-Mar-19 £'000	31-Mar-20 £'000
<u>Financial Liabilities:</u>	
2,035 Interest from financial liabilities measured at amortised cost	2,005
<u>Financial Assets:</u>	
(323) Interest from Financial Assets	(335)
1,712 Included in the Surplus or Deficit on the Provision of Services	1,670

Financial Instruments – Fair Values

Financial assets and financial liabilities represented by loans and receivables and long term debtors and creditors are carried on the balance sheet at amortised cost. Their fair value can be assessed by calculating the net present value of the remaining contractual cash flows at 31 March 2020, using the following methods and assumptions:

NOTES TO THE FINANCIAL STATEMENTS

- Loans borrowed by the Council have been valued by discounting the remaining contractual cash flows over the remaining life of the instrument at the appropriate market rate for local authority loans.
- The fair values of other long-term loans and investments have been discounted at the market rates for similar instruments with similar remaining terms to maturity on 31 March.
- No early repayment or impairment is recognised for any financial instrument.
- The fair value of short-term instruments, including trade payables and receivables, is assumed to approximate to the carrying amount given the low and stable interest rate environment.
- The fair value of finance lease assets have been calculated by discounting the contractual cash flows at an estimate of an appropriate corporate bond yield reflecting the creditworthiness of the lessor.

Fair values are shown in the table below, split by their level in the fair value hierarchy:

- Level 1 – fair value is only derived from quoted prices in active markets for identical assets or liabilities, e.g. bond prices
- Level 2 – fair value is calculated from inputs other than quoted prices that are observable for the asset or liability, e.g. interest rates or yields for similar instruments
- Level 3 – fair value is determined using unobservable inputs, e.g. non-market data such as cash flow forecasts or estimated creditworthiness

31-Mar-19			
Carrying Amount	Fair Value	31-Mar-20	
£'000	£'000	Fair Value Level	Carrying Amount
Financial Liabilities held at amortised cost			
(63,074)	(75,676)	PWLB Loans (Long and Short Term)	2
(63,074)	(75,676)	Total Financial Liabilities	(61,003) (74,853)
(12,405)		Liabilities for which fair value is not disclosed	(12,285)
(75,479)		Total Financial Liabilities	(73,288)
<u>Recorded on the balance sheet as</u>			
(59,000)	Long Term Borrowing		(55,850)
(293)	Bank Overdraft		(68)
(14,588)	Short Term Borrowing		(16,167)
(1,598)	Short Term Creditors		(1,203)
(75,479)	Total Financial Liabilities		(73,288)

NOTES TO THE FINANCIAL STATEMENTS

31-Mar-19				31-Mar-20			
Carrying Amount	Fair Value			Fair Value	Level	Carrying Amount	Fair Value
£'000	£'000			£'000		£'000	£'000
<u>Financial Assets held at amortised cost</u>							
4,690	3,610	Long Term Lease receivables		3		4,652	3,597
73	73	Long Term Staff Loans (Car, Bike and Bus Pass)		3		48	48
4,763	3,683	Total				4,700	3,645
14,842		<u>Assets for which fair value is not disclosed</u>		*		14,034	
19,605		Total Financial Assets				18,734	
<u>Recorded on the balance sheet as:</u>							
4,763	Long Term Debtors					4,700	
2,615	Short Term Debtors			*		2,594	
7,044	Short Term Investments			*		5,512	
5,183	Cash and Cash Equivalents			*		5,928	
19,605	Total Financial Assets					18,734	

* The fair value of short-term financial liabilities/assets including trade payables/receivables is assumed to approximate to the carrying amount.

The fair value of financial liabilities held at amortised cost is high than their balance sheet carrying amount because the authority's portfolio of loans includes a number of loans where the interest rate payable is lower than the current rates available for similar loans as at the Balance Sheet date.

The fair value of financial assets held at amortised cost is lower than their balance sheet carrying amount because the interest rate on similar financial transactions is now higher than that obtained when the financial transaction was originally made.

18. Nature and Extent of Risks Arising from Financial Instruments

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

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

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

The key risks are:

- *Credit Risk:* The possibility that the counterparty to a financial asset will fail to meet its contractual obligations, causing a loss to the Council.
- *Liquidity Risk:* The possibility that the Council might not have the cash available to make contracted payments on time.

NOTES TO THE FINANCIAL STATEMENTS

- **Market Risk:** The possibility that an unplanned financial loss will materialise because of changes in market variables such as interest rates or equity prices.

Credit Risk

Treasury Investments: The Council manages credit risk by ensuring that investments are only placed with organisations of high credit quality as set out in the Treasury Management Strategy. These include commercial entities with a minimum long-term credit rating of A-, the UK government and other local authorities. Recognising that credit ratings are imperfect predictors of default, the Council has regard to other measures including credit default swap and equity prices when selecting commercial entities for investment.

A limit of £3million is placed on the amount of money that can be invested with a single counterparty (other than the UK government). For unsecured investments in banks and building societies a smaller limit of £2million applies. The Council also sets limits on investments in certain worldwide geographical areas.

The table below summarises the credit risk exposures of the Council's short term treasury investment portfolio at 31st March by credit rating (includes investments categorised as cash and cash equivalents).

Credit Rating	2018/19 £'000	2019/20 £'000
A	2,000	2,000
Unrated Local Authorities	5,000	3,500
Total	7,000	5,500
Credit risk not applicable *	5,160	5,900
Total Investments	12,160	11,400

* Credit risk is not applicable to Money Market Funds where the Council has no contractual right to receive any sum of money

Loss allowances on treasury investments have been calculated by reference to historical default data published by credit rating agencies adjusted for current and forecast economic conditions; these allowances are not significant and have not been included within the accounts on grounds of materiality.

Lease Receivables: The Council's credit risk on lease receivables is mitigated by its legal ownership of the assets leased, which can be repossessed if the debtor defaults on the lease contract.

Trade Receivables: The following analysis summarises the council's potential maximum exposure to credit risk based on experience of default and future collectability. (the Council's debtors include Council Tax, Business Rates and Housing Benefits. These are all statutory debts for which the Council is the responsible body and cannot influence who the counterparties are. Statutory debts are not classed as financial instruments).

The Covid 19 pandemic has increased the risk of default and the Council has made an additional provision in 2019/20 to cover the non-payment of trade and lease receivables and the council is allowing payment terms with tenants to mitigate defaults.

NOTES TO THE FINANCIAL STATEMENTS

	Note	Amount at 31 March 2020	Historical experience of default	Adjustment for market conditions at 31 March 2020	Estimated maximum exposure to default			
					£'000	%	%	£
General debtors	a	274	8%	41%				113
Housing rents	a	1,701	55%	55%				937
Other	a	580	0%	0%				
In addition to the above Financial Instruments the Council is exposed to risk arising from non payment of statutory Housing Benefit debt and costs associated with Council Tax and Business Rates collection. The risks are shown below								
Overpaid Housing Benefits		2,639	90%	90%				2,375
Costs associated with Council Tax and Business Rates Collection		806	41%	41%				334
(a) The council does not generally allow credit for customers and the estimated risks are covered by doubtful debt allowances which derive from aged debt analysis, historical experience and assessment of future collectability.								

Liquidity Risk

The Council has ready access to borrowing at favourable rates from the Public Works Loan Board and other local authorities, and at higher rates from banks and building societies. There is no perceived risk that the Council will be unable to raise finance to meet its commitments. It is however exposed to the risk that it will need to refinance a significant proportion of its borrowing at a time of unfavourably high interest rates. This risk is managed by maintaining a spread of fixed rate loan maturities within approved parameters set out in the Council's approved treasury and investment strategies.

The maturity analysis of financial liabilities is as follows:

NOTES TO THE FINANCIAL STATEMENTS

Maturity Structure of All Borrowings (excluding accrued interest)

31-Mar-19		2019/20 Approved Limits		31-Mar-20	
Amount	Maturing within:-	Minimum	Maximum	Amount	
£'000	%	%	%	£'000	%
14,500	20.0% Up to 1 year	0%	25%	16,000	22.0%
5,000	7.0% Over 1 but not over 2 years	0%	25%	3,000	4.0%
9,000	12.0% Over 2 but not over 5 years	0%	30%	9,000	13.0%
14,000	19.0% Over 5 but not over 10 years	0%	35%	11,000	15.0%
-	- Over 10 but not over 15 years	35%	55%	-	-
-	- Over 15 but not over 20 years	35%	55%	1,950	3.0%
-	- Over 20 but not over 25 years	35%	55%	-	-
-	- Over 25 but not over 30 years	35%	55%	-	-
-	- Over 30 but not over 35 years	35%	55%	-	-
-	- Over 35 but not over 40 years	35%	55%	2,000	3.0%
31,000	42.0% Over 40 but not over 45 years	35%	55%	29,000	40.0%
-	- Over 45 years	35%	55%	-	-
73,500	100.0%			71,950	100.0%

Market Risk

Interest Rate Risk – The Council is exposed to interest rate movements on its borrowings and investments. Movement in interest rates can have a complex impact on the Council, for instance, a rise in interest rates would have the following effects

- Borrowings at variable rates – the interest expense will rise
- Borrowings at fixed rates – the fair value of the borrowing will fall (no impact on revenue balances)
- Investments at variable rates – the interest income credited will rise
- Investments at fixed rates – the fair value of the assets will fall (no impact on revenue balances)

Borrowings are not carried at fair value on the balance sheet, so nominal gains and losses on fixed rate borrowings would not impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure. However, changes in interest payable and receivable on variable rate borrowings and investments would be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund balance.

The Council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together the Council's prudential and treasury indicators and its expected treasury operations, including an expectation of interest rate movements. From this Strategy a treasury indicator is set which provides maximum limits for fixed and variable interest rate exposure.

The Council's Treasury Management Strategy currently includes as a source of borrowing the use of internal funds. The cash held in these funds can be used short term to fund capital expenditure or the repayment of debt, thus delaying the need to borrow externally and reducing the Council's overall interest cost.

If all interest rates in 2019/20 had been 1% higher (with all other variables constant) the financial effect would have been £133,800 (2018/19 £126,100) additional interest receivable on variable rate investments. There were no significant variable rate borrowings during 2019/20 or 2018/19.

NOTES TO THE FINANCIAL STATEMENTS

The Covid 19 pandemic has increased the risks described above. The Council has responded by reducing its unsecured investments and diverting investments into more secure and liquid instruments.

19. Debtors

Long Term Debtors

31-Mar-19 £'000	31-Mar-20 £'000
4,690 Finance Lease - Landing Stage	4,652
106 Other entities and individuals	84
4,796	4,736

Short Term Debtors (net of allowances for doubtful debts)

31-Mar-19 £'000	31-Mar-20 £'000
1,613 Central Government bodies	441
1,706 Other Local Authorities	2,618
3,253 Other entities and individuals	3,474
6,572	6,533

20. Cash and Cash Equivalents

31-Mar-19 £'000	31-Mar-20 £'000
5,160 Money Market Funds	5,903
23 Cash imprests / cash in hand	25
(293) Cash at bank / (Overdraft) [Grouped accounts]	(68)
4,890	5,860

21. Creditors

Long Term Creditors

31-Mar-19 £'000	31-Mar-20 £'000
(1,111) Other entities and individuals	(1,120)
(1,111)	(1,120)

NOTES TO THE FINANCIAL STATEMENTS

Short Term Creditors

31-Mar-19 £'000	31-Mar-20 £'000
(2,430) Central Government bodies	(4,473)
(908) Other Local Authorities	(889)
(2,061) Other entities and individuals	(1,703)
(5,399)	(7,065)

22. Provisions

Short Term (S) Long Term (L)	< ----- 2019/20 ----- >				Balance 31-Mar-20 £'000
	Balance 01-Apr-19 £'000	Additional provisions made £'000	Amounts used £'000	Unused amounts reversed £'000	
Business Rates Appeals	S (1,376)	(324)	4	319	(1,377)
MMI Scheme of Arrangement	S (37)				(37)
MMI Scheme of Arrangement	L (45)				(45)
	(1,458)	(324)	4	319	(1,459)

The provision for Business Rates valuation appeals is required by Business Rates Retention funding system - the Council's share of the total provision of £3.440 million is £1.377 million.
 Provisions for doubtful debts are included within Note 19.

23. Agency Services

A contribution is paid by the County Council towards grass cutting (environmental maintenance) and this is summarised below.

31-Mar-19 £'000	31-Mar-20 £'000
151 Grasscutting	145
(71) Hampshire County Council contribution	(98)
80	47

24. Usable Reserves

Usable reserves are reserves that the Council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations.

The Council's main reserves are described below:

Revenue - General Fund

General Fund balance

The General Fund is the statutory fund into which all the receipts of an authority are required to be paid and out of which all liabilities of the authority are to be met, except to the extent that statutory rules might provide otherwise. These rules can also specify the financial year in which liabilities and payments should impact on the balance. It is effectively a working balance for both unforeseen events and fluctuating income streams. It may not be used to fund HRA services.

NOTES TO THE FINANCIAL STATEMENTS

Revenue Financing Reserve

A reserve available for general use, although it is particularly targeted at ensuring that fluctuations in annual maintenance requirements can be met, underwriting uninsured risks and funding spend-to-save revenue and capital initiatives.

Stability and Resilience Reserve

To cover the risk and volatility arising from the introduction of the Business Rate Retention and Council Tax Support Schemes together with the uncertainties in future levels of Revenue Support Grant.

Other Usable Reserves

Represent earmarked sums for contributing to specific service revenue expenditure includes commuted sums, major contract reserves and safety and housing related grants.

Revenue - Housing Revenue Account

HRA balance

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

Major Repairs, New Build and Loan Repayment Reserve

The reserve created to provide funding as described in the title.

Capital – General Fund

The Capital Receipts reserve holds proceeds from land and other asset disposals and may only be utilised to fund capital expenditure. The balance of £54,000 is the residual receipt from the sale of Camden Allotments which must be applied in accordance with the provisions of Section 32 of the Smallholdings and Allotments Act 1908.

Capital – Housing Revenue Account

Capital reserves from retained right to buy receipts which are to be used for the repayment of debt or new capital financing and the construction of new affordable housing.

Major Repairs Reserve

The Council is required to maintain the Major Repairs Reserve, which controls an element of the capital resources limited to being used on capital expenditure on HRA assets or the financing of historical capital expenditure by the HRA. The balance shows any capital resources that have yet to be applied at the year-end.

NOTES TO THE FINANCIAL STATEMENTS

The detailed balances and movements on usable reserves are shown below:

	2018/19			2019/20		
	01-Apr-18	Transfers In £'000	Transfers Out £'000	31-Mar-19	Transfers In £'000	Transfers Out £'000
	£'000			£'000		£'000
Revenue						
General Fund Balance	(890)			(890)	(110)	(1,000)
Earmarked General Fund Reserves						
Revenue Financing Reserve	(3,856)	(248)		(4,104)	(346)	358
Stability & Resilience Reserve	(1,562)	(466)		(2,028)		200
Cherque Farm Open Space	(199)		20	(179)		19
Supporting Troubled Families	(97)	(9)		(106)	(8)	5
Housing Renewal Grant	(9)			(9)		(9)
Priddys Play Area Maintenance	(49)		6	(43)		5
Building Control Partnership	(97)			(97)	(26)	11
Community Safety Partnership	(48)	(17)		(65)	(1)	20
Preventing Repossessions	(14)			(14)		(14)
High Street Innovations	(23)			(23)		(23)
Open Spaces Maintenance	(23)		3	(20)		2
Bus Shelter Maintenance	(30)			(30)		(30)
Business Growth Incentive Grant	(22)			(22)		22
Urbaser Contract Reserve	(102)		2	(100)	(7)	(107)
Sodexo Contract Reserve	(1)		1	-		
Royan Twinning Fund	(8)		1	(7)		2
Cherque Farm Land Transfer	(6)			(6)		1
Healthy Homes	(24)		1	(23)		2
CCTV Monitoring	(8)		1	(7)		2
Education Fund	(4)			(4)		(4)
Hermitage Wildlife Garden	(10)		2	(8)		(8)
Benefits DWP External Funding	(49)	(22)	49	(22)	(17)	27
Homeless Support Grant Reserve	(165)	(334)		(499)	(96)	(595)
Planning DCLG Grants Reserve	(35)	(34)		(69)	(18)	(87)
EU Exit Preparation	-	(18)		(18)	(22)	(40)
COVID-19 Govt Grant Reserve	-			-	(17)	(17)
Civic Events Reserve	-			-	(15)	(15)
	(6,441)	(1,148)	86	(7,503)	(573)	676
Housing Revenue Account						
Housing Revenue Account	(992)			(992)		(992)
Major Repairs, New Build & Loan Repayment Reserve	(3,102)	(510)		(3,612)	(747)	861
	(4,094)	(510)	0	(4,604)	(747)	861
Capital						
Capital Receipts Reserve (GF)	(54)	(36)	36	(54)		(54)
Revenue Reserve for Capital (GF)	(524)	(531)	399	(656)	(538)	697
Capital Receipts Reserve (HRA)	(114)	(733)	525	(322)	(600)	922
Capital Receipts New Build (HRA)	(1,055)	(556)	278	(1,333)	(479)	623
Major Repairs Reserve (HRA)	-			-		0
Capital Grants Unapplied (CIL)	(101)	(761)		(862)	(172)	28
	(1,848)	(2,617)	1,238	(3,227)	(1,789)	2,270
Total Usable Reserves	(13,273)	(4,275)	1,324	(16,224)	(3,219)	3,807
						(15,636)

NOTES TO THE FINANCIAL STATEMENTS

25. Unusable Reserves

31-Mar-19 £'000	31-Mar-20 £'000
(56,625) Revaluation Reserve	(59,607)
(55,509) Capital Adjustment Account	(52,813)
(4,726) Deferred Capital Receipts Reserve	(4,690)
38,620 Net Pension Reserve	40,509
(61) Collection Fund Adjustment Account	(476)
106 Accumulated Absences Account	109
(78,195)	(76,968)

Revaluation Reserve

The Revaluation Reserve contains the gains made by the Council arising from increases in the value of its property, plant and equipment. The balance is reduced when assets with accumulated gains are:

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

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

2018/19 £'000	2019/20 £'000
(49,586) Balance at 1 April	(56,625)
(8,858) Upward revaluation of assets	(4,862)
1,683 Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	1,522
Surplus or deficit on revaluation of non-current assets not posted	
(7,175) to the Surplus or Deficit on the Provision of Services	(3,340)
136 Difference between fair value depreciation and historical cost depreciation	358
136 Amount written off to the Capital Adjustment Account	358
(56,625) Balance at 31 March	(59,607)

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or additions to those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or subsequent costs as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Council as finance for the costs of acquisition, construction and subsequent costs.

NOTES TO THE FINANCIAL STATEMENTS

The Account contains accumulated gains and losses on investment properties and any gains recognised on any donated assets that have yet to be consumed by the Authority.

The Account also contains revaluation gains accumulated on property, plant and equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

2018/19 £'000		2019/20 £'000
(59,704)	Balance at 1 April	(55,509)
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
4,294	Charges for depreciation, impairment of noncurrent assets	4,485
403	Revaluation losses on Property, Plant and Equipment	534
108	Amortisation of intangible assets	123
833	Revenue expenditure funded from capital under statute	420
4,156	Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	5,266
9,794		10,828
(136)	Adjusting amounts written out of the Revaluation Reserve	(358)
	Net written out amount of the cost of non-current assets	
9,658	consumed in the year	10,470
	Capital financing applied in the year:	
(543)	Use of the Capital Receipts Reserve to finance new capital expenditure and reduce CFR	(1,294)
(2,992)	Use of the Major Repairs Reserve to finance new capital expenditure	(3,018)
(302)	Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(398)
(852)	Application of grants to capital financing from the Capital Grants Unapplied Account	(793)
-	- Statutory and voluntary provision for the financing of capital investment charged against the General Fund and HRA balances	-
(1,128)	Capital expenditure charged against the General Fund and HRA balances	(1,708)
(5,817)		(7,211)
	354 Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement	(563)
(55,509)	Balance at 31 March	(52,813)

NOTES TO THE FINANCIAL STATEMENTS

Deferred Capital Receipts Reserve

The Deferred Capital Receipts Reserve holds the gains recognised on the disposal of non-current assets but for which cash settlement has yet to take place. Under statutory arrangements, the Authority does not treat these gains as usable for financing new capital expenditure until they are backed by cash receipts. When the deferred cash settlement eventually takes place, amounts are transferred to the Capital Receipts Reserve.

2018/19 £'000	2019/20 £'000
(4,763) Balance at 1 April	(4,726)
37 Transfer to the Capital Receipts Reserve upon receipt of cash	36
(4,726) Balance at 31 March	(4,690)

Pensions Reserve

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

2018/19 £'000	2019/20 £'000
40,650 Balance at 1 April	38,620
(4,280) Remeasurements of the net defined benefit liability/(asset)	732
4,000 Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	3,089
(1,750) Employer's pensions contributions and direct payments to pensioners payable in the year	(1,932)
38,620 Balance at 31 March	40,509

Collection Fund Adjustment Account

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

Accumulated Absences Account

The account absorbs the differences from accruing for compensated absences earned but not taken in the year i.e. annual leave entitlement carried forward at 31 March and statutory arrangements requiring the impact on the General Fund Balance is neutralised by transfers to or from this Account.

NOTES TO THE FINANCIAL STATEMENTS

26. Members' Allowances

The following amounts were paid to members during the year. A detailed breakdown is on the Council's website at <http://www.gosport.gov.uk/sections/democratic-services/members-allowances/>

2018/19 £'000	2019/20 £'000
251 Allowances	256
1 Expenses	1
252	257

27. Officers Remuneration

Number of employees 2018/19	Left during 2018/19	The number of employees (excluding senior officers which are disclosed individually in separate tables) whose remuneration, excluding employer's pension contributions, was £50,000 or more in bands of £5,000 were:	Number of employees 2019/20	Left during 2019/20
		Remuneration band		
5	-	£50,000 - £54,999	5	-
1	-	£55,000 - £59,999	3	-
1	-	£60,000 - £64,999	2	-
2	-	£65,000 - £69,999	1	-
-	-	£70,000 - £74,999	-	-
-	-	£75,000 - £79,999	-	-
-	-	£80,000 - £84,999	-	-

Exit Packages

Exit package cost band (including special repayments)	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band £000's	
	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20	2018/19	2019/20
£0 - £20,000	0	0	0	1	0	1	0	20
£20,001 - £40,000	0	1	0	1	0	2	0	55
£40,001 - £60,000	0	0	0	0	0	0	0	0
£60,001 - £80,000	0	0	0	0	0	0	0	0
	0	1	0	2	0	3	0	75

NOTES TO THE FINANCIAL STATEMENTS

SENIOR OFFICER EMOLUMENTS (Salaries more than £50,000 but less than £150,000 per year)

The roles of the Chief Executive, Borough Solicitor and Deputy Chief Executive (until 15th May 2019) and Borough Treasurer are, fulfilled (from 1st October 2016) by Portsmouth City Council under a shared management arrangement. The remuneration details of the equivalent posts are disclosed in full by Portsmouth City Council at <https://www.portsmouth.gov.uk/ext/the-council/transparency/transparency-agenda.aspx>

The amount recharged to Gosport Borough Council relating to these posts is set out below.

2018/19 £'000's	2019/20 £'000's
67 Chief Executive	68
53 Borough Solicitor & Deputy Chief	
Executive	9
48 Borough Treasurer	49
168	126

During 2019/20 a new role of Assistant to the Chief Executive was created as part of the council's management team, the Head of Planning and Regeneration has been appointed to that role, remuneration for 2019/20 is shown

2019/20 Senior Officer Emoluments - Salaries more than £50,000 but less than £150,000 per year						
Post Title	Notes	Salary	Expense	Total Remuneration	Pension Contributions	Total Remuneration including pension contributions
		(Including Allowances)	Allowances	excluding pension contributions	2019/20	2019/20
Assistant to the Chief Executive and Head of Planning and Regeneration	1	27,304	-	27,304	4,396	31,700
		27,304	0	27,304	4,396	31,700

1. New post wef 18/11/2019; Full Time Equivalent Salary was £72,740.95

28. External Audit Costs

The Council has incurred the following costs in relation to the audit of the Statement of Accounts and certification of grant claims provided by the Council's external auditors.

2018/19 £'000	2019/20 £'000
Fee payable to Ernst & Young with regard to external audit services carried out by appointed auditors	
41 External audit services	41
- Certification of grant claims and returns	-
41	41

NOTES TO THE FINANCIAL STATEMENTS

29. Grant Income

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

2018/19 £'000	Grant Income	2019/20 £'000
Included in Taxation and Non Specific Grant Income		
<u>Non-Ringfenced Government Grants</u>		
Department for Communities and Local Government:		
(264) Revenue Support Grant		-
(391) New Homes Bonus Grant		(274)
(184) New Burdens Grants - various		(114)
(819) Autumn Statement Measures - Business Rate Relief Grants		(1,060)
- Covid 19		(44)
Department for Work and Pensions		
(397) HB / CTB Administration		(380)
(800) Community Infrastructure Levy		(182)
(2,855)		(2,054)
<u>Capital Grants and Contributions</u>		
(201) Developers Contributions - Open Spaces		(221)
- Heritage Action Zone		(44)
- Local Enterprise Partnership - Daedalus Regeneration		(87)
(50) Hampshire County Council - Alver Valley		-
(106) Coast Protection		(441)
(357)		(793)
Service Specific Revenue Grants and Contributions		
(included in cost of services)		
<u>Department for Work and Pensions</u>		
(25,388) HB / CTB Subsidy		(21,788)
<u>Environment Agency</u>		
<u>Department for Communities and Local Government</u>		
(798) Disabled Facilities Grant		(398)
(78) NNDR Cost of Collection		(77)
(656) Homelessness Prevention Grants		(432)
(47) Historic England Grant		(25)
(28) One Public Estate (studies / option appraisals)		(18)
<u>Cabinet Office</u>		
(55) Elections / Register of Electors Grants		(17)
(27,050)		(22,755)

Receipts in Advance – Capital Grants

In addition, the Council has received a number of grants, contributions and donations that have yet to be recognised as income as they have conditions attached to them which could require their return to the giver – a possibility that the Council seeks to mitigate by pro-actively managing the monies held. An analysis of these sums is shown below.

NOTES TO THE FINANCIAL STATEMENTS

2018/19 £'000	2019/20 £'000
Receipts in Advance - Capital Grants	
(10) Affordable Housing	(10)
(960) Open Spaces and Play Areas	(747)
(623) Transport Contributions	(623)
(667) Disabled Facilities Grant	(1,074)
(140) Other grants and contributions	(130)
(2,400)	<b style="color: red;">(2,584)

30. Related Parties

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

Central Government

Central government has significant influence over the general operations of the Council – it is responsible for providing the statutory framework, within which the Council operates, provides significant funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (i.e. council tax bills, housing benefits). Grants received from government departments are included in Note 29.

Members

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2019/20 is shown in Note 26. There were no other material related party transactions during the year

Officers

There were no related party transactions during the year by officers of the Council.

Portsmouth City Council – Shared Management arrangements

In June 2016, the Council approved entering into a shared management arrangement with Portsmouth City Council (PCC). This encompasses the following posts and functions: Chief Executive; Borough Treasurer; Borough Solicitor; Housing Services; Personnel and Pay and Central Services and other services as required.

During 2019/20, the Council paid PCC £718,425 (£866,522 in 2018/19).

There is no political merger and the two Councils remain distinct and separate entities, the collaboration is at officer level only.

Gosport and Fareham Building Control Partnership

The Partnership provides building control services on behalf of Gosport Borough Council, Fareham Borough Council and Portsmouth City Council; it has been in operation since 2003 and was expanded to include Portsmouth City Council from May 2015. During 2019/20, the Partnership charged Gosport Borough Council £143,503 (£113,594 in 2018/19) for statutory building control services. The Partnership has a policy of dividing generated surpluses between authorities based on fee generating work from each Authority. At the 31 March 2020, the balance of retained surplus for future investment in the service held by Gosport Borough Council was £111,924 (£91,327 in 2018/19), £188,800 (£149,478 in 2018/19) by Fareham Borough Council and £82,771 (£49,066 in 2018/19) by Portsmouth City Council.

NOTES TO THE FINANCIAL STATEMENTS

Gosport and Fareham Environmental Services Partnership

The Gosport and Fareham Environmental Health Partnership provides environmental health services to both Fareham and Gosport Borough Council. The Partnership has been in operation since 2014. During 2019/20, the Partnership charged Gosport Borough Council £641,939 for statutory environmental health services (£619,629 in 2018/19). The Partnership has a policy of sharing expenditure (excluding internal recharges) on a 50/50 basis. All income is retained by the relevant authority.

Portchester Crematorium

The crematorium is a joint arrangement managed by the Council along with 3 neighbouring authorities through the Portchester Crematorium Joint Committee. The four constituent authorities: Gosport Borough Council, Fareham Borough Council, Havant Borough Council and Portsmouth City Council are equally represented – each having a 25% share. Further information can be obtained from: The Treasurer to the Joint Committee, Civic Centre, Civic Way, Fareham.

During 2019/20 the Council received £160,000 (£150,000 in 2018/19) from the Joint Committee being its share of the distributable surpluses. The Council's 25% share of the crematorium's assets, liabilities, income and expenditure for 2019/20 are shown below

2018/19		2019/20
£'000		£'000
Portchester Crematorium - Gosport share (25%)		
1,511	Long Term Assets	1,915
674	Current Assets	758
(17)	Current Liabilities	(16)
(193)	Long Term Liabilities	(198)
(657)	Usable Reserves	(742)
(1,318)	Unusable Reserves	(1,717)
<hr/> 0		<hr/> 0
(504)	Income	(534)
503	Expenditure	533

Other Public Bodies

Subject to a common control by central government, transactions with other public bodies are shown below:

2018/19 £'000		2019/20 £'000
33,230 Hampshire County Council		34,996
4,707 Hampshire Police & Crime Commissioners	Business Rates (excluding Hampshire Police & Crime Commissioners) and Council Tax precepts	5,471
1,897 Hampshire Fire & Rescue Authority		1,994
1,750 Hampshire County Council	Pension Fund payments	1,932
Fareham Borough Council	Building Control & Environmental Services Partnerships	
968	Expenditure	853
(444)	Income	(213)
(25) Test Valley Borough Council	Income from Internal Audit Partnership	(5)

NOTES TO THE FINANCIAL STATEMENTS

31. Capital Expenditure and Capital Financing

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

2018/19 £'000	2019/20 £'000
81,707 Opening Capital Financing Requirement	81,707
<u>Capital Investment</u>	
4,873 Plant, Property & Equipment	7,442
- Heritage Assets	51
35 Investment Properties	48
76 Intangible Assets	18
833 Revenue Expenditure funded from Capital under Statute	420
<u>Sources of Finance</u>	
(543) Capital Receipts	(1,294)
(1,154) Government Grants & Other Contributions	(1,191)
(4,120) GF and HRA Revenue and Reserves including Major Repairs Reserve	(4,726)
<u>Other Adjustments</u>	
- Sums set aside from Revenue (including Minimum and Voluntary Repayments of Principal)	-
81,707 Closing Capital Financing Requirement	82,475
Explanation of Movements in year	
0 Increase in underlying need to borrow (unsupported)	768
0 (Decrease) in underlying need to borrow due to MRP, VRP and lease payments	0
0 (Decrease) / Increase in Capital Financing Requirement	768

Revenue Expenditure Funded From Capital under Statute

Revenue expenditure funded from capital under statute represents capital expenditure that does not result in the creation of an asset. Revenue expenditure funded from capital under statute during the year is shown below.

	2018/19 £'000	2019/20 £'000
Housing Grants	798	398
Other Capital Schemes	35	22
Total	833	420

NOTES TO THE FINANCIAL STATEMENTS

32. Leases

Council as Lessee

Finance Leases

The Council does not currently have any items held under finance leases.

Operating Leases

The Council has lease arrangements for vehicles and also uses a number of properties for temporary accommodation for its clients under short term licence arrangements.

The future estimated minimum lease payments are:

	31-Mar-19 £'000	31-Mar-20 £'000
Not later than one year	1,324	917
Later than one year and not later than five years	48	2,283
Later than five years	7	-
* 2019-20 reflects average temporary accommodation tenancy	<hr/> 1,379	<hr/> 3,200

The expenditure charged to the Cost of Services in the Comprehensive Income and Expenditure Statement during the year in relation to these leases was:

	31-Mar-19 £'000	31-Mar-20 £'000
Minimum lease payments	1,120	996
	<hr/> 1,120	<hr/> 996

NOTES TO THE FINANCIAL STATEMENTS

Council as Lessor

Finance Leases

The Council has entered into a finance lease for the Gosport Ferry Landing Stage over a term of 50 years. The Landing Stage opened on 27 June 2011.

	31-Mar-19 £'000	31-Mar-20 £'000
Finance lease debtor		
current	36	38
non current	4,690	4,652
Unearned finance income	6,255	6,035
Gross investment in the lease	<u>10,981</u>	<u>10,725</u>

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

	Gross Investment in the Lease		Finance Lease payments	
	31-Mar-19 £'000	31-Mar-20 £'000	31-Mar-19 £'000	31-Mar-20 £'000
Not later than one year	260	260	260	260
Later than one year, not later than five years	1,040	1,040	1,040	1,040
Later than five years	<u>9,681</u>	<u>9,425</u>	<u>9,681</u>	<u>9,425</u>
	<u>10,981</u>	<u>10,725</u>	<u>10,981</u>	<u>10,725</u>

Operating Leases

The Council leases out land and property under operating leases primarily for:

- the provision of community services
- economic development purposes
- the lease of the seabed and dolphins for the ferry landing stage

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

	31-Mar-19 £'000	31-Mar-20 £'000
Not later than one year	631	654
Later than one year and not later than five years	2,549	2,617
Later than five years	<u>15,969</u>	<u>15,865</u>
	<u>19,149</u>	<u>19,136</u>

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews.

During 2015/16, the Council received a premium payment of £150,000 in respect of a revision to one of these leases. This is being credited to the Cost of Services over the life of the lease and is included in the balance sheet as deferred income as follows.

	31-Mar-19 £'000	31-Mar-20 £'000
Not later than one year	1	1
Later than one year and not later than five years	4	4
Later than five years	<u>141</u>	<u>140</u>
	<u>146</u>	<u>145</u>

NOTES TO THE FINANCIAL STATEMENTS

33. Pensions

Introduction

Funded - the disclosures below relate to the funded liabilities within the Hampshire County Council Pension Fund (the 'Fund') which is part of the Local Government Pension Scheme (the 'LGPS'). The LGPS is a funded defined benefit plan with benefits earned up to 31 March 2014 being linked to final salary. Benefits after 31 March 2014 are based on a Career Average Revalued Earnings scheme. Details of the benefits earned over the period covered by this disclosure are set out in 'The Local Government Pension Scheme Regulations 2013' and 'The Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014'.

Unfunded - the unfunded pension arrangements established by Gosport Borough Council relate to termination benefits made on a discretionary basis upon early retirement in respect of members of the LGPS. No Pension Fund exists to meet these benefits

Funding / Governance Arrangements of the LGPS

The funded nature of the LGPS requires Gosport Borough Council and its employees to pay contributions into the Fund, calculated at a level intended to balance the pension liabilities with investment assets. Information on the framework for calculating contributions to be paid is set out in the LGPS Regulations 2013 and the Fund's Funding Strategy Statement. The last actuarial valuation was at 31 March 2019 and the contributions to be paid until 31 March 2023 resulting from that valuation are set out in the Fund's Rates and Adjustment Certificate.

The Fund Administering Authority, Hampshire County Council, is responsible for the governance of the Fund.

Risks associated with the Fund in relation to accounting

Asset volatility - the liabilities used for accounting purposes are calculated using a discount rate set with reference to corporate bond yields. If assets underperform this yield this will create a deficit in the accounts. The Fund holds a significant proportion of growth assets which while expected to outperform corporate bonds in the long term creates volatility and risk in the short term in relation to the accounting figures.

Changes in Bond Yield - a decrease in corporate bond yields will increase the value placed on the liabilities for accounting purposes although this will be marginally offset by the increase in the assets as a result.

Inflation Risk - the majority of the pension liabilities are linked to either pay or price inflation. Higher inflation expectations will lead to a higher liability value. The assets are either unaffected or loosely correlated with inflation meaning that an increase in inflation will increase the deficit.

Life expectancy - the majority of the Fund's obligations are to provide benefits for the life of the member following retirement, so increases in life expectancy will result in an increase in the liabilities.

Exiting employers - employers who leave the Fund (or their guarantor) may have to make an exit payment to meet any shortfall in assets against their pension liabilities. If the employer (or guarantor) is not able to meet this exit payment the liability may in certain circumstances fall on other employers in the Fund. Further, the assets at exit in respect of 'orphan liabilities' may, in retrospect, not be sufficient to meet the liabilities. This risk may fall on other employers. 'Orphan liabilities' are currently a small proportion of the overall liabilities in the Fund.

NOTES TO THE FINANCIAL STATEMENTS

Fund Actuaries

The reported figures and disclosure notes below are predominantly supplied by AON Hewitt Limited, the independent actuaries to the Fund.

Estimated pension employer contributions for the year ending 31 March 2021

Funded - £1.12m, additional contributions may also become due in respect of any employer discretions to enhance members' benefits in the Fund over the next accounting period.

Unfunded - £0.19m directly to beneficiaries

Assumptions

The latest actuarial valuation of Gosport Borough Council's funded liabilities and unfunded LGPS benefits took place as at 31 March 2019. Liabilities have been estimated by the independent qualified actuary on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels etc. The principal assumptions used by the actuary in updating the latest valuation of the Fund for IAS 19 purposes were

2018/19	Key assumptions (% per annum)	2019/20
Funded		
2.4%	Discount rate	2.3%
2.2%	CPI Inflation	2.0%
2.2%	Pension increases	2.0%
2.2%	Pension accounts revaluation rate	2.0%
3.7%	Salary increases	3.0%
Unfunded		
2.4%	Discount rate	2.3%
2.2%	CPI Inflation	2.0%
2.2%	Pension increases	2.0%

2018/19	Assumed life expectancy at age 65	2019/20
Males		
23.3	Member aged 65 at accounting date	23.0
24.9	Member aged 45 at accounting date	24.7
Females		
26.1	Member aged 65 at accounting date	25.5
27.8	Member aged 45 at accounting date	27.2

NOTES TO THE FINANCIAL STATEMENTS

Transactions Relating to Post-Employment Benefits

The cost of retirement benefits in the reported cost of services is recognised when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is required to be made against council tax is based on the cash payable in the year, so the real cost of post-employment/retirement benefits is reversed out of the General Fund in the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year

2018/19		Transactions relating to Post-employment Benefits		2019/20	
Funded £'000	Unfunded £'000			Funded £'000	Unfunded £'000
<u>Comprehensive Income and Expenditure Statement</u>					
<u>Cost of Services</u>					
1,840		- Current service costs #		2,185	
1,120		- Past service costs		-	
-		- Settlement cost		-	
<u>Financing and Investment Income and Expenditure</u>					
970	70	Interest on net defined benefit liability		844	60
3,930	70	Pension expense recognised in the Surplus or Deficit on the Provision of Services		3,029	60
<u>Remeasurements of the Net Defined Liability, comprising</u>					
(5,410)		- Return on plan assets (in excess of) / below that recognised in net interest		3,064	
5,690	60	Actuarial (gains) / losses due to change in financial assumptions		(2,917)	(17)
(4,720)	(110)	Actuarial (gains) / losses due to changes in demographic assumptions		(3,019)	(40)
200	10	Actuarial (gains) / losses due to liability experience		3,779	(118)
(4,240)	(40)	Total amount recognised in Other Comprehensive Income and Expenditure		907	(175)
(310)	30	Total included in Comprehensive Income and Expenditure Statement		3,936	(115)
<u>Movement in Reserves Statement</u>					
(3,930)	(70)	Reversal of charges made for retirement benefits		(3,029)	(60)
1,570	180	Inclusion of employers contributions payable		1,751	181
(2,360)	110	Total included in Movement in Reserves Statement		(1,278)	121
20		# Allowance for administration expenses included in current service cost		17	

NOTES TO THE FINANCIAL STATEMENTS

2018/19 £'000	2019/20 £'000
<u>Employers contributions paid to Pension Fund</u>	
1,570 Normal Funded Contributions	1,751
- Lump Sums for Early Retirements	-
<u>Employers contributions paid to Pensioners</u>	
180 Discretionary / Unfunded Added Years	181
1,750	1,932

Pensions Assets and Liabilities Recognised in the Balance Sheet

The amount included in the balance sheet arising from the Council's obligation in respect of the LGPS is as follows

31-Mar-19 Reconciliation to Balance Sheet £m	31-Mar-20 £m
Funded	
81.590 Fair value of assets	78.730
(117.640) Present value of funded defined benefit obligation	(116.965)
(36.050) Funded status	(38.235)
- Impact of minimum funding requirement/asset ceiling	-
(36.050) Pension liability recognised on the Balance Sheet	(38.235)
The split of the defined benefit obligation at the last valuation date between the various categories of members was as follows:	
0.300 Active members	0.260
0.130 Deferred Pensioners	0.170
0.570 Pensioners	0.570
Unfunded	
(2.570) Present value of defined benefit obligation	(2.274)
(2.570) Pension liability recognised on the Balance Sheet	(2.274)
(38.620) Total	(40.509)

Assets

The assets allocated to the Employer in the Fund are notional and are assumed to be invested in line with the investments of the Fund for the purposes of calculating the return to be applied to those notional assets over the accounting period. The Fund is large and holds a significant proportion of its assets in liquid investments. As a consequence there will be no significant restriction on realising assets if a large payment is required to be paid from the Fund in relation to an employer's liabilities. The assets are invested in a diversified spread of investments and the approximate split of assets for the Fund as a whole (based on data supplied by the Administering Authority) is shown in the disclosures.

The Administering Authority may invest a small proportion of the Fund's investments in the assets of some of the employers participating in the Fund if it forms part of their balanced investment strategy.

NOTES TO THE FINANCIAL STATEMENTS

31-Mar-19			Asset allocation			31-Mar-20		
Quoted	Unquoted	Total	Quoted	Unquoted	Total	Quoted	Unquoted	Total
54.0%	6.4%	60.4% Equities	44.1%	8.6%	52.7%			
0.7%	6.9%	7.6% Property	0.8%	6.5%	7.3%			
22.6%	0.1%	22.7% Government Bonds	21.8%	0.0%	21.8%			
1.1%	4.1%	5.2% Corporate Bonds	0.0%	0.0%	0.0%			
2.3%	0.0%	2.3% Cash	2.0%	0.0%	2.0%			
0.1%	1.7%	1.8% Other	14.1%	2.1%	16.2%			
80.8%	19.2%	100.0% Total	82.8%	17.2%	100.0%			

Movement in the present value of Pension Fund Obligations

2018/19	Changes to the present value of the defined benefit obligation	2019/20
£m		£m
Funded		
114.020	Opening defined benefit obligation	117.640
1.840	Current service cost	2.185
2.920	Interest expense on defined benefit obligation	2.782
0.370	Contributions by participants	0.363
5.690	Actuarial (gains)/losses due to change in financial assumptions	(2.917)
(4.720)	Actuarial (gains)/losses due to changes in demographic assumptions	(3.019)
0.200	Actuarial (gains)/losses due to liability experience	3.779
(3.800)	Net benefits paid out	(3.848)
1.120	Past service cost	-
- Settlements		-
117.640	Closing defined benefit obligation	116.965
Unfunded		
2.720	Opening defined benefit obligation	2.570
- Current service cost		-
0.070	Interest expense on defined benefit obligation	0.060
0.060	Actuarial (gains)/losses due to change in financial assumptions	(0.017)
(0.110)	Actuarial (gains)/losses due to changes in demographic assumptions	(0.040)
0.010	Actuarial (gains)/losses due to liability experience	(0.118)
(0.180)	Net benefits paid out	(0.181)
2.570	Closing defined benefit obligation	2.274

NOTES TO THE FINANCIAL STATEMENTS

Movement in the fair value of Pension Fund Assets

2018/19	Changes to the fair value of assets	2019/20
£m		£m
Funded		
76.090	Opening fair value of assets	81.590
1.950	Interest income on assets	1.938
5.410	Remeasurement gains/(losses) on assets	(3.064)
1.570	Contributions by the employer	1.751
0.370	Contributions by participants	0.363
(3.800)	Net benefits paid out #	(3.848)
- Settlements		-
81.590	Closing fair value of assets	78.730
# The 'Net benefits paid out' figure includes an allowance for expenses of £0.017m		
Unfunded		
0.190	Contributions by the employer	0.181
(0.190)	Net benefits paid out	(0.181)
-	Closing fair value of assets	-

Actual return on Scheme Assets

2018/19	Actual return on assets	2019/20
£m		£m
1.950	Interest income on assets	1.938
5.410	Remeasurement gain/(loss) on assets	(3.064)
7.36	Actual return / (loss) on assets	(1.126)

Sensitivity Analysis

The approximate impact of changing the key assumptions on the present value of the funded defined benefit obligation as at 31 March 2020 and the projected service cost for the year ending 31 March 2020 is set out below.

In each case, only the assumption mentioned is altered; all other assumptions remain the same and are summarised on page 76.

Sensitivity of unfunded benefits is not included on materiality grounds.

NOTES TO THE FINANCIAL STATEMENTS

Sensitivity analysis for funded LGPS benefits			
Discount rate assumption			
Adjustment to discount rate	+0.1% pa	Base figure	-0.1% pa
Present value of total obligation (£m's)	114.822	116.965	119.148
% change in present value of total obligation	-1.8%		1.9%
Projected service cost (£m's)	2.064	2.133	2.204
Approximate % change in projected service cost	-3.2%		3.3%
Rate of general increase in salaries			
Adjustment to salary increase rate	+0.1% pa	Base figure	-0.1% pa
Present value of total obligation (£m's)	117.143	116.965	116.789
% change in present value of total obligation	0.3%		-0.3%
Projected service cost (£m's)	2.133	2.133	2.133
Approximate % change in projected service cost	0.0%		0.0%
Rate of increase to pensions in payment and deferred pensions assumption and rate of revaluation of pension fund accounts			
Adjustment to pension increase rate	+0.1% pa	Base figure	-0.1% pa
Present value of total obligation (£m's)	118.942	116.965	115.027
% change in present value of total obligation	1.7%		-1.7%
Projected service cost (£m's)	2.204	2.133	2.064
Approximate % change in projected service cost	3.3%		-3.2%
Post retirement mortality assumption			
Adjustment to mortality age rate assumption #	-1 year	Base figure	+1 year
Present value of total obligation (£m's)	120.652	116.965	113.308
% change in present value of total obligation	3.2%		-3.1%
Projected service cost (£m's)	2.212	2.133	2.054
Approximate % change in projected service cost	3.7%		-3.7%

A rating of +1 year means that members are assumed to follow the mortality pattern of the base table for an individual that is 1 year older than them

34. Contingent Liabilities

- **Brownlow Tip**

The Council's officers are of the opinion that the Council could have substantial liabilities under the provisions of the Environmental Protection Act 1990 as a class B person namely the current owner / occupier of the land. The extent of the liability depends on the contamination, whether a class A person (one who caused or knowingly permitted the contamination) can be identified and the future use of the land.

- **Alver Valley Country Park**

The Council owns land and has a 999 year lease of other land within the Country Park which was formally a gravel extraction quarry reclaimed as a landfill site. The land is, in parts, known to be filled with both inert material and domestic waste. The Council may have cost liabilities in respect of discharges of gas or contaminated water.

NOTES TO THE FINANCIAL STATEMENTS

35. Contingent Assets

- **Landing Stage**

The new Gosport Ferry Terminal opened on 27 June 2011. Final works and contract sums remain to be completed at 31 March 2020 and discussions regarding final payments and retentions will be concluded at the end of the defects period.

- **Priddys Hard Profit Share**

In 2009/10 the Portsmouth Naval Base Property Trust purchased the Priddys Hard Heritage Area, including the Explosion Museum, from the Council. Under the terms of the agreement the Council would receive a share of profits that may arise from future developments.

NOTES TO THE FINANCIAL STATEMENTS

36. Cash Flow Statement – notes

2018/19 £'000	Adjustments to surplus or deficit on the provision of services for non-cash movements	2019/20 £'000
4,154	Depreciation and Impairments	4,485
543	Impairment and Downward Valuations	534
108	Amortisation	123
(429)	Increase/(Decrease) in Creditors	1,262
(1,011)	(Increase)/Decrease in Debtors	1,237
2,250	Movement in Pension Liability	1,157
4,156	Carrying amount of non-current assets and non-current assets held for sale, sold or derecognised	5,265
971	Other non-cash items charged to the net surplus or deficit on the provision of services	(562)
10,742	Net cash flow	13,501

2018/19 £'000	Adjustment for items included in the net surplus or deficit on the provision of services that are investing or financing activities	2019/20 £'000
(1,289)	Proceeds from the sale of property plant and equipment, investment property and intangible assets	(1,078)
(1,586)	Capital Grants credited to the surplus/deficit on the provision of services	(1,363)
(2,875)		(2,441)

2018/19 £'000	Net Cash Flow from Investing Activities	2019/20 £'000
(5,130)	Purchase of property, plant and equipment, investment property and intangible assets	(7,782)
(13,000)	Purchase of short-term and long-term investments	(14,500)
1,326	Proceeds from the sale of property, plant and equipment, investment property, intangible assets (including deferred capital receipts)	1,114
10,000	Proceeds from short-term and long-term investments	16,000
1,681	Other receipts from investing activities	1,415
(5,123)	Net cash outflow from investing activities	(3,753)

2018/19 £'000	Net Cash Flow from Financing Activities	2019/20 £'000
10,500	Cash receipts of short and long-term borrowing	20,000
	Cash payments for the reduction of outstanding liabilities relating to finance leases	
(11,249)	Rewards of short and long-term borrowing	(21,550)
115	Billing Authorities - Council Tax and NNDR adjustments	(364)
(634)	Net cash (inflow) / outflow from financing activities	(1,914)

NOTES TO THE FINANCIAL STATEMENTS

2018/19 £'000	The cash flows for operating activities include the following items:	2019/20 £'000
287	Interest Received	370
(2,045)	Interest Paid	(2,024)
(1,758)	Net cash outflow from Interest and Dividends	(1,654)

NOTES TO THE FINANCIAL STATEMENTS

37. Certification and authorisation of the Accounts

Statement of Accounts – unaudited draft authorised for issue

Signed



Date 13th July 2020

C. WARD

Borough Treasurer, Section 151 officer

Statement of Accounts – audited statement authorised for issue

Signed

Date 25th November 2020

C. WARD

Borough Treasurer, Section 151 officer

Statement of Accounts – audited and approved by Policy and Organisation Board

Signed

Date 25th November 2020

COUNCILLOR M. HOOK

Leader of the Council

Statement of Accounts – approved by Policy and Organisation Board and authorised for publication

Signed

Date 25th November 2020

C. WARD

Borough Treasurer, Section 151 officer

SUPPLEMENTARY FINANCIAL STATEMENTS

HRA INCOME AND EXPENDITURE STATEMENT

The HRA Income and Expenditure Statement shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with the legislative framework; this may be different from the accounting cost. The increase or decrease in the year, on the basis of which rents are raised, is shown in the Movement on the Housing Revenue Account Statement

2018/19 £'000	HRA INCOME AND EXPENDITURE STATEMENT	2019/20 £'000	2019/20 £'000
EXPENDITURE			
4,739	Repairs & maintenance	4,514	
3,974	Supervision & management	4,228	
527	Rents, rates, taxes & other charges	304	
3,000	Depreciation, impairment and revaluation losses of non current assets	3,021	
41	Debt management costs	42	
25	Movement in the allowance for bad or doubtful debts	91	
12,306	TOTAL EXPENDITURE		12,200
INCOME			
(13,956)	Dwelling rents	(14,021)	
(279)	Non dwelling rents	(301)	
(514)	Charges for services and facilities	(431)	
(14,749)	TOTAL INCOME		(14,753)
(2,443)	NET INCOME OF HRA SERVICES AS INCLUDED IN THE WHOLE AUTHORITY COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT		(2,553)
83	HRA Services' share of Corporate and Democratic Core	86	
(2,360)	NET INCOME FOR HRA SERVICES		(2,467)
HRA SHARE OF THE OPERATING INCOME AND EXPENDITURE INCLUDED IN THE WHOLE AUTHORITY COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT			
2,778	(Gain)/Loss on the disposal of HRA non-current assets	3,341	
278	Payments to the Governments Housing Capital Receipts Pool	270	
1,903	Interest payable and similar charges	1,852	
(45)	Interest and investment income	(49)	
261	Pension interest on net defined benefit liability	244	
2,815	(SURPLUS) / DEFICIT FOR THE YEAR ON HRA SERVICES		3,191

SUPPLEMENTARY FINANCIAL STATEMENTS

2018/19 £'000	MOVEMENT ON THE HRA STATEMENT	2019/20 £'000	2019/20 £'000
(992)	Balance on the HRA at the end of the previous year		(992)
2,815	(Surplus) / deficit for the year on the HRA Income and Expenditure Account	3,191	
(3,325)	Adjustments between accounting basis and funding basis under regulations (detailed below)		(3,077)
(510)	Net increase before transfers to reserves	114	
510	Transfers to / (from) Reserves		(114)
0	Increase in year on HRA		0
(992)	Balance on the HRA at the end of the current year		(992)

ADJUSTMENTS BETWEEN ACCOUNTING AND FUNDING BASES UNDER REGULATIONS			
2018/19 £'000		2019/20 £'000	2019/20 £'000
Items included in the HRA Income and Expenditure Account but excluded from the movement on HRA Balance for the year			
(2,778)	Gain/(Loss) on the disposal of HRA Non-Current Assets	(3,340)	
(278)	Contributions from the Capital Receipts Reserve to finance payments to the Government's Housing Capital Receipts Pool	(270)	
304	Capital Expenditure funded by the HRA	860	
-	Net charges to Accumulated Absences Account	(1)	
(1,006)	Net charges made for retirement benefits in accordance with IAS19	(834)	
2,992	Depreciation transfer to Major Repairs Reserve	3,018	
(3,000)	Depreciation transfer from Capital Adjustment Account	(3,021)	
(3,766)			(3,588)
Items not included in the HRA Income and Expenditure Account but included in the movement on HRA Balance for the year			
441	Employers contributions payable to the Local Government Pension Scheme and retirement benefits payable directly to pensioners	511	
441			511
(3,325)	Net additional amount required by statute to be credited to the HRA Balance for the year		(3,077)

SUPPLEMENTARY FINANCIAL STATEMENTS

NOTES TO THE HOUSING REVENUE ACCOUNT (HRA)

1. Local Government and Housing Act 1989

The Housing Revenue Account reflects a statutory obligation to maintain a separate revenue account for the provision of local authority housing in accordance with the Local Government and Housing Act 1989. It includes the credit and debit items to be taken into account in determining the surplus or deficit on the HRA for the year.

2. Value of Housing Revenue Account Property

This analysis shows the net value and number of types of dwelling within the HRA. Council dwellings are valued at their Economic Use Value for Social Housing.

31-Mar-19		31-Mar-20	
Number	Value £'000	Number	Value £'000
<u>Operational Assets</u>			
2,935	140,748	Standard Dwellings	2,929
182	5,430	Sheltered Housing	182
502	1,025	Garages and Parking Spaces	504
5	53	Operational Property	5
1	33	Community Asset	1
3,625	147,289		3,621
			148,143

The HRA asset base is valued annually – the 2019/20 stock valuation has been carried out by Savills (UK) Ltd on behalf of the Council and has been guided by the 'Stock Valuation for Resource Accounting: Guidance for Valuers – 2016' published by the Department for Communities and Local Government in November 2016. The housing stock for 2019/20 has been valued at 1 April 2020.

The table below shows the vacant possession value of dwellings within the HRA, this being the value as if they were sold on the open market with vacant possession and free from any legal or regulatory tenancies. The difference between the vacant possession value and the balance sheet value represents the economic cost of providing Council Housing at less than market rents.

31-Mar-19 £'000	31-Mar-20 £'000
441,694 Dwellings	444,272
1,025 Other Land & Buildings	1,090
442,719	445,362

SUPPLEMENTARY FINANCIAL STATEMENTS

3. Housing Stock

The Council's housing stock, including shared ownership properties, was made up as follows:

31-Mar-19	31-Mar-20
<u>Numbers</u>	
1,256 Houses	1,252
427 Bungalows	428
1,434 Flats	1,431
3,117	3,111
<u>Analysis of bedroom type</u>	
1,541 1 bedroom	1,537
542 2 bedroom	545
951 3 bedroom	945
83 4 or more bedrooms	84
3,117	3,111
<u>Analysis of stock by age</u>	
258 Pre 1945	255
1,275 1945 - 1964	1,274
621 1965 - 1974	619
963 1974 onwards	963
3,117	3,111

4. Major Repairs Reserve

The major repairs reserve is restricted to being applied towards new capital expenditure, the repayment of HRA debt and meeting liabilities under credit arrangements.

2018/19 £'000	2019/20 £'000
0 Balance at 1 April	0
3,000 HRA Depreciation	3,018
(3,000) HRA Capital Financed	(3,018)
0 Balance at 31 March	0

5. Housing Repairs

2018/19 £'000	2019/20 £'000
7,498 Expenditure on Repairs	7,835
3,707 Of which planned	3,929
49.4% % of Planned / Response	50.1%

£3,322 million of the 2019/20 expenditure (£2.760 million in 2018/19) on repairs was capital expenditure. The main categories of expenditure were overcladding, disabled adaptations, sheltered scheme improvements, kitchens, bathrooms and central heating installations.

SUPPLEMENTARY FINANCIAL STATEMENTS

6. Capital Expenditure

2018/19 £'000	2019/20 £'000
2,760 HRA Properties - capital repairs & maintenance	3,322
927 Purchase of Properties	1,701
3,687	5,023

7. Capital Financing

2018/19 £'000	2019/20 £'000
2,992 Major Repairs Reserve	3,018
303 Revenue Contribution	861
392 Capital Receipts Reserves	1,144
0 Revenue Reserves	0
3,687	5,023

8. Capital Receipts

Capital receipts from the sale of housing revenue account property in the year were as follows:

2018/19 £'000	2019/20 £'000
1,289 Right to Buy sales	1,078
1,289	1,078

9. Depreciation and Impairments of Assets

Depreciation charges for Council Dwellings are shown below.

There was no revaluation loss or impairment charge to the HRA in respect of reductions in the value of the Council's housing stock which could not be offset against a Revaluation Reserve balance in either 2018/19 or 2019/20.

2018/19 £'000	2019/20 £'000
2,992 Depreciation of Council Dwellings	3,018
2,992	3,018

SUPPLEMENTARY FINANCIAL STATEMENTS

10. Rent Arrears

2018/19 £'000	2019/20 £'000
228 Current Tenants	310
100 Former Tenants	125
0 Garages	7
328 Total Rent Arrears	442
(14,144) Gross Rent Income	14,223
2.3% Arrears as a % of Gross Rent Income	3.1%

The bad debt provision for all HRA debts at 31 March 2020 is £408,700 (£318,000 at 31 March 2019)

11. Pensions

The following transactions have been included in the HRA Income and Expenditure Statement and the Adjustments between Accounting and Funding bases under Regulations to the HRA Balance with no net residual cost to the HRA.

2018/19 £'000	2019/20 £'000
Net Cost of Services	
22 Current service costs and past service costs	79
Surplus or (Deficit) for the year on HRA Services	
261 Pension interest on net defined benefit liability	244
Statement of Movement on the HRA Balance	
(724) Reversal of net charges made for retirement benefits in accordance with IAS19	(834)
Actual amount charged against Rents	
441 Employers' contributions payable to scheme	511

SUPPLEMENTARY FINANCIAL STATEMENTS

		COLLECTION FUND			
2018/19 £'000		2019/20			
		£'000	£'000	£'000	
Business Rates Council Tax Total					
INCOME					
(44,647)	Council Tax	-	(46,928)	(46,928)	
(16,107)	Income collectable from Business Ratepayers	(17,061)	-	(17,061)	
(60,754)		(17,061)	(46,928)	(63,989)	
EXPENDITURE					
Apportionment of Previous Year Estimated Collection Fund Surplus / (Deficit)					
180	Central Government	(73)	-	(73)	
144	Gosport Borough Council	(58)	50	(8)	
32	Hampshire County Council	(13)	274	261	
	- Hampshire Police and Crime Commissioners	-	41	-	
4	Hampshire Fire and Rescue Authority	(1)	15	14	
Precepts, Shares and Demands					
7,638	Central Government	7,740	-	7,740	
11,924	Gosport Borough Council	6,192	6,085	12,277	
33,230	Hampshire County Council	1,393	33,341	34,734	
4,707	Hampshire Police and Crime Commissioners	-	5,431	5,431	
1,897	Hampshire Fire and Rescue Authority	155	1,825	1,980	
59,756		15,335	47,062	62,356	
Charges to the Collection Fund					
103	Write off of uncollectable amounts	119	192	311	
276	Increase / (Decrease) in Bad Debt Provisions	24	244	268	
1,451	Increase / (Decrease) in Provision for Appeals	1	-	1	
79	Cost of collection	77	-	77	
145	Transitional protection payments	52	-	52	
2,054		273	436	709	
61,810	TOTAL EXPENDITURE	15,608	47,498	63,065	
1,056	(Surplus) / Deficit arising during the year	(1,453)	570	(924)	
MOVEMENTS ON THE COLLECTION FUND					
(1,271)	(Surplus) / Deficit at 1 April	233	(448)	(215)	
1,056	(Surplus) / Deficit for the year	(1,453)	570	(883)	
(215)	(Surplus) / Deficit at 31 March	(1,220)	122	(1,098)	

SUPPLEMENTARY FINANCIAL STATEMENTS

NOTES TO THE COLLECTION FUND

1. The Collection Fund

The Collection Fund is an agent's statement that reflects the statutory obligation for billing authorities to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to the collection from taxpayers and businesses and distribution to local authorities and the Government of council tax and non-domestic rates

2. Council Tax

Council Tax income is calculated by estimating the amount of income required from the Collection Fund for Hampshire County Council, Hampshire Fire and Rescue Authority, the Police and Crime Commissioners for Hampshire and Gosport Borough Council. This is then divided by the tax base and multiplied by the ratio shown below to give the council tax for each band of property.

The Council's tax base is the number of chargeable dwellings in each valuation band (adjusted for dwellings where discounts apply) converted to an equivalent number of band D dwellings, calculated as follows:

Band	Estimated Number of Taxable Properties after Discounts	Ratio Equivalent	Band D Dwellings
Disabled	7.40	5/9	4.1
A	3,774.90	6/9	2,516.6
B	10,212.80	7/9	7,943.3
C	7,608.90	8/9	6,763.5
D	4,682.50	9/9	4,682.5
E	1,789.00	11/9	2,186.6
F	1,304.60	13/9	1,884.4
G	289.70	15/9	482.9
H	15.30	18/9	30.5
			26,494.4
Plus MOD contributions in lieu			793.0
Less allowance for losses on collection			(331.2)
Tax Base for 2019/20			26,956.2
Tax base for 2018/19			26,524.9

The Band D Council Tax for a Gosport property in 2019/20 was £225.75 (£219.19 in 2018/19)

Distribution of the Council Tax surplus or deficit

Council tax is set before the start of financial year on the basis of estimates that would result in the Collection Fund balancing to zero. Inevitable changes in yield and assumptions about

SUPPLEMENTARY FINANCIAL STATEMENTS

collectability, including variations in the tax base, during the year cause a surplus or deficit to arise on the fund at year end.

For Council Tax, the year-end surplus or deficit on the Collection Fund is distributed between billing and precepting authorities on the basis of estimates of the year-end balance made by the preceding 15 January.

Estimated 2018/19		Actual 31- Mar -19	Council Tax (shared with preceptors 2019/20)	Estimated 2019/20		(surplus) / deficit 31- Mar -20
(surplus) / deficit £'000	£'000			(surplus) / deficit £'000	£'000	
(274)	(323)	Hampshire County Council		126	87	
(15)	(18)	Hampshire Fire & Rescue Authority		7	5	
(41)	(48)	Hampshire Police and Crime Commissioners		21	14	
(50)	(59)	Gosport Borough Council		23	16	
(380)	(448)			177	122	

The difference between the estimated (surplus) / deficit for 2019/20 and the actual (surplus) / deficit will be shared with preceptors in 2021/22.

3. Non-Domestic Rates (NDR)

From 1 April 2013, the national system of redistributing centrally pooled business rates to Local Authorities was replaced by a new system of Business Rates Retention whereby a proportion of the business rates collected is retained locally by billing and precepting authorities and the balance is paid over to central government.

There is, therefore, the potential reward of additional income from an enhanced business rates base in the Borough. However, there is also the increased financial risk due to non-collection and the volatility of the NDR tax base – particularly due to factors outside of the Council's control such as successful rating appeals to the Valuation Office which may be backdated.

Non-Domestic or business rates are levied on businesses by reference to their rateable value multiplied by the NDR multiplier for the year which is set nationally by central government. The government has undertaken a Business Rates revaluation exercise that came into effect on the 1st April 2017, at revaluation all properties are given a new rateable value and the NDR multiplier is revised

The standard non-domestic rating multiplier for the year was 50.4p pence (49.3p in 2018/19). The total non-domestic rateable value at the year-end was £44,551,493 (£42,476,155 in 2018/19).

Business Rates collected are then apportioned by shares to the following bodies as set out in legislation.

Central Government	50%
Gosport Borough Council	40%
Hampshire County Council	9%
Hampshire Fire and Rescue Authority	1%

SUPPLEMENTARY FINANCIAL STATEMENTS

Distribution of the Non Domestic Rates surplus or deficit

Estimates for business rates to be collected in the following financial year are required to be made in the January before the year starts. As with Council Tax, there will be differences between the estimated and actual business rates collected leading to a Non-Domestic Rates surplus or deficit position within the Collection Fund at the year end. The year-end surplus or deficit on the Collection Fund is distributed between billing authority, precepting authorities and central government on the basis of estimates of the year-end balance made by the preceding 31 January.

This is then apportioned to the relevant precepting authorities, including the government, in the proportions set out above.

Estimated 2018/19 (surplus) / deficit (shared with preceptors 2019/20) £'000	Actual 31- Mar -19 Business Rates £'000	Estimated 2019/20 (surplus) / deficit (shared with preceptors 2020/21) £'000	Actual (surplus) / deficit 31- Mar -20 £'000
73	117 Government	(148)	(610)
13	21 Hampshire County Council	(27)	(110)
2	2 Hampshire Fire & Rescue Authority	(3)	(12)
58	93 Gosport Borough Council	(118)	(488)
146	233	(296)	(1,220)

The difference between the estimated (surplus) / deficit for 2019/20 and the actual (surplus) / deficit will be shared with preceptors and central government in 2021/22.

4. Accounting for the Collection Fund balance

The Code requires that the Council Tax and National Domestic Rating Income included in the Comprehensive Income and Expenditure Account is the accrued income for the year rather than the amount included under regulations comprising for

- Council Tax - the approved annual precept plus or minus the estimate of the Collection Fund surplus or deficit made at the previous 15 January
- National Non-Domestic Rates - the relevant share of the estimated business rates to be collected as included within Council's approved budget plus or minus the estimate of the Collection Fund surplus or deficit made at the previous 31 January.

The difference between the accrued amount and the amount required to be included under regulations is adjusted through the Collection Fund Adjustment Account and as a reconciling item in the Movement in Reserves Statement.

The Code recognises that the collection of Council Tax and National Non-Domestic Rates is in substance an agency arrangement with the cash collected by the billing authority belonging proportionately to the billing authority, major preceptors and bodies receiving a share of the NDR. There is therefore a debtor / creditor position between the billing authority, major preceptors and bodies receiving a share of the Council Tax and NDR at the year end and this position is recognised in their respective balance sheets.

The following Collection Fund balances relating to Gosport Borough Council are included in the Council's balance sheet.

SUPPLEMENTARY FINANCIAL STATEMENTS

-----31-Mar-19-----				-----31-Mar-20-----			
£'000	£'000	£'000	Total	£'000	£'000	£'000	Total
Business Rates	Council Tax			Business Rates	Council Tax		
<u>Debtors</u>							
1,212	1,212	Hampshire County Council		2,017	2,017		
66	66	Hampshire Fire & Rescue Authority		108	108		
201	201	Hampshire Police and Crime Commissioners		331	331		
41	373	414 Tax Payers		192	440	632	
<u>Creditors</u>							
(298)	(298)	Hampshire County Council		(390)	(390)		
(33)	(33)	Hampshire Fire & Rescue Authority		(43)	(43)		
(85)	(93)	178 Tax Payers		(64)	(94)	(158)	
(1,659)	(1,659)	Central Government		(2,170)	(2,170)		
<u>Provisions</u>							
(1,376)	(1,376)	Business Rates Appeals		(1,376)		(1,376)	
<u>Unusable Reserves</u>							
93	(60)	33 Collection Fund Adjustment Account		(488)	16	(472)	
(3,317)	1,699	(1,618)		(4,339)	2,818	(1,521)	

The Council's Unusable Reserves figures above exclude the Enterprise Zone £4,500 credit (£96,000 credit in 2018/19)

ANNUAL GOVERNANCE STATEMENT

GOSPORT BOROUGH COUNCIL

ANNUAL GOVERNANCE STATEMENT 2019/20

Scope of responsibility

Gosport 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 is used economically, efficiently and effectively. Gosport 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.

In discharging this overall responsibility, Gosport 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.

This statement explains how Gosport Borough Council has complied with the Code and also meets the requirements of Regulation 6 of the Accounts and Audit Regulations 2015.

The purpose of the governance framework

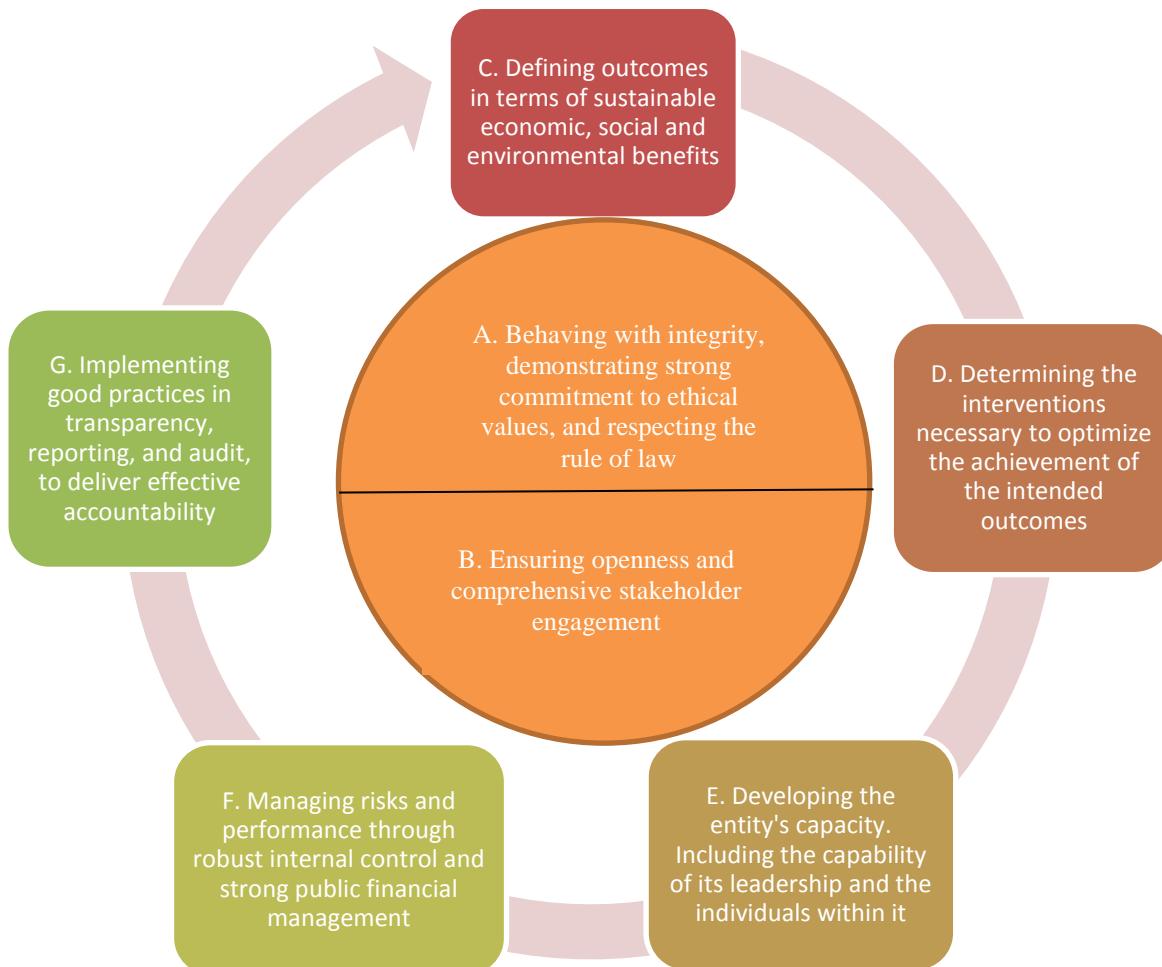
The governance framework comprises the systems and processes, and culture and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives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

The system of internal control is a significant part of 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 on-going process designed to identify and prioritise the risks to the achievement of Gosport 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.

The governance framework

Gosport Borough Council's Governance Framework derives from the updated 2016 publication 'Delivering Good Governance in Local Government'. The Framework identified 7 principles that should underpin the governance arrangements in a Local Authority.

ANNUAL GOVERNANCE STATEMENT



Each principle will be outlined below and how the council meets them:

A. Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law

The Constitution sets out how the Borough Council operates, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people.

Board Structure

As the Council chose to adopt 'alternative arrangements' following publication of the Local Government Act 2000, a Board/Committee structure is in place and each party is represented proportionally on each Board and Committee according to the number of seats held. Consequently the Council enjoys a high level of transparency when it comes to decision making and any Member of the Council is afforded the right to sit on the Boards if they are nominated for such a position at the commencement of the Municipal Year.

All decision making reports are structured and the contents demonstrate all relevant information in order to reach an informed decision.

ANNUAL GOVERNANCE STATEMENT

A report on Governance was taken to Council in May 2016 to review the arrangements for the discharge of the Council's Functions and proposed changes to the Boards and Committees. The composition remains unchanged for 2019/20:

Composition of Boards

The following is the composition of the Boards:-

Board/Sub Board	Number of Members
Policy and Organisation Board	13
Community Board	15
Economic Development Board	15
Regulatory Board	13
Standards and Governance Committee	12
Licensing Sub Board	3
Licensing (General Applications) Sub Board	5

Decisions are made by Boards and Sub-Boards of the Council with the following having the responsibility for the majority of decision making:

Council
Policy and Organisation Board
Community Board
Economic Development Board
Regulatory Board (Licensing Sub-Boards)

As the Regulatory Board deals only with planning applications and the Licensing Sub-Boards with Licensing matters the law does not allow their work to be scrutinised by other Councillors. This is because the decisions made by these Boards are already subject to an appeal process, either through an independent inspector or the courts.

In addition to the Boards, there is also a Standards and Governance Committee in place to promote and maintain the highest standards of conduct by members and officers of the Council. Additionally, the Monitoring Officer is enabled to convene an Initial Filtering Panel with three Councillors of the Standards and Governance Committee to determine allegations of failure to comply with the Council's Code of Conduct, in accordance with the Council's arrangements for dealing with such allegations.

Officers give advice, implement decisions and manage the day-to-day delivery of its services. Some officers have specific duties to ensure that the Council acts within the law and uses its resources wisely. A protocol contained in the Constitution governs the relationship between officers and members of the Council. In certain circumstances, senior and other officers of the Council can make decisions under delegated authority, as detailed in the Borough's Constitution.

The Corporate Management Team (CMT), consisting of Chief Executive, Assistant Chief Executive and Monitoring Officer, Head of Finance, Head of Benefits, Head of Streetscene, Head of Housing and Head of IT, meets periodically to develop policy and strategic issues commensurate with the Council's strategic priorities. Members of CMT meet collectively and individually with the Leader of

ANNUAL GOVERNANCE STATEMENT

the Council and other leading members of the Administration to consider new policies and strategies as well as managing, monitoring and reviewing existing policy and strategy. The Leader holds frequent meetings with the Chief Executive Officer Assistant Chief Executive and Monitoring Officer to review progress in achieving the Council's strategic priorities for action, performance management and forward planning for major issues and projects.

Information that would be of benefit to other members of the Council staff is disseminated through regular meetings between Line Managers and the relevant Senior Manager, and then through to the rest of the Council via periodic section meetings.

Information on policy, priorities, procedures and current issues is also disseminated to all staff through the Chief Executive (email) and staffroom (email) communications at least monthly.

The Council has also adopted a number of codes and protocols that will govern both member and officer activities. These include:

- Code of Conduct for Members of Gosport Borough Council
- Code of Conduct for the Guidance of Employees
- Code of Conduct for Councillors in the Regulatory Process (updated)
- Protocol for Councillor/Officer Relationships (updated)
- Whistle Blowing Policy

It is the shared responsibility of the Chief Officers [primarily the Monitoring Officer, Chief Executive and Borough Treasurer] and the Human Resource section to ensure compliance with established policies, procedures, laws and regulations. Issues of conduct and governance must often be considered by the Standards and Governance Committee, in which case a report and recommendations are prepared by the Monitoring Officer. All posts within the authority have a detailed job specification and training needs are identified on an on-going basis and also through the Personal Development Scheme.

B. Ensuring openness and comprehensive stakeholder engagement

Local government is accountable and transparent in a number of ways. Elected local authority members are democratically accountable to their local area and this gives them a clear leadership role in building sustainable communities. All members must account to their communities for the decisions they have taken and the rationale behind those decisions. All authorities are subject to external review through the external audit of their financial statements. They are required to publish their financial statements. Many are subject to national standards and targets. Their budgets are effectively subject to significant influence and overview by government, which has powers to intervene. Both members and officers are subject to codes of conduct. Additionally, where maladministration may have occurred, an aggrieved person may appeal either through their local councillor or directly to the Ombudsman.

The Council makes decisions at public meetings of its Boards and Committee. Members of the public are able to address the Council's Boards and Committees using the Council's process for public questions and deputations available in the Council's Constitution and on the Council's website.

The Council frequently consults residents both where there is a legal duty to consult and also on matters of particular interest including, but not limited to planned developments within the Borough.

The Council has a corporate complaints process should members of the public be unhappy with the service they have received from the Council. The process has three stages including consideration by section heads and an independent manager before final consideration by the Chief Executive.

ANNUAL GOVERNANCE STATEMENT

Complaints to the Local Government Ombudsman will not be considered until any complaint has been through this complaints process.

The Council complies with the Freedom of Information Act (2000) and requests can be submitted electronically or in person to be considered by the service unit concerned within 20 working days.

Review of effectiveness

Gosport Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the authority who have responsibility for the development and maintenance of the governance environment, the Chief Internal Auditor's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

The process that has been applied in maintaining and reviewing the effectiveness of the governance framework includes:

1. The Monitoring Officer has a duty to monitor and review the operation of the Constitution to ensure its aims and principles are given full effect. The Council reviews the Constitution regularly to incorporate any necessary changes.
2. Internal Audit is responsible for monitoring the quality and effectiveness of systems of internal control. The reporting process for Internal Audit requires a report of each audit to be submitted to the relevant service manager. The report includes 'agreed actions' for any issues/risks that have been identified. These issues/risks are graded as Critical, High, Medium or Low. All critical risk issues/risks are followed up within 3 months of the final report being issued. If a high risk issue is raised, the audit will be followed up in the next financial year.
3. An Internal Audit Annual Report is taken to the Standards & Governance Committee (as per the Accounts and Audit Regulations 2015) and this provides the overall opinion on the Council's internal control environment.

The Standards & Governance Committee also received Internal Audit monitoring reports throughout 2019/20.

The Council entered into an arrangement with Portsmouth City Council for shared Senior Management primarily as a means to address the future financial challenges faced by the Council. The roles and responsibilities of the shared posts will continue to include those relating to the Governance of this Council in accordance to the policies and procedures of this Council.

The shared Management arrangement has brought costs savings (through the reduction in the cost of Senior Management) and improved operational resilience with the ability to call on resources and expertise from Portsmouth City Council which otherwise were not readily available.

The Senior Management Team have been charged by the Administration to review the effectiveness of all of the Council's activities on a continuous basis. Service reviews are ongoing across the Council focused on ensuring that customer demands are met, processes are effective, and that services have adequate capacity and resilience. These are especially prevalent since the COVID-19 pandemic which has required services to work remotely and flexibly to meet the current demands.

ANNUAL GOVERNANCE STATEMENT

C. Defining outcomes in terms of sustainable economic, social, and environmental benefits & D. Determining the interventions necessary to optimise the achievement of the intended outcomes

The Council's plan on a page sets out Gosport Borough Council's mission and core values (ambitious, supportive, collaborative, adaptable and efficient). The Plan also identifies the Council's strategic priorities (raise aspirations, enhance the environment, develop the economy, empower our residents and deliver effective services which are based on a combination of factors including what matters most to local people, national priorities set by the Government and the challenges from Gosport's changing social, economic and environmental context. The Council continues to keep its plan relevant and up to date the plan has been developed through engagement with both the Corporate Management Team and officers of the Authority.

The Council also have a Local Plan 2011-2029. The Local Plan sets out the Council's proposals for the development and use of land from 2011 – 2029, and forms the basis for dealing with planning applications. The Local Plan has gone through several stages to adoption and was supported by an evidence base and a Sustainability Appraisal. In accordance with Government guidance the Council is required to keep its Local Plan up to date. The Council has now started to prepare a revised Local Plan to cover the period to 2036.

The Council's Mission statement:

"Build on our strengths to empower and support our communications and ensure the potential of the borough and all of our residents is achieved"

The Council has continued to evolve its approach to performance management by promoting a transparent and open performance culture amongst Section Heads, who are responsible for managing performance on a day-to-day basis. Whilst in transition, key outcome based performance management measurements have been retained whilst new and relevant measures are being further developed. Section Heads are accountable for performance to the Corporate Management Team and to elected members.

The Council maintains an objective and professional relationship with their appointed external auditors (Ernst & Young LLP) and statutory inspectors, as evidenced by the various reports being presented to the Standards and Governance Committee (available on the Council's website). The Council uses the evidence and recommendations contained in those reviews to support performance improvement and risk management.

The Financial Procedure Rules and Contract Procedure Rules are under constant review and these are, incorporated in the Council's Constitution.

Risk management is monitored by the Corporate Governance Group that was formed this year. It is intended the group meet on a monthly basis (impacted by COVID-19) to discuss governance issues across the Authority. The Corporate Governance Group consists of the Chief Executive, Assistant Chief Executive, Monitoring Officer and Chief Internal Auditor. Risk management is still in the process of change and the use of Pentana has ceased. Section Heads will be required to create their own risk registers which will then be strategically analysed by the Risk Management Group, to determine the corporate strategic risks. The Corporate Governance Group, at each meeting, will then review at least one risk on the corporate risk register to challenge the risk level, mitigation and any subsequent actions.

ANNUAL GOVERNANCE STATEMENT

E. Developing the entity's capacity, including the capability of its leadership and the individuals within it

A designated Members' Portal covers a wide range of useful materials and guidance. This is available for Members and staff to view on the intranet system. This resource enables the Council to better provide for Members the opportunity to locate important stored information and data. Within the Portal is the Members' Information Pack which provides Members with detailed corporate, strategic and financial information as well as relevant policies and other useful information such as floor plans and complaints guidance. Note – access to this is impacted by COVID-19 as members need access to the Town Hall or via a GBC laptop.

New Members are provided with an induction training programme to prepare them for their new role, commencing with an induction evening hosted by the Chief Executive, Assistant Chief Executive, Borough Solicitor and Borough Treasurer that covers topics such as the role of the councillor, finance, standards, code of conduct and major projects. Briefings such as those on planning and licensing issues are held throughout the year to correlate with the Board cycle.

There is a wide range of further training opportunities available to Members to increase their knowledge base from skills development (e.g. chairing skills, dealing with challenging people and media and image) to need-to-know subjects (e.g. Code of Conduct, planning local government finance) detailed in the 'Training Opportunities for Members' booklet within the Members Information Pack.

All Officers receive annual personal development reviews where matters such as corporate issues, performance, both individual and team, individual action plans developed and training needs are discussed and agreed. There are also mandatory in-house on-line training packages provided by PCC and monitored by Human Resources (HR), continued professional development schemes for some individual officers and ad-hoc professional training course and webinars. All newly appointed officers are provided with an induction (monitored by HR) when they begin employment with the Council.

F. Managing risks and performance through robust internal control and strong public financial management

G. Implementing good practices in transparency, reporting, and audit, to deliver effective accountability

The financial management of the Authority is conducted in accordance with the financial rules set out in the Constitution and underpinned with Financial Procedure Rules. The Council has designated the Borough Treasurer as Chief Finance Officer complying with the CIPFA statement on the Role of the Chief Financial Officer in Local Government (2010) requiring the Chief Finance Officer to report directly to the Chief Executive and to be a member of the 'Management Team'.

The Standards and Governance Committee promotes, monitors and enforces probity and high ethical standards amongst the Members, as well as providing a vessel for audit, risk and compliance issues to be considered. All Governance reviews and the results of audits are considered by the Standards and Governance Committee

Internal Audit Annual Opinion 2019/20 - Reasonable Assurance

During 2019/20, 21 audit reviews & 1 full follow up were undertaken and completed along with follow up on 15 issues raised in the previous financial year. The number of audits completed was affected by the Coronavirus pandemic with the originally planned 4 remaining audits being deferred into 2020/21 for completion. Some testing had been completed within these audits but there was not sufficient staff resources to continue the audit testing and finalise the audit.

ANNUAL GOVERNANCE STATEMENT

53% of the audits undertaken achieved a level of 'Full Assurance' or 'Reasonable Assurance and 43% of the audits completed resulted in a 'Limited Assurance' level with 4% (1) obtaining 'No Assurance'. As the audit function has substantially changed from the previous year in both approach and reporting, it is not possible to make a direct comparison on the 2019/20 results to those of 2018/19. However it should be noted that with the new risk based approach to auditing, I did expect a spike in issues as the audits are now more focused on key risks and, in my opinion, greater scrutiny of process and data is occurring.

The review conducted on the management follow up of the previous 'recommendations' highlighted that 86% had been actioned as stated. This shows a positive reaction by management to issues highlighted by audit and this was further emphasised by the swift action undertaken by the Housing Section following the 'No Assurance' audit on CCTV. Further detail on this follow up is contained in the body of the report.

Four audit opinion levels are in place and these are: no assurance, limited assurance, reasonable assurance and full assurance. Where there are mainly medium or low risk exceptions the annual audit opinion would be reasonable or full assurance. 53% of audits completed obtained Reasonable or Full Assurance, therefore the Annual Audit Opinion for 2019/20 is Reasonable Assurance on the internal control governance and framework for risk management and control within Gosport Borough Council.

- | | | | |
|----------------|---------------------|-------------------------------|------------------|
| • No Assurance | • Limited Assurance | • Reasonable Assurance | • Full Assurance |
|----------------|---------------------|-------------------------------|------------------|

-

The Coronavirus pandemic, while occurring towards the end of the year in which this opinion is based, will have impacted on some governance and internal control. This is due to the Authority having to implement remote working within weeks, significant staff redeployment into areas where they will have received minimal training and the administration of multiple Grants in a short timescale. The Council has taken action to address these potential issues, specifically on the business grant administration. The impact of these changes on the governance and internal controls within the council will be reviewed as part of the 2020/21 audit plan however the uncertainty and significant changes in process and ways of working were factored into the 2019/20 annual audit opinion.

2019/20 was the first full year in which the Authority conducted the audit process using a full risk based approach and some consideration is needed to be given that the 2019/20 audits represent around 20% of the full audit universe, so while the early results have a positive element, future years' results will allow for a more comprehensive and rounded view of the Authority's Governance, risk management and internal control framework.

Internal Audit will continue to work with Section Heads, the Monitoring Officer, the Assistant Chief Executive and the Chief Executive to improve on specific areas of control, risk management and governance weaknesses

Any significant corporate weaknesses and agreed actions will be reflected in the Annual Governance Statement. The impact of the Internal Audit work for 2019/20 may affect that year's work for External Audit. It may also inform their work for 2020/21 and where they consider there are weaknesses in control that could materially affect the accounts they may need to carry out further work to gain the necessary audit assurance required for a true and fair view of the financial position and compliance with professional codes of practice.

Public Sector Internal Audit Standards (PSIAS) External Assessment Actions and Result

1. During March 2019, Gosport Borough Council commissioned an external assessment on its compliance with the PSIAS. The results, as noted in the 2018/19 Annual Governance

ANNUAL GOVERNANCE STATEMENT

Statement, showed a high level of non-conformity. A subsequent action plan was developed and implemented throughout the financial year.

2. Progress against the action plan was routinely reported to the Standards and Governance Committee throughout the year and as at March 2020, all stated actions were completed. Based on the completed actions and the continuation of established processes, GBC is conforming to the required standards of the PSIAS.
3. A self-assessment of the standards will be conducted in 2020/21 and the results reported to the Standards and Governance Committee.

Coronavirus Governance

On the 17th March 2020, as a result of the global pandemic regarding Covid-19, Gosport Council moved to running business critical services only. This resulted in the majority of staff either working from home or being redeployed to critical services. GBC enacted its emergency procedures and created a Covid-19 Emergency Response Team lead by the Assistant Chief Executive. The composition of the team includes leads in the key areas of the council deemed critical along with statutory officers such as the Monitoring Officer and Head of Emergency Planning. Decisions made by the Covid-19 Response group have been documented.

The Council has acted swiftly to ensure its critical services have been delivered which has resulted in the need for flexibility in working practices, which in turn will have impacted on some of the agreed Governance arrangements such as financial regulations, i.e with a need to pay in advance. Many staff have also voluntarily been redeployed into critical services departments to meet the demand, specifically in relation to small business grants, and also the welfare workstream. This will have also created a strain on governance as staff will have received minimal training due to the short timescales needed to process these services.

The Council is aware that the pandemic and its response will have presented an opportunity for fraud to occur, and while processes have altered to minimise this risk (including several manual checks as part of the Business Grants process), the council plans a comprehensive post Covid-19 Assurance programme undertaken by its Internal Audit department, with focus on the Business Grants, Covid-19 related spend and process changes.

With a requirement to work remotely, Sections are required to adapt new ways of working which has resulted in process changes. These changes are being captured by a Business Continuity workstream, led by Internal Audit. This will allow internal audit to advise on risk and control prior to changes being recommended to the appropriate decision maker and implemented. Any proposed significant corporate changes in work practices will be reviewed by internal audit prior to being submitted to the Recovery Co-ordinating Group, headed by the Assistant Chief Executive before being referred to Members.

As the pandemic materially affected the Council in March 2020, the analysis of corporate governance for 2019/20 has not been significantly impacted and therefore the details within this current report are based on work undertaken before the pandemic. In addition, while the audit plan was slightly reduced, sufficient work was completed to enable the Chief Internal Auditor to present an annual audit opinion.

The Council plans to revisit the Annual Governance Statement once the post assurance work is undertaken and changes recommended by the Business Continuity workstream have been made, where appropriate.

ANNUAL GOVERNANCE STATEMENT

Significant governance issues

The following governance issues have been identified as a result of the review of arrangements and by the work of external and internal audit in 2019/20.

NO	YEAR RAISED	GOVERNANCE ISSUE	SOURCE	ACTION	PROGRESS TO DATE	RESPONSIBLE OFFICER
1	2018/19	Create and embed a new corporate risk management process	Chief Executive	Devise a new corporate risk management process which allows the council to identify and manage its departmental and corporate risks.	Risk Management process has been drafted and is due to be presented to Policy and Organisation Board on 25 November 2020	Chief Internal Auditor
2	2018/19	Internal Audit Service not compliant with Public Sector Internal Audit Standards (PSIAS)	Chief Internal Auditor	Implement the proposed actions to rectify the non-conformance highlighted as part of the PSIAS assessment	Completed	Chief Internal Auditor
3	2018/19	Lack of Counter Fraud framework and resource	Chief Internal Auditor	Key Fraud areas to be evaluated and determination made on the required provision	In progress. Counter fraud strategy has been devised and will be presented to Chief Officers to determine budget and resource. Delayed due to COVID-19	Chief Internal Auditor
4	2018/19	Departure of officer resulting in Statutory roles being vacant.	Chief Executive	Personnel arrangements to fill vacant statutory roles to be put forward to Full Council	Completed	Chief Executive
5	2018/19	Complaints	Chief	Revise the	Completed	Chief Executive

ANNUAL GOVERNANCE STATEMENT

NO	YEAR RAISED	GOVERNANCE ISSUE	SOURCE	ACTION	PROGRESS TO DATE	RESPONSIBLE OFFICER
		against Councillors Procedure requires revision	Executive	complaints against Councillors procedure. Revisions to be considered by Full Council.		
6	2019/20	Post COVID-19 Assurance	Chief Internal Auditor	Undertake post assurance checks on COVID-19 related directions.	In progress as part of 2020/21 Audit Plan	Chief Internal Auditor

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 operation as part of our next annual review.

Signed

Councillor Mark Hook, Leader of the Council

David Williams, Chief Executive

AUDIT OPINION

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF GOSPORT Borough Council

Opinion

We have audited the financial statements of Gosport Borough Council for the year ended 31 March 2020 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Comprehensive Income and Expenditure Statement,
- Movement in Reserves Statement,
- Balance Sheet,
- Cash Flow Statement,
- and the related notes 1 to 37,
- Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Account Statement and the related notes 1 to 11,
- Collection Fund and the related notes 1 to 4.

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

In our opinion the financial statements:

- give a true and fair view of the financial position of Gosport Borough Council as at 31 March 2020 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report below. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the Comptroller and Auditor General's (C&AG) AGN01, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

- the Chief Finance Officer's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Chief Finance Officer has not disclosed in the financial statements any

AUDIT OPINION

identified material uncertainties that may cast significant doubt about the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the Statement of Accounts 2019/20, other than the financial statements and our auditor's report thereon. The Chief Finance Officer is responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in this report, we do not express any form of assurance conclusion thereon.

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

We have nothing to report in this regard.

Opinion on other matters prescribed by the Local Audit and Accountability Act 2014

Arrangements to secure economy, efficiency and effectiveness in the use of Resources

In our opinion, based on the work undertaken in the course of the audit, having regard to the guidance issued by the Comptroller and Auditor General (C&AG) in April 2020, we are satisfied that, in all significant respects, Gosport Borough Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2020.

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Council;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or

AUDIT OPINION

- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects

Responsibility of the Chief Finance Officer

As explained more fully in the Statement of the Chief Finance Officer Responsibilities set out on page 16, the Chief Finance Officer is responsible for the preparation of the Statement of Accounts 2019/20, which includes the Authority financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2019/20, and for being satisfied that they give a true and fair view.

In preparing the financial statements, the Chief Finance Officer is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to cease operations, or have no realistic alternative but to do so.

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

Auditor's responsibilities for the audit of the financial statements

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

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

Scope of the review of arrangements for securing economy, efficiency and effectiveness in the use of resources

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

AUDIT OPINION

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

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the National Audit Office (NAO) requires us to report to you our conclusion relating to proper arrangements.

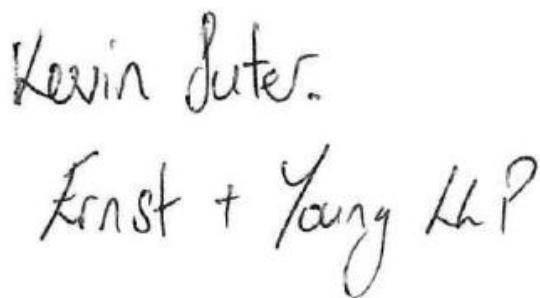
We report if significant matters have come to our attention which prevent us from concluding that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects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

Certificate

We certify that we have completed the audit of the accounts of Gosport Borough Council in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice issued by the National Audit Office.

Use of our report

This report is made solely to the members of Gosport Borough Council, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.

The image shows two handwritten signatures. The top signature reads "Kevin Suter" and the bottom one reads "Ernst & Young LLP".

Kevin Suter (Key Audit Partner)
Ernst & Young LLP (Local Auditor)
Southampton
27 November 2020

GLOSSARY OF TERMS

GLOSSARY OF TERMS

Accounting Period	The period of time covered by the accounts, normally a period of twelve months, commencing on 1 April for local authority accounts
Accounting Policies	The principles, bases, conventions, rules and practices that specify how the effects of transactions and other events are to be reflected in financial statements. Include <ul style="list-style-type: none"> ▪ recognising ▪ selecting measurement bases ▪ inclusion of assets, liabilities, gains, losses and changes to reserves
Accruals	The recognition of income and expenditure as it is earned or incurred, as opposed to when cash is received or paid.
Agency Services	Services performed by or for another authority or public body, where the principal (the authority responsible for the service) reimburses the agent (the authority doing the work) for the cost of the work carried out
Actuary	An expert on pension scheme assets and liabilities
Actuarial Gains & Losses	Actuaries assess financial and non-financial information provided by the Council to project levels of future pension fund requirements. Changes in actuarial deficits or surpluses can arise leading to a loss or gain because: <ul style="list-style-type: none"> • events have not coincided with the actuarial assumptions made for the last valuation • the actuarial assumptions have changed
Asset	Something the Council owns that has a value ie premises, property, vehicles, equipment, cash or a debt
Authorised Limit	This represents the legislative limit on the Council's external debt under the Local Government Act 2003
Balance Sheet	A statement of the recorded assets, liabilities and other balances at the end of an accounting period
Billing Authority	A local authority empowered to collect Council Tax and Business Rates, and manage the collection fund, on behalf of itself, local authorities in its area and the government
Budget	A financial statement that expresses the Council's service delivery plans and capital programme in monetary terms
Capital Adjustment Account	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 by capital under statute). The balance on the account thus represents timing differences between the amount of the historical cost of fixed assets that have been consumed and the amount that has been financed in accordance with statutory requirements.
Capital Expenditure	Expenditure on the acquisition of a non-current asset or, expenditure which adds to and not merely maintains the value of an existing non-current asset. The asset may not be owned by the authority. Expenditure that does not fall within this definition must be charged to a revenue account.
Capital Financing Charges	The annual charge to the revenue account in respect of interest and principal repayments and payments of borrowed money, together with leasing rentals
Capital Receipts	Income from the sale of fixed assets. Capital receipts cannot be used to fund revenue services.
Collection Fund	The separate fund, administered by billing authorities, recording the expenditure and income relating to Council Tax and Non Domestic Rates
Community Assets	Fixed Assets that the Council intends to hold in perpetuity which have no determinable finite useful life and, in addition, may have restrictions on their

GLOSSARY OF TERMS

	disposal. Ie Parks
Componentisation	The identification and recording of the components of an asset in order to more accurately charge depreciation - includes the separate identification and derecognition of components as they are replaced.
Contingency	Money set aside in the budget to meet the cost of unforeseen items of expenditure, or shortfalls in income, and to provide for inflation where this is not included in individual budgets
Contingent Liabilities or Assets	Amounts potentially due to or from individuals or organisations which may arise in the future but which at this time cannot be determined accurately, and for which provision has not been made in the Council's accounts
Council Tax	The main source of local taxation to Local Authorities. Council Tax is levied on households within its area by the Billing Authority and the proceeds are paid into its Collection Fund for distribution to precepting Authorities and for use by its own General Fund
Council Tax Requirement	The estimated revenue expenditure on General Fund services that needs to be financed from Council Tax after deducting income from fees and charges, grants and any funding from reserves
Creditors	Amounts owed by the Council for goods and services received, but not paid for at the end of the financial year
Debtors	Amounts owed to the Council for work or services rendered but not paid for by the end of the financial year.
Deferred Liabilities	Liabilities payable beyond the next year at some point in the future or paid off by an annual sum over a period of time
Deferred Capital Receipts	Amounts from the sale of assets, which will be received in the future or in instalments over agreed periods of time
Depreciation	The measure of the wearing out, consumption, or other reduction in the useful economic life of a fixed asset
Derecognition	Assets are removed from the Balance Sheet in total or in part when disposed of - whether by sale, demolition, abandonment, obsolescence, replacement etc Financial assets and liabilities will need to be removed from the Balance Sheet once performance under the contract is complete or the contract is terminated.
Discounts	Discounts represent the outstanding discount received on the premature repayment of Public Works Loan Board loans. In line with the Code, gains arising from the repurchase or early settlement of borrowing are written back to revenue – but where the repurchase or borrowing was coupled with a refinancing or restructuring of borrowing with substantially the same overall economic effect when viewed as a whole, gains are recognised over the life of the replacement loan.
Expenditure	Amounts paid by the authority for goods received or services rendered of either a capital or revenue nature. This does not necessarily involve a cash payment since expenditure is deemed to have been incurred once the goods or services have been received even if they have not been paid for
Exceptional Items	Material items deriving from events or transactions that fall within the ordinary activities of the Authority, but which need to be separately disclosed by virtue of their size and/ or incidence to give a fair presentation of the accounts.
Fair Value	Fair value is the price at which an asset could be exchanged in an arm's length transaction between knowledgeable willing parties
Finance Lease	A finance lease is a lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee
Financial Instruments	Any item that will cause the Council to receive or pay money. Generally considered to be treasury management related but also include certain debtors and creditors but not with a statutory basis
Fixed Assets	Tangible or intangible assets that yield benefit to the Council for more than one year. Generally, further classified into Property, Plant and Equipment; Heritage Assets; Investment Property and Intangible Assets. Also known as Long Term or Non- Current Assets
Financial	The written code of procedures approved by the Council, intended to provide a

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Regulations	framework for proper financial management. Financial regulations usually set out rules on accounting, audit, administrative and budgeting procedures
General Fund	The main revenue fund of the Council, it includes income and expenditure on the Council's day to day activities – excluding those of the Housing Revenue Account
Group Accounts	Group Accounts consolidate the financial results of the Council, any of its subsidiaries and/or associates. The Council is not required to produce these due to materiality.
Heritage Assets	Assets with historical, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture
Housing Benefit	This is an allowance to persons on low income (or none) to meet, in whole or part, their rent. Benefit is allowed or paid by Local Authorities but Central Government refunds part of the cost of the benefits and of the running costs of the services to Local Authorities. Benefits paid to the Authority's own tenants are known as rent rebate and that paid to private tenants as rent allowances.
Housing Revenue Account (HRA)	Local Authorities are required to maintain a separate account - the HRA which sets out the income from and expenditure on the provision of council housing.
Impairment	A reduction in the value of a non-current asset below its carrying amount in the balance sheet. At the end of each reporting period, an assessment of assets must take place to identify any potential impairments
Infrastructure Assets	Fixed Assets which generally cannot be sold and from which benefit can be obtained only by continued use of the asset created. Ie footpaths, bridges, coast protection works
International Financial Reporting Standards (IFRS)	Defined Accounting Standards that must be applied by all reporting entities to all financial statements in order to provide a true and fair view of the entity's financial position, and a standardised method of comparison with financial statements of the other entities.
Income	Amounts due to the Authority for goods supplied or services rendered of either a capital or revenue nature. This does not necessarily involve cash being received since income is deemed to have been earned once the goods or services have been supplied even if cash has not been received
Intangible Assets	Assets that do have a physical form ie software and licences
Investment Properties	Properties that are held solely for appreciation or income generation
Leases - General	Where a rental is paid for the use of an asset for a specified period of time. There are two forms of lease – finance and operating. The lessor leases the asset to the lessee. The Council is both lessee and lessor
Leases - Finance Lease	A lease or lease type arrangement whereby the risks and rewards of ownership are considered to be borne by the lessee and therefore the asset concerned is included on the lessee's balance sheet
Lease - Operating Lease	Any lease or lease type arrangement which is not a finance lease. The assets concerned remain on the lessors balance sheet and the payments or income are dealt with as revenue income or expenditure
Liabilities	Amounts due to individuals or organisations payable at some time in the future. Current liabilities are usually payable within one year of the balance sheet date
Major Repairs Allowance (MRA)	The MRA was a government grant for capital expenditure to maintain the housing stock to a good standard. After a transition period that ended in 2016/17, it was dropped in favour of fully componentised depreciation accounting
Major Repairs Reserve (MRR)	This reserve is restricted to being applied towards new capital expenditure, the repayment of HRA debt and meeting liabilities under credit arrangements
Minimum Revenue Provision	The minimum amount that the council must charge to the revenue account in the year in respect of the repayment of principal of borrowing for capital purposes

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(MRP)	
National Non Domestic Rates (NNDR) (also known as Business Rates)	Effective from 1 April 2013, the Business Rates Retention enables a proportion of the Business Rates collected to be retained locally by billing and precepting authorities with the balance being paid over to central government. There is therefore the potential reward of additional income or indeed reduced income, subject to the safety net. The scheme is subject to centrally set targets and thresholds as well as a complex system of tariffs, top-ups, safety nets and levies.
Net Book Value (NBV).	The amount at which fixed assets are included in the balance sheet, i.e. their historical cost or current value less the cumulative amounts provided for depreciation
Operational Boundary	This reflects the maximum anticipated level of external debt consistent with budgets and forecast cash flows.
Pension - Current Service Cost	The increase in the present value of the pension scheme liabilities expected to arise from employee service in the current period. ie the pension benefits "earned" by employees in the current year's employment net of contributions paid
Pension - Past service costs	The increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier years
Pension - Interest on the Net Defined Benefit Liability (Asset),	The change during the period in the net defined benefit liability (asset) that arises from the passage of time - calculated by applying the discount rate used to measure the defined benefit obligation at the beginning of the period to the net defined benefit liability (asset) at the beginning of the period – taking into account any changes in the net defined benefit liability (asset) during the period as a result of contribution and benefit payments.
Pension - Actuarial gains and losses	Changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions
Pension - Past Service Cost	Discretionary benefits awarded on early retirement are treated as past service costs
Pension – Strain on Pension Fund Contribution	Pension strain is a concept for the management of the pension fund finances arising from an employee retiring early, without actuarial reduction of pension. This causes lost contribution income and creates an interest cost arising from the associated earlier, increased cash flow
Pension - Curtailment	Curtailments show the cost of the early payment of pension benefits if any employee has been made redundant in the previous financial year
Precepts	The method by which a non-charging authority obtains the income it requires by making a levy on the appropriate charging or billing authorities. Billing authorities, such as Gosport, will themselves precept on the Collection Fund to obtain their own income.
Prior Period Adjustments	These are material adjustments which are applicable to an earlier period arising from changes in accounting policies or for the correction of fundamental errors
Provision	An amount held in a reserve for a liability of uncertain timing or amount
Public Works Loan Board (PWLB)	An arm of Central Government which is the major provider of loans to finance long term funding requirements for Local Authorities
Related Parties	Related parties are Central Government, other Local Authorities, precepting and levying bodies, any subsidiary and associated companies, elected members, all senior officers and the Pension Fund. For individuals, related parties includes members of the close family, or the same household; and partnerships, companies, trusts or other entities in which the individual, or member of their close family or the same household, has a controlling interest.
Revaluation Reserve	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).

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Revenue Contribution	The method of financing capital expenditure directly from revenue
Revenue Expenditure	Expenditure incurred on the day to day running of the Council. This includes employee costs, general running expenses and capital financing costs
Revenue Support Grant	A central government grant paid each year as a general contribution towards the cost of the Council's services
Service Reporting Code of Practice (SeRCOP)	Prepared and published by CIPFA , the Service Reporting Code of Practice (SeRCOP) replaced the previous Best Value Accounting Code of Practice (BVACOP). It is reviewed annually to ensure that it develops in line with the needs of modern Local Government, Transparency, Best Value and public services reform. SeRCOP establishes proper practices with regard to consistent financial reporting for services and in England and Wales, it is given legislative backing by regulations which identify the accounting practices it propounds as proper practices under the Local Government Act 2003.
The Code	The CIPFA Code of Practice which is based on and compliant with International Financial Reporting Standards (IFRS) and which governs the preparation of the Council's financial statements
Treasury Management	This is the process by which the Council controls its cash flow and its borrowing and lending activities
Treasury Management Strategy (TMS)	A strategy prepared with regard to legislative and CIPFA requirements setting out the framework for treasury management activity for the Council
Usable Reserves	Reserves that the council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations (for example the Capital Receipts Reserve can only be used fund capital expenditure)
Unsupported (Prudential) Borrowing	This is borrowing for which no financial support is provided by Central Government. The borrowing costs are met from current revenue budgets
Unusable Reserves	Reserves that are not used to provide services - but that represent <ul style="list-style-type: none"> ▪ unrealised gains and losses (ie where amounts would only become available to provide services if the assets are sold) and ▪ timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations' (ie depreciation)