APPENDIX A

Statement of Accounting Policies

1. General Principles and Concepts

The Statement of Accounts summarises the County Council's transactions for the financial year 2011/12 and the position at the year-end 31 March 2012. The Statement of Accounts has been prepared in accordance with the Accounts and Audit Regulations 2011. These regulations require the accounts to be prepared in accordance with proper accounting practice. These practices are set out in the Code of Practice on Local Authority Accounting in the United Kingdom 2011/12 and Service Reporting Code of Practice 2010/11, supported by International Financial Reporting Standards and statutory guidance.

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

2. Changes in Accounting Policies

Changes in accounting policy may arise through changes to the Code or changes instigated by the Council. For changes brought in through the Code, the Council will disclose the information required by the Code. For other changes we will disclose: the nature of the change; the reasons why; report the changes to the current period and each prior period presented and the amount of the adjustment relating to periods before those presented. If retrospective application is impracticable for a particular prior period, we will disclose the circumstances that led to the existence of that condition and a description of how and from when the change in accounting policy has been applied.

3. Prior period adjustments – estimates and errors

The Code requires prior period adjustments to be made when material omissions or misstatements are identified (by amending opening balances and comparative amounts for the prior period). Such errors include the effects of mathematical mistakes, mistakes in applying accounting policies, oversights or misinterpretations of facts, and fraud.

The following disclosures will be made:

- the nature of the prior period error;
- for each prior period presented, to the extent practicable, the amount of the correction for each financial statement line item affected, and
- the amount of the correction at the beginning of the earliest prior period presented.

Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change. They do not give rise to a prior period adjustment.

4. Non-Current Assets – Property, Plant and Equipment

Property, plant and equipment are assets that have a 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
- expected to be used during more than one period.

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Deleted: The Statement of Accounts summarises the County Council's transactions for the financial year 2010-11 and the position at the year-end 31 March 2011. These are the first set of accounts prepared under the Code, based on International Financial Reporting Standards. Comparative figures for the year ended 31 March 2010 have been restated to comply with the Code and the balance sheet as at 1 April 2009 have also been restated on this basis for the purposes of transition.¶
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Deleted: The accounting policies set out below have been applied consistently to all periods presented within these financial statements.¶
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Classification

Property, plant and equipment is classified under the following headings in the Council's balance sheet:

Operational Assets:

- Land and Buildings;
- Vehicles, Plant, Furniture and Equipment;
- Infrastructure; and
- Community Assets.

Non-Operational Assets:

- Surplus Assets; and
- Assets Under Construction.

a) Initial Recognition

The cost of an item of property, plant and equipment shall be recognised as an asset if, and only if:

- it is probable that future economic benefits associated with the item will flow to the entity; and
- the cost of the item can be measured reliably.

These costs include expenditure incurred to acquire or construct an item of property, plant and equipment, costs associated with bringing an asset into use and costs incurred subsequently to add to, replace part of, or service it as long as the above criteria are met. All costs associated with a capital scheme will be settled on the asset created or enhanced. Initial recognition of property, plant and equipment shall be at cost.

Further details relating to capital expenditure are set out in the Council's Capitalisation Policy.

De minimis level. The Council has set a de minimis level of £10k for recognising property, plant and equipment. This means that any item/scheme costing more than £10k must be treated as capital if the above criteria are met. This relates to initial recognition and subsequent expenditure on assets.

De-recognition associated with asset enhancements

When capital expenditure occurs on an existing asset the element of the asset being replaced must be derecognised. Where the original value of the asset being replaced is not known the value of the replacement will be used as a proxy, and indexed back to an original cost, with reference to the assets remaining life. De-recognition costs will be charged to Other Operating Expenditure in the CI&ES (gain or loss on the disposal of non-current assets).

b) Measurement after Recognition – Valuation Approach

The County Council value property, plant and equipment using the basis recommended by CIPFA in the Code of Practice and in accordance with the Statements of Asset Valuation Principles and Guidance Notes issued by The Royal Institution of Chartered Surveyors (RICS).

The code requires the following valuation approaches to be adopted:

Operational Assets

- Land and property assets shall be measured at fair value, this is determined as the amount that would be paid for the asset in its existing use (EUV). For assets where there is no market-based evidence of fair value because of the specialist nature of the asset and the asset is rarely sold, Depreciated Replacement Cost (DRC) approach will be used (such specialised assets include schools).

- Non-property assets (including: vehicles, plant and equipment) shall be measured at fair value. These are determined to have short asset lives and historic cost is used as a proxy for fair value.

- Infrastructure assets (such as roads and bridges) and community assets are measured at historic cost. NB: where historic cost information is not known for community assets these have been included within the balance sheet at a nominal value.

Non-Operational Assets

- Surplus assets (are assets which the Council no longer operates/are no longer used for service delivery, but are not investment properties or meet the definition held for sale) these are valued, measured and depreciated in line with the operational asset class; and

- Assets under Construction are held at cost. When these assets are operationally complete they are reclassified into the appropriate asset class and valued under the adopted approach.

Valuation Programme

Assets are included within the balance sheet at fair value. The Council's land and property portfolio is revalued on a five year rolling programme. On an annual basis at year-end all assets values are reviewed to ensure they are not carried at amounts materially different to fair value.

Component Accounting for Property, Plant and Equipment

Assets included within property, plant and equipment are broken down into significant component parts (defined in terms of total asset value and differing expected useful life).

The Council has identified the following significant components within the property portfolio:

- DRC assets (including fire stations, schools, and libraries and museums where the building is of a specialised nature): land, structures, services, roof and externals;

- Office Accommodation / Admin Buildings: land; structures, services, roof and externals;

- Other market value and existing use value assets (including economic regeneration units): land and buildings.

c) Revaluation Gains and Losses

Movements in asset value arising from revaluation are reflected in the value of these assets held on the balance sheet.

Deleted: excluding fire stations

Deleted: buildings (on a block by block basis), mobiles and hard standing

Deleted: DRC Fire Stations and

Recognising a Revaluation Gain or Loss

If a revaluation increases an asset's carrying amount then this increase will be credited directly to the revaluation reserve to recognise the unrealised gain. In exceptional circumstances gains might reverse a previous impairment or revaluation decrease charged to the Surplus or Deficit on provision of service.

If a revaluation decreases an asset's carrying amount, the decrease shall be charged initially against any surplus balance in the revaluation reserve in respect of the individual asset. Any additional decrease is recognised in the relevant service revenue account.

The revaluation reserve only contains revaluation gains recognised since April 2007, the date of its formal implementation. Any movements on revaluation arising before this date have been consolidated into the Capital Adjustment Account (CAA).

d) Depreciation

Depreciation is charged on all assets with a finite life and is the systematic allocation of its worth over its useful life. This charge is made in line with the following policy:

- Operational buildings are depreciated over their useful life. For buildings which are held at existing use value a useful life of 40 years has been assumed. Asset lives for buildings held on a depreciated replacement cost basis are reviewed as part of the rolling programme of revaluations. Depreciation is charged on a straight line basis;

- Infrastructure assets, primarily roads, are depreciated over their estimated useful lives, varying from 1-3 years (for capital pothole filling) to 120 years (for bridge structures), on a straight line basis;

- Furniture and non specialist equipment is depreciated over a period of 5 years, on a straight line basis;

- Vehicles, plant and specialist equipment (including computing equipment) are depreciated over their estimated useful lives, varying between 3 and 15 years. For vehicles purchased after 1 April 2004, the reducing balance method of depreciation is used; and

- Surplus assets are depreciated in line with the operational asset class.

Deleted: ; and

No depreciation is charged on: investment properties; land; assets under construction; and assets held for sale.

Depreciation of an asset begins when the asset becomes available for use and ceases when the asset has been derecognised.

e) Disposal of Property, Plant and Equipment

An item of property, plant and equipment shall be derecognised on disposal; or when no future economic benefits are expected from its use or disposal.

The gain or loss arising from disposals is shown in the Comprehensive Income and Expenditure Statement (CI&ES), on the Other Operating Expenditure line. Receipts from disposals are credited to the same line in the CI&ES, netted off against the carrying value of the asset at the time of disposal. Any revaluation gains in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts in excess of £10k are categorised as capital receipts and can then only be used for new capital investment or to repay the principal of any amounts borrowed. It is Council policy to fully utilise these receipts to fund the capital programme in the year they are received. These receipts are transferred from the General Fund balance via the Movement in Reserves to be utilised to fund the capital programme.

Sale proceeds below £10k are below the de-minimis and are credited to the CI&ES.

f) Impairment of non-Current Assets

If an asset's carrying amount is more than its recoverable amount, the asset is described as impaired. Circumstances that indicate impairment may have occurred include:

- a significant decline in an asset's market value during the period;
- evidence of obsolescence or physical damage of an asset;
- a commitment by the authority to undertake a significant reorganisation; or
- a significant change in the statutory environment in which the authority operates.

Recognising an Impairment

Impairment losses are initially recognised against the revaluation reserve for that asset, up to the balance available, any remaining loss is charged in the Surplus or Deficit on provision of services. This is then reversed through the movement in reserves statement and charged to the CAA.

5. Intangible Assets

Intangible assets are defined as an identifiable non-financial (monetary) assets without physical substance, but are controllable by the Council, and expected to provide future economic or service benefits. For the County Council the most common classes of intangible assets are computer software and software licences.

a) Recognition and Measurement Recognition of assets that qualify as an intangible asset shall be measured and carried at cost, as a proxy for fair value, as these are short life assets.

De minimis level. The Council has a set a de minimis level of £10k for recognising property, plant and equipment. This means that any item/scheme costing more than £10k would be treated as capital if the above criteria are met.

b) Subsequent Expenditure Costs associated with maintaining intangible assets are recognised as an expense when incurred in the CI&ES.

c) Amortisation. The carrying value of intangible assets with a finite life is amortised on a straight line basis over its useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. Amortisation is charged to the relevant service area in the CI&ES. The useful lives for intangible assets are between 2 and 7 years. Useful asset lives are determined by the ICT budget holder and reviewed and updated annually.

d) Impairment. On an annual basis the ICT budget holder is asked to consider if any indicators of impairment exist for intangible assets held by the Council.

6. Investment Properties

An investment property is defined as a property that is solely held to earn rental income or for capital appreciation or both.

a) Initial Recognition As with Property, Plant and Equipment, initial recognition is at the costs associated with the purchase.

b) Measurement after Recognition Investment properties will be measured at fair value, that is the amount that would be paid for the asset in its highest and best use, (e.g. market value). The fair value of investment property held under a lease is the lease interest in the asset. Investment properties are subject to annual revaluations.

c) Revaluation Gains and Losses A gain or loss arising from a change in the fair value of investment property shall be recognised in the Financing and Investment Income and Expenditure line of the CI&ES. These are not permitted by statute to impact on the General Fund balance, therefore these gains or losses are reversed out of the General Fund balance in the Movement on Reserves and posted to the Capital Adjustment Account.

d) Depreciation is not charged on investment properties.

e) Disposal of Investment Properties Gains or losses arising from the disposal of an investment property shall be recognised in the Financing and Investment Income and Expenditure line of the CI&ES. As with revaluation gains or losses these do not form part of the General Fund balance and are transferred to fund the capital programme via the Movement in Reserves Statement.

7. Heritage Assets

Heritage Assets are defined as assets that are held by the County Council principally for their contribution to knowledge or culture. Heritage assets held by the County Council include:

- Historic Buildings including: Lincoln Castle and Temple Bruer;
- Historic Buildings – Four historic windmills in Lincolnshire; and
- Collections including: Fine Art Collection; The Tennyson Collection; Local Studies and Archive Collections; Lincolnshire Regiment, Militaria and Arms and Armour Collections; and Agriculture Collections.

Heritage assets are recognised and measured (including the treatment of revaluations gains and losses) in accordance with the Council's accounting policy on non current assets - property, plant and equipment (accounting policy 4, above). However, some of the measurement rules are relaxed in relation to heritage assets. Details of this are set out below:

a. Initial Recognition

- Collections: The collections are relatively static, acquisitions and donations rare. Where they do occur acquisitions will be measured at cost and donations will be recognised at a valuation determined in-house.

b. Measurement after recognition:

- Historic Buildings – Windmills: will be valued at existing use value by the Council's Valuer. These valuations will be included on the Council's rolling programme and will be valued every 5 years.

- Historic Buildings – Lincoln Castle and Temple Bruer: will continue to be carried at historic cost as the Council does not consider that a reliable valuation can be obtained for these assets. This is because of the nature of the assets held and the lack of comparable market values. Consequently, the Council does not recognise these assets on the balance sheet.

- Collections: will be valued based on the insurance valuations held by the County Council. Insurance valuations will be reviewed and updated on an annual basis.

c. Impairment and disposals are accounted for in line with the Council's policy on non current assets – property, plant and equipment (accounting policy 4: e Disposal of property, plant and equipment and f. Impairment of non-current assets).

d. Depreciation is not charged on heritage assets.

8. Non-Current Assets Held for Sale

Deleted: 7

These are assets held by the Council which are planned to be disposed of. They meet the following criteria:

- The asset must be available for immediate sale in its present condition subject to terms that are usual and customary for sales of such assets;

- The sale must be highly probable (with management commitment to sell and active marketing of the asset initiated);

- It must be actively marketed for a sale at a price that is reasonable in relation to its current fair value; and

- The sale should be expected to qualify for recognition as a completed sale within one year.

a) Measurement Non-Current Assets Held for Sale will be measured at the lower of carrying value and fair value less costs to sell (fair value here is the amount that would be paid for the asset in its highest and best use, e.g. market value).

b) Depreciation is not charged on non-current assets held for sale.

c) Disposal Receipts from disposals are recognised in the Surplus or Deficit on provision of services.

Amounts in excess of £10k are categorised as capital receipts and can then only be used for new capital investment or to repay the principal of any amounts borrowed. It is County Council policy to fully utilise these receipts to fund the capital programme in the year they are received.

9. Donated Assets

Deleted: 8

Donated assets are non-current assets which are given to the Council at no cost or at below market value. These assets are initially recognised in the balance sheet at this value, then measured at fair value. The difference between the fair value and any consideration paid is credited to the Taxation and Non-Specific grant Income line of the CI&ES. After initial recognition donated assets are treated like all other non-current assets held by the Council and are subject to revaluation as part of the Council's rolling programme.

<u>a) Where there are conditions associated with the asset which remain outstanding.</u> The asset will be recognised in the balance sheet with a corresponding liability in the Donated Assets Accounts.

<u>b) Where there are no conditions or the conditions have been met.</u> The donated asset will be recognised in the CI&ES. Then transferred to the CAA through the Movement in Reserves Statement.

10. Charges to Revenue for the use of Non-Current Assets

Deleted: 9

Service accounts and central support services are charged with a capital charge for all non-current assets used in the provision of services to record the real cost of holding non-current assets during the year. The total charge covers:

- the annual provision for depreciation, attributed to the assets used by services;
- revaluation and impairment losses on assets used by services where there are no accumulated gains in the revaluation reserve against which the losses can be written off; and
- amortisation of intangible assets attributable to services.

The Council is not required to raise council tax to cover depreciation, impairment losses or amortisation. However, it is required to make a prudent annual provision from revenue to contribute towards the reduction in its overall borrowing requirement. Depreciation, impairment losses and amortisation are therefore replaced by revenue provision in the Movement on Reserves Statement, by way of an adjusting transaction with the CAA for the difference between the two.

11. Minimum Revenue Provision

Deleted: 0

The Council makes provision for the repayment of debt in accordance with the Local Authorities (Capital Finance and Accounting) (England) (Amendment) Regulations 2008. This requires the Council to set a Minimum Revenue Provision (MRP) which it considers to be prudent. The approach adopted by the Council is to use the average life method (the average life of all the Council's assets) in calculating the MRP to be charged to revenue each year. MRP will be made in equal instalments over the estimated life of the assets acquired through borrowing.

12. Revenue Expenditure Financed through Capital under Statute

Deleted: 1

Expenditure incurred during the year that may be capitalised under statutory provisions but does not result in the creation of a non-current asset in the balance sheet has been charged as expenditure to the relevant service revenue account in the year.

Statutory provision reverses these charges from the Surplus or Deficit on provision of services by debiting the CAA and crediting the General Fund Balance via the Movement in Reserves Statement.

13. Service Concession Agreements (including Private Finance Initiative (PFI) and similar contracts)

Deleted: 2

Service Concession Agreements are agreements to receive services, where the responsibility for making available the property, plant and equipment needed to provide the services passes to the contractor. As the Council is deemed to control the services that are provided under such schemes and as ownership of the assets will pass to the Council at the end of the contract for no additional charge, the Council carries these assets used under the contracts on the balance sheet as part of property, plant and equipment.

The original recognition of these assets is balanced by the recognition of a liability for amounts due to the scheme operator to pay for the assets. Assets recognised on the Balance Sheet are revalued and depreciated in the same way as property, plant and equipment owned by the council.

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

- fair value of the services received during the year – debited to the relevant service in the CI&ES;
- finance cost – an interest charge of 7.20% on the outstanding Balance Sheet liability, debited to Financing and Investment Income and Expenditure in the CI&ES;
- contingent rent – increases in the amount to be paid for the property arising during the contract, debited to Financing and Investment Income and Expenditure in the CI&ES;
- payment towards liability – applied to write down the Balance Sheet liability towards the contractor; and
- lifecycle replacement costs – recognised as additions to property, plant and equipment on the Balance Sheet.

The County Council has one PFI scheme for the provision of seven separate schools across the county, which is classified as a Service Concession Arrangement.

14. Borrowing Costs

Deleted: 3

The Council has adopted the accounting policy of expensing borrowing costs of qualifying assets to the CI&ES (disclosed within Financing and Investment Income and Expenditure in the CI&ES) in the year in which they are incurred.

This is current practice based on the fact that borrowing undertaken is not attributed to individual schemes making capitalisation of costs complex with marginal benefit.

15. Classification of Leases

Deleted: 4

Leases are classified as a finance lease or an operating lease depending on the extent to which risks and rewards of ownership of a leased property, plant and equipment lie with the lessor (landlord) or the lessee (tenant).

IAS 17 'Leases' includes indicators for the classification of leases as a finance lease. Within these indicators the Council has set the following criteria: the 'major part' of the asset life is determined to be 75%; and 'substantially all' of the value is determined to be 75%.

Finance Lease
A lease is classified as a finance lease when the lease arrangement transfers substantially all the risks and rewards incidental to ownership of an asset to the lessee.

Operating Lease
All other leases are determined to be operating leases.

Where a lease covers both land and buildings, these elements are considered separately.

This policy on accounting for leased assets also includes contractual arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment.

a) Finance Leases

i) Lessee – Vehicles, Plant & Equipment will be recognised on the balance sheet at cost, and depreciated on a straight line basis over the term of the lease (in line with the Council's capitalisation and depreciation policy for vehicles, plant and equipment).

ii) Lessee – Property will be recognised on the balance sheet at an amount equal to the fair value of the property, or if lower, the present value of the minimum lease payments, determined at the inception of the lease.

The asset recognised is matched by a liability representing the obligation to pay the lessor. This is reduced as lease payments are made. Minimum lease payments are to be apportioned between the finance charge (debited to the Financing and Investment Income and Expenditure line in the CI&ES) and the reduction of the deferred liability in the balance sheet.

Statutory provision reverses the finance charge, depreciation and any impairment or revaluation from the CI&ES to the CAA through the movement in reserves statement. Instead a prudent annual contribution is made from revenue funds towards the deemed capital investment in accordance with statutory requirements.

iii) Lessor – Property

When a finance lease is granted on a property the relevant assets are written out of the balance sheet to gain or loss on disposal of assets in the Other Operating Expenditure line of the CI&ES. A gain is also recognised on the same line in the CI&ES to represent the Councils net investment in the lease. This is matched by a lease asset set up in long term debtors in the balance sheet. The lease payments are apportioned between repayment of principal (written down against the lease debtor and finance income (credited to the Finance and Investment Income and Expenditure line in the CI&ES).

Initial direct costs are included in the initial measurement of the debtor and recognised as an expense over the lease term on the same basis as the income.

Rental income from finance leases entered into after 1 April 2010 will be treated as a capital receipt and removed from the general fund balance to capital receipts via the movement in reserves statement.

The write off value of disposals is not a charge against council tax, as the cost of non-current assets is fully provided for under separate arrangements for capital financing. Amounts are therefore appropriated to the CAA from the general fund balance via the movement in reserves statement.

b) Operating Leases

i) Lessee – Property, Vehicles, Plant & Equipment, will be treated as revenue expenditure in the service revenue accounts in the CI&ES on a straight line basis over the term of the lease.

ii) Lessor – Property, Vehicles, Plant & Equipment, shall be retained as an asset on the balance sheet. Rental income is recognised on a straight line, basis over the lease term, credited to the Other Operating Expenditure line in the CI&ES.

c) Investment Property Leases (Lessee)

In line with IAS 49 'Investment Properties' any lease which is assessed to be an investment property will be treated as if it was a finance lease. The fair value of the lease interest is used for the asset recognised. Separate measurement of land and buildings elements is not required when the leases are classified as an investment property.

16. Government Grants and Contributions (for the acquisition of non-current assets)

Deleted: 5

Government grants and contributions may be received on account, by instalments or in arrears, however, they should be recognised in the CI&ES, as due to the Council when there is reasonable assurance that:

- The Council will comply with the conditions attached to the payments. Conditions are stipulations that specify how the future economic benefits or service potential embodied in the grant or contribution must be consumed, or the grant or contribution will have to be returned to the awarding body; and

- The grant or contribution will be received.

Grants and contributions received where the conditions have not yet been satisfied are carried in the balance sheet as creditors and not credited to the CI&ES until the conditions are met.

Capital Grants and Contributions (for the acquisition of non-current assets)

Capital grants and contributions are used for the acquisition of non-current assets. The treatment of these grants is as follows:

a) Capital grants where there are no conditions attached to the grant and the expenditure has been incurred. The income will be recognised immediately in CI&ES, in the taxation and non specific grant income line, under net cost of services.

Capital grant income is not a proper charge to the General Fund. It is accounted for through the Capital Financing Requirement (set out in statue) so it does not have an effect on council tax. To reflect this, the income is credited to the CAA through the Movement in Reserves Statement.

b) Capital grants where the conditions have not been met at the balance sheet date. At the balance sheet date the grant will be recognised as a Capital Grant Receipt in Advance in the liabilities section of the balance sheet. When the conditions have been met, the grant will be recognised as income in the CI&ES and the appropriate statutory accounting requirements for capital grants applied.

c) Capital grants where no conditions remain outstanding at the balance sheet date, but expenditure has not been incurred. The income will be recognised immediately in the taxation and non specific grant income line of the CI&ES. As the expenditure being financed from the grant has not been incurred at the balance sheet date the grant will be transferred to the Capital Grants Unapplied Account (within usable reserves section of the balance sheet), through the Movement on Reserves Statement. When the expenditure is incurred the grant shall be transferred from the Capital Grants Unapplied Account to the CAA to reflect the application of capital resources to finance expenditure.

Revenue Government Grants and Contributions

Government grants and other contributions are accounted for on an accruals basis and recognised in the CI&ES when the conditions for their receipt have been complied with and there is reasonable assurance that the grant or contribution will be received. Where the conditions have not been met these grants will be held as creditors on the balance sheet.

Specific revenue grants are included in the specific service expenditure accounts with the service expenditure to which they relate. Grants which cover general expenditure (e.g. Revenue Support Grant and Area Based Grant) are credited to the foot of the CI&ES after Net Cost of Services.

Community Infrastructure Levy (CIL)

Community Infrastructure Levy is charged on new builds (chargeable developments for the Council) with appropriate planning consent. The Council has no CIL in place in 2011/12.

17. Debtors

Deleted: 6

Debtors are recognised in the accounts when the ordered goods or services have been delivered or rendered by the Council in the financial year but the income has not yet been received. In particular:

- Revenue from the sale of goods is recognised when the Council transfers the significant risk and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council; and

- Revenue from the provision of services is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council.

Debtors are recognised and measured at fair value in the accounts. When considering the fair value of long term debtors the Council has set a £50k de minimis limit. Below this amount the carrying value of the long term debtor will be used as a proxy for fair value.

For estimated manual debtors or creditors a de-minimis level of £1k for individual revenue items and £5k for capital items is set.

18. Creditors

Deleted: 7

Creditors are recorded where goods or services have been supplied to the Council by 31 March but payment is not made until the following financial year.

Creditors are recognised and measured at fair value in the accounts. When considering the fair value of long term creditors the Council has set a £50k de minimis limit. Below this amount the carrying value of the long term creditors will be used as a proxy for fair value.

For estimated manual debtors or creditors a de-minimis level of £1k for individual revenue items and £5k for capital items is set.

19. Provision for Bad and Doubtful Debt

Deleted: 8

Where there is evidence that the Council may not be able to collect all amounts due to it a provision for impairment is established. The provision made is the difference between the current carrying value of the debt and the amount likely to be collected. At the end of the financial year, bad debt provisions will be made for debts that have been outstanding for more than twelve months. The Council's policy is:

- Adult Social Care debtors are grouped by type and provided for on this basis plus the age of the debt;
- Other aged debtors over 12 months old. Significant debtors are reviewed on a case by case basis, all remaining debtors are 100% provided for.

The provision for impairment is recognised as a charge to the relevant revenue service account in the CI&ES for the income that might not be collected.

20. Inventories

Deleted: 19

Inventory assets include and will be carried at the following values:

- Materials or supplies to be consumed or distributed in the rendering of services (e.g. highways salt). These are carried at the lower of cost (calculated as an average price) or current replacement cost (at the balance sheet date for an equivalent quantity); and

- Held for sale or distribution in the ordinary course of operations are carried at the lower of cost or net realisable value.

The Council has set a de-minimis level for recognising inventories of £100k. Inventory balances below this level are not recorded on the balance sheet.

21. Cash and Cash Equivalents

Deleted: 0

a) Cash:

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours.

b) Cash Equivalents:

Cash Equivalents are held for the purpose of meeting short term cash commitments rather than for investment or other purposes. The Council will classify these as follows:

- Instant Access Deposit Accounts or Overnight Bank Facilities set up for the purpose of meeting short term liquidity requirements and whose return (if any) does not make up the Average Yield Return on Investments are to be classed as Cash Equivalents.

- Overnight Fixed Deposits, Deposit Based Bank Accounts and Net Asset Value Money Market Funds held for investment purposes for the returns offered, which make up the Councils Average Yield Return on its Investments are to be classed as Short Term Investments.

c) Bank Overdrafts:

Bank Overdrafts are to be shown separately from Cash and Cash Equivalents where they are not an integral part of an authority's cash management. They are to be shown net of

Cash and Cash Equivalents where they are an integral part of an authority's cash management.

22. Provisions

Deleted: 1

The Council sets aside provisions for future expenses where: a past event has created a current obligation (legal or constructive) to transfer economic benefit; it is probable that an outflow of economic benefits or service potential will be required to settle the obligation; and a reliable estimate can be made of the amount of the obligation.

Provisions are charged to relevant revenue service account in the CI&ES in the year the Council becomes aware of the obligation. When the obligation is settled the costs are charged to the provision set up in the balance sheet. When payments are eventually made they are charged against the provision carried in the balance sheet.

The Council has set a de-minimis level for recognising provisions of £100k.

Provisions contained within the balance sheet are split between current liabilities (those which are estimated to be settled within the next 12 months) and non-current liabilities (those which are estimated to be settled in a period greater than 12 months).

Provisions are recognised and measured at fair value in the accounts. When considering the fair value of long term provisions the Council has set a £50k de minimis limit. Below this amount the carrying value of the long term provisions will be used as a proxy for fair value.

23. Contingent Liabilities

Deleted: 2

A contingent liability is where there is a possible obligation to transfer economic benefit from a past event, but the possible obligation will only be confirmed by the occurrence or non-occurrence of one or more events in the future. These events may not wholly be within the control of the Council. The Council discloses these obligations in the narrative notes to the accounts.

These amounts are not recorded in the Council's accounts because:

- it is not probable that an outflow of economic benefits or service potential will be required to settle the obligation, or
- the amount of the obligation cannot be measured with sufficient reliability at the year end.

The Council has set a de-minimis level for recognising Contingent Liabilities of £100k.

24. Contingent Assets

Deleted: 3

A contingent asset is where there is a possible transfer economic benefit to the Council from a past event. But the possible transfer will only be confirmed by the occurrence or non-occurrence of one or more events in the future. These events may not wholly be within the control of the Council. The Council discloses these rights in the narrative notes to the accounts.

The Council has set a de-minimis level for recognising Contingent Assets of £100k.

25. Events after the Reporting Date

Deleted: 4

These are events that occur between the end of the reporting period and the date when the financial statements are authorised for issue. The Council will report these in the following way if it is determined that the event has had a material effect on the Council's financial position.

- Events which provide evidence of conditions that existed at the end of the reporting period will be adjusted and included within the figures in the accounts; and

- Events that are indicative of conditions that arose after the reporting will be reported in the narrative notes to the accounts.

Events which take place after the authorised for issue date are not reflected in the Statement of Accounts.

26. Recognition of Revenue (Income and Expenditure)

Deleted: 5

Revenue shall be measured at the fair value of the consideration received or receivable.

Revenue is recognised only when it is probable that the economic benefits or service potential associated with the transaction will flow to the County Council. With the exception of non-exchange transactions (such as Council Tax and general rate) where it is assumed there is no difference between the delivery and payment date.

27. Exceptional Items

Deleted: 6

Exceptional items are material amounts of income or expenditure which occur infrequently in the course of the County Council's normal business and are not expected to arise at regular intervals. These items will be disclosed separately on the face of the Comprehensive Income and Expenditure Statement and details relating to these amounts will be disclosed in a note to the accounts.

28. Costs of Support Services

Deleted: 7

The costs of overheads and support services are charged to services in accordance with the costing principles of the CIPFA Service Reporting Code of Practice 2011/12 (SeRCOP). The costs are recharged to services on the following basis:

Deleted: Best Value Accounting
Deleted: 0
Deleted: BVA
Deleted: O

Costs	Basis of apportionment
Accommodation	area occupied
Accountancy services	estimated time
Business support	estimated time
Central support team	estimated time
Communications	gross expenditure and sales
Creditor payments	number of payments
Customer service centre	number and length of calls
Debtor services and Income Collection	number of debtor accounts and number of cash receipts
IT services	number of PCs
Payroll services	number of employees
Personnel services	number of employees
Property Rationalisation Programme and New Ways of Working	gross expenditure and sales

Deleted: Programme Centre

Property services Adult Social Care (Assessments Team and associated Swift IT)	number of properties number of Adult Social Care clients

The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- Corporate and Democratic Core – costs relating to the council's status as a multi-functional, democratic organisation.
- Non Distributed Costs – the cost of discretionary benefits awarded to employees retiring early and any depreciation and impairment losses chargeable on non-operational properties.

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

Deleted: BVACOP

29. Acquired and Discontinued Operations

Deleted: 8

Where the Council takes on new activities or ceases providing services the costs relating to these activities will identified in the CI&ES, on the surplus or deficit on discontinued operations line. These items will not form part of the net cost of services in the CI&ES in the year they occur.

30. Value Added Tax (VAT)

Deleted: 29

The Council's CI&ES excludes VAT. All VAT must be passed on (where output tax exceeds input tax) or repaid (where input tax exceeds output tax) to HM Revenue and Customs.

The net amount due to or from HM Revenue and Customs for VAT at the year end shall be included as part of creditors or debtors balance.

31. Council Tax Income

Deleted: 0

The collection of council tax is in substance an agency arrangement with the seven Lincolnshire district council's (billing authorities) collecting council tax on behalf of the County Council.

The council tax income is included in the CI&ES on an accruals basis and includes the precept for the year plus Lincolnshire County Council's share of Collection Fund surpluses and deficits from the billing authorities.

The difference between the income reported in the CI&ES and the amount required by regulation to be credited to the General Fund shall be taken to the Collection Fund Adjustment Account through the Movement in Reserves Statement.

The year end balance sheet includes Lincolnshire County Council's share of debtors (arrears and collection fund surpluses) and creditors (prepayments, overpayments and collection fund deficits).

32. 'Cap and Trade' Schemes

Deleted: 1

Deleted: (including Landfill Allowance Trading Scheme – LATS)

Landfill Allowance Trading Scheme – LATS

LATS is the only 'cap and trade' scheme that currently affects Lincolnshire County Council. The LATS scheme is recorded in our accounts as:

- an asset for allowances held;
- LATS grant income (treated as a revenue government grant); and
- a liability for actual biodegradable municipal waste landfill usage.

Allowances, whether allocated by DEFRA or purchased from another Waste Disposal Authority, shall be recognised as current assets. They shall be measured initially at their fair value. Landfill allowances allocated by DEFRA are accounted for as a government grant.

After initial measurement, authorities shall re-measure the value of landfill allowances as the lower of cost or net realisable value.

As landfill is used, a liability shall be recognised for actual landfill usage. The liability is discharged by using allowances to meet the liability or paying a cash penalty to DEFRA. The liability is measured at the best estimate of the expenditure required to meet the obligation at the reporting date (this will be the present market price of LATS at the balance sheet date).

Carbon Reduction Commitment Scheme – CRC

The County Council is required to participate in the CRC Energy Efficiency Scheme. This scheme is currently in its introductory phase which will last until 31 March 2014. The County Council is required to purchase and surrender allowances, currently retrospectively, on the basis of emissions i.e. carbon dioxide produced as energy is used. As carbon dioxide is emitted (i.e. as energy is used), a liability and an expense are recognised. The liability will be discharged by surrendering allowances.

The liability is measured at the best estimate of the expenditure required to meet the obligation, normally at the current market price of the number of allowances required to meet the liability at the reporting date. The cost to the authority is recognised and reported in the costs of the authority's services and is apportioned to services on the basis of energy consumption.

Deleted: The Carbon Reduction Commitment (CRC) scheme will apply from 1 April 2010, however, the first compliance year of the scheme (2010-11) will be a reporting-only year. No accounting entries will be required for the CRC scheme in 2010-11.¶

33. Reserves

Deleted: 2

a) Useable Reserves

The County Council's general revenue balances are held in the General Fund. The Council also maintains a number of specific 'earmarked' reserves for future expenditure on either policy purposes or to cover contingencies. When expenditure is financed from an earmarked reserve, it is charged to the relevant revenue service account in the CI&ES. The reserve is then appropriated back to the general fund balance via the movement in reserves statement, so that there is no net charge against council tax.

b) Unusable Reserves

Certain reserves are kept to maintain the accounting processes for non-current assets, financial instruments and retirement benefits. These accounts do not represent usable resources for the Council.

34. Employee Benefits – Benefits Payable during Employment

Deleted: 3

a) Short Term Benefits

These are amounts expected to be within 12 months of the balance sheet date. These include:

- Salaries, wages and expenses accrued up to the balance sheet date. These items are charged as an expense to the relevant service revenue account in the year the employees services are rendered; and

- Annual leave and flexi hours earned, but not yet taken at the balance sheet date. An accrual is made for items at the wage and salary rate payable. The accrual is charged to the relevant service revenue account, but then reversed out through the Movement in Reserves Statement to the Accumulated Absences Account so this does not have an impact on council tax.

Teacher Leave Accrual

The accrual for short term benefits for teachers is calculated using a standard methodology, reflecting the fact that teachers across the Council are subject to standard terms and conditions of employment. This methodology is based on the number of days of the Spring Term (both term-time and holiday) that fall within the financial year, and the leave entitlement of the teacher (which varies according to whether an individual has left the teaching profession at the end of the Spring term).

b) Long Term Benefits

These are amounts which are payable beyond 12 months. The Council does not have any material long term benefits to be declared within the financial statements.

35. Employee Benefits – Termination Benefits

Deleted: 4

Termination benefits arise from the Council's obligation to pay redundancy costs to employees. These costs will be recognised in the Council's financial statements when the obligation to pay these benefits arises. For example; when there is a formal plan for redundancies (including the location, function and approximate number of employees affected; the termination benefits offered, and the time of implementation).

These items will be accrued in the balance sheet at the year end and charged to the relevant service revenue account. If payments are likely to be payable in more than 12 months from the year end then these costs will be discounted at the rate determined by reference to market yields.

36. Employee Benefits – Post Employment Benefits (Pensions)

Deleted: 5

Lincolnshire County Council participates in three different pension schemes which provide scheme members with defined benefits related to pay and service. The schemes are as follows:

- **Teachers Pension Scheme:** This is a notionally funded scheme administered nationally by Capita Teachers' Pensions on behalf of the Department for Education (DFE). The pension contributions to be paid by the Council are determined by the

Government Actuary and reviewed periodically. The scheme is accounted for as if it were a defined contributions scheme. There is no liability for future payments of benefits recognised in the Balance Sheet. All employer's contributions payable to teachers' pensions in the year are treated as expenditure on the education service line in the revenue account.

- **Uniformed Fire-fighters Pension Scheme (FPS):** From 1 April 2006, the financial arrangements covering both the 1992 and 2006 Pension schemes changed. The schemes remain unfunded but a separate Pension Fund has been created to administer the Schemes. Both employee and employer contributions are paid into the new pension account, against which pension payments are made. The account is topped up by additional government funding if contributions are insufficient to meet the cost of the pension payments. Any surplus in the account at the end of each year will be repaid back to the Department for Communities and Local Government (DCLG). Contributions in respect of ill health retirements are still the responsibility of the Council.

- **Local Government Pension Scheme (LPGS):** Other employees are eligible to join the LGPS. The Council pays contributions to a funded pension scheme from which pension benefits are paid out.

The pension costs included in the Statement of Accounts in respect of both the LGPS and the FPS have been prepared in accordance with IAS 19 Employee Benefits. The pension costs in respect of both the LGPS and FPS have been estimated by the Pension Fund actuary adviser and have incorporated an actual valuation of the accrued pension liabilities attributable to the Council as the scheme employer.

The LGPS is accounted for as a defined benefits scheme:

- The liabilities of the Lincolnshire Pension Fund attributable to the County Council are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of projected earnings for current employees.

- Liabilities are discounted to their value at current prices, using a discount rate of 4.7% (based on the indicative rate of return on high quality corporate bonds, determined by the actuary to be a basket of AA-rated bonds with long terms to maturity – the iBoxx Sterling Corporates AA over 15 Years Index).

  Deleted: 5.5

- The assets of Lincolnshire Pension Fund attributable to the Authority are included in the Balance Sheet at their fair value:

  - quoted securities – current bid or last traded price
  - unquoted securities – professional estimates
  - unitised securities – current bid price

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

  - current service cost – the increase in liabilities as a result of years of service earned this year – allocated in the CI&ES to the services for which the employees worked;

  - past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus of Deficit on the Provision of Services in the CI&ES as part of Non Distributed Costs;

- interest cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid – debited to the Financing and Investment Income and Expenditure line in the CI&ES;

- credited to the Financing and Investment Income and Expenditure line in the CI&ES;

- gains or losses on settlements and curtailments – the result of actions to relieve the Authority of liabilities or events that reduce the expected future service or accrual of benefits of employees – debited or credited to the Surplus or Deficit on the Provision of Services in the CI&ES as part of Non Distributed Costs;

- actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debit to the Pensions Reserve; and

- contributions paid to the Lincolnshire Pension Fund – cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

The Council also pays any costs arising in relation to unfunded elements of pensions, paid to certain employees that have retired early and have been awarded discretionary compensation under the provisions of the Council's early retirement policy. These costs are charged to Non Distributed Costs in the CI&ES.

37. Accounting for Schools Assets

Deleted: 6

In Lincolnshire, local authority education is provided in: Foundation, Voluntary Aided, Voluntary Controlled and Community Schools.

Schools non-current assets will be accounted for by considering their substance and economic reality and not merely their legal form. The Code defines non-current assets as "a resource controlled by the Council as a result of a past event and from which future economic benefits or service potential are expected to flow".

Assets owned by the County Council, or where the future economic benefits are identified to sit with the County Council then the non-current assets will be recorded in the balance sheet. Where the non-current assets and long term liabilities for a school are vested in the individual governing bodies and it is assessed that the future economic benefits sit with the governing body of the school no property, plant and equipment is recorded in the Council's balance sheet.

The exception to this is for any finance leases for IT equipment taken out by the County Council on behalf of a school; these remain within the Council's balance sheet as the Council retains the liability.

38. Group Relationships

Deleted: 7

The Council assesses on an annual basis relationships with other bodies to identify the existence of any group relationships. A de-minimis level of £1million has been set for considering bodies to be included within group accounts.

The Council has not identified, and does not in aggregate have any material interests in subsidiaries, associated companies or joint ventures and therefore is not required to prepare group accounts.

39. Financial Instruments

Deleted: 8

a) Financial Liabilities

Financial liabilities are initially measured at fair value and carried at their amortised cost. Annual charges to the Financing & Investment Income and Expenditure line in the CI&ES 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. All the Councils borrowings are carried at amortised cost and the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest) and the interest charged to the CI&ES is the amount payable for the year according to the loan agreement.

No repurchase has taken place as part of a restructuring of the loan portfolio that included the modification or exchange of existing instruments. Therefore gains and losses on the repurchase or early settlement of borrowing are credited and debited to Financing and Investment Income and Expenditure line in the CI & ES in the year of repurchase/settlement and spread over future years under statutory regulation.

Where premiums and discounts have been charged to the CI&ES, regulations allow the impact on the General Fund Balance to be spread over future years. The Council has a policy of spreading the gain/loss over ten years or the term that was remaining on the loan if less than ten years. The reconciliation of premiums / discounts charged to the CI&ES to the net charge required against the General Fund is managed by a transfer to or from the Financial Instruments Adjustment Account through the Movement in Reserves Statement.

b) Financial Assets

Financial Assets are classified into two types:

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

i) Loans and Receivables

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

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

The Council has set a £50k de minimis limit to the value of soft loans or the discounting of interest rates. Below this amount the above accounting treatment for soft loans is not applied and the soft loans are shown in the accounts at their carrying value.

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

Any gains and losses that arise on the derecognition of the assets are credited/debited to the Financing & Investment Income and Expenditure line in the CI&ES.

ii) Available-for-sale Assets

Available-for-sale assets 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. Where the asset has fixed or determinable payments, annual credits to the Financing & Investment Income and Expenditure line in the CI&ES for interest receivable are based on the amortised cost of the asset multiplied by the effective rate of interest for the instrument. Where there are no fixed or determinable payments, income (e.g. dividends) is credited to the CI&ES when it becomes receivable by the Council.

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

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

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

The Council holds a small equity holding of 14,000 of shares at £1 par value, in a company called 'Investors for Lincoln Ltd'. These shares do not have a quoted market price in an active market and therefore their 'fair value cannot be measured reliably, consequently they are shown in the Balance Sheet at cost.

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

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

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

Any gains and losses that arise on the derecognition of the asset are credited or debited to the Financing & Investment Income and Expenditure line in the CI&ES, along with any accumulated gains or losses previously recognised in the Available-For-Sale Reserve.