



# Audit Committee

Tuesday, 21st September, 2021 at 5.30 pm  
 Conference Room, Parkside, Chart Way, Horsham

Councillors:	Stuart Ritchie (Chairman)
	John Blackall (Vice-Chairman)
	Martin Boffey
	Ruth Fletcher
	Gordon Lindsay
	Jack Saheid
	James Wright

You are summoned to the meeting to transact the following business

Glen Chipp  
Chief Executive

## Agenda

	Page No.
1. <b>Apologies for absence</b>	
2. <b>Minutes</b>	3 - 6
To approve as correct the minutes of the meeting held on 20 July 2021 <i>(Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to <a href="mailto:committeeservices@horsham.gov.uk">committeeservices@horsham.gov.uk</a> at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.)</i>	
3. <b>Declarations of Members' Interests</b>	
To receive any declarations of interest from Members of the Committee	
4. <b>Announcements</b>	
To receive any announcements from the Chairman of the Committee or the Chief Executive	
5. <b>Internal Audit - Quarterly Update Report</b>	7 - 20
To receive the report of the Horsham Chief Internal Auditor	
6. <b>Statement of Audited Accounts and Letter of Representation</b>	21 - 80
To receive the Letter of Representation from the Chief Financial Officer to the External Auditor and to receive and approve the Audited Statement of Accounts	

7.	<b>Audit Results Report</b>	81 - 122
	To receive the report of the External Auditors	
8.	<b>Risk Management - Quarterly Update</b>	123 - 136
	To receive an update on the Council's risk register from the Director of Corporate Resources	
9.	<b>Cyber Insurance Review and Cyber Security Awareness and Defences</b>	137 - 142
	To receive the report of the Director of Corporate Resources	
10.	<b>Urgent Business</b>	
	Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as urgent because of the special circumstances	

# Agenda Item 2

## Audit Committee 20 JULY 2021

Present: Councillors: Stuart Ritchie (Chairman), John Blackall (Vice-Chairman), Martin Boffey, Ruth Fletcher, Jack Saheid and James Wright

Apologies: Councillors: Gordon Lindsay

### AAG/4 **MINUTES**

It was noted that the names of ex-Audit Committee Members were present in the minutes of the meeting on 26 May 2021. Following an amendment to correct the Membership of the Committee in these minutes both the minutes of the meetings held on 14 April 2021 and 26 May 2021 were approved as accurate records and signed by the Chairman.

### AAG/5 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

### AAG/6 **ANNOUNCEMENTS**

The Chairman announced that the order of items on the agenda would be rearranged to take the Risk Based Verification item first.

### AAG/7 **RISK MANAGEMENT - QUARTERLY UPDATE**

The Director of Corporate Resources presented the Risk Management Quarterly Update to the Committee. The report included an update on the Corporate Risk Register for consideration and provided an update on progress with the quarterly departmental risk register reviews.

It was reported that there were five risks considered to be high:

CRR19 - Ongoing reduction in planning fees; reduced car parking income; increased homelessness; and increased housing benefit claims; leisure centres; property income; investment income.

CRR01c - Decrease in Rateable Value due to appeals and businesses going under. This may cause the Council to fall below the business rates baseline, resulting in loss of funding.

CRR01b - Funding from Government is less generous than assumed in the Medium-Term Financial Strategy (MTFS) from 2021

CRR05 - Officers are either unaware of expected controls or do not comply with control procedures.

CRR18 - (i) A malicious attacker exploits a known or unknown security weakness to penetrate the Council's ICT systems. The level of threat has been raised by the Cabinet Office to amber. (ii) IT not working due to environmental problems: fire, flood, power cut.

Departmental risk registers had been reviewed and updated.

The Committee noted the contents of the report and relevant appendices.

**AAG/8 INTERNAL AUDIT REVIEWS OF REVENUES AND BENEFITS 2020/21**

The Director of Corporate Resources reported the outcome of the internal audit reports of Revenues and Benefits completed by Milton Keynes' internal audit as part of the agreement in which some Northamptonshire-based Council's provide Horsham District Council's Revenues and Benefits service.

All three audits, completed in the fourth quarter of 2020/21, achieved good assurance for the control environment. The Benefits audit showed substantial assurance for compliance and the two Revenues audits good assurance for compliance.

**AAG/9 INTERNAL AUDIT - ANNUAL REPORT AND OPINION 2020/21**

The 2020/21 internal audit plan was approved by this committee in April 2020. All reviews had been completed, except for one.

The Chief Internal Auditor provided an annual audit opinion of "reasonable assurance" that Horsham District Council had in place an adequate and effective framework of governance, risk management and internal control for the period: 1 April 2020 to 31 March 2021.

Where internal audit had identified areas where controls could be improved, appropriate remedial action had been agreed with management.

The Chief Internal Auditor went on to provide a summary of key audit findings for quarter 4 2020/21.

**AAG/10 ANNUAL GOVERNANCE STATEMENT**

The Director of Corporate Resources reported that the annual review of the Council's governance, risk management and internal control arrangements had been undertaken to support the Annual Governance Statement for 2020/21.

The review included information and assurance gathering processes as well as a review of the Council's Governance framework against the best practice framework devised by CIPFA/SOLACE. The aim was to ensure that the Council had effective governance, risk management and internal control processes in place to assist with accountability and the delivery of objectives. The review

process had identified any shortfalls in these arrangements to enable them to be addressed. The Annual Governance Statement includes an action plan to help improve the effectiveness of the Council's governance arrangements and control environment.

**RESOLVED**

That the Annual Governance Statement for 2020/21 be approved.

**AAG/11 TREASURY MANAGEMENT ACTIVITY AND PRUDENTIAL INDICATORS 2020/21**

The Group Accountant (Technical) reported that, at 31 March 2021, the Council had no external debt and investments totalled £59.0m including call accounts and Money Market Funds.

During 2020/21, the Council's cash balances were invested in accordance with the Council's treasury management strategy apart from two instances. There was a breach of an investment limit with another Local Authority which was reported in the mid-year report, and one indicator where the actual indicator for interest risk was higher than the estimate, a consequence of large amounts of Covid-19 grants being held by the Council at year-end.

Interest of £0.858m was earned on investments, an average return of 1.5%. This was £0.075m under the budget of £0.933m.

After taking into account a provision for losses, investment property income was £3.6m, which was £0.2m below the £3.8m budget.

The pandemic had a significant effect on investment income throughout the year and this was expected to continue in 2021/22 dependent on the strength of the economic recovery.

**AAG/12 SUBSIDIARY HOUSING COMPANY ACCOUNTS**

The Director of Horsham District Homes Ltd and Horsham District Homes (Holdings) Ltd presented the draft audited annual report and financial statements for both companies.

Consolidated group accounts for 2020/2021 were not required to be prepared as the value of the transactions in the companies' accounts were considered immaterial.

The accounts for both companies had been audited by an independent auditor and would be approved and signed at the companies' board meeting in July 2021.

**To consider a report containing exempt of confidential information**

RESOLVED

That, under Section 100A of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that it involved the likely disclosure of exempt information, as defined in Part I of Schedule 12A of the Local Government Act 1972, by virtue of paragraph 7 regarding information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

AAG/13 **RISK BASED VERIFICATION POLICY**

The Revenues & Benefits Operations Manager presented a review on the effectiveness of the current Risk based Verification product.

RESOLVED

That the Committee approve the removal of the Risk Based Verification Software.

AAG/14 **URGENT BUSINESS**

There was no urgent business.

*The meeting closed at 7.20 pm having commenced at 5.45 pm*

**CHAIRMAN**

## Report to Audit Committee

21<sup>st</sup> September 2021

By the Horsham Chief Internal Auditor



Horsham  
District  
Council

## INFORMATION REPORT

Not Exempt

### Internal Audit Progress Report – Quarter 1 (01/04/21 - 30/06/21)

## Executive Summary

To provide Members with an update on all internal audit and counter-fraud activity completed during the quarter, including a summary of all key findings. The report also includes details of progress on delivery of the annual audit plan along with an update on the performance of the internal audit service during the period.

## Recommendations

The Committee is recommended to:

- Note the report and consider any further action required in response to the issues raised; and
- Identify any new or emerging risks for consideration for inclusion in the internal audit plan.

## Reasons for Recommendations

- i) To comply with the requirements set out in the Public Sector Internal Audit Standards 2013 (amended April 2017).
- ii) The Audit Committee is responsible for reviewing the effectiveness of the Council's systems of internal control.

## Background Papers

Internal Audit Strategy and Annual Plan 2021-22

**Wards affected:** All.

**Report Author:** Paul Miller, Horsham Chief Internal Auditor

**Contact Details:** Russell Banks, Orbis Chief Internal Auditor  
Paul Miller, Horsham Chief Internal Auditor

Tel No. 01273 481447  
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## **Background Information**

### **1 Introduction and Background**

#### **Background**

- 1.1 This progress report covers work completed between 1 April 2021 and 30 June 2021.

#### **Supporting Information**

- 1.2 The current annual plan for internal audit is contained within the Internal Audit Strategy and Annual Plan 2021-22 which was approved by the Audit Committee on 14 April 2021.

### **2 Relevant Policy / Professional Standards**

- 2.1 Internal Audit follows the mandatory standards set out in the Public Sector Internal Audit Standards (PSIAS) published by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Chartered Institute of Internal Auditors.
- 2.2 The Council's Constitution supports the statutory requirements outlined above. Financial Procedure Rule 4e 27 states that: "The Chief Finance Officer ensures the Council has appropriate arrangements in place to maintain an adequate and effective internal audit. The terms of reference for Internal Audit are detailed in the Council's Internal Audit Charter which is approved and reviewed annually by the Audit Committee".

### **3 Conclusion and Reasons for Recommendation**

- 3.1 Key audit findings from final reports are summarised in Appendix A.
- 3.2 Overall, of the three formal audits finalised during the quarter (all of which relate to the 2020/21 audit plan), all three received an opinion of 'partial assurance'. Although it is important to acknowledge that the disruption caused by the Covid-19 pandemic has had a significant impact on virtually all council services, it remains a concern that all of our reviews finalised in the quarter were unable to achieve an opinion above partial assurance, one of which was a follow up to a previous audit. The organisation has recognised the importance of addressing issues within the Annual Governance Statement and it is hoped that our remaining audit work across 2021/22 will demonstrate improvements in control.
- 3.3 Formal follow up reviews continue to be carried out for all audits where 'minimal assurance' opinions have been given and for higher risk areas receiving 'partial assurance'. Progress on action tracking is provided in Section 3 of Appendix A, and details of outstanding high and medium actions are provided in Section 3.4.
- 3.4 Flexibility is built into the audit plan to allow resources to be directed to any new and emerging risks. We continue to liaise with departments to identify these but would also welcome input from Members. Details of those reviews added and removed from the plan this year are set out in section 4 of Appendix A.
- 3.5 Progress against our performance targets (focussing on a range of areas relating to our service) can be found in section 5 of Appendix A.

## **4 Next Steps**

- 4.1 The Committee will be kept informed about progress in terms of the delivery of the audit plan for 2021/22.

## **5 Outcome of Consultations**

- 5.1 Heads of Service / Service Managers are consulted during each audit. At the end of each review, audit findings are discussed with the relevant Head(s) of Service at a final meeting, and actions are agreed. An action plan is incorporated into the final report including details of responsible officers and agreed implementation dates. There are occasions when a director may also be consulted, particularly for audits which span a number of departments.

## **6 Other Courses of Action Considered but Rejected**

- 6.1 Not applicable.

## **7 Resource Consequences**

- 7.1 This report summarises information about the work undertaken by Internal Audit, and therefore there are no direct financial or HR consequences.

## **8 Legal Consequences**

- 8.1 There are no legal consequences. Where compliance issues are identified during audit fieldwork, the Head of Legal & Democratic Services (or relevant legal specialist) will be consulted.

## **9 Risk Assessment**

- 9.1 All Internal Audit work is undertaken using a risk based approach.

## **10 Other Considerations**

- 10.1 Internal Audit is a reporting function and there are no consequences in respect of Crime & Disorder; Human Rights; Equality & Diversity; or Sustainability. However these areas are considered where appropriate during audit fieldwork.

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## Appendix A

# Internal Audit and Counter Fraud

## Quarter 1 Progress Report 2021/22

### CONTENTS

- 1. Summary of Completed Audits**
- 2. Counter Fraud and Investigation Activities**
- 3. Action Tracking**
- 4. Amendments to the Audit Plan**
- 5. Internal Audit Performance**

## 1. Summary of Completed Audits

### Cultural Compliance (Parks & Countryside) (2020/21)

- 1.1 The Parks and Countryside service is responsible for the maintenance of parks and open spaces across the Horsham District. The service also provides allotments and sports facilities to its residents. In 2019/20, total spend across the Parks and Countryside service was approximately £1.8m.
- 1.2 The purpose of this audit was to ensure that the Parks and Countryside service is delivered effectively and in compliance with appropriate Council policies and procedures, and to provide assurance that controls are in place to meet the following objectives:
- To ensure management has put in place appropriate arrangements for monitoring delivery of the service and assessing its performance and effectiveness.
  - All key activities undertaken by the team are conducted in accordance with the Council's policies and procedures and comply with basic internal controls.
  - Robust management arrangements are in place and all members of staff are subject to appropriate management and supervision.
  - Expenditure is only incurred for legitimate Council business and is in line with the relevant procurement process.
- 1.3 Our work identified a number of areas where improvement was required and, as a result, we were only able to provide an opinion of **Partial Assurance**. A number of areas of weakness were identified as part of our work, and in response to this audit, an action plan was agreed with management that included the following:
- A lone working process will be documented and the weekend lone working arrangements/processes will be reviewed to ensure they are robust. In addition, all risk assessments across the Parks and Countryside team will be reviewed and rationalised to ensure they are comprehensive. Following this the risk assessments will be reviewed annually.
  - A review of all processes where personal and sensitive data is collected has now been undertaken, to ensure the team are aware of all personal and sensitive data they may hold, and gain consent of any information held that pre-dates the General Data Protection Regulation (GDPR). Discussions will be held with the Information Governance Officer to confirm appropriate action for the storage and retention of this data to comply with relevant legislation.
  - Objectives will be created for each team in the Parks and Countryside service, and performance indicators will then be developed in order to measure the implementation of these objectives.
  - Business cases for each capital project, in the service, will continue to be submitted. Once a capital project has been agreed, a formal project initiation document will be drafted and approved by the Head of Leisure and Culture, prior to the project commencing. In addition, flowcharts/processes for project management governance in the Parks and Countryside Team will be completed.
  - Declarations of interest training will be completed with Parks and Countryside managers and incomplete returns will be followed up with officers.

- Probationary reviews for all new starters will be reviewed and signed off by the Parks and Countryside Manager to ensure these are complete and are submitted at the correct time intervals.
- Management training for the approval and completion of mileage claims will be undertaken to ensure claims are comprehensive, accurate, and journey details can be verified by an independent third party.
- Purchase cards that are not in use will be returned to Finance, and training will be provided to card holders to ensure transaction narrative is comprehensive; VAT treatment is correctly applied; and to stop the practice of sharing of cards.
- Discussions will be held with Finance to help ensure that works orders used, for the grounds maintenance contract, are compliant with Financial Regulations.
- Spend with suppliers will be monitored to ensure the Council is compliant with the Council's Procurement Code.
- A follow up audit will take place in 2022/23 to ensure that the agreed actions have been implemented.

#### **Emergency Planning (follow up) (2020/21)**

- 1.4 As part of the Civil Contingencies Act 2004, all local authorities have a responsibility to implement emergency planning. This is the process of assessing risks, creating plans for identified risks and implementing mitigating measures to better prepare a community for an incident.
- 1.5 The Council, under the Civil Contingencies Act 2004, is a Category One responder and has several duties under this Act:
- Assess the risk of emergencies occurring and use this to inform contingency planning;
  - Put in place emergency plans;
  - Put in place business continuity management arrangements;
  - Put in place arrangements to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency;
  - Share information with other local responders to enhance co-ordination and efficiency; and
  - Provide business continuity management advice and assistance to businesses and voluntary organisations.
- 1.6 Our previous review of Emergency Planning was completed in 2019/20 and received an opinion of partial assurance. The audit report contained actions agreed with management, including 2 high priority, 10 medium priority and 5 low priority actions.
- 1.7 The scope of this audit was to provide assurance that the agreed actions from the 2019/20 Emergency Planning and Counter-Terrorism review have been fully implemented.
- 1.8 Whilst we acknowledge that Covid-19 has impacted on business as usual activities across the Council, we were only able to provide an unchanged opinion of **Partial Assurance** for this follow up review. We appreciate that Covid-19 has provided an opportunity to test the plans in place, and therefore, this may

have delayed some scheduled reviews of plans and training for staff initially. However, in some cases, there is no evidence that plans have been approved; review dates have passed; members of staff who have left the Council prior to the plans being reviewed were still included in the plans; and at the time of the audit, none of the documents had been reviewed and updated since the Council's organisational restructure.

1.9 Since the previous review, of the 17 findings from the 2019/20 report: 7 had been fully implemented, 9 have been partially implemented and 1 action remains outstanding. Opportunities to strengthen controls were identified and improvements have been agreed with management in a number of areas:

- The Emergency Plan is under review and will be updated and presented to the Senior Leadership Team for approval and sign off.
- The Emergency Planning Officer will commence training sessions with Heads of Service to review their roles in the emergency plans, review their departmental business continuity plans and incorporate any lessons learned.
- Rest Centre training for staff to act as Rest Centre Managers has been completed and an in-person training event will be planned once Covid-19 restrictions allow.
- The Emergency Planning Officer will liaise with Human Resources to be included on the leavers report distribution list, to help ensure plans can be kept up-to-date and officer changes are known as soon as possible.
- A follow up audit will take place in 2022/23 to ensure that the agreed actions have been implemented.

### **Business Waste (2020/21)**

1.10 Business waste is any waste that comes from a commercial activity. The Council offers a business waste service, and the service costs include the provision of appropriate containers, removal and disposal of commercial waste, and advice on the business' legal responsibilities. In 2019/20 there were 1,540 customers signed up to the business waste service.

1.11 The purpose of this audit was to provide assurance that controls are in place to meet the following objectives:

- There are effective and comprehensive policies and procedures, and an approved business strategy in place that reflects relevant legislation.
- There are appropriate monitoring and reporting mechanisms in place to manage performance.
- Formal contracts or agreements are in place with all customers.
- There are appropriate financial controls in place which ensure that the service generates a surplus or breaks even.

1.12 Our work identified a number of areas where improvements were required and, as a result, we were only able to provide an opinion of **Partial Assurance**. It is recognised that our opinion was informed from the processes and transactions undertaken throughout 2020/21 and COVID-19 has impacted service delivery throughout this time.

1.13 In response to this audit, an action plan was agreed with management that included measures to:

- Monitor the annual contract and waste transfer note (WTN) returns from each business waste customer.
- A dashboard will be developed in order to monitor profit/surplus for the service, and the output from this will feed into a new performance indicator for the service. In addition, all performance indicators (PIs) for the service were reviewed and more meaningful PIs have been introduced.
- An agreed level of debt held by the service will be approved by the Business Waste Project Board and will be incorporated into the debt recovery procedure, which will be reviewed and updated to ensure the debt recovery process is robust.
- Reconciliations will be undertaken monthly between the invoicing information from the Bartec system and the Council's financial system, TechnologyOne (T1). This will include random spot checks of invoices to ensure customers have been charged the correct amount.
- Key information will be added and updated to the department's procedures, these documents will also be reviewed to ensure they reflect current practice.
- A follow up audit will take place in 2022/23 to ensure that the agreed actions have been implemented.

## 2. Counter Fraud and Investigation Activities

### Proactive Counter Fraud Work

- 2.1 The Orbis Internal Audit service came into effect from 1<sup>st</sup> April 2018. The integrated structure was designed to deliver resilience, flexibility and quality, along with specific specialisms. A key strand of this was the formation of a counter fraud team that would deliver both reactive and proactive fraud services across the partnership, including to Horsham District Council.

### National Fraud Initiative (NFI)

- 2.2 The organisation uploaded the required data sets at the end of 2020 / beginning of 2021. Data matches were made available by the Cabinet Office on 28<sup>th</sup> January 2021, and these are in the process of being investigated.

### Fraud Risk Assessments

- 2.3 A Fraud risk assessment has been undertaken to ensure that the current fraud threat for the Council has been considered and appropriate mitigating actions identified. The outcomes from the assessment help to inform the annual internal audit plan.

### Counter-Fraud Strategy and Framework

- 2.4 The Orbis Counter Fraud team has developed a Counter-Fraud Strategy and Framework for Horsham. This has been approved by the Council's Senior Leadership Team and is published on the Council's Intranet.

### 3. Action Tracking

- 3.1 All high and medium priority actions agreed with management as part of individual audit reviews are subject to action tracking. As at the end of quarter 1, 97% of high and medium priority actions due had been implemented within agreed timescales.
- 3.2 The implementation of high and medium priority agreed audit actions (based on a 12 month rolling period) is summarised in the following table:

Period to:	High & Medium Priority Agreed Actions Due	Not implemented	Implemented	% Implemented
30/06/2021	63	2	61	97%

- 3.3 Internal Audit will continue to work with senior management to ensure that sufficient attention is given to actions that remain overdue and an update on progress will continue to be reported to this committee.
- 3.4 Details of outstanding priority agreed actions:

Audit / Agreed Action	Directorate	Due Date	Revised Date	Progress to date
<b>Medium Priority</b> <u>Purchase Orders (P.Os):</u> To review the take up of purchase orders and encourage usage, with the expectation that the use of P.Os (as measured by P.Os raised as a percentage of invoices received) will increase.	Corporate Resources	31/12/17	31/03/2022	<u>September 2021 Management Update:</u> The impact of Covid-19 has set back plans to roll out purchase order training. Other day to day activities have been prioritised such as payments of business grants, and remote year end closedown. Plans for the roll out of training have also now been put on hold due to social distancing and remote working. It is felt that remote training in a technical area will not be efficient. This will be revisited as necessary. A few officers have been provided with some adhoc training in the Parkside office.

<b>Medium Priority</b> <u>Parking Income – Outstanding Payments due from Sagoss</u>  Parking Services will work with Sagoss to ensure that the payments are brought up to date and the agreed timeframes are adhered to. Will aim to move to the merchant provider, if possible, as it reduces the financial risk. This will be completed in conjunction with the Legal Team.	Community Services	28/02/21	31/12/2021	<u>September 2021 Update:</u>  The backlog has been reduced and the acting Head of Service is in dialogue with the Managing Director of Sagoss to resolve the outstanding historic amounts.
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#### 4. Amendments to the Audit Plan

- 4.1 In accordance with proper professional practice, the Internal Audit plan for the year was kept under regular review to ensure that the service continued to focus its resources in the highest priority areas based on an assessment of risk. Through discussions with management, the following reviews were added to the original audit plan during the year:

Planned Audit Work	Rationale for Addition
Hop Oast Depot Management Controls – Provision of advice and support	Following on from the Corporate Compliance audit which was completed in January 2020, it has been agreed with the Director of Community Services that proactive support and advice will be provided to the new Head of Service to help improve the control environment prior to a formal follow-up audit taking place.
Corporate Compliance (Environmental Health & Licensing)	Due to the additional pressure placed upon the Strategic Planning Department, resulting from an unexpected change in central government policy in relation to the Local Plan, it has been agreed that the Corporate Compliance audit of Strategic Planning will be postponed until 2021/22. Instead, a corporate compliance audit of Environmental Health will be undertaken.
Officer Declarations of Interest – Provision of advice & support.	Proactive support is being provided to enhance and improve the current process.

4.2 In order to allow these additional audits to take place, the following audits have been removed or deferred from the audit plan and, where appropriate, will be considered for inclusion in future audit plans as part of the overall risk assessment completed during the annual audit planning process. These changes have been made on the basis of risk prioritisation and/or as a result of developments within the service areas concerned requiring a rescheduling of audits:

- Corporate Compliance (Hop Oast) follow-up audit.
- Corporate Compliance (Strategic Planning) audit.

## 5. Internal Audit Performance

5.1 In addition to the annual assessment of internal audit effectiveness against Public Sector Internal Audit Standards (PSIAS), the performance of the service is monitored on an ongoing basis against a set up agreed key performance indicators as set out in the following table:

Aspect of Service	Orbis IA KPI	Target	RAG score	Actual Performance
Quality	Annual Audit Plan agreed by Audit Committee	By end April	G	Approved by the Audit Committee on 14 <sup>th</sup> April 2021.
	Annual Audit Report and Opinion	By end July	G	2020/21 report presented to the Audit Committee on 20 <sup>th</sup> July 2021.
	Customer Satisfaction levels	90% satisfied	G	100%
Productivity and process efficiency	Audit Plan – completion to draft report stage	90%	A	14.8% completed to draft report stage at the end of Quarter 1, against a target of 22.5%.
Compliance with professional standards	Public Sector Internal Audit Standards complied with	Conforms	G	<p>January 2018 - External assessment by the South West Audit Partnership gave an opinion of 'Generally Conforms' – the highest of three possible rankings.</p> <p>June 2021 - Internal Self-Assessment completed. There were no major areas of non-compliance with PSIAS identified.</p> <p>June 2021 - Internal Quality Review completed, no major</p>

				areas of non-compliance with our own processes identified.
	Relevant legislation such as the Police And Criminal Evidence Act, Criminal Procedures and Investigations Act	Conforms	G	No evidence of non-compliance identified.
Outcome and degree of influence	Implementation of management actions agreed in response to audit findings	95% for high & Medium priority agreed actions	G	97%
Our staff	Professionally qualified / accredited	80%	G	91% <sup>1</sup>

<sup>1</sup> Includes part-qualified staff

Appendix B

## Audit Opinions and Definitions

Opinion	Definition
<b>Substantial Assurance</b>	Controls are in place and are operating as expected to manage key risks to the achievement of system or service objectives.
<b>Reasonable Assurance</b>	Most controls are in place and are operating as expected to manage key risks to the achievement of system or service objectives.
<b>Partial Assurance</b>	There are weaknesses in the system of control and/or the level of non-compliance is such as to put the achievement of the system or service objectives at risk.
<b>Minimal Assurance</b>	Controls are generally weak or non-existent, leaving the system open to the risk of significant error or fraud. There is a high risk to the ability of the system/service to meet its objectives.

21 September 2021

Ernst & Young LLP  
Grosvenor House,  
Grosvenor Square,  
Southampton SO15 2BE,  
United Kingdom

This letter of representations is provided in connection with your audit of the financial statements of Horsham District Council ("the Council") for the year ended 31 March 2021. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the Council financial position of Horsham District Council as of 31 March 2021 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

**A. Financial Statements and Financial Records**

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21
2. We acknowledge, as members of management of the Council, our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21, and are free of material misstatements, including omissions. We have approved the financial statements.
3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.
4. As members of management of the Council, we believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21, that are free from material misstatement, whether due to

fraud or error. We have disclosed to you any significant changes in our processes, controls, policies and procedures that we have made to address the effects of the COVID-19 pandemic on our system of internal controls.

5. There are no unadjusted audit differences identified during the current audit and pertaining to the latest period presented.

#### **B. Non-compliance with law and regulations, including fraud**

1. We acknowledge that we are responsible to determine that the Council's activities are conducted in accordance with laws and regulations and that we are responsible to identify and address any non-compliance with applicable laws and regulations, including fraud.
2. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any identified or suspected non-compliance with laws or regulations, including fraud that may have affected the Council (regardless of the source or form and including without limitation, any allegations by "whistleblowers"), including non-compliance matters:
  - involving financial statements;
  - related to laws and regulations that have a direct effect on the determination of material amounts and disclosures in the Council's financial statements;
  - related to laws and regulations that have an indirect effect on amounts and disclosures in the financial statements, but compliance with which may be fundamental to the operations of the Council's activities, its ability to continue to operate, or to avoid material penalties;
  - involving management, or employees who have significant roles in internal controls, or others; or
  - in relation to any allegations of fraud, suspected fraud or other non-compliance with laws and regulations communicated by employees, former employees, analysts, regulators or others.

#### **C. Information Provided and Completeness of Information and Transactions**

1. We have provided you with:
  - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.

2. All material transactions have been recorded in the accounting records and all material transactions, events and conditions are reflected in the financial statements, including those related to the COVID-19 pandemic.
3. We have made available to you all minutes of the meetings of the Council, Cabinet and Audit Committee held through the year to the most recent meeting on the following date: 21 September 2021.
4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the period end. These transactions have been appropriately accounted for and disclosed in the financial statements.
5. We believe that the methods, significant assumptions and the data we used in making accounting estimates and related disclosures are appropriate and consistently applied to achieve recognition, measurement and disclosure that is in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21.
6. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.
7. From the date of our last management representation letter through the date of this letter we have disclosed to you any unauthorized access to our information technology systems that either occurred or to the best of our knowledge is reasonably likely to have occurred based on our investigation, including of reports submitted to us by third parties (including regulatory agencies, law enforcement agencies and security consultants), to the extent that such unauthorized access to our information technology systems is reasonably likely to have a material impact to the financial statements, in each case or in the aggregate.

#### **D. Liabilities and Contingencies**

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in Note 31 to the financial statements all guarantees that we have given to third parties.

#### **E. Going Concern**

1. Note 32 to the financial statements discloses all the matters of which we are aware that are relevant to the Council's ability to continue as a going concern, including significant conditions and events, our plans for future action, and the feasibility of those plans

#### **F. Subsequent Events**

1. There have been no events, including events related to the COVID-19 pandemic, subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

#### **G. Other information**

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Report.
2. We confirm that the content contained within the other information is consistent with the financial statements.

#### **H. other information**

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises of the Narrative Statement
2. We confirm that the content contained within the other information is consistent with the financial statements.

#### **I. Use of the Work of a Specialist**

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of land and buildings and investment property, in the calculation of the NDR appeals provision, in generating the IAS19 pension and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

#### **J. Estimates**

1. We confirm that the significant judgments made in making the valuation of land and buildings and investment property, in the calculation of the NDR appeals provision, and in generating the IAS19 pension (“the accounting estimates”) have taken into account all relevant information and the effects of the COVID-19 pandemic of which we are aware.
2. We believe that the selection or application of the methods, assumptions and data used by us have been consistently and appropriately applied or used in making the accounting estimates.
3. We confirm that the significant assumptions used in making the *accounting estimate* appropriately reflect our intent and ability to carry out *the specific courses of action* on behalf of the entity.
4. We confirm that the disclosures made in the financial statements with respect to the accounting estimate(s), including those describing estimation uncertainty and the effects of the COVID-19 pandemic, are complete and are reasonable in the context of CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21
5. We confirm that appropriate specialized skills or expertise has been applied in making the accounting estimates.
6. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements, including due to the COVID-19 pandemic.

#### **K. Retirement benefits**

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

*Yours faithfully,*

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Jane Eaton - Director of Corporate Resources

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Stuart Ritchie - Chairman of the Audit Committee

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**Horsham  
District  
Council**

**Statement of Accounts  
2020/21**

**Audited**

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## Narrative Statement

### INTRODUCTION

Welcome to Horsham District Council's Statement of Accounts for 2020/21. The Council's finances are complex and the Council is required by law to include a large amount of detail and to present much of this in a prescribed format. Every effort has been made to make this report as understandable as possible. This Narrative Report to the Statement of Accounts presents an overview of the Council's accounts for the financial year 1 April 2020 to 31 March 2021 and aims to help readers understand the most significant issues reported in the accounts and how they relate to the Council's overall business. It includes comment on the financial performance and economy, efficiency and effectiveness in the use of resources over the financial year and in the context of Covid-19 and the Medium Term Financial Strategy.

### BASIS OF PREPARATION

The Accounts are presented on an International Financial Reporting Standards (IFRS) basis having been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2020/21.

References to material and materiality relates to the significance of transactions, balances and errors. Financial information is material if its omission or misstatement could influence the users of the accounts.

### ORGANISATIONAL OVERVIEW AND EXTERNAL ENVIRONMENT

Horsham District is the second largest local authority district in West Sussex which covers a large area of open countryside, small towns and villages. There are 32 parishes each with its own parish council. The population is around 145,000 people with over 45,000 of these living in Horsham and the immediate area. Billingshurst, Southwater, Henfield, Pulborough, Storrington and Steyning are the other main centres of population with the remaining residents living in the surrounding parishes.

There is a strong administrative and service sector presence in the district alongside a retail sector with more than 4,000 commercial premise based businesses, plus a number of small businesses run from residential properties.

In addition to financial pressure from government cuts and the impact of new legislation, the Council has been focusing on strengthening resilience in its operations and policies including financial and staffing resilience. The Council's excellent record of sound financial management puts the Council in a good position to withstand the financial challenges it faces in the future, including the more immediate impact of Covid-19.

### GOVERNANCE

The District Council has adopted the Cabinet model of governance with a Leader, Deputy Leader and Cabinet Members. Much decision making is delegated to Cabinet Members or Committees but major items of policy remain the responsibility of the Cabinet or the whole Council. The whole Council approves the Council's expenditure plan and the budget, as part of the process of setting the Council Tax each year. The Council has 48 elected Councillors.

The 2019-2023 Corporate Plan identifies key priorities that have been grouped and presented under five broad headings which cover the economic, environmental, social and organisational responsibilities.

<https://www.horsham.gov.uk/council-democracy-and-elections/finance-and-council-performance/corporate-plan>

- A great place to live - creating well balanced communities that meet residents' needs
- A thriving economy - increasing economic growth and create new local jobs
- A strong, safe and healthy community - ensuring Horsham District remains one of the best places in Sussex to live
- A cared-for environment - prioritising the protection of our environment as we move to a low-carbon future
- A modern and flexible Council – making it easy for our residents to access the services that they need

The Council also has a statutory requirement under Regulation 4 of the Accounts and Audit (England) Regulations 2011 to conduct a review at least once a year of the effectiveness of its system of internal control. An Annual Governance Statement is prepared to provide assurance that the statement of accounts gives a true and fair view of the Council's financial position at the year-end and its financial performance during the year. The Annual Governance Statement is signed and reported alongside the annual Statement of Accounts. There have not been any significant changes in, or issues around, governance arrangements in the year. The Audit Committee monitors the action plan of any identified governance improvement areas.

### PERFORMANCE DURING 2020/21

The Council monitors financial and non-financial performance indicators on a monthly basis. It measures and publishes its performance using a set of 30 key performance indicators which cover many of the Council's key services. The

performance figures for the 2020/21 year are reported quarterly to Overview and Scrutiny Committee, with the final outturn reported in June. The Council also reviews delivery of the Corporate Plan objectives at this meeting.

These indicators show performance remained good across a lot of areas, with nearly 77% of indicators at, or close, to target. There was an improvement in the speed of processing new benefit claims and a fall in the number of missed bins reported. However, falling visitor numbers at the Capitol, the Museum and Leisure centres reflect the significant impact of Covid-19 and lockdowns during 2020/21.

### **Employees**

The number of permanent employees was 361.6 FTE at 31 March 2021 (387.7 at 31 March 2020), the reduction largely reflecting a staff restructure in November 2020 intended to alleviate the ongoing financial pressures caused by the Covid-19 lockdowns. There were 5.1 sickness days per FTE employees (6.45 days at 31 March 2020) and remains below the 7 day target. Sickness absence was much lower than normal during lockdown and home working. No trends needing intervention were identified. The Council publishes equality and diversity data such as the gender pay gap, as well as other HR and Trade Union reporting data, made available on the website at:

<https://www.horsham.gov.uk/communitysupport/community-support/equality,-diversity,-human-rights>

### **Local taxpayers**

During the year, the Council collected £116.39m in Council Tax on behalf of West Sussex County Council, the Sussex Police and Crime Commissioner and Horsham District Council and its towns and parishes. Around 91% of this was passed on to the other authorities. The collection rate for the year was 98.31% of the total amount due which was more than 2019/20 (98.16%). This was helped by the application of nearly £0.6m of government grant funding to support those on Council Tax support. Collection of the remainder will continue into 2021/22 and the target of 98.8% remains unchanged for future years.

### **Provisions and write-offs**

An allowance has been made for Council Taxpayers' Bad and Doubtful Debts using an analysis of the recovery position of the debts outstanding as at 31 March 2021. A total of £2.74m (£2.12m in 2019/20) has been allowed against debts of £4.02m (£3.48m in 2019/20) outstanding as at 31 March 2021. The Council's share of the allowance is £315k (£252k in 2019/20).

An allowance has also been made for Business Ratepayers' Bad and Doubtful Debts using an analysis of the recovery position of the debts outstanding as at 31 March 2021. A total of £1.37m (£1.01m in 2019/20) has been allowed against debts of £2.35m (£2.94m in 2019/20) outstanding as at 31 March 2021. The Council's share of the allowance is £546k (£202k in 2019/20).

In 2020/21 there has been £0.260m of uncollectable amounts written off (£0.819m in 2019/20).

A provision for appeals made against the rateable valuation set by the Valuation Office Agency (VOA) not settled as at 31 March 2021 has been made of £5.01m (£5.51m in 2019/20). The Council's 40% share is £2.00m (£1.12m at 20% in 2019/20), as detailed in the Provisions note 18.

### **BUDGET 2020/21**

In 2020/21, the total expenditure incurred by the Council was £69.9m; this is excluding non-cash costs charged to the services such as depreciation, impairment costs and pension adjustments. Of this, the Council pays around 50% in housing benefit to many residents in the district on low incomes. This money is repaid by the Government as a subsidy.

Revenue spending is generally on items that are consumed in the financial year and is financed from Council Tax, government grant, contributions from non-domestic rates and charges for services.

The Council approved a net General Fund Revenue budget for 2020/21 of £11.2m at the formal meeting on 12 February 2020.

	£000
Net expenditure	<b>11,201</b>
Funded by:	
Council Tax	(9,922)
Business Rates baseline funding	(2,052)
Collection fund surplus	(53)
Total funding	<b>(12,027)</b>
Surplus	<b>(826)</b>

## CORE STATEMENTS

Comprehensive Income and Expenditure Statement - This statement shows the accounting cost in the year of providing Services in accordance with the requirements of International Financial Reporting Standards (IFRS) as applied by the Code of Practice on Local Authority Accounting in 2020/21, rather than the amount to be funded from taxation.

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 Council, 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 Council's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return the amounts chargeable to council tax for the year.

Balance Sheet – The Balance Sheet sets out the financial position of the Council as at 31 March 2021 and consolidates the individual balance sheets of the General Fund and Collection Fund. It shows the value as at the year-end 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 by the Council.

Cash flow statement – This statement shows the changes in cash and cash equivalents of the Council during the reporting period. It 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.

## REVENUE OUTTURN FOR 2020/21

The Council monitors its expenditure and income against budget on a monthly basis, regularly reporting to Cabinet and to Overview and Scrutiny (O&S) Committee on a quarterly basis. The 2020/21 year-end revenue and capital outturn is reported to O&S Committee in June.

The variance against original budget was reported as a deficit of £4.547m. A budget of £4k has been carried forward to 2021/22 for celebrating and recognising staff achievements during the pandemic. These events were unable to take place during 2020/21.

After allowing for the budgeted transfers to reserves and other transfers to earmarked reserves, the operational outturn deficit has increased the in-year surplus on the General Fund to £9.234m as shown below.

	£000
<b>Outturn variance reported</b>	<b>4,547</b>
Budgets brought forward from 2019/20 (including repairs and renewals)	165
Budgets carried forward to 2021/22	(4)
Covid-19 Support Grants	(5,041)
S31 Government Grants	(5,539)
Change in pooled fund investments	(2,921)
Other adjustments	(441)
<b>Surplus on General Fund (after transfers to earmarked reserves)</b>	<b>(9,234)</b>

The General Fund shows a net surplus of £9.234m on expenditure and income transactions in the year. The Comprehensive Income and Expenditure Statement shows a surplus for the year of £19.58m, comprising a surplus on the provision of services of £13.570m and a surplus of £6.016m on the revaluation of non-current and financial assets and on the actuarial value of pension assets and liabilities.

The Comprehensive Income and Expenditure Statement takes a wider view of financial performance than that shown in the General Fund and shows the true accounting position for the year. The surplus for the year represents the total amount by which the Council's overall net worth has increased over the year as shown in the Balance Sheet.

In addition to the net General Fund surplus of £9.234m and the net revenue surplus on other earmarked reserves, it also includes the following major items:

- i) **A charge for the depreciation and revaluation/impairment of assets.** The depreciation charge of £2.703m is a charge for the use of assets that reflects the notional consumption of assets during the year and revaluation decreases of £0.7m have been recognised on the revaluation of assets.
- ii) **A charge for revenue expenditure funded from capital under statute (REFCUS).** A charge of £2.521m is made for expenditure which under proper accounting practice meets the definition of revenue expenditure, but which under statute can be funded from capital resources. It mainly relates to grants made for a capital purpose, such as grants for disabled facilities.
- iii) **A credit for capital grants and contributions.** Capital grants and contributions of £5.121m have been credited in accordance with proper accounting practice. However, these grants are used to fund the Council's capital programme and do not fall into the General Fund.
- iv) **A charge for pensions** of £1.034m representing the difference between the accounting cost of pensions of £3.850m (as estimated by the Pension Fund actuary in accordance with IAS19) and the actual employer contributions of £2.816m paid to the West Sussex Pension Fund. Further details of the movement in the pension fund liability are shown in note 30.
- v) **A gain on the disposal of assets** of £0.263m. When an asset is disposed of, the difference between the sale proceeds and the carrying value of the asset must be charged or credited to the Comprehensive Income and Expenditure Statement.
- vi) **Other technical adjustments** relating to financing costs, council tax, business rates and officer remuneration.

Local authorities are required by statute to set aside each year some of their revenue to provide for repayment of debt in respect of capital expenditure financed by borrowing or credit arrangements, known as the Minimum Revenue Provision (MRP). In 2020/21 the amount set aside was £0.88m (2019/20 £0.844m). This is a charge to the General Fund which is not shown in the Comprehensive Income and Expenditure Statement.

While the Comprehensive Income and Expenditure Statement shows the true accounting position for the year, it is the General Fund position, which is the more important for residents of the district. Certain items that are charged under accounting rules, such as depreciation, impairment, capital grants and actuarially assessed pension charges, are eliminated from the General Fund, leaving the net costs, which after crediting revenue income and grants are those to be met by the Council Tax payers.

The table below summarises these accounting adjustments:-

	£000
<b>Surplus on General Fund</b>	<b>(9,234)</b>
Transfers (to) / from earmarked reserves	(9,273)
<b>Accounting adjustments</b>	
Charge for depreciation	2,703
Revaluation of non-current assets	(70)
Revenue expenditure charged to capital	2,521
Capital grant income	(5,121)
IAS19 pension costs	1,034
(Gain) / loss on disposal of assets	(263)
Minimum Revenue Provision	(880)
Share of in year surplus on the Collection Fund	7,086
Other technical adjustments	(2,073)
<b>Surplus on provision of services per CIES</b>	<b>(13,570)</b>

## CAPITAL EXPENDITURE

Capital expenditure relates to the acquisition, creation or enhancement of assets that yield benefits for more than one year and is financed by grants, contributions, loans and capital receipts generated from the disposal of assets.

Against a final capital plan of £8.9m in 2020/21, the Council's capital spending for the year was £5.4m across a range of 34 capital schemes. The majority was spent in the following four key areas:

- £1.6m on the £2.14m Oakhurst business park expansion, helping provide the Council with a financial return
- £1.2m on disabled facilities using Government grant funding to help disabled residents live in their homes
- £1.1m on Housing Enabling grants, to help towards the provision of affordable housing in the district.

The 2020/21 capital programme was affected by the impact of Covid-19 and schemes did not move forward at the expected rate during the year. The largest individual project that didn't progress was £0.5m on the Highwood community centre, pending the completion of a review of all community assets within the district and the future of the Drill Hall. Where projects are continuing, the unspent capital budget has been re-profiled into 2020/21 and later years.

Where not re-profiled, unspent budgets are removed from the capital programme, as the original schemes are either superseded or no longer needed. The 2021/22 capital programme will be £8.3m.

## **FINANCIAL POSITION AT 31 MARCH 2021**

The net worth of the District Council is shown in the Balance Sheet. It has increased by £19.6m from 31 March 2020.

Property, Plant and Equipment value has decreased by £4.3m to £107.9m including surplus assets, with additions of £1.3m, depreciation of £2.9m and overall net downward revaluations of £2.7m. Investment Property value has risen by £3.5m to £57.9m due to £2.1m in net gains from fair value adjustments as well as £1.4m additions in year.

The net pension asset increased by £5.7m from a net pension surplus of £25.3m at 31 March 2020 to a net pension surplus of £31.0m at 31 March 2021. The value of assets increased more than the increase in liabilities from changes in the financial assumptions on salaries, inflation and future liability discounts used by the Actuary. This position is a snapshot of the actuarial assessment at the Balance Sheet date and does not mean that the pension fund will remain in surplus in the future. Asset values of the fund can decrease and the liabilities can also significantly increase in the future.

A full triennial valuation of the Fund was undertaken at 31 March 2019 and revised employer contribution rates were agreed for the three years from 1 April 2020. The contribution rate was 20% in 2020/21, with a gradual reduction to a contribution rate of 18% in 2022/23, assuming the fund remains in surplus. The Council relies on and places assurance on the professional judgement of the Actuary and the assumptions used to calculate this actuarial valuation. Full details of the movement in the liability are shown in note 30.

The level of usable capital and revenue Reserves increased by £20.5m to £58.4m during 2020/21. The Council's level of General Reserves held at 31 March 2021 stands at £24.9m. Given our intention to become financially independent in the medium term, our reserves will enable us to invest in transformation as well as mitigate against the financial uncertainty following the outbreak of Covid-19 in March 2020. A policy was developed during 2017 for the New Homes Bonus reserve to strengthen the Council's ability to generate income from appropriate investments in order to receive income to support future service delivery and secure the delivery of infrastructure to serve the needs of the district's residents. Further details on reserves can be found in note 19.

The Council does not have any borrowing.

## **FINANCIAL OUTLOOK INCLUDING STRATEGY AND RESOURCE ALLOCATION INCLUDING IMPACT OF COVID-19**

The global Covid-19 pandemic had a severe impact on the lives of our residents and businesses during 2020/21. The Council too has also been severely affected by a significant reduction of income and higher levels of expenditure causing a £4.55m overspend in the operating expenditure during 2020/21. One-off expenditure of £1.75m and income loss grants of £3m from Government have helped offset this, such that the overall funding for the year was a surplus of £0.98m, which compared to the original set budget of a planned £0.83m surplus. The financial effects though are expected to continue into the medium term as new habits formed over the last twelve months become semi-permanent and the Government grants end.

The Council's technology strategy of cloud-based solutions meant that it was quickly able to adapt to stay at home working and the Council was able to operate many services during 2020/21. Stay at home working mitigated the risk of whole teams falling ill and sickness absence actually fell by a fifth.

However, several services could not continue as easily, and swift action was taken at the museum and Capitol Theatre to contain and reduce costs. A restructure was undertaken across the wider Council in November 2020 that resulted in around 20 job losses (5% of the workforce) including five management posts. This will save approximately £1.4m per year going forward. Existing office space has been adapted to accommodate staff under the Covid-19 restrictions, and work is under way to transition to a new permanent way of working in the future.

Operationally, the impact has fallen heavily on Revenues and Benefits, both from increased benefit claims and the application of the measures announced by The Chancellor to support businesses through grant funding, and rate reliefs and rate discounts during the pandemic. The Council received close to £50m of grant funding from Government in 2020/21 and paid out close to £41m during the year across ten complex and detailed grant schemes, helping to support many hundreds of businesses that were forced to close or were severely affected by the restrictions and lockdowns. £38m of this was spent as agent transactions, where the Council paid set amounts to specific businesses for specific periods of time effectively on behalf of Government. £3m was spent as principal transactions, where the Council was given the grant funding and had discretion on amounts and recipients to support businesses on a case by case basis under broader, more localised criteria. Some schemes

initiated towards the end of the year permitted funds to be carried through into 2021/22 and a further £1.5m has been spent in the first two months of 2021/22. The principal transactions are reported in the CIES and grant disclosure note 10.

Further 'restart' schemes are operating in 2021/22 continuing support to businesses, but also meaning a continuing impact on the Revenues and Benefits and Finance payment teams too. The additional costs of the extra administration were broadly met by new burdens grants during 2020/21 as Government recognised the impact on local authorities.

Income has fallen across many services. Parking was worst hit with a £2.8m reduction in income. Whilst the numbers of parking customers recovered towards 80% to 90% of previous levels during non-lockdown months, dwell time was significantly down, and sales of season tickets are unlikely to ever recover as a result of more flexible working patterns. Income may therefore never return to previous levels. Deferral of rents and re-negotiations of rent levels, and, during periods of lockdown, the reduced demand in building control, planning, business waste and all leisure services all caused significant reduction in income in these areas. An additional £1.4m of support for the re-opening of leisure centres occurred in 2020/21 and further support is forecast in the first few months of 2021/22 as Covid-19 restrictions remain in place.

At 31 March 2021, the Council has £24.9m of general fund reserves and £18.6m of earmarked reserves including £9.5m in New Homes Bonus. It is expected that £0.111m will be used to top the transformation fund back up to £0.5m, providing funds to drive transformational changes in the future. The Council will continue to harness the digital opportunities to better meet customer expectations and needs and also reduce the re-keying of data. Transformation will help protect the level of general fund reserves with an aim to keep them above the £6m minimum level of general reserves that Members agreed upon in 2012. The Council is also due to receive £3.1m in New Homes Bonus during 2021/22 which is not ring-fenced, nor presently taken into the revenue budget.

The values in the balance sheet at 31 March 2021 are just a snapshot in time and the value of the asset base, investment assets and pension fund assets continue to fluctuate. The value of pension fund and treasury investments have recovered from significant reductions. Income from treasury investments suffered from near zero interest rates on short term cash, held up by the income from the longer-term pooled funds.

The 2021/22 budget was set in February 2021 to balance with the help of further Government Covid-19 related grants. The ongoing significant risk though is that the Council will not be able to return to previous levels of income if consumer habits permanently change. Greater detailed budget monitoring and forecasting will be key to understanding 2021/22 in more detail as it happens, especially as events outside the Council's control play out. Early identification of issues will help the Council take action to further mitigate overspends and reduce the impact on cash flows. The 2021/22 budget factored in the dampening of income across the medium term.

The Director of Corporate Resources regularly reports to the Council on the basis of the latest information available, so that the risks and opportunities can be considered and evaluated. The Medium Term Financial Strategy will be regularly revisited during 2021 as it was in 2020, updating assumptions for the continued impact of Covid-19 and other changes. The outcome from forthcoming Government reviews of Business Rates and Fair Funding together with costs of decarbonisation during the decade, leaves significant uncertainty for the financial position in the future.

The Council's cash flow remains healthy. At the current year-end, the Council has £21m of cash and cash equivalents. The value of treasury investments including those classified as cash and cash equivalents ended the year at £18.0m.

Over the last 12 months, the Council has made some significant decisions that will affect the future use of the Council's resources and will impact on the financial position of its Balance Sheet. The following significant capital expenditure has either been completed in 2020/21 or is planned to complete over the next twelve months:

- Temporary accommodation: £3m on two sites in Billingshurst and Horsham, providing seventeen affordable short stay temporary accommodation units for homeless households. The decision supports the statutory duty the Council has to house the homeless and it reduces the need to place households in bed and breakfast accommodation.
- Oakhurst phase IV: a £2.2m development of Oakhurst business park using the commercial property investment fund.
- Warnham nature reserve discovery hub; £0.5m visitors centre building at the nature and conservation reserve. The Council was awarded a £0.28m grant by the European Agricultural Fund for Rural Development who support investment in public recreational infrastructure to help fund this.

## RISKS AND OPPORTUNITIES

The medium term financial strategy takes a prudent but balanced view of the financial future, but continuing to take further action is also important to also help mitigate the risks that the Council faces over the medium term. These risks are set out in summary below and include:

- significant economic uncertainty from world events, including Covid-19, or Britain's exit from the European Union.
- income may be significantly affected by external factors such as recession, or by permanent changes to consumer behaviour
- changes to organisation processes or ICT infrastructure that affect the achievement of strategic objectives.
- late delivery of savings / income, or can't be delivered to the size / scale envisaged.

- further or steeper funding cuts / to help government meet their financial targets especially beyond the current settlement period (2022).
- Fair Funding Review outcomes, including any impact on locally generated sales, fees and charges.
- legislation forcing local government to pick up additional responsibilities that we don't yet know about.

The work under the transformational programme has identified several medium and longer term opportunities that could be developed to mitigate these risks. The Council will also continue to pursue opportunities that deliver savings and / or generate income whilst retaining a good quality of service delivery.

## FURTHER INFORMATION

Interested members of the public have a statutory right to inspect the accounts from 21 June 2021 to 6 August 2021. The notice was placed on the Horsham District Council website, under the Finance and Performance Service - Statement of Accounts.

Further information on the contents of this publication can be obtained from the Director of Corporate Resources; Jane Eaton ([Jane.Eaton@horsham.gov.uk](mailto:Jane.Eaton@horsham.gov.uk)) or the Head of Finance and Performance; Dominic Bradley ([Dominic.Bradley@horsham.gov.uk](mailto:Dominic.Bradley@horsham.gov.uk)), at Horsham District Council, Parkside, Chart Way, Horsham, West Sussex RH12 1RL.

It is our intention to be open with the information that we hold and we encourage local stakeholder enquiries.

## **Statement of Responsibility for the Financial Statements**

### **THE AUTHORITY'S RESPONSIBILITIES**

The authority is required to:

- Make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Director of Corporate Resources;
- Manage its affairs to secure economic, efficient and effective use of its resources and safeguard its assets;
- Approve the statement of accounts.

### **THE DIRECTOR OF CORPORATE RESOURCES RESPONSIBILITIES**

The Director of Corporate Resources 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 Director of Corporate Resources has:

- selected suitable accounting policies and then applied them consistently;
- made judgments and estimates that were reasonable and prudent;
- complied with the Local Authority Code.

The Director of Corporate Resources has also:

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

### **CERTIFICATION OF THE ACCOUNTS**

I hereby certify that the Statement of Accounts 2020/21 present 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 31 March 2021.

**Jane Eaton C.P.F.A.  
Director of Corporate Resources  
21 September 2021**

### **APPROVAL OF THE ACCOUNTS**

I hereby certify that the Statement of Accounts 2020/21 have been approved by the Council's Audit Committee under delegated powers at a meeting held on 21 September 2021

**Councillor Stuart Ritchie  
Chairman of the Audit Committee  
21 September 2021**

## **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HORSHAM DISTRICT COUNCIL**

### **Opinion**

We have audited the financial statements of Horsham District Council for the year ended 31 March 2021 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Movement in Reserves Statement,
- Comprehensive Income and Expenditure Statement,
- Balance Sheet,
- Cash Flow Statement,
- and the related notes 1 to 32.
- Collection Fund and the related notes 1 to 3

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 2020/21.

In our opinion the financial statements:

- give a true and fair view of the financial position of Horsham District Council as at 31 March 2021 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 2020/21.

### **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**

In auditing the financial statements, we have concluded that Director of Corporate Resource's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the authority's ability to continue as a going concern for a period 12 months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Director of Corporate Resource with respect to going concern are described in the relevant sections of this report. However, because not all future events or conditions can be predicted, this statement is not a guarantee as to the authority's ability to continue as a going concern.

### **Other information**

The other information comprises the information included in the Statement of Accounts for the Financial Year 2020/21, other than the financial statements and our auditor's report thereon. The Director of Corporate Resources 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.

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 course of 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 themselves. 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.

### **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;
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.
- we are not satisfied that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2021

We have nothing to report in these respects.

### **Responsibility of the Director of Corporate Resources**

As explained more fully in the Statement of the Director of Corporate Resources Responsibilities set out on page 9, the Director of Corporate Resources is responsible for the preparation of the Statement of Accounts, which includes the 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 2020/21, and for being satisfied that they give a true and fair view and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error

In preparing the financial statements, the Director of Corporate Resources 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect irregularities, including fraud. The risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below. However, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and management.

- We obtained an understanding of the legal and regulatory frameworks that are applicable to the council and determined that the most significant are:
  - Local Government Act 1972,
  - Local Government Finance Act 1988 (as amended by the Local Government Finance Act 1992),
  - Local Government Act 2003,
  - The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 as amended in 2018 and 2020,
  - Planning Act 2008 and the Community Infrastructure Levy Regulations 2010 (SI 2010/948)
  - The Local Audit and Accountability Act 2014, and
  - The Accounts and Audit Regulations 2015.

In addition, the Council has to comply with laws and regulations in the areas of anti-bribery and corruption, data protection, employment Legislation, tax Legislation, general power of competence, procurement and health & safety.

- We understood how Horsham District Council is complying with those frameworks by understanding the incentive, opportunities and motives for non-compliance, including inquiring of management, head of internal audit and those charged with governance and obtaining and reading documentation relating to the procedures in place to identify, evaluate and comply with laws and regulations, and whether they are aware of instances of non-compliance. We corroborated this through our reading of the Council's committee minutes, through enquiry of employees to confirm Council policies, and through the inspection of employee handbooks and other information. Based on this understanding we designed our audit procedures to identify non-compliance with such laws and regulations. Our procedures had a focus on compliance with the accounting framework through obtaining sufficient audit evidence in line with the level of risk identified and with relevant legislation.
- We assessed the susceptibility of the Council's financial statements to material misstatement, including how fraud might occur by understanding the potential incentives and pressures for management to manipulate the financial statements, and performed procedures to understand the areas in which this would most likely arise. Based on our risk assessment procedures, we identified inappropriate capitalisation of revenue expenditure, Risk of fraud in revenue recognition – sales, fees and charges income grant and management override of controls to be our fraud risks.
- To address our fraud risk of inappropriate capitalisation of revenue expenditure we tested the Council's capitalised expenditure to ensure the capitalisation criteria were properly met and the expenditure was genuine.
- To address our fraud risk of fraud in revenue recognition – sales, fees and charges income grant we assessed whether the grant return appropriately followed the guidance, and whether the values included in the return were supported by relevant and appropriate evidence .

- To address our fraud risk of management override of controls, we tested specific journal entries identified by applying risk criteria to the entire population of journals. For each journal selected, we tested specific transactions back to source documentation to confirm that the journals were authorised and accounted for appropriately.-

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 reporting criteria issued by the Comptroller and Auditor General (C&AG) in April 2021, as to whether Horsham District Council had proper arrangements for financial sustainability, governance and improving economy, efficiency and effectiveness. The Comptroller and Auditor General determined these criteria as those necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether Horsham District Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2021.

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 Horsham District 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.

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.

#### **Delay in certification of completion of the audit**

We cannot formally conclude the audit and issue an audit certificate until we have completed the work necessary to issue our assurance statement in respect of the Authority's Whole of Government Accounts consolidation pack. We are satisfied that this work does not have a material effect on the financial statements or on our value for money conclusion.

#### **Use of our report**

This report is made solely to the members of Horsham District 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.

*Elizabeth Jackson (Key Audit Partner)  
Ernst & Young LLP (Local Auditor)  
Luton  
21 September 2021*

## Movement in Reserves Statement

	General Fund Reserves £000	Capital Receipts Reserve £000	Capital Grants Unapplied £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000	Note
<b>Balance at 1 April 2019</b>	(23,003)	(1,327)	(9,145)	(33,475)	(129,718)	(163,193)	
Movement in reserves during 2019/20:							
(Surplus) or deficit on provision of services	(3,943)	0	0	(3,943)	0	(3,943)	7
Other Comprehensive Expenditure and Income	0	0	0	0	(27,470)	(27,470)	
Total Comprehensive Expenditure and Income	(3,943)	0	0	(3,943)	(27,470)	(31,413)	
Adjustments between accounting basis & funding basis under regulations (restated)	1,755	(761)	(1,501)	(507)	507	0	7,11
Increase/Decrease (movement) in Year	(2,188)	(761)	(1,501)	(4,450)	(26,963)	(31,413)	
<b>Balance at 31 March 2020 carried forward</b>	(25,191)	(2,088)	(10,646)	(37,925)	(156,681)	(194,605)	
Movement in reserves during 2020/21:							
(Surplus) or deficit on provision of services	(13,570)	0	0	(13,570)	0	(13,570)	7
Other Comprehensive Expenditure and Income	0	0	0	0	(6,016)	(6,016)	
Total Comprehensive Expenditure and Income	(13,570)	0	0	(13,570)	(6,016)	(19,586)	
Adjustments between accounting basis & funding basis under regulations	(4,731)	366	(2,519)	(6,884)	6,884	0	7,11
Increase/Decrease (movement) in Year	(18,301)	366	(2,519)	(20,454)	868	(19,586)	
<b>Balance at 31 March 2021 carried forward</b>	(43,492)	(1,722)	(13,165)	(58,379)	(155,813)	(214,191)	

## Comprehensive Income and Expenditure Statement

2020/21			2019/20			
Gross	Gross	Net	Gross	Gross	Net	
Expenditure	Income	Expenditure	Expenditure	Income	Expenditure	Note
£000	£000	£000	£000	£000	£000	
2,780	(41)	2,739	Audit, Finance HR & Commissioning	2,526	(137)	2,389
6,593	(2,090)	4,503	Leisure & Culture	6,689	(4,118)	2,571
1,339	(16)	1,323	Corporate Management	1,407	(18)	1,389
400	(1)	399	Customer Services	531	(12)	519
4,217	(2,595)	1,622	Housing & Community Services	4,644	(2,095)	2,549
1,880	(33)	1,847	ICT	1,886	(10)	1,876
			Legal and Democratic Services & Elections	2,141	(114)	2,027
1,692	(116)	1,576	Parking	4,421	(4,980)	(559)
5,578	(4,750)	828	Planning & Economic Development	5,938	(3,479)	2,458
5,735	(3,508)	2,227	Property & Facilities Refuse, Cleansing & Environmental Services	1,851	(233)	1,618
1,970	(273)	1,697		10,989	(5,146)	5,843
9,796	(4,294)	5,502		27,926	(27,593)	333
26,956	(26,809)	147	Revenues & Benefits			
<b>68,936</b>	<b>(44,526)</b>	<b>24,410</b>	<b>Cost of Services</b>	<b>70,948</b>	<b>(47,935)</b>	<b>23,013</b>
			3,602 Other operating expenditure			2,305
			(9,559) Financing and investment income and expenditure			(4,358)
			<u>(32,023)</u> Taxation and non-specific grant income			<u>(24,903)</u>
			<u>(13,570)</u> <b>(Surplus) or deficit on provision of services</b>			<u>(3,943)</u>
<b>Items that will not be classified to the (Surplus) or deficit on the Provision of Services</b>						
			Surplus or deficit on revaluation of Property, Plant and Equipment assets			(2,171)
			(6,705) Actuarial (gains)/losses on pensions assets			(25,339)
			<u>(100)</u> Surplus or deficit on revaluation of financial assets			<u>40</u>
			<u>(6,016)</u> <b>Other Comprehensive Income and Expenditure</b>			<u>(27,470)</u>
			<u>(19,586)</u> <b>Total Comprehensive Income and Expenditure</b>			<u>(31,413)</u>

## Balance Sheet

<u>31.03.2021</u>		<u>31.03.2020</u>	<u>Note</u>
£000		£000	
	<b>NON-CURRENT ASSETS</b>		
	Property, Plant and Equipment		
104,161	- Other Land and Buildings	108,815	12
2,415	- Vehicles, Plant, Furniture & Equipment	3,369	12
283	- Assets under construction/Awaiting Development	5	12
1,057	- Surplus Assets	0	12
531	Heritage Assets	531	
57,996	Investment Property	54,466	13
8	Intangible Assets	19	
313	Assets Held for Sale	636	
31,006	Pension Asset	25,335	30
218	Long-term Debtors	221	
<u>25,162</u>	Long-term Investments	<u>19,621</u>	<u>14</u>
<b>223,150</b>	<b>TOTAL LONG-TERM ASSETS</b>	<b>213,018</b>	
13,415	Short - term Investments	13,247	14
91	Inventories	87	
5,862	Short -term Debtors	4,392	16
<u>20,981</u>	Cash and Cash Equivalents	<u>6,288</u>	<u>15</u>
<b>40,349</b>	<b>CURRENT ASSETS</b>	<b>24,014</b>	
(19,431)	Short-term Creditors	(14,520)	17
	<b>CURRENT LIABILITIES</b>		
(394)	Provisions	(158)	18
(2,004)	Provision for Business Rates Appeals	(1,121)	18
(335)	Council tax and NDR appropriations	(300)	
(13,837)	Long-term liabilities - S106 Contribution	(12,106)	18
(364)	CIL Contribution	(506)	
(821)	Rent Deposits and Other Balances	(930)	
(12,122)	Capital Grants & Receipts in Advance	(12,785)	18
<u>(29,877)</u>	<b>LONG-TERM LIABILITIES</b>	<u>(27,906)</u>	
<b>214,191</b>	<b>NET ASSETS</b>	<b>194,605</b>	
	Usable Reserves		
(43,492)	- Reserves	(25,191)	19
(1,722)	- Capital Receipts Reserve	(2,088)	19
(13,165)	- Capital Grants & Contributions Unapplied	(10,646)	19
	Unusable Reserves		
(34,194)	- Revaluation Reserve	(35,833)	20
(31,006)	- Pensions Reserve	(25,335)	20,30
(98,336)	- Capital Adjustment Account	(98,354)	20
(484)	- Pooled Fund Adjustment Account	1,855	
(60)	- Financial Instrument Revaluation Reserve	40	
7,874	- Collection Fund Adjustment Account	788	20
394	- Accumulating Absences Adjustment Account	158	
<u>(214,191)</u>	<b>TOTAL RESERVES</b>	<u>(194,605)</u>	

These financial statements replace the unaudited financial statements certified by the Director of Corporate Resources on

**Jane Eaton C.P.F.A Director of Corporate Resources**

## Cash Flow Statement

<u>2020/21</u>		<u>2019/20</u>	<u>Note</u>
£000		£000	
<b><u>Operating activities</u></b>			
	(Surplus) or deficit on provision of services	(3,943)	7
(13,570)			
	Adjust net surplus or deficit on the provision of services for non- cash movements	(5,802)	21
(13,730)			
	Adjust for items in the net deficit on the provision of services that are investing or financing activities	6,129	21
5,566			
	<b>Net cash flows from Operating activities</b>	<b>(3,616)</b>	
<b>(21,734)</b>			
<b><u>Investing activities</u></b>			
	Purchase of property, plant and equipment, investment property and intangible assets	8,230	
2,835			
	Purchase of short-term and long-term investments	67,000	
111,126			
	Other payments for investing activities	396	
183			
	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(1,212)	
(552)			
	Proceeds from short-term and long-term investments	(64,220)	
(105,517)			
	Other receipts from investing activities	(10,709)	
(5,500)			
	<b>Net cash flows from investing activities</b>	<b>(516)</b>	
<b>2,575</b>			
<b><u>Financing Activities</u></b>			
	Other receipts from financing activities	(860)	
4,465			
	Other payments for financing activities	4,000	
0			
	<b>Net cash flows from financing activities</b>	<b>3,140</b>	
<b>4,465</b>			
	Net (increase) or decrease in cash and cash equivalents	(991)	
(14,693)			
	<b>Cash and cash equivalents at 1 April</b>	<b>5,297</b>	15
<b>6,288</b>			
	<b>Cash and cash equivalents at 31 March</b>	<b>6,288</b>	15

## Notes to the Core Statements

### 1 ACCOUNTING POLICIES

#### GENERAL PRINCIPLES

The accounts comply with the Code of Practice on Local Authority Accounting (the Code), issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). Accounting policies and estimation techniques have been selected and used having regard to the accounting principles and concepts set out in International Financial Reporting Standards *Framework for the Preparation of Financial Statements*, specifically:

- The qualitative characteristics of financial information
- Relevance
- Reliability
- Comparability
- Understandability
- Materiality
- Accruals
- Going concern

Where there is specific legislation this will have primacy over any other provision. The accounts have been prepared under the historical cost convention modified by the revaluation of certain categories of non-current assets.

#### ACCRUALS OF EXPENDITURE AND INCOME

The revenue accounts of the Council are maintained on an accruals basis in accordance with the Code. Any sums due to or payable by the Council at the end of each financial year that exceed £5,000 either individually, or as a class of expenditure are brought into account (irrespective of whether cash has been received or payment has been made). The exception to the £5,000 limit exists where the expenditure or part of it is to be recharged to a third party. Where a service is provided for a full year a full year's costs/income is reflected in the accounts. If any service is only provided for a proportion of the year a relevant proportion is included. If actual costs are not available accruals are made, in accordance with officer guidelines, on a best estimate basis.

At the end of each financial year, an estimate is made of doubtful debts - amounts due to the Council but unlikely to be received. The total value of these amounts is shown as a provision on the Balance Sheet.

Capital expenditure is also accounted for on an accrual basis in accordance with the capital accounting provisions of the Code.

Council tax income is accounted for on an accrual basis with the Horsham District Council share of income included within the debtors and creditors balances on the Balance Sheet, with the preceding authorities' accounting for their relevant share.

#### CASH AND CASH EQUIVALENTS

Cash equivalents are short-term, highly liquid investments that are repayable within one month of acquisition. They are readily convertible to known amounts of cash and are subject to an insignificant risk of changes in value. Cash equivalents include shares in constant net asset value money market funds.

#### 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.

#### PRIOR PERIOD ADJUSTMENTS

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.

Changes in accounting policies are only made where 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. When 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 periods figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

## **CHARGES TO REVENUE RELATED TO NON-CURRENT ASSETS**

General Fund service revenue accounts have been charged with depreciation, amortisation and where required any relevant impairment loss. These charges are credited in the Movement in Reserves Statement so that they do not have an impact on the amounts required to be raised from local taxation.

Amounts required to be set aside from revenue for the reduction of the Council's overall borrowing requirement to finance capital expenditure, or as transfers to other earmarked reserves, are disclosed separately in the Movement in Reserves Statement.

## **MINIMUM REVENUE PROVISION**

The Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisation of non-current assets. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement equal to either an amount calculated on a prudent basis or as 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 (MRP or loans fund principal), by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

## **EMPLOYEE BENEFITS**

### **Officers Emoluments and Senior Officer Remuneration**

In line with the Accounts and Audit Regulations 2015, a note disclosing officers' emoluments is required which includes all amounts paid to or receivable by an employee, including sums due by way of expenses allowances and the estimated money value of any other benefits received by an employee other than in cash.

There is also a requirement that local authorities include remuneration information of senior employees in the note accompanying their statement of accounts with previous year comparatives. This information is found in note 25.

Benefits payable during employment are those that are due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and sick leave and non-monetary benefits 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 earned by employees but not taken before the year end which employees can carry forward into the next financial year. The accrual is charged to the provision of services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

### **Exit Packages and Termination Costs**

The Code requires disclosure of the details of exit packages agreed and the costs within bandings for the financial year with prior year comparatives. Information on termination costs together with prior year comparatives are provided in notes 26 and 27.

### **Post-Employment Benefits - Pensions**

Horsham District Council employees have the right to membership of the Local Government Pension Scheme, administered by West Sussex County Council. This scheme is accounted for as a defined benefits scheme. Pension costs have been accounted for in accordance with IAS19 Retirement Benefits. The basic principle being that the Council accounts for retirement benefits when it is committed to give them, even if the actual payment is in the future. The estimated economic current costs are based on valuations provided by the Fund's actuaries.

Liabilities are measured on an actuarial basis discounted to present value, using the projected unit method. The discount rate to be used is determined in reference to market yields at balance sheet date of high quality corporate bonds

The assets of the scheme are included in the Balance Sheet at their fair value:

- Quoted securities - current bid price
- Unquoted securities - professional estimate
- Unitised securities - current bid price

➤ Property - market value

Any change in the net pension liability is analysed into six components:

- Current service cost – the increase in liabilities as a result of years of service earned this year are allocated in the Comprehensive Income and Expenditure Account to the revenue accounts of services for which the employees worked.
- Past service cost – the increase or decrease in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years. These are debited/credited to the Cost 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. net interest expense for the council – 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.
- Re-measurement of 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- recognised in Other Comprehensive Income and Expenditure.
- Contributions paid to the West Sussex County Council Pension Fund – cash paid as employer contributions to the pension fund.

In relation to retirement benefits, statutory provisions require the General Fund balance to be charged with the amount payable by the Council to the pension fund in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and any amounts payable to the fund but unpaid at the year-end.

### **Discretionary Benefits**

The Council provides post-employment benefits which arise from additional service awarded on a discretionary basis. These benefits are unfunded with costs met directly from the Council's revenue account.

West Sussex County Council's Annual Report on the Pension Fund is available from County Hall, Chichester.

### **EVENTS AFTER THE BALANCE SHEET DATE**

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 would be adjusted to reflect such events
- Those that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, 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.

### **FINANCIAL INSTRUMENTS**

#### **Financial Liabilities**

Financial Liabilities 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. The amount presented in the Balance Sheet for borrowings is the outstanding principal repayable (plus accrued interest).

Where premiums and discounts have been charged to the CIES, regulations allow the impact on the General Fund Balance to be spread over future years. The Council has a policy of spreading the gain or loss over the term that was remaining on the loan against which the premium was payable or discount receivable when it was repaid.

The reconciliation of amounts charged to the CIES to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

## **Financial Assets**

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'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.

### **Financial Assets Measured at Amortised Cost**

Financial assets are initially measured at fair value. They are subsequently measured at their amortised cost. Annual income appears in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement (CIES) and is based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument.

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

### **Expected Credit Loss Model**

The authority recognises expected credit losses on all of its financial assets held at amortised cost, 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 of Loss**

Financial assets that are measured at FVPL 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.

The fair value measurements of the 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 three levels:

- Level 1 inputs – quoted prices (unadjusted) in active markets for identical assets that the authority 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. Statutory arrangements protect the General Fund Balance from this charge and this is therefore reversed out of the General Fund Balance to a reserve in the Movement in Reserves Statement.

### **Financial Assets Measured at Fair Value through Other Comprehensive Income**

These assets are treated as Financial Assets Measured at Fair Value through Profit of Loss in terms of valuations but any gains and losses are taken to the Financial Instrument Revaluation Reserve rather than the Surplus or Deficit on the Provision of Services. Any gains and losses that arise on the derecognition of the asset are credited or debited to the General Fund through the Movement in Reserves Statement. The relevant assets are the Fundamentum REIT and the Council's investment in its Housing Subsidiary which are equity instruments which the Council has elected to treat in this category.

## **GRANTS AND CONTRIBUTIONS**

Where the Council has not identified itself as an agent, grants have been recognised using the following accounting policy:

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.

Grants and contributions for capital purposes are recognised as income on receipt as long as there is no condition for their use that has not been satisfied. Where there is a condition the amount will be held as a receipt in advance until the condition is satisfied at which point the amount is recognised as income. Where capital grants are recognised as income they are reversed out of the General Fund in the Movement in Reserves Statement and held as unapplied reserve until used to finance capital expenditure.

## **COLLECTION FUND**

The Collection Fund Statement is an agent's statement which reflects the statutory obligation in accordance with section 89 of the Local Government Finance Act 1988 (as amended by the Local Government Finance Act 1992) for billing authorities to maintain a separate Collection Fund. The Collection Fund shows the transactions of the billing authority in relation to the collection from taxpayers and the distribution to local authorities and the Government of council tax and non-domestic rates. There is no requirement for a separate Collection Fund Balance Sheet since the assets and liabilities arising from collecting non-domestic rates and council tax belong to the bodies (i.e. major preceptors, the billing authority and the Government).

## **COUNCIL TAX INCOME**

Council tax income included in the Comprehensive Income and Expenditure Statement for the year shall be the accrued income for that year. Each major preceptor's share of the accrued council tax income is available from the information required to be produced in order to prepare the Collection Fund Statement.

Since the collection of council tax is in substance an agency arrangement, the cash collected by the billing authority from council tax debtors belongs proportionately to the billing authority and the major preceptors. There will therefore be a debtor/creditor position between the billing authority and each major preceptor to be recognised since the net cash paid to each major preceptor in the year will not be its share of cash collected from Council taxpayers. If the net cash paid to a major preceptor in the year is more than its proportionate share of net cash collected from council tax debtors/creditors in the year, there is a debit adjustment. If the cash paid to a major preceptor is less than its proportionate share of net cash collected in the year from council tax debtors/creditors, the billing authority shall recognise a credit adjustment for the amount underpaid to the major preceptor in the year.

The Cash Flow Statement of the billing authority shall include within operating activities only its own share of council tax net cash collected from council tax debtors in the year; and the amount included for precepts paid shall exclude amounts paid to major preceptors. The difference between the major preceptors' share of the net cash collected from council tax debtors and net cash paid to major preceptors as precepts and settlement of the previous year's surplus or deficit on the Collection Fund shall be included within financing activities in the Cash Flow Statement.

## **NATIONAL NON-DOMESTIC RATES (NNDR)**

Following the introduction of business rate localisation in April 2013, local authorities are responsible for collecting and distributing income from the business rates they collect.

The Council is responsible for any refunds relating to backdated appeals although a significant element of refunds relate to 2014/15 or prior years and in accordance with CIPFA Guidance (LAAP Bulletin 96) such liabilities are formally recognised in the accounts.

Safety net arrangements are in place to protect the Council from the impact of any reductions below 5% of its baseline funding level.

## **HERITAGE ASSETS**

A tangible heritage asset is a tangible asset intended to be preserved in trust for future generations with historical, artistic, scientific, technological, geophysical or environmental qualities that is held and maintained principally for its contribution to knowledge and culture.

Operational heritage assets (i.e. those that, in addition to being held for their heritage characteristics, are also used by the Council for other activities or to provide other services) shall be accounted for as operational assets rather than heritage assets, and shall be valued in the same way as other assets of that general type.

Heritage assets shall normally be measured at valuation in accordance with Financial Reporting Standard 102 but the Standard states that valuations may be made by any method that is appropriate and relevant. Where it is not practicable to obtain a valuation at a cost which is commensurate with the benefits to users of the financial statements, heritage assets can be measured at historical cost (less any accumulated depreciation, amortisation and impairment losses). The museum collections have not been valued as the cost of valuation is not seen as commensurate with benefits to users; historic cost information is not available for collection. The artworks are valued using historic costs where records are available while the war memorial, due to its special nature, is valued at its depreciated replacement cost.

Depreciation will be charged where the asset does not have an indefinite life. If there is evidence of impairment the carrying amount of the asset shall be reviewed. The holdings of the Council currently have indefinite lives and hence are not charged depreciation.

Where heritage assets are revalued the treatment would be the same as for normal properties using the Revaluation Reserve where appropriate and reporting impairments if necessary.

The Council does not recognise any intangible heritage assets.

## **INTANGIBLE ASSETS**

Intangible assets such as software and licences give an economic benefit over more than one year. They are initially recognised at cost and then amortised over their useful lives. The gain or loss on disposal of intangible assets is recognised in the Comprehensive Income and Expenditure Account. To comply with statute the gain or loss is reversed out in the Movement in Reserves Statement (MiRS).

## **INVENTORIES & WORK IN PROGRESS**

Stocks are valued at the lower of actual cost or net realisable value.

## **INVESTMENT PROPERTY**

Investment properties are held to earn return rather than to provide services. The Council holds a number of commercial properties that it categorises as Investment Properties on the basis that the properties are rented to commercial entities using standard commercial terms of the rental rather than concessionary terms to specific classes of commercial tenants.

Investment properties are valued initially at cost and then at fair value which is defined as the price that would be received to sell such an asset in an orderly transaction between market participants at the measurement date. The valuation is based on highest and best use of any asset and so should take into account the highest price in the most advantageous market for that asset.

Investment properties are not depreciated but valued annually. When a value is changed any gain or loss is recognised in the Financing and Investment Income and Expenditure in the Comprehensive Income and Expenditure Statement but is reversed out of the General Fund in the Movement in Reserves Statement as required by statutory regulation. Gains and losses on disposal are treated similarly.

## **LEASES**

Leases are classified as finance or operating leases based on the extent that the risks and rewards associated with a leased asset lie with the lessor or lessee. If substantially all the risks and rewards of the lease transfer to the lessee it is a finance lease, otherwise an operating lease. For purpose of classification land and buildings are considered separately. The Council has no material investment in finance leases as lessee or lessor.

### **The Council as a Lessee**

#### Operating Leases

Rentals paid are recognised in Comprehensive Income and Expenditure Statement as an expense. Charges should be made on a straight line basis over life of lease if actual pattern of payments are significantly different from a straight line basis.

### **The Council as a Lessor**

#### Operating Leases

Rental income is recognised in Comprehensive Income and Expenditure Statement. Charges should be made on a straight line basis over life of lease if actual pattern of income diverges significantly from a straight line basis.

## **OVERHEADS AND SUPPORT SERVICES**

Central support services are allocated to revenue and capital accounts. The Council has adopted the general principle of allocating the costs of central administrative departments based on operational data or where this is not present on the estimated time spent by officers on the various services. The cost of corporate management is charged to the Corporate and Democratic Core.

## **PROPERTY, PLANT AND EQUIPMENT**

Expenditure on the acquisition, creation or enhancement of property, plant and equipment (PPE) is capitalised on an accrual basis in the accounts. Expenditure on PPE over the de minimis limit of £20,000 is capitalised, provided that the PPE yields benefits to the Council and the services it provides, for a period of more than one year. This excludes expenditure on routine repairs and maintenance of PPE assets which is charged direct to service revenue accounts.

Property, plant and equipment are valued on the basis recommended by CIPFA and in accordance with the Statements of Asset Valuation Principles and Guidance Notes issued by the Royal Institution of Chartered Surveyors (RICS). Assets are valued on the following basis:

- Initially at cost including any costs attributable to bringing the asset into use and subsequently at market value for the existing use except for assets which are rarely subject to an open market where depreciated replacement cost is used.
- Assets under construction and community assets are held at depreciated historic cost.
- Surplus assets – the current value measurement base is fair value, estimated at highest and best use from a market participant's perspective

Where the value of an asset is to be recovered by sale it is classified as an asset held for sale. It is held at its value before reclassification or the fair value less costs to sell, whichever is the lower. Any consequential loss is posted to the Comprehensive Income and Expenditure Statement. Gains in fair value would be recognised up to the amount of any previously recognised losses.

In order to account properly for valuation changes the Revaluation Reserve was set up with a zero balance at 1 April 2007. Any revaluation upward results in a credit to the reserve. A downward revaluation can be set against the Revaluation Reserve if there is a balance referring to the devalued asset. As the reserve was set at zero many downwards revaluation of assets could appear as an impairment in the Comprehensive Income and Expenditure Statement (CIES). Revaluation of property, plant and equipment is planned at five-yearly intervals, although material changes to asset valuations will be adjusted in the interim period, as an assessment is made at the end of each year for any indication that assets may be impaired in addition to cyclical revaluations. Any impairment would be written off against any revaluation gain for that asset in the Revaluation Reserve or otherwise recognised in the Comprehensive Income and Expenditure Statement.

Where an impairment loss is reversed the reversal is credited back in the CIES up to the amount of the original loss adjusted for the depreciation that would have been charged if the loss had not been recognised.

Income from the disposal of property, plant and equipment is accounted for on an accruals basis and is credited to the CIES as a part of the gains and losses on disposal. Such income that has not been used to finance capital expenditure is included in the balance sheet as usable capital receipts.

The carrying amount of an asset shall be derecognised on disposal or when no future economic benefits or service potential is expected and written off to CIES in the gains and losses on disposal.

Where a significant component part of an asset has a different useful life to other parts it will be depreciated separately. Where a component is replaced or restored the carrying amount of the old component shall be derecognised.

## **DEPRECIATION**

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

- No assets are depreciated in the year of acquisition, but they are depreciated in the year of disposal. Assets in the course of construction are not depreciated until the year following the one in which they are first brought into use. In the exceptional case of part year depreciation being material a charge may be made.
- Operational assets are depreciated using a straight line method over the useful life of the asset, taking into account any residual value.

The expected useful life of assets is not necessarily revised at each revaluation but is reviewed annually. In line with the value's judgment we reduce the useful life of most of our assets by one year; the remaining assets' lives are reviewed by the value for reasonableness. Investment properties are not depreciated.

## **PROVISIONS & RESERVES**

The Council establishes provisions for specific expenses that are certain to be incurred but the amount of which cannot yet be determined accurately.

Provisions are charged to the appropriate service revenue account in the year that the council becomes aware of the obligation, based on the estimate of the likely settlement. When payments are eventually made, they are charged to the provision set up in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes more likely than not that a transfer of economic benefits will not now be required or a lower settlement is made, the provision is reversed and credited back to the relevant service revenue account.

The Council maintains earmarked reserves to meet future spending programmes. Reserves are created by appropriating amounts in the Movement in Reserves Statement. When expenditure to be financed from the reserve is

incurred, it is charged to the appropriate service revenue account in that year to go against the Cost of Services in the Comprehensive Income and Expenditure Statement (CIES). The reserve is then appropriated back to the General Fund Balance so that there is no net charge against council tax for the expenditure.

Certain reserves are kept to manage the accounting processes for property, plant and equipment and retirement benefits and do not represent usable resources for the council.

## **CONTINGENT LIABILITIES**

IAS 37 *Provisions, Contingent Liabilities and Contingent assets* requires the Council to disclose contingent liabilities. These arise from past events and their existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Council's control that may result in an obligation on the Council.

Material contingent liabilities are not recognised as an item of expenditure within the accounts but are disclosed within the notes to the accounts unless the possibility of a transfer of economic benefits in settlement is remote.

## **CONTINGENT ASSETS**

IAS 37 *Provisions, Contingent Liabilities and Contingent assets* requires the Council to disclose contingent assets. These arise from past events and their existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Council's control that may result in an asset to the Council.

Contingent assets are not accrued in the accounting statements, in conformity with the concept of prudence. Material contingent assets are disclosed within the notes to the accounts if the inflow of a receipt or economic benefit is probable.

## **REVENUE EXPENDITURE FUNDED FROM CAPITAL UNDER STATUTE**

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

## **VALUE ADDED TAX**

Income and expenditure excludes any amounts related to VAT, as all VAT collected is payable to HM Revenue and Customs and all VAT paid is recoverable from it.

## **2 ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT YET BEEN ADOPTED**

The Code of Practice on Local Council Accounting in the United Kingdom 2020/21 (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 by the Code for the relevant financial year. The standards introduced by the 2021/22 Code and relevant for additional disclosures that will be required in the 2020/21 financial statements in accordance with the requirements of paragraph 3.3.4.3 of the Code are:

- Definition of a Business: Amendments to IFRS 3 Business Combinations
- Interest Rate Benchmark Reform: Amendments to IFRS 9, IAS 39 and IFRS 7
- Interest Rate Benchmark Reform – Phase 2: Amendments to IFRS 9, IAS 39, IFRS 7, IFRS 4 and IFRS 16.

These amendments are minor, and they are not expected to have a material impact on the Statement of Accounts.

IFRS 16 Leases has been issued by IASB. Adoption has been postponed until at least the 2022/23 CIPFA Accounting Code of Practice and will require Council's that are lessees to recognise the majority of leases on their balance sheets as right-of-use assets with corresponding lease liabilities.

## **3 CRITICAL JUDGEMENTS AND ASSUMPTIONS**

### **Critical Judgements**

In applying the accounting policies the Council has made the following critical judgements that have a significant effect on the statements:

- Future levels of local authority funding and income are uncertain. However based on the current level of reserves and its medium term planning using prudent assumptions on funding, and based on announcements made by central government, the Council judges that its assets will not be impaired as a result of a need to close facilities, reduce service provision or ongoing maintenance in the short term.
- The Council holds a significant portfolio of investment property and although general economic activity is fragile, the Council judges that its portfolio in the context of the local economy is robust enough that its overall asset portfolio will not be impaired as a result of short term decrease in economic activity.
- The Council does not expect the tax gathering mechanisms for Council Tax and Business Rates to fundamentally alter the Council's financial stability. The risk within the rates retention scheme is assumed to be the safety net which has been set by the government at 7.5% of the Council spending baseline which equates to £154k.

## Assumptions

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 materially different from the assumptions and estimates. The items in the Council's Balance Sheet at 31 March 2021 for which there is a significant risk of material adjustments in the forthcoming financial year are as follows:

### Pension Liability

Estimation of the 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. However the interaction of these assumptions is complex.

Furthermore, the actuary has also estimated an impact for the implications of the 2014 transitional arrangement protection which the Court of appeal ruled as unlawful in June 2019. Wider explanation of this issue, more commonly known as 'McCloud', is detailed in Note 30.

During 2020/21 the actuaries advised that the pension liability had been affected as follows:

<u>Change in assumptions year ended 31 March 2021</u>	<u>Approximate % increase to Employer</u>	<u>Approximate monetary amount £000</u>
0.5% decrease in Real Discount Rate	9%	17,355
1 year increase in member life expectancy	3% to 5%	7,343
0.5% increase in Salary Increase Rate	1%	1,270
0.5% increase in the Pension Increase Rate	8%	15,752

### Provisions

The provision for doubtful debt is based on estimates of default. The estimated default rates used which range from 3% to 100% may be sensitive to economic circumstances. An increase of 10% in default rates would have the effect of increasing the required provision by £335k.

### Property, plant and equipment

The depreciation of buildings is based on estimated useful life and residual value which is based on the present use and level of maintenance which in turn depends on the continued level of funding. For every year that the remaining lives of buildings were to decrease the extra depreciation would be £0.034m.

### Business Rates

The Business Rates Retention Scheme became effective from 1 April 2013 and as a result local authorities are liable for any successful appeals against business rates by businesses in 2012/13 and earlier financial years in their proportional share. The Council has a total provision of £5.0m as an estimate of potential successful appeals up to 31 March 2021, the Council's proportion (40%) reflected in the Balance Sheet is £2.0m. This estimate is calculated using Valuation Office ratings list of appeals an analysis of successful appeals to date for 2010 list and the percentage built into the multiplier by MHCLG for the 2017 list.

## **4 PRIOR PERIOD ADJUSTMENTS.**

There have not been any prior period adjustments made to these accounts.

## 5 MATERIAL ITEMS OF INCOME AND EXPENSE

Material items in terms of the Council's overall net expenditure, which are derived from events or transactions that are not expected regularly, that fall within the ordinary activities of the Council. They are required to be disclosed separately by virtue of their size or incidence to give a fair presentation of the accounts. There were no material items of income or expenditure in 2019/20 or 2020/21 other than disclosed on the face of the Comprehensive Income and Expenditure Statement.

## 6 EVENTS AFTER THE BALANCE SHEET DATE

The Statement of Accounts were authorised for issue by the Director of Corporate Resources for Horsham District Council on 21 September 2021. 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 2021, the figures in the financial statements and note have been adjusted in all material respects to reflect the impact of this information.

## 7 EXPENDITURE AND FUNDING ANALYSIS

This note details how the annual expenditure is used and funded from resources in comparison with resources consumed or earned by the local authority in accordance with generally accepted accounting practices. It also shows how the expenditure is allocated for decision making purposes between the councils departments.

Expenditure Chargeable to the General Fund Balance	Net	2020/21		2019/20		Net Expenditure in the Comprehensive Income and Expenditure Statement
		Adjustments between Funding and Accounting Basis	Net Expenditure in the Comprehensive Income and Expenditure Statement	Net Expenditure Chargeable to the General Fund Balance	Adjustments between Funding and Accounting Basis	
	(Note 7a)			(Note 7a)		
1,500	1,239	2,739	Audit, Finance, HR & Commissioning	1,211	1,177	2,389
3,652	851	4,503	Leisure & Culture	1,768	804	2,572
1,611	(288)	1,323	Corporate Management	1,591	(202)	1,389
371	28	399	Customer Services	455	64	519
			Housing & Community Services	962	1,588	2,549
983	639	1,622	ICT	1,711	165	1,878
1,727	120	1,847				
1,191	385	1,576	Legal and Democratic Services & Elections	1,334	691	2,026
(425)	1,253	828	Parking	(2,576)	2,017	(559)
2,045	182	2,227	Planning & Economic Development	1,823	635	2,458
(2,394)	4,091	1,697	Property & Facilities	(2,316)	3,934	1,618
3,720	1,782	5,502	Refuse, Cleansing & Environmental Services	2,908	2,933	5,841

798	(651)	147	Revenues & Benefits	612	(279)	332
<b>14,779</b>	<b>9,631</b>	<b>24,410</b>	<b>Net cost of services</b>	<b>9,484</b>	<b>13,529</b>	<b>23,013</b>
(33,081)	(4,899)	(37,980)	Other income and expenditure	(11,673)	(15,283)	(26,956)
<b>(18,302)</b>	<b>4,732</b>	<b>(13,570)</b>	<b>Surplus or deficit</b>	<b>(2,187)</b>	<b>(1,754)</b>	<b>(3,943)</b>
<b>(25,189)</b>			Opening General Fund Balance	<b>(23,003)</b>		
<b>(18,302)</b>			Less Surplus on General Fund in Year	<b>(2,187)</b>		
<b>(43,491)</b>			<b>Closing General Fund Balance</b>	<b>(25,189)</b>		

## 7a ADJUSTMENTS BETWEEN FUNDING AND ACCOUNTING BASIS

2020/21

Adjustments from General fund to arrive at Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes	Net change for the Pensions Adjustments	Covid-19 Support	Other Differences	Total Adjustments
Audit, Finance, HR & Commissioning	(4)	323	0	920	1,239
Leisure & Culture	1,760	132	(762)	(279)	851
Corporate Management	0	84	0	(372)	(288)
Customer Services	0	28	0	0	28
Housing Services	499	151	0	(11)	639
ICT	13	63	0	43	120
Legal and Democratic Services & Elections	0	67	0	318	385
Parking	3,199	52	(1,998)	0	1,253
Planning & Economic Development	102	300	(191)	(29)	182
Property & Facilities	(2,346)	34	0	6,403	4,091
Refuse, Cleansing & Environmental Services	1,507	381	0	(106)	1,782
Revenues & Benefits	0	0	0	(651)	(651)
Other income and expenditure from the Funding Analysis	(6,310)	(580)	2,951	(958)	(4,899)
<b>Difference between General Fund (Surplus) or deficit and Comprehensive Income and Expenditure (surplus) or deficit on the provision of services</b>	<b>(1,580)</b>	<b>1,034</b>	<b>0</b>	<b>5,278</b>	<b>4,732</b>

2019/20

Adjustments from General fund to arrive at Comprehensive Income and Expenditure Statement amounts	Adjustments for Capital Purposes	Net change for the Pensions Adjustments	Interest	Other Differences	Total Adjustments
Audit, Finance, HR & Commissioning	0	159	889	129	1,177
Leisure & Culture	606	315	0	(116)	804
Corporate Management	0	199	0	(401)	(202)
Customer Services	0	63	0	1	64
Housing Services	1,169	311	0	108	1,588
ICT	22	142	0	0	165

Legal and Democratic Services & Elections	0	143	0	548	691
Parking	2,031	113	0	(127)	2,017
Planning & Economic Development	73	618	0	(55)	635
Property & Facilities	(1,311)	86	0	5,159	3,934
Refuse, Cleansing & Environmental Services	2,186	852	0	(105)	2,933
Revenues & Benefits	0	0	0	(279)	(279)
Other income and expenditure from the Funding Analysis	(6,787)	(35)	(889)	(7,572)	(15,283)
<b>Difference between General Fund (Surplus) or deficit and Comprehensive Income and Expenditure (surplus) or deficit on the provision of services</b>	<b>(2,010)</b>	<b>2,965</b>	<b>0</b>	<b>(2,710)</b>	<b>(1,756)</b>

## 8 OTHER OPERATING EXPENDITURE

	<b>2020/21</b>	<b>2019/20</b>
	<b>£000</b>	<b>£000</b>
Parish council precepts	3,865	3,600
(Gains)/losses on the disposal of non-current assets	<u>(263)</u>	<u>(1,295)</u>
<b>Total</b>	<b><u>3,602</u></b>	<b><u>2,305</u></b>

## 9 FINANCING AND INVESTMENT INCOME AND EXPENDITURE

	<b>2020/21</b>	<b>2019/20</b>
	<b>£000</b>	<b>£000</b>
Interest payable and similar charges	0	1
Net interest cost on LGPS Pension	(582)	(35)
Interest receivable and similar income	(867)	(889)
Income and expenditure in relation to investment properties and changes in their fair value (as detailed in note 13)	(5,771)	(5,149)
Changes in fair value of investments	<u>(2,339)</u>	<u>1,714</u>
<b>Total</b>	<b><u>(9,559)</u></b>	<b><u>(4,358)</u></b>

## 10 TAXATION AND GRANT INCOME

	<b>2020/21</b>	<b>2019/20</b>
	<b>£000</b>	<b>£000</b>
Benefits Grants	(24,400)	(26,021)
Other Government Grants	(4,946)	(1,150)
Other Grants	<u>(1,677)</u>	<u>(939)</u>
<b>Grants credited to Services</b>	<b><u>(31,023)</u></b>	<b><u>(28,110)</u></b>
Council Tax	(13,687)	(13,264)
Non Domestic Rates income & expenditure	6,825	(1,073)
New Homes Bonus	(4,831)	(4,807)
Section 31 Grant – Business Rates Reliefs	(10,677)	(1,110)
Covid-19 Support Grants	(1,753)	0
Discretionary Covid-19 Grants	(2,779)	0
Capital grants and contributions	<u>(5,121)</u>	<u>(4,649)</u>
<b>Credited to Taxation and Non Specific Grant Income</b>	<b><u>(32,023)</u></b>	<b><u>(24,903)</u></b>

During the year, the Council received £6.04m in discretionary Covid-19 grants. In 2020/21 £3.27m was paid to local businesses, the balance has been transferred to an ear marked reserve and will be paid to businesses in 2021/22.

## 11 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 council 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.

2020/21	Usable Reserves			
	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied	Movement in Usable Reserves
	£000	£000	£000	£000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>				
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</b>				
Charges for depreciation of non-current assets	(2,703)			2,703
Revaluation movement in Property, Plant and Equipment	(1,996)			1,996
Movements in the market value of Investment Properties	2,067			(2,067)
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	(490)			490
Revenue expenditure funded from capital under statute	(2,520)			2,520
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</b>				
Statutory provision for the financing of capital investment	880			(880)
Capital expenditure financed from revenue balances	173	31		(204)
<b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>				
Capital Grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	5,121		(2,550)	(2,571)
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>				
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	753	(753)		
Use of the Capital Receipts Reserve to finance new capital expenditure		1,119		(1,119)
<b>Adjustments primarily involving the Financial Instruments Adjustment Account:</b>				
Gain/loss on revaluation of Financial Instruments Adjustment Account	2,339			(2,339)
<b>Adjustments primarily involving the Pensions Reserve:</b>				
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(3,850)			3,850
Employers pension contributions and direct payments to pensioners payable in the year	2,816			(2,816)
<b>Adjustments primarily involving the Collection Fund Adjustment Account:</b>				
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	(7,086)			7,086
<b>Adjustments primarily involving the Accumulated Absences Account:</b>				
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(235)			235
<b>Total adjustments</b>	<b>(4,731)</b>	<b>366</b>	<b>(2,519)</b>	<b>6,884</b>

2019/20

	General Fund Balance	Capital Receipts Reserve	Capital Grants Unapplied	Usable Reserves
	£000	£000	£000	£000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>				
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</b>				
Charges for depreciation of non-current assets	(2,339)			2,339
Revaluation movement in Property, Plant and Equipment	(2,139)			2,139
Movements in the market value of Investment Properties	1,453			(1,453)
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	(373)			373
Revenue expenditure funded from capital under statute	(1,752)			1,752
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</b>				
Statutory provision for the financing of capital investment	844			(844)
Capital expenditure financed from revenue balances	4,376			(4,376)
<b>Adjustments primarily involving the Capital Grants Unapplied Account:</b>				
Capital Grants and contributions unapplied credited to the Comprehensive Income and Expenditure Statement	4,649		(1,501)	(3,148)
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>				
Transfer of cash sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	1,667	(1,695)		27
Use of the Capital Receipts Reserve to finance new capital expenditure		934		(934)
<b>Adjustments primarily involving the Financial Instruments Adjustment Account:</b>				
Gain/loss on revaluation of Financial Instruments Adjustment Account	(1,714)			1,714
<b>Adjustments primarily involving the Pensions Reserve:</b>				
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement	(5,528)			5,528
Employers pension contributions and direct payments to pensioners payable in the year	2,563			(2,563)
<b>Adjustments primarily involving the Collection Fund Adjustment Account:</b>				
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	45			(45)
<b>Adjustments primarily involving the Accumulated Absences Account:</b>				
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	3			(3)
<b>Total Adjustments</b>	<b>1,755</b>	<b>(761)</b>	<b>(1,501)</b>	<b>507</b>

## 12 PROPERTY, PLANT & EQUIPMENT

### Movements in 2020/21

<b>Cost or Valuation</b>	<b>£000</b>	<b>Other Land &amp; Buildings</b>	<b>Vehicles, Plant, Furniture &amp; Equipment</b>	<b>Assets Under Construction</b>	<b>Total Property, Plant &amp; Equipment</b>
<b>At 1 April 2020</b>	109,635	8,506	5	118,146	
Additions	901	187	278	1,366	
Reclassifications	(137)			(137)	
Revaluation increase/(decreases) recognised in the Revaluation Reserve	(1,865)			(1,865)	
Revaluation increase/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(1,990)	(5)		(1,995)	
De-recognition – disposal	(15)			(15)	
Other movements in cost or valuation	(1,767)			(1,767)	
<b>At 31 March 2021</b>	<b>104,762</b>	<b>8,688</b>	<b>283</b>	<b>113,733</b>	
<b>Accumulated Depreciation and Impairment</b>					
<b>At 1 April 2020</b>	(821)	(5,137)	0	(5,958)	
Depreciation charge	(1,556)	(1,136)		(2,692)	
Written out to the Revaluation Reserve	840			840	
Written out to the Surplus/Deficit on the Provision of Services	927			927	
Other movements	9			9	
<b>At 31 March 2021</b>	<b>(601)</b>	<b>(6,273)</b>	<b>0</b>	<b>(6,874)</b>	
<b>Net Book Value</b>					
<b>At 31 March 2021</b>	<b>104,161</b>	<b>2,415</b>	<b>283</b>	<b>106,859</b>	
<b>At 31 March 2020</b>	<b>108,814</b>	<b>3,369</b>	<b>5</b>	<b>112,188</b>	

### Movements in 2019/20

<b>Cost or Valuation</b>	<b>£000</b>	<b>Other Land &amp; Buildings</b>	<b>Vehicles, Plant, Furniture &amp; Equipment</b>	<b>Total Property, Plant &amp; Equipment</b>
<b>At 1 April 2019</b>	99,521	7,936	6,137	113,594
Additions	5,558	570	6	6,134
Reclassifications	5,802		(6,134)	(332)
Revaluation increase/(decreases) recognised in the Revaluation Reserve	1,890			1,890
Revaluation increase/(decreases) recognised in the Surplus/Deficit on the Provision of Services	(2,144)		(4)	(2,148)
De-recognition – disposal	(50)			(50)
Other movements in cost or valuation	(942)			(942)
<b>At 31 March 2020</b>	<b>109,635</b>	<b>8,506</b>	<b>5</b>	<b>118,146</b>
<b>Accumulated Depreciation and Impairment</b>				
<b>At 1 April 2019</b>	(416)	(4,161)	0	(4,577)
Depreciation charge	(1,347)	(976)		(2,323)
Written out to the Revaluation Reserve	620			620
Written out to the Surplus/Deficit on the Provision of Services	322			322
<b>At 31 March 2020</b>	<b>(821)</b>	<b>(5,137)</b>	<b>0</b>	<b>(5,958)</b>
<b>Net Book Value</b>				
<b>At 31 March 2020</b>	<b>108,814</b>	<b>3,369</b>	<b>5</b>	<b>112,188</b>
<b>At 31 March 2019</b>	<b>99,105</b>	<b>3,775</b>	<b>6,137</b>	<b>109,017</b>

## **Other Plant, Property and Equipment assets - Surplus Assets**

Three assets valued at £1.057m (31 March 2020 no surplus assets held).

The lives of operational properties are individually assessed by the valuing officer. Vehicles have a 5-7 year life, ICT equipment have a life of 3-5 years.

### **Assets Held for Sale**

One asset valued at £0.313m (31 March 2020 two assets £0.636m).

### **Capital Commitments**

At 31 March 2021, the Council was committed to the following significant capital works contracts (£2.0m in 2020):

<b>Capital scheme</b>	<b>£000</b>
Warnham Discovery Hub	15
Rural car park – Henfield Library	26
<b>Total</b>	<b>41</b>

### **Effects of Changes in Estimates**

#### Revaluations

The Council carries out a rolling programme that ensures that all property, plant and equipment required to be measured at fair value is revalued at least every five years. Valuations are carried out externally. Valuations of land and buildings are carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors.

	Other Land & Buildings £000	Vehicles, Plant, Furniture & Equipment £000	Total £000
Carried at historical cost		2,415	2,415
Valued at fair value as at			
31 March 2021	81,987		81,987
31 March 2020	12,615		12,615
31 March 2019	5,925		5,925
31 March 2018	3,635		3,635
	<b>104,162</b>	<b>2,415</b>	<b>106,577</b>

## **13 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:

	2020/21 £000	2019/20 £000
Income from investment property	(4,054)	(4,150)
Direct operating expenses arising from investment property	350	454
Net (gains)/losses from fair value adjustments	<u>(2,067)</u>	<u>(1,453)</u>
<b>Net (gain)/loss</b>	<b><u>(5,771)</u></b>	<b><u>(5,149)</u></b>

There are no restrictions to the Council's ability to realise the value inherent in its investment property or on the Council's right to the remittance of income and the proceeds of the disposal. In estimating the fair value of the Council's investment properties, the highest and best use of the properties is deemed to be their current use. All the Council's investment property portfolio has been assessed as Level 2 for valuation purposes (see note 1 for explanation of fair value levels).

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

	2020/21 £000	2019/20 £000
<b>Balance at start of year</b>	54,466	50,909
Additions	1,463	2,100
Net gains/(losses) from fair value adjustments	2,067	1,457
<b>Balance at end of the year</b>	<b><u>57,996</u></b>	<b><u>54,466</u></b>

## 14 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. Financial instruments are recognised in the Balance Sheet when the authority becomes a party to the contractual provisions of the instrument.

### Financial assets

Financial assets are classified into one of three categories dependent on both:

- the reason the authority is holding the asset (e.g. to collect the contractual cash flows until maturity and / or to sell before maturity); and
- the nature of the asset's contractual cash flows (e.g. just principal and interest or something more complicated).

Reason for holding the asset	Nature of the contractual cash flows	Classification category
Holding assets in order to collect contractual cashflows	Solely payments of principal and interest	Amortised Cost
Holding assets in order to collect contractual cashflows as well as selling the assets	Solely payments of principal and interest	Fair value through other comprehensive income
Holding assets that do not fall into either of the above categories	Not solely payments of principal and interest	Fair value through profit and loss

Amortised cost category covers bank accounts, fixed term deposits, loans to local authorities, loans for service purposes, lease receivable and trade receivables.

Fair value through other comprehensive income comprises equity investments of £2m in the listed Fundamentum REIT and £0.12m in the equity of the Council's subsidiary Horsham District Homes. The former investment was made in 2019/20 and the latter in this financial year. The year-end values for the two investments are £2m and £0.12m respectively. Both these investments are subject to an irrevocable election to present changes in the fair value of investments in equity instruments through other comprehensive income rather than through profit and loss. This is dependent on these investments being held for strategic rather than trading purposes.

Fair value through profit and loss comprises money market funds, mostly held for cash flow reasons and pooled bond, equity and property funds held for the longer term.

All financial assets are initially measured at fair value and recognised on the balance sheet. How the financial assets are subsequently measured, and how unrealised gains or losses are shown in the accounts is dependent on what category the asset has been classified as.

Classification category	Subsequent measurement basis	Presentation of unrealised gains and losses
Amortised cost	Amortised cost	A disclosure note
Fair Value through Other Comprehensive Income (FVOCI)	Fair Value	The 'Other comprehensive income' section of the Comprehensive Income & Expenditure Statement (CIES)
Fair Value through Profit & Loss (FVPL)	Fair Value	The 'Financing and investment income & expenditure' section of the CIES.

A financial asset is derecognised from the Balance Sheet when the contractual rights to the cash flows expire, or the financial asset is transferred.

Interest or dividends are credited to the Financing and Investment Income and Expenditure line in the CIES. Dividends are credited when they become receivable by the authority. Interest income is credited based on the amortised cost of the asset multiplied by its effective interest rate.

Financial assets held at amortised cost are shown net of a loss allowance (where material) reflecting the statistical likelihood that the borrower or debtor will be unable to meet their contractual commitments to the Council.

### Financial Liabilities

A financial liability is an obligation to transfer economic benefits controlled by the Council and can be represented by a contractual obligation to deliver cash or financial assets or an obligation to exchange financial assets and liabilities with another entity that is potentially unfavourable to the Council.

The Council's financial liabilities held during the year are measured at amortised cost and comprise trade payables for goods and services received.

### Financial Instruments - Balances

The financial liabilities disclosed in the Balance Sheet are analysed across the following categories:

Financial Liabilities	Long Term		Short Term	
	31.03.2021 £000	31.03.2020 £000	31.03.2021 £000	31.03.2020 £000
<b>Loans at amortised cost:</b>				
- PWLB borrowing	0	0	0	0
<b>Total Borrowing</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Liabilities at amortised cost:</b>				
- Trade payables	0	0	(17,940)	(18,898)
<b>Included in Creditors *</b>	<b>0</b>	<b>0</b>	<b>(17,940)</b>	<b>(18,898)</b>
<b>Total Financial Liabilities</b>	<b>0</b>	<b>0</b>	<b>(17,940)</b>	<b>(18,898)</b>

\* The various liabilities lines on the Balance Sheet include £9.7m (2020: £9m) short-term creditors that do not meet the definition of a financial liability as they relate to non-exchange transactions.

The financial assets disclosed in the Balance Sheet are analysed across the following categories:

Financial Assets	Long Term		Short Term	
	31.03.2021 £000	31.03.2020 £000	31.03.2021 £000	31.03.2020 £000
<i>At amortised cost:</i>				
- Principal incl accruals	0	0	4,001	4,003
<i>At fair value through profit &amp; loss:</i>				
- Fair value	22,977	17,661	9,413	9,244
<i>Fair value through other comprehensive income</i>				
- Fair value	2,186	1,960		
<b>Total Investments</b>	<b>25,162</b>	<b>19,621</b>	<b>13,414</b>	<b>13,247</b>
<i>At amortised cost:</i>				
- Principal incl accruals	0	0	2,982	789
<i>At fair value through profit &amp; loss:</i>				
- Fair value	0	0	17,999	5,499
<b>Total Cash and Cash Equivalents</b>	<b>0</b>	<b>0</b>	<b>20,981</b>	<b>6,288</b>
<i>At amortised cost:</i>				
- Receivables			3,993	3,220
- Loans made for service purposes	214	214		
- Loss allowance	(6)	(6)	(394)	(417)
<b>Included in Debtors **</b>	<b>208</b>	<b>208</b>	<b>3,599</b>	<b>2,803</b>
<b>Total Financial Assets</b>	<b>25,370</b>	<b>19,829</b>	<b>37,995</b>	<b>22,338</b>

\* The debtors lines on the Balance Sheet include £3.5m (2020: £1.9m) short-term debtors that do not meet the definition of a financial asset as they relate to non-exchange transactions.

### **Financial Instruments - Gains and Losses**

The gains and losses recognised in the Comprehensive Income and Expenditure Statement in relation to financial instruments consist of the following:

	Financial Assets			2020/21 Total £000	2019/20 Total £000
	Amortised Cost £000	Fair Value through OCI £000	Fair Value through Profit & Loss £000		
Interest expense				0	0
Impairment Loss				0	189
Changes in fair value				0	1,709
<b>Interest payable and similar charges</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,898</b>
Interest income	(28)			(28)	(39)
Dividend income		(33)	(798)	(831)	(839)
Gains from changes in fair value			(2,339)	(2,339)	0
Impairment loss reversals	(23)			(23)	0
<b>Interest and investment income</b>	<b>(50)</b>	<b>(33)</b>	<b>(3,137)</b>	<b>(3,220)</b>	<b>(879)</b>
<b>Net impact on surplus/deficit on provision of services</b>	<b>(50)</b>	<b>(33)</b>	<b>(3,137)</b>	<b>(3,220)</b>	<b>1,019</b>
Gains on revaluation		(100)		(100)	0
Losses on revaluation				0	40
<b>Impact on other comprehensive income</b>	<b>0</b>	<b>(100)</b>	<b>0</b>	<b>(100)</b>	<b>40</b>
<b>Net (Gain)/Loss for Year</b>	<b>(50)</b>	<b>(133)</b>	<b>(3,137)</b>	<b>(3,320)</b>	<b>1,059</b>

### **Financial Instruments - Fair Values**

Financial instruments, except those classified at amortised cost, are carried in the Balance Sheet at fair value. For most assets, including shares in money market funds and other pooled funds, the fair value is taken from the market price

Financial instruments classified at amortised cost are carried in the Balance Sheet at amortised cost. Their fair values have been estimated by calculating the net present value of the remaining contractual cash flows at 31 March 2021, using the following methods and assumptions:

- 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.

Fair values are shown 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

### **Financial Liabilities**

The fair value of short-term financial liabilities held at amortised cost, including short term borrowing and trade payables, is assumed to approximate to the carrying amount. The valuations are deemed as level 2 in the fair value hierarchy.

### **Financial assets**

instruments which are subject to a valuation technique (this excludes short term trade payables and receivables) are shown below. The fair value of short-term financial assets held at amortised cost, including trade receivables, is assumed to approximate to the carrying amount.

<b>Category</b>	<b>IFRS9</b>	<b>Fair value level</b>	<b>31.03.2021</b>	<b>31.03.2020</b>
Bond & Equity funds	FVPL	1	18,081	12,876
Property Fund	FVPL	1 (2 at 31/3/20)	4,750	4,784
REIT	FVOCI	2	2,060	1,960
Money market funds	FVPL	1	27,413	17,744

The property fund has moved from level 2 in last year's accounts to level 1 as the active market in these instruments has resumed.

The Council holds £0.12m equity in its Housing subsidiary with the value of the price paid for equity as the amount is not material. Should the value become material a recognised valuation process would be followed.

#### **(E) Financial Instruments - Risks**

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 main risks covered 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.
- **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 treasury 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, other local authorities, and organisations without credit ratings upon which the Council has received independent investment advice. 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 £5m 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, building societies and companies, a smaller limit of £2.5m. The Council also sets limits on investments in certain sectors. No more than £12m in total can be invested for a period longer than one year.

The table below summarises the credit risk exposures of the Council's treasury investment portfolio by credit rating. All investments are short term.

<b>Credit</b>	<b>31.03.21</b>	<b>31.03.20</b>
A+	3,590	526
Unrated	4,000	4,000
<b>Total</b>	<b>7,590</b>	<b>4,526</b>

Loss allowances on treasury investments would be calculated by reference to historic default data published by credit rating agencies, adjusted for any extraordinary economic conditions. There is no material loss allowance applicable to treasury investments.

#### **Credit Risk: Trade and Lease Receivables**

The Council has both trade and lease receivables. The Council's credit risk on lease receivables is to some extent mitigated by its legal ownership of the assets leased, which can be repossessed if the debtor defaults on the lease contract.

The following analysis summarises the Council's trade and lease receivables, by due date. Only those receivables meeting the definition of a financial asset are included.

	<b>31.03.2021</b> <b>Receivables</b>	<b>31.03.2020</b> <b>Receivables</b>
	<b>£000</b>	<b>£000</b>
Neither past due nor impaired	1,530	2,389
Past due < 3 months	310	555
Past due 3-6 months	396	314
Past due 6-12 months	320	14
Past due 12+ months	357	275
<b>TOTAL RECEIVABLES</b>	<b>2,913</b>	<b>3,547</b>

Loss allowances on trade receivables, which includes property lease income, have been calculated by reference to the Council's historic experience of default with reference to debtor type and past due status.

Receivables are written off to the Surplus or Deficit on the Provision of Services when they are deemed effectively irrecoverable, but steps are still taken to collect sums owing when the Council has reasonable evidence that the affected counterparty's financial position has changed.

#### Credit Risk: Loans, Financial Guarantees and Loan Commitments

In furtherance of the Council's service objectives, it has lent money to Henfield Leisure centre.

The amounts recognised on the balance sheet, and the Council's total exposure to credit risk from these instruments are:

<b>Borrower</b>	<b>Exposure type</b>	<b>Balance Sheet</b>	<b>Risk exposure</b>	<b>Balance Sheet</b>	<b>Risk exposure</b>
		<b>31.03.2021</b> <b>£000</b>	<b>31.03.2021</b> <b>£000</b>	<b>31.03.2020</b> <b>£000</b>	<b>31.03.2020</b> <b>£000</b>
Henfield leisure centre	Loans at market rates	208	208	208	208

The Council manages the credit risk inherent in its loans for service purposes, in line with its published Investment Strategy.

Loss allowances on loans for service purposes have been assessed with reference to expected failures of comparable organisations. They are determined to have suffered a significant increase in credit risk where there is significant increased risk that the business model of the organisation may not be able to sustain interest payments and they are determined to be credit-impaired where there it is deemed probable the organisation's business model is not sustainable. Loans are written off to the Surplus or Deficit on the Provision of Services when they are deemed irrecoverable, but steps are still taken to collect sums owing when it is judged that the borrower still has the potential to repay. Although the Council has granted an extension to the Henfield Leisure Centre loan repayment it judges that this is a short term issue caused by the pandemic which does not materially affect the long term business model.

#### 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

#### Market Risks: Interest Rate Risk

The Council is exposed to risk in terms of its exposure to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the authority. For instance, a rise in interest rates would have the following effects:

- investments at variable rates – the interest income will rise
- investments at fixed rates – the fair value of the assets will fall.

Investments measured at amortised cost and loans borrowed are not carried at fair value, so changes in their fair value will have no impact on the Comprehensive Income and Expenditure Statement. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Surplus or Deficit on the Provision of Services. Movements in the fair value of fixed rate investments measured at fair value will be reflected in Other Comprehensive Income or the Surplus or Deficit on the Provision of Services as appropriate.

The Treasury Management Strategy aims to mitigate these risks by setting upper limits on its net exposures to fixed and variable interest rates. To gauge the sensitivity of the Council to interest rate changes if all interest rates had been 1% higher (with all other variables held constant) the financial effect would be:

	<b>31.03.2021</b> £000	<b>31.03.2020</b> £000
Increase in interest receivable on variable rate investments	(234)	(164)
Decrease in fair value of investments held at FVPL	390	274
<b>Impact on Surplus or Deficit on the Provision of Services</b>	<b>157</b>	<b>110</b>
Decrease in fair value of investments held at FVOCI	0	0
<b>Impact on Comprehensive Income and Expenditure</b>	<b>157</b>	<b>110</b>
Decrease in fair value of loans and investments at amortised cost *	38	1
Decrease in fair value of fixed rate borrowing *	0	0

\*No impact on Comprehensive Income and Expenditure.

The approximate impact of a 1% fall in interest rates would be as above but with the movements being reversed.

#### **Market Risks: Price Risk**

The market prices of the Council's fixed rate bond investments and its units in pooled bond funds are governed by prevailing interest rates and the price risk associated with these instruments is managed alongside interest rate risk.

The Council's investment in pooled funds including property is subject to the risk of falling commercial property prices. This risk is limited by the Council's maximum exposure to property fund pooled fund investments and REITs of £7m and £5m respectively. A 5% fall in commercial property prices at 31 March 2021 would result in a £0.25m (2020: £0.24m) charge to the Surplus or Deficit on the Provision of Services which is then transferred to the Pooled Investment Funds Adjustment Account and a £0.1m (2020: £0.06m) charge to Other Comprehensive Income and Expenditure.

The Council's investment in pooled equity funds is subject to the risk of falling share prices. This risk is limited by the Council's maximum exposure to pooled funds that include equity investments of £59.5m. A 5% fall in share prices at 31 March 2021 would result in a £0.35m (2020: £0.23m) charge to the Surplus or Deficit on the Provision of Services which is then transferred to the Pooled Investment Funds Adjustment Account.

#### **15 CASH AND CASH EQUIVALENTS**

The balance of cash and cash equivalents is made up of the following elements:

	<b>31.03.2021</b> £000	<b>31.03.2020</b> £000
Cash held by Council	1	8
Money market Funds	17,999	5,499
Short-term deposits	2,735	526
Cash in transit	<u>247</u>	<u>255</u>
<b>Total Cash and Cash Equivalents</b>	<b><u>20,981</u></b>	<b><u>6,288</u></b>

#### **16 SHORT-TERM DEBTORS**

	<b>31.03.2021</b> £000	<b>31.03.2020</b> £000
Sundry Debtors	4,002	3,224
Central government bodies	70	405
Payments in advance	537	415
Council Tax debtors	569	407
WSSC NNDR Debtor	673	0
NNDR Debtors	941	341
Housing benefit overpayments	<u>2,567</u>	<u>2,515</u>
Sub-total	<u>9,359</u>	<u>7,307</u>
Allowance for doubtful debts	<u>(3,497)</u>	<u>(2,915)</u>
<b>Total debtors after allowance for doubtful debts</b>	<b><u>5,862</u></b>	<b><u>4,392</u></b>

## 17 SHORT-TERM CREDITORS

	31.03.2021 £000	31.03.2020 £000
Sundry Creditors	(11,734)	(7,132)
Prepayment of NNDR	(502)	(169)
Prepayment of Council Tax	(362)	(299)
WSCC Council Tax creditors	(1,163)	(1,475)
SPA Council Tax creditors	(167)	(203)
Central Government - NNDR creditors	(5,503)	(415)
WSCC NNDR Creditors	<u>0</u>	(4,827)
<b>Total</b>	<b>(19,431)</b>	<b>(14,520)</b>

## 18 PROVISIONS AND OTHER LONG TERM LIABILITIES

	Provision for NNDR appeals £000	Provision for Accumulated Absences £000	Total £000
<b>Balance at 1 April 2019</b>	<b>(2,493)</b>	<b>(161)</b>	<b>(2,653)</b>
Additional provisions made in 2019/20	125	3	128
Change in collection fund share	1,247	0	1,247
<b>Balance at 31 March 2020</b>	<b>(1,121)</b>	<b>(158)</b>	<b>(1,278)</b>
Additional provisions made in 2020/21	(144)	(236)	(380)
Amounts used in 2020/21	382	0	382
Change in collection fund share	(1,121)	0	(1,121)
<b>Balance at 31 March 2021</b>	<b>(2,004)</b>	<b>(394)</b>	<b>(2,397)</b>

### Provision for NNDR Appeals

Estimate of rates potentially overcharged to businesses repayable on appeal.

### Provision for Accumulated Absences

Established in 2009/10 to cover employees' leave that was not taken at the end of each year.

### Other long term liabilities:

**S106 Contributions** are developer contributions that are expected to be paid to other agencies.

**Capital Grants & Receipts in Advance** are developer contributions that are expected to be used by the Council but still have conditions that mean they are potentially refundable.

The movements in both are show below:

	S106 Contributions		Capital Grants Rec'd in Advance	
	31.03.2021 £000	31.03.2020 £000	31.03.2021 £000	31.03.2020 £000
<b>Opening balance</b>	<b>(12,106)</b>	<b>(8,737)</b>	<b>(12,785)</b>	<b>(14,037)</b>
Grants/Contributions in	(1,948)	(3,685)	(634)	(411)
Grants/Contributions out	217	316	1,297	1,663
<b>Closing balance</b>	<b>(13,837)</b>	<b>(12,106)</b>	<b>(12,122)</b>	<b>(12,785)</b>

## 19 USABLE RESERVES

This note sets out the amounts set aside from the General Fund balance in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2020/2021

Useable Revenue Reserves	Balance at 31.03.19	Income / Expenditure 2019/20	Transfer to / from other reserves 2019/20	Balance at 31.03.20	Income / Expenditure 2020/21	Transfer to / from other reserves 2020/21	Balance at 31.03.21
	£000	£000	£000	£000	£000	£000	£000
<b>General Fund Balance</b>	<b>(14,229)</b>	<b>(6,562)</b>	<b>5,130</b>	<b>(15,662)</b>	<b>(18,433)</b>	<b>9,199</b>	<b>(24,896)</b>
New Homes Reserve	(4,018)	4,062	(4,715)	(4,671)	0	(4,831)	(9,502)
Health and Wellbeing	(210)	0	(97)	(308)	0	0	(308)
Council tax localism	(293)	0	0	(293)	0	0	(293)
Neighbourhood Planning Grant	(278)	0	0	(278)	0	0	(278)
s106 Reserves	(586)	0	(216)	(802)	26	0	(776)
NNDR Provision	(1,435)	0	0	(1,435)	0	0	(1,435)
Homelessness Prevention	(82)	0	5	(77)	0	(64)	(142)
Revenues & Benefits	(318)	0	0	(318)	0	(300)	(618)
Covid-19 Discretionary fund	0	0	(36)	(36)		(2,779)	(2,815)
Transformation fund	(355)	0	(23)	(377)	0	(12)	(389)
HDC Green Reserve	0	0	0	0	0	(695)	(695)
Leisure Reserve	0	0	0	0	0	(212)	(212)
Journey to Work	(62)	0	(149)	(211)	0	(78)	(289)
Other	(1,137)	314	102	(721)	105	(228)	(844)
<b>Other Earmarked Reserves</b>	<b>(8,774)</b>	<b>4,376</b>	<b>(5,130)</b>	<b>(9,528)</b>	<b>131</b>	<b>(9,199)</b>	<b>(18,596)</b>
<b>Sub-total</b>	<b>(23,003)</b>			<b>(25,190)</b>			<b>(43,492)</b>
<b>Useable Capital Reserves</b>							
<b>Capital Receipts Reserve</b>	<b>(1,327)</b>		<b>(761)</b>		<b>(2,088)</b>		<b>366</b>
<b>Capital Grants unapplied</b>	<b>(9,145)</b>		<b>(1,501)</b>		<b>(10,646)</b>		<b>(2,519)</b>
<b>Total Useable Revenue Reserves</b>	<b>(33,475)</b>			<b>(37,924)</b>			<b>(58,379)</b>

The government granted business rate relief to retail, hospitality and leisure services during 2020/21, and compensated Councils for these reliefs with a Section 31 grant. These reliefs must be shown as a deficit on the Council's share of income within the Collection Fund Adjustment Account, while the grant income must be shown within the Council's General Fund. In 2021/22, £7.95m is expected to be transferred from the Collection Fund Adjustment Account to the General Fund and this will be funded from the Section 31 grant held in the General Fund.

## 20 UNUSABLE RESERVES

### 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 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 Capital Adjustment Account.

	31.03.2021 £000	31.03.2020 £000
Balance at 1 April (Upward)/downward revaluation of assets	(35,832) (5,787)	(34,517) (3,085)
Downward revaluation of assets and impairment losses not charged to the Surplus/deficit on Provision of Services	6,567	915

Difference between fair value depreciation and historical cost depreciation	562	525
Amount written off to the Capital Adjustment Account	296	330
Balance at 31 March	(34,194)	(35,832)

### Pension 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 costs. However, statutory arrangements require benefits earned to be financed as the Council makes employer's contributions to pension funds or eventually pay any pensions for which it is directly responsible. The credit on the Pensions Reserve therefore shows a substantial surplus 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.

	2020/21 £000	2019/20 £000
<b>Balance at 1 April</b>	(25,335)	(2,961)
Actuarial gains or losses on pensions assets and liabilities	(6,705)	(25,339)
Reversal of items relating to retirement benefits debited or credited to the surplus of Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	3,850	5,528
Employers pensions contributions and direct payments to pensioners payable in the year	(2,816)	(2,563)
<b>Balance at 31 March</b>	<b>(31,006)</b>	<b>(25,335)</b>

### 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 acquisition, construction or enhancement of those assets under statutory provisions. The account is debited with the cost of acquisition, construction or enhancement 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 enhancement. The account contains accumulated gains and losses in investment properties and revaluation gains and losses accumulated on property, plant and equipment before 1 April 2007, the date the Revaluation Reserve was created.

	2020/21 £000	2019/20 £000
<b>Balance at 1 April</b>	<b>(98,354)</b>	<b>(93,379)</b>
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
- Charges for depreciation and impairment of non-current assets	2,692	1,803
- Depreciation of intangible assets	11	11
- Revaluation gains / losses on Property, Plant and Equipment	1,996	2,142
- Revenue expenditure funded from capital under statute	2,521	1,752
- 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	202	43
Movements in the market value of Investment Property	(2,361)	(1,457)
Adjusting amounts through revaluation reserve	(562)	
Service loan principal reversing previous year's financing		28
Service loan movement in expected credit losses		5
Capital financing applied in the year:		
- Use of the Capital Receipts Reserve to finance new capital expenditure	(1,119)	(934)

- Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	(2,360)	(2,033)
- Grants from the Capital Grants Unapplied Account	(212)	(1,115)
- Use of general revenue reserves for the financing of capital investment		(4,376)
- Use of earmarked revenue reserves for the financing of capital investment	(204)	
Statutory provision for the financing of capital investment charged against the General Fund	(880)	(844)
<b>Balance at 31 March</b>	<b>(98,630)</b>	<b>(98,354)</b>

#### Collection Fund Adjustment Account

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

	<b>2020/21</b> <b>£000</b>	<b>2019/20</b> <b>£000</b>
<b>Balance at 1 April - Council Tax</b>	<b>(85)</b>	<b>(261)</b>
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	157	178
<b>Balance at 31 March</b>	<b>72</b>	<b>(85)</b>
 <b>Balance at 1 April – NNDR</b>	 873	 1,094
Amount by which NNDR income credited to the Comprehensive Income and Expenditure Statement is different from NNDR income calculated for the year in accordance with statutory requirements	6,929	(221)
<b>Balance at 31 March</b>	<b>7,802</b>	<b>873</b>
 <b>Total</b>	 <b>7,874</b>	 <b>788</b>

## 21 CASH FLOW STATEMENT - OPERATING ACTIVITIES

The cash flows for operating activities include the following items:

### a) Adjust net surplus or deficit on the provision of services for non-cash movements

	<b>2020/21</b> <b>£000</b>	<b>2019/20</b> <b>£000</b>
Depreciation and Impairments	(2,703)	(2,339)
Impairments	70	(685)
Pensions Liability	(1,034)	(2,965)
(Increase)/decrease in debtors	2,580	(2,120)
(Increase)/decrease in creditors	(3,314)	869
Movement in provisions	(7,026)	(224)
(Increase)/decrease in inventories	3	(51)
Other non-cash adjustments	(2,306)	1713
<b>Total</b>	<b>(13,730)</b>	<b>(5,802)</b>

### b) Adjust for Items included in the net surplus or deficit on the provision of services that are investing or financing activities

	<b>2020/21</b> <b>£000</b>	<b>2019/20</b> <b>£000</b>
Capital grants credited to the surplus or deficit on the provision of services	5,121	4,649
Proceeds from the sale of non-current assets	263	1,294
Council Tax and NDR adjustment	182	185
<b>Total</b>	<b>5,566</b>	<b>6,128</b>

c) Interest received, interest paid and dividends received	2020/21 £000	2019/20 £000
Interest received	(867)	(889)
Interest paid	0	1
Total	<u>(867)</u>	<u>(888)</u>

## 22 EXTERNAL AUDIT COSTS

	2020/21 £000	2019/20 £000
Fees payable with regard to external audit services carried out by the appointed auditors for the year	39	39
Fees payable for the certification of grant claims and returns	43	13
Fees payable in respect of other services or relating to previous years	5	0
Refunds and credit notes	0	(5)
<b>Total</b>	<b>88</b>	<b>47</b>

The cost for the main audit is based on the indicative scale fee. It does not include any fee variation for additional audit work that may be required to complete the audit until the amounts have been approved by the Public Section Audit Appointments (PSAA). PSAA are yet to review the auditor's proposed additional fee for the 2019/20 main audit.

Fees payable for the certification of grant claims and returns are effectively those of the previous year audit. The £43k under 2020/21 is for the 2019/20 Housing Benefit audit that was certified in February 2021.

Fees payable in respect of other services relate to additional work on the 2018/19 main audit and the Cabinet Office's National Fraud Initiative (NFI) in 2020/21. Note that we received a refund from PSAA in 2019/20 redistributing a share of the surplus arising from the transitional arrangements of the central audit fees process.

## 23 MEMBERS ALLOWANCES

The Council paid the following amounts to the 48 Members of the Council during the year:

	2020/21 £000	2019/20 £000
Allowances	346	340
Expenses	3	21
<b>Total</b>	<b>349</b>	<b>362</b>

## 24 LEASES

### Operating Leases

#### Council as a Lessee

The Council leases its main office and a small number of cars £0.23m

#### Council as Lessor

The Council leases out a range of properties under operating leases for community services and commercial rents.

#### Future minimum lease payments

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

	Receivable as Lessor		Payable as Lessee	
	31.03.2021	31.03.2020	31.03.2021	31.03.2020
	£000	£000	£000	£000
Not later than one year	3,260	3,117	230	248
Later than one year and not later than five years	8,391	8,013	728	920
Later than five years	8,126	7,581		38
	<b>19,777</b>	<b>18,711</b>	<b>958</b>	<b>1,206</b>

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as rent reviews. The Council received contingent rent of £29,000 in 2020/21 (£190,000 in 2019/20).

**Finance Leases** - The Council has no material investment in finance leases as lessee or lessor.

## 25 SENIOR OFFICER'S REMUNERATION

Corporate Post Holder Title	Total Remuneration excluding pension contributions	Employer Pension Contributions	Total Remuneration including pension contributions	Note
<b>2020/21</b>	£	£	£	
Chief Executive	121,024	24,053	145,077	
Director of Community Services	100,533	19,955	120,488	
Director of Corporate Resources (Section 151 Officer)	100,865	19,955	120,820	
Director of Place	100,533	19,955	120,488	
Head of Legal and Democratic Services (Monitoring Officer)	78,769	15,754	94,523	
<b>2019/20</b>	£	£	£	
Chief Executive	126,801	25,812	152,612	a
Director of Community Services	98,892	19,906	118,798	a
Director of Corporate Resources (Section 151 Officer)	104,187	19,906	124,093	a
Director of Place	95,531	19,196	114,727	a
Head of Legal and Democratic Services (Monitoring Officer)	80,594	15,092	95,687	a

The Strategic Leadership Team is made up of the Chief Executive and the three strategic Directors. The remuneration details of these officers and the Monitoring Officer are included in the table above.

Note:

a. Senior officers are remunerated for returning officer duties during elections. The amount of remuneration varies according to the type and number of elections. The 2019/20 figures included amounts for the UK Parliamentary election in December 2019 as well as the European Parliament and Local Council elections held in May 2019. There were no election duties during 2020/21.

**The number of employees, including senior officers, whose remuneration excluding pension contributions was £50,000 or more in bands of £5,000 were;**

Remuneration Band	Number of Employees 2020/21	Number of Employees 2019/20
£50,000 - £54,999	13	6
£55,000 - £59,999	4	5
£60,000 - £64,999	6	4
£65,000 - £69,999	0	1
£70,000 - £74,999	1	0
£75,000 - £79,999	1	0
£80,000 - £84,999	2	1
£85,000 - £89,999	0	0
£90,000 - £94,999	0	0
£95,000 - £99,999	0	2
£100,000 - £104,999	4	1
£105,000 - £109,999	0	0
£110,000 - £114,999	0	0
£115,000 - £119,999	1	0
£120,000 - £124,999	1	0
£125,000 - £129,999	0	1
<b>Total number</b>	<b>33</b>	<b>21</b>

Note:

The 2020/21 figures include relevant early termination payments for eight staff totalling £402k as a result of an organisational restructure in November 2020.

## 26 EXIT PACKAGES

The number of exit packages with total cost per band and total cost of the redundancies are as follows:

Exit package cost band	Number of Compulsory redundancies		Number of other agreed departures		Total number of exit packages by exit band		Total cost of exit packages in each band	
	2020/21	2019/20	2020/21	2019/20	2020/21	2019/20	2020/21 £000	2019/20 £000
£0 - £20,000	16	2	4	7	20	9	111	29
£20,001 - £40,000	4	0	0	1	4	1	104	38
£40,001 - £60,000	2	0	0	0	2	0	102	0
£60,001 - £80,000	3	0	0	0	3	0	217	0
£80,001 - £100,000	1	0	0	0	1	0	87	0
£100,001 - £150,000	2	0	0	0	2	0	244	0
<b>Total</b>	<b>28</b>	<b>2</b>	<b>4</b>	<b>8</b>	<b>32</b>	<b>10</b>	<b>864</b>	<b>67</b>
Provision	0	0	0	0	0	0	0	0
<b>Total</b>	<b>28</b>	<b>2</b>	<b>4</b>	<b>8</b>	<b>32</b>	<b>10</b>	<b>864</b>	<b>67</b>

## 27 TERMINATION BENEFITS

During 2020/21 the Council terminated 32 posts at a total cost of £864k which was made up of redundancy payments of £464k, other termination costs of £135k and pension strain costs of £265k. This was following an organisational restructure in November 2020 as a result of the impact of Covid-19.

## 28 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** - has effective control over the general operations of the Council, it is responsible for providing the statutory framework within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (e.g. council tax bills, housing benefits). Grant receipts outstanding at 31 March 2021 are shown in note 10 (Grant income).

**Local Government** - West Sussex County Council, Sussex Police Authority and Parish Councils within Horsham District for precepts (details contained within the Collection Fund Account);

West Sussex County Pension Fund for pension from and on behalf of Horsham District Council employees (details contained within the Income and Expenditure Account)

**Council Members** - Councillors have direct control over the council's financial and operating policies. The total of members allowances paid in 2020/21 is shown in note 23.

**Senior Officers** - are defined as the Chief Executive together with the Directors which together make up the Senior Leadership Team. These Officers have the responsibility of managing the Council and have power to direct or control the major activities of the Council, in particular those involving the expenditure of money. Details of senior officer remuneration are shown in note 25. There were no related party disclosures by senior officers in 2020/21.

### Building Control

Horsham District Council provides the Building Control service for Crawley Borough Council. Crawley B.C. discharged this function under an agreement pursuant to sections 101 and 111 of the Local Government Act 1972, section 3 of the Local Government Act 1999 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000/2851. The total contribution paid by Crawley B.C. for 2020/21 amounted to £311k (£308k in 2019/20) and £70k (£76k in 2019/20) was outstanding as at 31 March 2021.

### Wholly owned entities

On 21 March 2019, Cabinet approved the creation of two companies for the purpose of providing affordable rental housing in the District. The companies were incorporated in August 2019 and December 2019 respectively, and the Council is the sole shareholder. The transactions with the housing companies during 2020/21 are summarised in the table below.

	Horsham District Homes	Horsham District Homes (Holdings)	Disclosed within Note
	<b>£000</b>	<b>£000</b>	
Equity paid	125		Note 14
Transfer of development land	(44)		Note 12
Grant income paid		308	
Services provided	14	20	Note 16

The Council has not prepared group accounts for 2020/21 as the value of transactions are considered immaterial. The accounts for the companies are audited by independent auditors and filed with Companies House.

## **29 CAPITAL EXPENDITURE AND CAPITAL FINANCING**

The total amount of capital expenditure incurred in the year is shown in the table below, 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 second part of this note.

	<b>2020/21</b>	<b>2019/20</b>
	<b>£000</b>	<b>£000</b>
<b>Opening Capital Financing Requirement</b>	<b>33,862</b>	33,182
<b>Capital Investment</b>		
Property, Plant & Equipment	1,371	6,129
Investment Properties	1,464	2,101
Equity in subsidiary	125	0
Revenue Expenditure Funded from Capital Under Statute	2,521	1,752
<b>Sources of finance</b>		
Capital receipts	(1,119)	(934)
Government grants and other contributions	(2,572)	(3,148)
Revenue contributions	(204)	(4,376)
Minimum Revenue Provision	(880)	(844)
<b>Closing Capital Financing Requirement</b>	<b>34,568</b>	<b>33,862</b>
<b>Explanation of movements in year</b>		
Increase in underlying need to borrowing	1,586	1,524
Minimum Revenue Provision	(880)	(844)
<b>Increase / (decrease) in Capital Financing Requirement</b>	<b>706</b>	<b>680</b>

## **30 DEFINED BENEFIT PENSION SCHEMES**

### **Participation in Pension Schemes**

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

The Council contributes to the Local Government Pension Scheme which is administered by West Sussex County Council. It is a funded defined benefit career average scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pension liabilities with investment assets.

In addition, the Council is responsible for all pension payments relating to added years benefits it has awarded, together with the related increases and early access pension costs. In 2020/21 these amounted to £94k (£91k

in 2019/20) representing 1% of pensionable pay (1% in 2019/20).

#### **Transactions Relating to Post-employment Benefits**

We recognise the cost of retirement benefits in the reported cost of services when they are earned by employees, rather than when the benefits are actually paid as pensions. However, the charge we are required to make 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 via the Movements 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.

<b><u>Comprehensive Income and Expenditure Statement</u></b>	<b>2020/21</b>	<b>2019/20</b>
	<b>£000</b>	<b>£000</b>
<b>Cost of Services</b>		
- current service cost	(4,211)	(5,530)
- past service costs	<u>(221)</u>	<u>(33)</u>
<b>Total Service Cost</b>	<b>(4,432)</b>	<b>(5,563)</b>
<b>Financing and Investment Income and Expenditure</b>		
Interest income on planned assets	3,945	4,300
Interest cost on defined benefit obligation	(3,363)	(4,265)
<b>Total Net Interest</b>	<b>582</b>	<b>35</b>
<b>Total Post Employment Benefit Charged to the Surplus or deficit on the provision of services</b>	<b>(3,850)</b>	<b>(5,528)</b>

#### **Re-measurements of the Net Defined Liability**

Actuarial gains arising from changes in demographic assumptions	(260)	0
Actuarial gains / (losses) arising from changes in financial assumptions	(36,306)	21,763
Other Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement	1,562	14,501
Return on assets excluding amounts included in net interest	<u>41,709</u>	<u>(10,925)</u>
<b>Total re-measurements recognised in other comprehensive income</b>	<b>6,705</b>	<b>25,339</b>
<b>Total Post Employment Benefit Charged to the Comprehensive Income and Expenditure Statement</b>	<b>2,855</b>	<b>19,811</b>

#### **Movement in Reserves Statement**

Reversal of net charges made to the surplus or deficit for the provision of services for post employment benefits in accordance	(3,850)	(5,528)
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#### **Actual amounts charged to the General fund balance for pensions in the year**

Employers contributions payable to the scheme	2,816	(2,563)
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#### **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 its defined benefit plans is as follows:

	<b>2020/21</b>	<b>2019/20</b>
	<b>£000</b>	<b>£000</b>
Present value of liabilities - Funded	(183,566)	(144,795)
Present value of liabilities - Un funded	(1,362)	(1,248)
Fair value of plan assets	<u>215,934</u>	<u>171,378</u>
Net asset (liability arising from defined benefit obligation	31,006	25,335

The surplus on the balance sheet position increased in 2020/21 by £5.7m. In simple terms, this is a result of the return on assets being higher than the increase in liabilities. The increase in liabilities has been caused by changes in financial assumptions of inflation, salaries and discounts which underpin the liabilities. Current and future mortality rates have broadly stayed the same.

#### Funded Liabilities - LGPS

	2020/21	2019/20
<b>Reconciliation of present value of the scheme liabilities:</b>	<b>£000</b>	<b>£000</b>
Balance at 1 April	(146,043)	(176,637)
Current service cost	(4,211)	(5,530)
Interest cost	(3,363)	(4,265)
Contributions by scheme participants	(874)	(826)
Actuarial gains and losses	(35,004)	36,264
Benefits paid	4,788	4,984
Past service costs	(221)	(33)
<b>Balance at 31 March</b>	<b>(184,928)</b>	<b>(146,043)</b>
<b>Reconciliation of fair value of the scheme assets:</b>		
Balance at 1 April	171,378	179,598
Interest income on planned assets	3,945	4,300
Return on planned assets (excluding amounts in net interest)	41,709	(10,925)
Employer contributions	2,816	2,563
Contributions by scheme participants	874	826
Benefits paid	(4,788)	(4,984)
<b>Balance at 31 March</b>	<b>215,934</b>	<b>171,378</b>

LGPS Assets comprised:

	2021		2020	
	£000	% of assets	£000	% of assets
<b>Equity Securities:</b>				
Consumer	22,432.7	10.4%	15,224.4	8.9%
Manufacturing	12,605.5	5.8%	11,756.2	6.9%
Energy & Utilities	3307.6	1.5%	4,166.4	2.4%
Financial Institutions	19,563.7	9.1%	19,066.7	11.1%
Health & Care	14,440.6	6.7%	11,500.2	6.7%
Information Technology	29,967.4	13.9%	18,281.9	10.7%
Other	7,155.8	3.3%	4,735.8	2.8%
<b>Debt Securities:</b>				
UK Government	2,742.2	1.3%	3,890.2	2.3%
<b>Private Equity:</b>				
All	3,440.3	1.6%	3,921.9	2.3%
<b>Real Estate:</b>				
UK Property	14,652.8	6.8%	13,247.3	7.7%
<b>Investment Funds &amp; Unit Trusts:</b>				
Bonds	72,664.9	33.7%	56,743.9	33.1%
Other	3,387.1	1.6%	2,047.9	1.2%
<b>Cash &amp; cash Equivalents: All</b>	<b>9,573.5</b>	<b>4.4%</b>	<b>6,795.2</b>	<b>4.0%</b>
	<b>215,934</b>	<b>100%</b>	<b>171,378</b>	<b>100%</b>

All scheme assets except private equity are quoted prices in active markets.

The liabilities show the underlying commitments that the Council has in the long run to pay retirement benefits. The current position is a surplus of £31.0m (£25.3m surplus at 31 March 2020) which has an impact on the net worth of the Council as recorded in the Balance Sheet, resulting in an overall balance of £214.5m.

Statutory arrangements for funding mean that the financial position remains healthy as contributions continue to be made over the working life of current employees. The total contributions expected by Hymans Robertson LLP the scheme's actuaries that are to be made to the Local Government Pension scheme by the Council in the year to 31 March 2022 is £2.33m (£2.42m at 31 March 2021).

#### Basis for estimating assets and liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in future years dependant on assumptions about mortality rates, salary levels, etc. The pension scheme is assessed by Hymans Robertson for the County Council Fund being based on the latest full valuation of the scheme as at 31 March 2019.

The principal assumptions used by the actuary have been:

		<u>2020/21</u>	<u>2019/20</u>
Long term expected rate of return on assets in the scheme: Mortality assumptions:			
Longevity at 65 for current pensioners:	Men	22.1	22.2
	Women	24.4	24.2
Longevity at 65 for future pensioners:	Men	23.1	23.3
	Women	26.1	25.9
Rate of inflation / pension		2.9%	1.9%
Rate of increase in salaries		3.4%	2.3%
Rate of discounting scheme liabilities		2.0%	2.3%

An allowance is included for future retirements to elect to take 50% of the maximum additional tax free cash up to HMRC limits for pre-April 2008 service and 75% of the maximum tax-free cash for post-April 2008 service.

The estimate of the defined benefits obligation is sensitive to the actuarial assumptions. The sensitivity analyses in Note 3 have been determined based on possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes while all other assumptions remain constant. The estimations in the sensitivity analyses have followed the accounting policies for the scheme.

When the LGPS benefit structure was reformed in 2014, transitional protections were applied to certain older members close to normal retirement age. The benefits accrued from 1 April 2014 by these members are subject to an 'underpin' which means that they cannot be lower than what they would have received under the previous benefit structure. The underpin ensures that these members do not lose out from the introduction of the new scheme.

In December 2018 the Court of Appeal upheld a ruling ("McCloud/Sargeant") that similar transitional protections in the Judges' and Firefighters' Pension Schemes were unlawful on the grounds of age discrimination. The implications of the ruling are expected to apply to the LGPS (and other public service schemes) as well. The UK Government requested leave to appeal to the Supreme Court but this was denied at the end of June 2019. Therefore, LGPS benefits accrued from 2014 may need to be enhanced so that all eligible members, regardless of age, will benefit from the underpin. Alternatively, restitution may be achieved in a different way, for example by paying compensation. In either case, the clear expectation is that many more members would see an enhanced benefit rather than just those currently subject to these protections. The potential impact of the judgement has been included in the actuary's estimated calculations.

## 31 CONTINGENT LIABILITIES AND CONTINGENT ASSETS

International Accounting Standard 37 requires the Council to disclose contingent liabilities and assets. These arise from past events that might result in an obligation or benefit to the Council.

During the building of Pirie's Place car park in 2019, the adjacent building was affected through the closure of the fire exits that led out through the car park. There is a potential litigation action in relation to sums being claimed as compensation.

## 32 GOING CONCERN

**Underlying principle:** These accounts have been prepared on a going concern basis that the authority will continue in operational existence for the foreseeable future.

The provisions in the Code of Audit Practice in respect of going concern reporting requirements reflect the economic and statutory environment in which local authorities operate. These provisions confirm that, as authorities cannot be created or dissolved without statutory prescription, they must prepare their financial statements on a going concern basis of accounting. Local authorities carry out functions essential to the local community and are themselves revenue-raising bodies (with limits on their revenue-raising powers arising only at the discretion of central government). If an authority were in financial difficulty, the prospects are thus that alternative arrangements might be made by central government either for the continuation of the services it provides or for assistance with the recovery of a deficit over more than one financial year. As a result of this, it would not therefore be appropriate for local authority financial statements to be provided on anything other than a going concern basis. Accounts drawn up under the Code therefore assume that a local authority's services will continue to operate for the foreseeable future.

**Current & historical financial position:** The Council overspent operationally by £4.55m for the period ending 31 March 2021, contrasting to previous year surpluses. The deterioration is only due to the impact of Covid-19. Receipt of one-off government grants for both expenditure and income loss have delivered an overall £0.98m funding surplus.

**Impact of Covid:** The 2020/21 budget was set in February 2020 and set a budget surplus of £826k, to be reinvested in transformation to deliver savings and generate income to balance the budgets over the medium term financial plan to 2023/24.

The emergence of Covid-19 fundamentally changed income generation, especially from car parking which has fallen by £2.8m, but also reductions in income from commercial property and investments, leisure, planning and building control. There has also been significant additional expenditure over £1.4m on our leisure service contracts due to the Covid-19 restrictions in place. A gradual return of most income streams is anticipated as restrictions are lifted, although not necessarily back to the levels previously budgeted for.

The operational overspend in 2020/21 is £4.55m. The Council received £1.75m expenditure grant funding and £3m of income loss grant from Government as grant funding towards the cost of Covid-19. The Council took early action to temporarily close some service areas and become more self-sustainable in the future through a restructure that took place in November 2020. This will deliver full year savings of £1.4m during 2021/22.

All service areas also reviewed their budgets during the setting of the 2021/22 budget and identified areas where they could reduce expenditure in the year, and also reflected the anticipated permanency of some reductions in income. Further Covid-19 related Government funding has again meant that the Council is able to set an overall balanced budget in 2021/22. Delivery of this will mirror whether the UK's emergence from the pandemic is successful or endures a third or fourth wave.

Actions to reduce expenditure and income in the 2021/22 budget reduce the likelihood of a significant overspend in 2021/22 on the scale that occurred in 2020/21, unless something else unforeseen happens. However, even an overspend of £4.5m compares to the £24.9m currently in the General Fund reserve. Although not desirable, this reserve could be used to smooth out any overspend in the short term, although this is clearly not sustainable indefinitely. The size of the challenge, although uncertain and before decisions about increasing Council Tax are factored in, is currently an estimated budget gap of £2m a year from 2022/23. Raising Council tax by £5 a year raises approximately £0.31m per year.

**Cash position:** The Council had a cash balance of £23.5m at the end of May 2021, similar to the 31 March 2021 year-end figure of £21m. The Council also has £13.4m in money market funds available in two to three days and a further £20m in longer term non-property investments, also available within a few days. Whilst uncertainty on income remains, the Council remains confident in its ability to maintain sufficient cash for its services throughout the medium term, helped by the cashflow from Government grants. This is based on our review of the cashflow forecast which covers a period twelve months beyond the signing of the accounts. For this, we have used the statutory accounts deadline of 30 September. The Council is of course also able to borrow short term for revenue purposes if ever needed.

In a 'stressed' case scenario whereby income is constrained further in the event of a third wave of Covid-19, and once again income recovering only slowly, the Council has sufficient levels of reserves and investments that it would not run out of cash.

The Council has set a modest £8.3m capital programme in 2021/22, postponing non-essential capital projects that will further protect the levels of cash and useable reserves. The programme focuses on projects that produce a positive financial revenue return as well as those with health and safety requirements.

### Conclusion:

The Council concludes that it is appropriate to prepare the financial statements on a going concern basis, and that the Council will continue as a going concern, based on the review of the forecasted reserve and cash position 12 months from the signing of the accounts.



## NOTES TO THE COLLECTION FUND

The Collection Fund is an agent's statement which represents the statutory requirement for each billing authority to maintain a separate Collection Fund. The statement shows the transactions of the billing authority in relation to Non-Domestic Rates and Council Tax and illustrates the way in which these have been distributed to preceptors and the General Fund. Collection Fund surpluses or deficits declared by the billing authority are apportioned to the relevant precepting bodies in the subsequent financial year.

The accounts have been prepared on an accruals basis.

### **1 COUNCIL TAX**

The Council Tax is based upon property values as at 1 April 1991. Property values are grouped within a range of value bands, as shown below. In order to calculate the Council Tax base, the number of properties within each band is shown as a "Band D equivalent" by expressing each band as a proportion of Band D as indicated in the table below.

BAND	VALUE RANGE	PROPORTION OF BAND "D"	BAND "D"	
			EQUIVALENT NO.OF PROPERTIES	
Reduced A	up to 40,000	5/9	1	
A	up to 40,000	6/9	995	
B	40,001-52,000	7/9	3,289	
C	52,001-68,000	8/9	9,673	
D	68,001-88,000	1	12,013	
E	88,001-120,000	11/9	12,365	
F	120,001-160,000	13/9	10,998	
G	160,001-320,000	15/9	12,020	
H	over 320,000	2	1,499	
COUNCIL TAX BASE			62,853	

The reduced Band a charge is applied to those residents entitled to a disabled relief reduction.

### **2 INCOME FROM BUSINESS RATES**

Under the revised arrangements for uniform business rates, the Council collects Non-Domestic Rates for its area which are based on local rateable values multiplied by a uniform rate. The total Non-Domestic Rateable Value at 31 March 2021 was £114.336m and the standard National Non-Domestic Rate multiplier for the year was £0.512

### **3 COUNCIL TAX AND BUSINESS RATES PRECEPTS AND DEMANDS**

In accordance with the accounting code of practice surpluses and deficits arising from the Collection of Council Tax are to be apportioned between respective authorities on the basis of their precepts or demands on the Collection Fund.

31 March 2021

£000

Accumulated (Surplus) / deficit at 31

March 2021

21,021

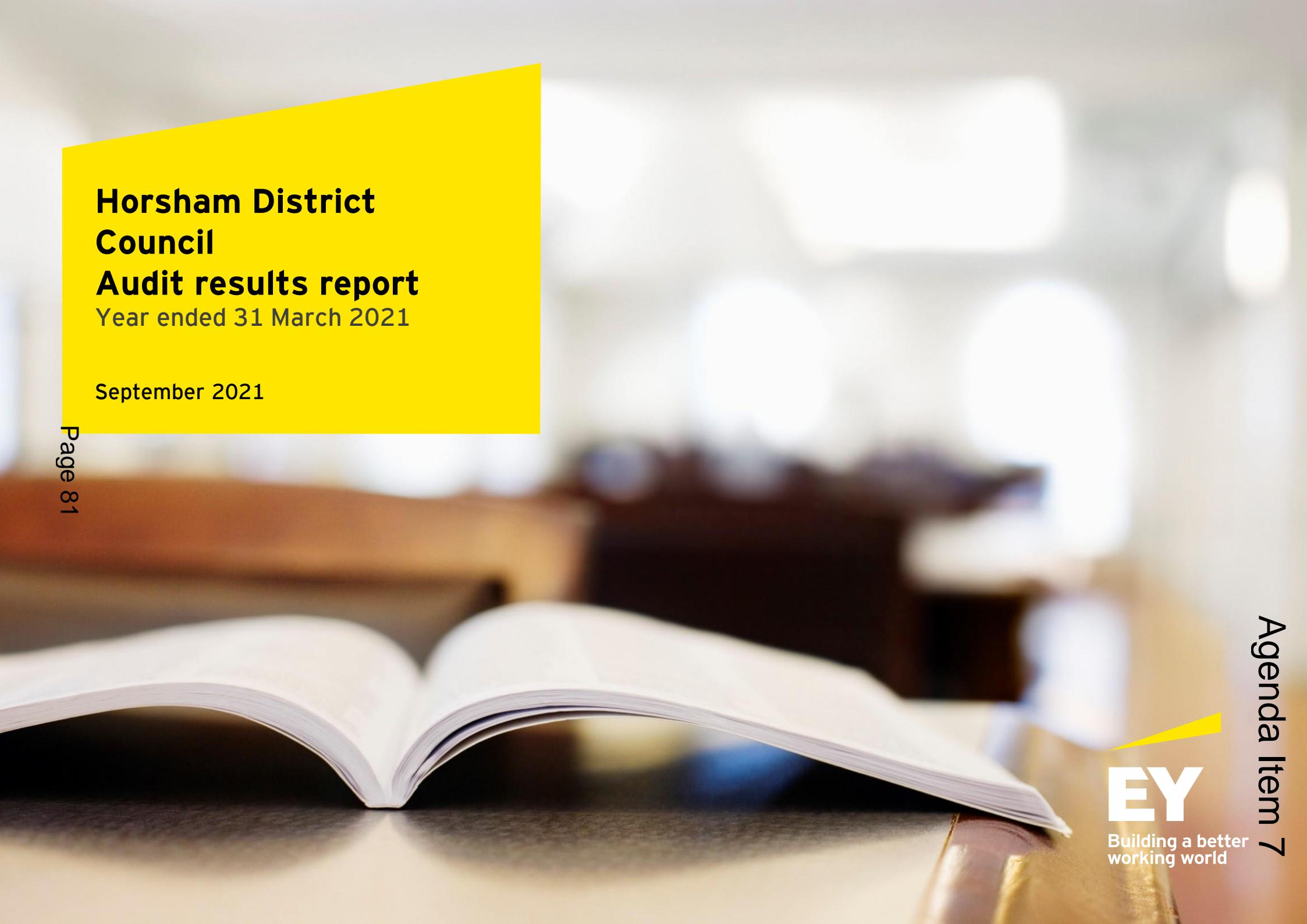
Apportionment based on 2019/20 precepts and demands:

Deficit / (surplus)

	<u>Business</u>	<u>Council</u>	Total
	Rates £000	Tax £000	
Horsham District Council	7,951	71	8,022
West Sussex County Council	2,520	475	2,995
Sussex Police Authority	-	67	67
Central Government	9,938	-	9,938
	<b>20,409</b>	<b>613</b>	<b>21,021</b>

## GLOSSARY

<b>BALANCES</b>	The amounts remaining at the year-end on the various funds of the Council
<b>CAPITAL EXPENDITURE</b>	Expenditure on the acquisition of assets either directly by the Local Authority or indirectly in the form of grants to other persons or bodies that will give benefit for a number of years.
<b>CAPITAL RECEIPTS</b>	Receipts from the sale of property, plant and equipment e.g. land, building etc.
<b>CENTRAL SUPPORT SERVICES</b>	The expenditure on the central administration of the Council, including the cost of accommodation
<b>COLLECTION FUND</b>	A statutory fund maintained by the billing authority that is used to record local taxes and non-domestic rates collected by the Council, payments to precepting authorities, central government and its own general fund
<b>CIL (COMMUNITY INFRASTRUCTURE LEVY)</b>	Contribution paid by developers to Local Planning Authorities to help deliver infrastructure to support the development of the area.
<b>COUNCIL TAX</b>	A locally determined charge based on property values and levied by a local authority to enable it to provide services
<b>CREDITORS</b>	Individuals and organisations to which the Council owe money.
<b>DEBTORS</b>	Individuals and organisations who owe money to the Council
<b>DEPRECIATION</b>	A charge to a revenue account to reflect the reduction in the useful economic life of a fixed asset
<b>EARMARKED RESERVES</b>	Amounts set aside for specific purposes falling out the definition of provisions
<b>FAIR VALUE</b>	Amount for which an asset could be sold or liability transferred in an orderly transaction between market participants at the measurement date. In most cases, this is the actual price paid.
<b>FINANCIAL ASSET</b>	A contractual right to receive economic benefits such as cash or right to receive cash or right to favourably exchange a financial asset/liability.
<b>FINANCIAL INSTRUMENT</b>	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
<b>FINANCIAL LIABILITY</b>	A contractual obligation to transfer economic benefits such as an obligation to pay over cash or unfavourably exchange a financial asset/liability
<b>FINANCIAL REPORTING STANDARDS</b>	Accounting practice recommended for adoption by the accountancy profession e.g. in relation to public reporting, accounting policies etc.
<b>NON-CURRENT ASSET</b>	A tangible asset that yields benefit to a Council and the services it provides for a period of more than one year
<b>GENERAL FUND</b>	The main revenue fund of a billing authority from which day to day spending on services (other than the provision of Council housing services) is met
<b>IAS</b>	International Accounting Standard
<b>MINIMUM REVENUE PROVISION (MRP)</b>	The minimum amount that must be charged to the Council's revenue account to be set aside to pay back debt
<b>NATIONAL NON-DOMESTIC RATES (NNDR)</b>	The charge payable on all business premises, calculated by multiplying the rateable value of the property by the nationally set multiplier
<b>PRECEPT</b>	An amount charged to the collection fund to finance services provided by another authority e.g. County and Parish Councils
<b>PRECEPTING AUTHORITIES</b>	The authorities which are able to raise a precept
<b>PROVISION</b>	A fund to provide for liabilities or losses that are likely to be incurred but the dates and amounts are uncertain
<b>SECTION 106 (S106)</b>	Contribution paid by developers to Local Planning Authorities in order to offset the costs of the external effects of development under section 106 of the Town and Country Planning Act 1990.
<b>SECTION 31 GRANT</b>	Grants paid to the Council by Central Government under Section 31 of the Local Government Finance Act 2003



**Horsham District  
Council  
Audit results report**

Year ended 31 March 2021

September 2021

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Agenda Item 7



Private and Confidential

September 2021

Dear Audit Committee Members

We are pleased to attach our Audit Results Report for the forthcoming meeting of the Audit Committee.

We are pleased to attach our audit results report, summarising the status of our audit for the forthcoming meeting of the Audit Committee.

The audit is designed to express an opinion on the 20/21 financial statements and address current statutory and regulatory requirements. This report contains our findings related to the areas of audit emphasis, our views on Horsham District Council's accounting policies and judgements and material internal control findings. Each year sees further enhancements to the level of audit challenge and the quality of evidence required to achieve the robust professional scepticism that society expects. We thank the management team for supporting this process.

This report is intended solely for the information and use of the Audit Committee, other members of the Council and senior management. It is not intended to be and should not be used by anyone other than these specified parties.

We welcome the opportunity to discuss the contents of this report with you at the Audit Committee meeting on 21 September 2021.

Elizabeth Jackson  
Associate Partner

For and on behalf of Ernst & Young LLP

Encl

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- 08 Independence
- 09 Appendices

Public Sector Audit Appointments Ltd (PSAA) issued the "Statement of responsibilities of auditors and audited bodies". It is available from the PSAA website (<https://www.psaa.co.uk/audit-quality/statement-of-responsibilities/>). The Statement of responsibilities serves as the formal terms of engagement between appointed auditors and audited bodies. It summarises where the different responsibilities of auditors and audited bodies begin and end, and what is to be expected of the audited body in certain areas.

The "Terms of Appointment and further guidance (updated April 2018)" issued by the PSAA sets out additional requirements that auditors must comply with, over and above those set out in the National Audit Office Code of Audit Practice (the Code) and in legislation, and covers matters of practice and procedure which are of a recurring nature.

This report is made solely to the Audit Committee and management of Horsham District Council in accordance with the statement of responsibilities. Our work has been undertaken so that we might state to the Audit Committee, and management of Horsham District Council those matters we are required to state to them in this report and for no other purpose. To the fullest extent permitted by law we do not accept or assume responsibility to anyone other than the Audit Committee and management of Horsham District Council for this report or for the opinions we have formed. It should not be provided to any third-party without our prior written consent.



## 01 Executive Summary

# Executive Summary

## Scope update

In our audit planning report tabled at the 14 April 2021 Audit Committee meeting, we provided you with an overview of our audit scope and approach for the audit of the financial statements. Below we have highlighted the changes to that scope:

### Changes in materiality

We updated our planning materiality assessment using the draft results and have also reconsidered our risk assessment. Based on our materiality measure of gross expenditure on provision of services, we have updated our overall materiality assessment to £1.46m (Audit Planning Report – £1.50m). This results in updated performance materiality, at 75% of overall materiality, of £1.10m, and an updated threshold for reporting uncorrected misstatements of £73,000.

We also identified areas where misstatement at a lower level than our overall materiality level might influence the reader and developed an audit strategy specific to these areas, including:

- ▶ Remuneration disclosures including any severance payments, exit packages and termination benefits. We audit these fully given their inherent sensitive nature.
- ▶ Related party transactions. We consider any related parties in terms of the underlying relationship and potential influence, and not simply the overall values disclosed.

## Status of the audit

We have substantially completed our audit of Horsham District Council's financial statements for the year ended 31 March 2021 and have performed the procedures outlined in our Audit planning report. Subject to satisfactory completion of the following outstanding items, we expect to issue an unqualified opinion on the Authority's financial statements in the form which appears at Section 4:

- ▶ Receipt of final EYRE report;
- ▶ Final engagement partner review of the file;
- ▶ Completion of subsequent events review;
- ▶ Receipt of the response from Those Charged with Governance; and
- ▶ Receipt of the signed management representation letter.

## Audit differences

We have identified a difference on the pension fund asset which management have corrected. Full details are available in section 4.



# Executive Summary

## Auditor responsibilities under the new Code of Audit Practice 2020

Under the Code of Audit Practice 2020 we are still required to consider whether the Council has put in place 'proper arrangements' to secure economy, efficiency and effectiveness on its use of resources. The 2020 Code requires the auditor to design their work to provide them with sufficient assurance to enable them to report to the Council a commentary against specified reporting criteria (see below) on the arrangements the Council has in place to secure value for money through economic, efficient and effective use of its resources for the relevant period.

The specified reporting criteria are:

- Financial sustainability  
How the Council plans and manages its resources to ensure it can continue to deliver its services;
- Governance  
How the Council ensures that it makes informed decisions and properly manages its risks; and
- Improving economy, efficiency and effectiveness:  
How the Council uses information about its costs and performance to improve the way it manages and delivers its services.

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## Status of the audit - Value for Money

In the Audit Plan and subsequent update to the Audit Committee, we reported that we had completed our value for money (VFM) risk assessment and not identified any risk of significant weakness against the three reporting criteria we are required to consider under the NAO's 2020 Code. We have revisited our assessment on completion of the audit of the financial statements and remain satisfied that we have not identified a risk of significant weakness. As a result, we have completed our planned VFM procedures and have no matters to report by exception in the auditor's report (see Section 03). We plan to issue the VFM commentary as part of issuing the Auditor's Annual Report.

# Executive Summary

## **Other reporting issues**

We have reviewed the information presented in the Annual Governance Statement for consistency with our knowledge of the Council. We have no matters to report as a result of this work.

We have performed the procedures required by the National Audit Office (NAO) on the Whole of Government Accounts submission. We had no issues to report

We have no other matters to report.

## **Areas of audit focus**

Our Audit Planning Report identified key areas of focus for our audit of the Council's financial statements. This report sets out our observations and conclusions, including our views on areas which might be conservative, and where there is potential risk and exposure. We summarise our consideration of these matters, and any others identified, in the "Key Audit Issues" section of this report.

Please ask you to review these and any other matters in this report to ensure:

- There are no other considerations or matters that could have an impact on these issues
- You agree with the resolution of the issue
- There are no other significant issues to be considered.

There are no matters, apart from those reported by management or disclosed in this report, which we believe should be brought to the attention of the Audit Committee.

## **Control observations**

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements and which is unknown to you.

## **Independence**

We have no issues to report.

Please refer to Section 8 for our update on Independence.

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## Areas of Audit Focus



# Areas of Audit Focus

## Significant risk

### Misstatements due to fraud or error

#### What is the risk?

The financial statements as a whole are not free of material misstatements whether caused by fraud or error.

As identified in ISA (UK and Ireland) 240, management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records directly or indirectly and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. We identify and respond to this fraud risk on every audit engagement.

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#### What judgements are we focused on?

As part of our work we focused the key judgemental areas of financial statements, such as accounting policies, the model applied to the minimum revenue provision and unusual transactions.

We reviewed accounting estimates for evidence of management bias, and specifically focused on the following:

- ▶ IAS 19 disclosures;
- ▶ NDR appeals provision; and
- ▶ Valuation of land and buildings in Property, Plant and Equipment and Investment Properties.

#### What are our conclusions?

Our audit work found no evidence that management had attempted to override internal controls.

We have not identified any instances of inappropriate judgements being applied.

We did not identify any other transactions during our audit which appeared unusual or outside the Authority's normal course of business.

This conclusion is based on detailed testing of accounts entries susceptible to potential manipulation

#### What did we do?

We have performed the procedures described in our original audit plan. Please see the following page for full details.



Significant Risk

# Areas of Audit Focus

## Significant risk



### Further details on procedures/work performed

We identified the key fraud risks at the planning stage of the audit and considered the effectiveness of management's controls that are designed to address the risk of fraud. We updated our understanding of the risks of fraud and the controls put in place to address them and made enquiries of Internal Audit, management and those charged with governance to support our understanding.

We have:

- ▶ Inquired of management about risks of fraud and the controls put in place to address those risks.
- ▶ Understood the oversight given by those charged with governance of management's processes over fraud.
- ▶ Considered of the effectiveness of management's controls designed to address the risk of fraud.

performed mandatory procedures regardless of specifically identified fraud risks, including:

Reviewed the appropriateness of journal entries recorded in the general ledger, and other adjustments made in the preparation of the financial statements.

Reviewed, discussed with management and challenged any accounting estimates on revenue or expenditure recognition for evidence of bias, specifically:

- ▶ IAS 19 disclosures;
- ▶ NDR appeals provision; and
- ▶ Valuation of land and buildings in Property, Plant and Equipment and Investment Properties.

We found that the valuation method for each of the above has not changed from prior years.

- ▶ Reviewed the transactions in the financial statements for evidence of any significant unusual transactions.
- ▶ In addition to our overall response, we considered where these risks may present themselves and identified a separate fraud risk related to the capitalisation of revenue expenditure as set out on the next slide.

# Areas of Audit Focus

## Significant risk

### Risk of fraud in revenue recognition - inappropriate capitalisation of revenue expenditure

#### What is the risk?

Under ISA 240 there is a presumed risk that revenue may be misstated due to improper revenue recognition. In the public sector, this requirement is modified by Practice Note 10 issued by the Financial Reporting Council, which states that auditors should also consider the risk that material misstatements may occur by the manipulation of expenditure recognition.

From our risk assessment, we have assessed that the risk manifests itself solely through the inappropriate capitalisation of revenue expenditure to improve the financial position of the general fund.

Capitalised revenue expenditure can be funded through borrowing with only minimal MRP charges recorded in the general fund, deferring the expenditure for 30+ years when the borrowing is repaid.

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#### What did we do?

Our approach focused on:

- ▶ For significant additions we examined invoices, capital expenditure authorisations, leases and other data that support the additions. We reviewed the sample selected against the definition of capital expenditure in IAS 16
- ▶ We extended our testing of items capitalised in the year by lowering our testing threshold. We will also review a larger random sample of capital additions below our testing threshold
- ▶ Journal testing - we used our testing of Journals to identify high risk transactions, such as items originally recorded as revenue expenditure and subsequently capitalised.

#### What are our conclusions?

We are satisfied that capital additions made in the year met the requirements of IAS 16, and had been correctly capitalised.



Significant Risk

## Significant risk

Risk of fraud in revenue recognition - sales, fees and charges income grant\*

### What is the risk?

As one of the responses to the Covid-19 pandemic and its impact on Local Authority finances, the Government introduced a reimbursement scheme for lost fees and charges income. After an initial 5% reduction for annual variability, local authorities are funded for 75% of their claimed losses.

There is both incentive and opportunity for local authorities to inflate the returns to Central Government, and claim for funds that they are not entitled to under the scheme. There is also the potential for error.

The Council received £1.9m, and therefore, there is the potential this could be materially overstated.

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### What did we do?

Our approach focused on:

- Gain an understanding of the Council's process for completing the fees and charges reimbursement grants returns to Central Government
- Assess whether those returns appropriately follow the guidance
- Review whether the values included can be supported by relevant and appropriate evidence

### What are our conclusions?

We are satisfied that the grant return was not materially misstated.



Significant Risk

## Significant risk

### Valuation of Property, including investment property

#### What is the risk?

The Council holds a significant investment in retail property. The valuation of property is complex and subject to several assumptions and judgements. A small movement in these assumptions can have a material impact on the financial statements.

Difficulties in the retail sector have led to many retailers, including well-known names, closing stores, going into administration, or otherwise looking to reduce their rental costs by renegotiating existing leases.

These difficulties have had a direct impact on the value of the retail units (high street shops, out of town retail parks and shopping centres) leased to retailers.

Page  
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#### What did we do?

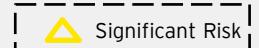
We have:

- ▶ Considered the work performed by the Council's valuer, this included a review of the adequacy of the scope of the work performed, their professional capabilities and the results of their work;
- ▶ Sample tested key asset information used by the valuer in performing their valuation (e.g. floor plans to support valuations based on price per square metre);
- ▶ instructed our own Property valuation team (EY Real Estates) to review a sample of property valuations performed by the Council's Valuer
- ▶ Consider the annual cycle of valuations to ensure that assets have been valued within a 5 year rolling programme as required by the Code for PPE.
- ▶ Reviewed assets not subject to valuation in 2020/21 to confirm that the remaining asset base is not materially misstated;
- ▶ Considered changes to useful economic lives as a result of the most recent valuation; and
- ▶ Tested accounting entries have been correctly processed in the financial statements;

#### What are our conclusions?

We are yet to conclude in this area, as the work of our specialist (EY Real Estates) remains ongoing.

We will provide a verbal update at the committee meeting.



## Other risk

### Pension asset valuation

#### What is the risk?

The Local Authority Accounting Code of Practice and IAS19 require the Council to make extensive disclosures within its financial statements regarding its membership of the Local Government Pension Scheme administered by West Sussex County Council.

The Council's pension fund asset is a material estimated balance and the Code requires that this asset be disclosed on the Council's balance sheet. At 31 March 2021 this totalled £31,006k.

The information disclosed is based on the IAS 19 report issued to the Council by the actuary to the County Council. Accounting for this scheme involves significant estimation and judgement and therefore management engages an actuary to undertake the calculations on their behalf. ISAs (UK and Ireland) 500 and 540 require us to undertake procedures on the use of management experts and the assumptions underlying fair value estimates.

#### What did we do?

We have:

- ▶ Liaised with the auditors of West Sussex Pension Fund to obtain assurances over the information supplied to the actuary in relation to West Sussex County Council.
- ▶ Assess the work of the Pension Fund actuary (Hymans Robertson) including the assumptions they have used by relying on the work of PWC - Consulting Actuaries commissioned by Public Sector Auditor Appointments for all Local Government sector auditors, and considering any relevant reviews by the EY actuarial team.
- ▶ Review and test the accounting entries and disclosures made within the Council's financial statements in relation to IAS19; and
- ▶ Reviewed the Council's calculation of the impact of the 'McCloud' and 'Goodwin' judgement noting that the post balance sheet events did not have a material impact on the pension liability and therefore are not required to be disclosed as post balance sheet event.

#### What are our conclusions?

We identified that the pension asset value at 31 March 2021 used by the actuary in their report was overstated. The Council amended their financial statements to reflect the revised report. The effect of this was to decrease the pension asset by £669k. Following these adjustments, we concluded that the net pension asset was fairly stated.

# Areas of Audit Focus

## Other risk

### Accounting for Covid business grants

#### What is the risk?

Central Government have provided a number of new and different Covid-19 related grants to local authorities during the year. There are also funds that have been provided for the Council to disseminate to other bodies. Whilst there is no change in the CIPFA Code or accounting standard (IFRS 15) in respect of accounting for grant funding, the emergency nature of some of the grants received and in some cases the lack of clarity on any associated restrictions and conditions, means that the Council will need to apply a greater degree of assessment and judgement to determine the appropriate accounting treatment in the 2020/21 statements. The Council needs to assess whether it is acting as a principal or agent, with the accounting to follow that decision. For those where the decision is a principal, it also needs to assess whether there are any initial conditions that may also affect the recognition of the grants as revenue during 2020/21.

#### What did we do?

We have:

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- ▶ Reviewed the Council's decision for new grant or funding arrangements whether it is acting as principal or agent;
- ▶ Reviewed whether any initial conditions are attached to grants impacting their recognition;
- ▶ Assessed whether the accounting appropriately follows those judgements; and
- ▶ Checked the Council has adequately disclosed grant income received in the year, under both principal and agent arrangements.

#### What are our conclusions?

We are satisfied that officers have appropriately accounted for and disclosed Covid Business grants received in year.

## Other risk

### Going Concern Disclosure

#### What is the risk?

The standard is effective for audits of financial statements for periods commencing on or after 15 December 2019. This auditing standard has been revised in response to enforcement cases and well-publicised corporate failures where the auditor's report failed to highlight concerns about the prospects of entities which collapsed shortly after. CIPFA's Code of Practice on Local Authority Accounting in the United Kingdom 2020/21 states that an authority's financial statements shall be prepared on a going concern basis; the accounts should be prepared on the assumption that the functions of the authority will continue in operational existence for the foreseeable future and can only be discontinued under statutory prescription.

However, ISA 570, as applied by Practice Note 10: Audit of financial statements of public sector bodies in the United Kingdom, still requires auditors to undertake sufficient and appropriate audit procedures to consider whether there is a material uncertainty on going concern that requires reporting by management within the financial statements, and within the auditor's report.

The revised standard increases the work we are required to perform when assessing whether the pension fund is a going concern. It means UK auditors will follow significantly stronger requirements than those required by current international standards, and we have therefore judged it appropriate to bring this to the attention of the Audit Committee.

#### What did we do?

We sought a documented and detailed consideration to support management's assertion regarding the going concern basis. Our audit procedures to review these included consideration of:

- ▶ Current and developing environment;
- ▶ Liquidity (operational and funding);
- ▶ Mitigating factors;
- ▶ Management information and forecasting; and
- ▶ Sensitivities and stress testing.

Due to the impact of Covid-19, we also consulted internally with our risk department over the level of disclosure.

#### What are our conclusions?

We have reviewed managements Going Concern assessment and confirm their conclusion that the Council remains a Going Concern is based on reasonable and supportable assumptions.

We have also reviewed managements updated Going Concern Disclosure and confirmed it sufficiently detailed, transparent and accurately reflects managements underlying Going Concern assessment.



## 03 Audit Report



# Audit Report

## Draft audit report - example only

Note this is an illustrative draft of the audit report

### Our opinion on the financial statements

#### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF HORSHAM DISTRICT COUNCIL

##### Opinion

We have audited the financial statements of Horsham District Council for the year ended 31 March 2021 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Movement in Reserves Statement,
- Comprehensive Income and Expenditure Statement,
- Balance Sheet,
- Cash Flow Statement,
- and the related notes 1 to 32.
- Collection Fund and the related notes 1 to 3

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 2020/21.

In our opinion the financial statements:

- give a true and fair view of the financial position of Horsham District Council as at 31 March 2021 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 2020/21.

##### 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.

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#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that Director of Corporate Resource's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the authority's ability to continue as a going concern for a period 12 months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Director of Corporate Resource with respect to going concern are described in the relevant sections of this report. However, because not all future events or conditions can be predicted, this statement is not a guarantee as to the authority's ability to continue as a going concern.

#### Other information

The other information comprises the information included in the Statement of Accounts for the Financial Year 2020/21, other than the financial statements and our auditor's report thereon. The Director of Corporate Resources 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.

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 course of 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 themselves. 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.



# Audit Report

## Draft audit report - example only

### Our opinion on the financial statements

#### 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;
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.
- we are not satisfied that the Authority has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2021

We have nothing to report in these respects.

#### Responsibility of the Director of Corporate Resources

As explained more fully in the Statement of the Director of Corporate Resources Responsibilities set out on page 9, the Director of Corporate Resources is responsible for the preparation of the Statement of Accounts, which includes the 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 2020/21, and for being satisfied that they give a true and fair view and for such internal control as the directors determine is necessary

to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error

In preparing the financial statements, the Director of Corporate Resources 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect irregularities, including fraud. The risk of not detecting a material misstatement due to fraud is higher than the risk of not detecting one resulting from error, as fraud may involve deliberate concealment by, for example, forgery or intentional misrepresentations, or through collusion.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below. However, the primary responsibility for the prevention and detection of fraud rests with both those charged with governance of the entity and management



# Audit Report

## Draft audit report - example only

### Our opinion on the financial statements

We obtained an understanding of the legal and regulatory frameworks that are applicable to the council and determined that the most significant are:

- Local Government Act 1972,
- Local Government Finance Act 1988 (as amended by the Local Government Finance Act 1992),
- Local Government Act 2003,
- The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 as amended in 2018 and 2020,
- Planning Act 2008 and the Community Infrastructure Levy Regulations 2010 (SI 2010/948)
- The Local Audit and Accountability Act 2014, and
- The Accounts and Audit Regulations 2015.

In addition, the Council has to comply with laws and regulations in the areas of anti-bribery and corruption, data protection, employment Legislation, tax Legislation, general power of competence, procurement and health & safety.

We understood how Horsham District Council is complying with those frameworks by understanding the incentive, opportunities and motives for non-compliance, including inquiring of management, head of internal audit and those charged with governance and obtaining and reading documentation relating to the procedures in place to identify, evaluate and comply with laws and regulations, and whether they are aware of instances of non-compliance. We corroborated this through our reading of the Council's committee minutes, through enquiry of employees to confirm Council policies, and through the inspection of employee handbooks and other information. Based on this understanding we designed our audit procedures to identify non-compliance with such laws and regulations. Our procedures had a focus on compliance with the accounting framework through obtaining sufficient audit evidence in line with the level of risk identified and with relevant legislation

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We assessed the susceptibility of the Council's financial statements to material misstatement, including how fraud might occur by understanding the potential incentives and pressures for management to manipulate the financial statements, and performed procedures to understand the areas in which this would most likely arise. Based on our risk assessment procedures, we identified inappropriate capitalisation of revenue expenditure, Risk of fraud in revenue recognition - sales, fees and charges income grant and management override of controls to be our fraud risks.

To address our fraud risk of inappropriate capitalisation of revenue expenditure we tested the Council's capitalised expenditure to ensure the capitalisation criteria were properly met and the expenditure was genuine.

To address our fraud risk of fraud in revenue recognition - sales, fees and charges income grant we assessed whether the grant return appropriately followed the guidance, and whether the values included in the return were supported by relevant and appropriate evidence.

To address our fraud risk of management override of controls, we tested specific journal entries identified by applying risk criteria to the entire population of journals. For each journal selected, we tested specific transactions back to source documentation to confirm that the journals were authorised and accounted for appropriately.

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.



# Audit Report

## Draft audit report - example only

### Our opinion on the financial statements

#### 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 reporting criteria issued by the Comptroller and Auditor General (C&AG) in April 2021, as to whether Horsham District Council had proper arrangements for financial sustainability, governance and improving economy, efficiency and effectiveness. The Comptroller and Auditor General determined these criteria as those necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether Horsham District Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2021.

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 Horsham District 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.

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.

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#### Delay in certification of completion of the audit

We cannot formally conclude the audit and issue an audit certificate until we have completed the work necessary to issue our assurance statement in respect of the Authority's Whole of Government Accounts consolidation pack. We are satisfied that this work does not have a material effect on the financial statements or on our value for money conclusion.

#### Use of our report

This report is made solely to the members of Horsham District 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.

Elizabeth Jackson (Key Audit Partner)

Ernst & Young LLP (Local Auditor)

Luton

21 September 2021



## 04 Audit Differences





# Audit Differences

In the normal course of any audit, we identify misstatements between amounts we believe should be recorded in the financial statements and the disclosures and amounts actually recorded. These differences are classified as "known" or "judgemental". Known differences represent items that can be accurately quantified and relate to a definite set of facts or circumstances. Judgemental differences generally involve estimation and relate to facts or circumstances that are uncertain or open to interpretation.

## Summary of adjusted differences

We report to you any misstatements greater than our nominal value of £73,000.

We identified that the pension asset value at 31 March 2021 used by the actuary in their report was overstated. The Council amended their financial statements to reflect the revised report. The effect of this was to decrease the pension asset by £669k. We have no other corrected misstatements to report to you.

There are no uncorrected misstatements to bring to your attention.



05

## Value for Money Risks





# Value for money

## The Council's responsibilities for value for money (VFM)

The Council is required to maintain an effective system of internal control that supports the achievement of its policies, aims and objectives while safeguarding and securing value for money from the public funds and other resources at its disposal.

As part of the material published with its financial statements, the Council is required to bring together commentary on its governance framework and how this has operated during the period in a governance statement. In preparing its governance statement, the Council tailors the content to reflect its own individual circumstances, consistent with the requirements set out in the Cipfa code of practice on local authority accounting. This includes a requirement to provide commentary on its arrangements for securing value for money from their use of resources.

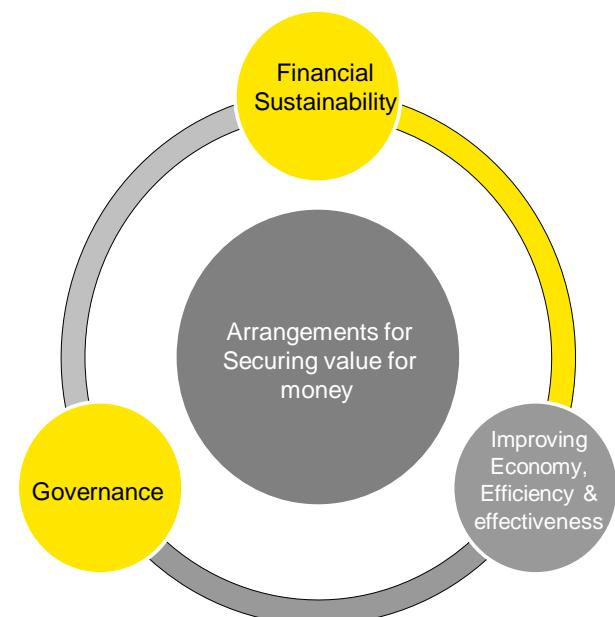
## Risk assessment

We have previously reported to the Committee the outcome of our assessment of the risk of significant weaknesses in the Council's VFM arrangements - that we had not identified any risks. We have revisited our risk assessment and have not identified any additional risks.

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## Status of our VFM work

We have completed our planned VFM procedures and have no matters to report by exception in the auditor's report (see Section 03). We plan to issue the VFM commentary as part of issuing the Auditor's Annual Report.





## 06 Other reporting issues





## Other reporting issues

### Consistency of other information published with the financial statements, including the Annual Governance Statement

We must give an opinion on the consistency of the financial and non-financial information in the Statement of Accounts 2020/21 with the audited financial statements.

We must also review the Annual Governance Statement for completeness of disclosures, consistency with other information from our work, and whether it complies with relevant guidance.

Financial information in the Narrative Statement in the Statement of Accounts 2020/21 and published with the financial statements was consistent with the audited financial statements.

We have reviewed the Annual Governance Statement and can confirm it is consistent with other information from our audit of the financial statements and we have no other matters to report.

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### Whole of Government Accounts

Alongside our work on the financial statements, we also review and report to the National Audit Office on your Whole of Government Accounts return. The extent of our review, and the nature of our report, is specified by the National Audit Office.

We have no issues to raise.

### Other powers and duties

We have a duty under the Local Audit and Accountability Act 2014 to consider whether to report on any matter that comes to our attention in the course of the audit, either for the Council to consider it or to bring it to the attention of the public (i.e. "a report in the public interest"). We did not identify any issues which required us to issue a report in the public interest.

We also have a duty to make written recommendations to the Council, copied to the Secretary of State, and take action in accordance with our responsibilities under the Local Audit and Accountability Act 2014. We did not identify any issues.

### Other matters

We have no other matters to report.



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## Assessment of Control Environment





# Assessment of Control Environment

## Financial controls

Under ISA (UK&I) 265 it is mandatory to communicate significant deficiencies in internal control in writing to any audit client.

It is the responsibility of the Council to develop and implement systems of internal financial control and to put in place proper arrangements to monitor their adequacy and effectiveness in practice. Our responsibility as your auditor is to consider whether the Council has put adequate arrangements in place to satisfy itself that the systems of internal financial control are both adequate and effective in practice.

As part of our audit of the financial statements, we obtained an understanding of internal control sufficient to plan our audit and determine the nature, timing and extent of testing performed. As we have adopted a fully substantive approach, we have therefore not tested the operation of controls.

Although our audit was not designed to express an opinion on the effectiveness of internal control we are required to communicate to you significant deficiencies in internal control.

We have not identified any significant deficiencies in the design or operation of an internal control that might result in a material misstatement in your financial statements of which you are not aware.



## 08 Independence

## Confirmation and analysis of Audit fees

The FRC Ethical Standard requires that we provide details of all relationships between Ernst & Young (EY) and the Council, and its members and senior management and its affiliates, including all services provided by us and our network to the Council, its members and senior management and its affiliates, and other services provided to other known connected parties that we consider may reasonably be thought to bear on the our integrity or objectivity, including those that could compromise independence and the related safeguards that are in place and why they address the threats.

There are no relationships from 01 April 2020 to the date of this report, which we consider may reasonably be thought to bear on our independence and objectivity.

As at the date of this report, there are no future services which have been contracted and no written proposal to provide non-audit services has been submitted.

We confirm that we have not undertaken non-audit work

As part of our reporting on our independence, we set out below a summary of the fees you have paid us in the year ended 31 March 2021.

	Planned fee 2020/21	Scale fee 2020/21	Final Fee 2019/20
	£	£	£
Total Fee - Code work	38,572	38,572	38,572
Scale fee Rebasing: changes in the work required to address professional and regulatory standards (1)	20,352	-	20,352
Revised proposed scale fee	58,924	38,572	58,924
Change in scope (2, 3)	TBC	-	9,054
<b>Total audit fee</b>	<b>TBC</b>	<b>38,572</b>	<b>67,978</b>
Non-audit services (Housing Benefit subsidy certification)(4)	N/A	N/A	43,556
<b>Total fee</b>	<b>TBC</b>	<b>38,572</b>	<b>111,534</b>

All fees exclude VAT

Note:

(1) As detailed in our 2019/20 annual audit letter we have submitted a proposed rebasing of the scale fee. PSAA are yet to review conclude on the rebasing.

(2) The prior year scale fee variation has been discussed with management but is still subject to agreement with management & the PSAA.

(3) As noted in the main section of this report we have identified new risks for 20/21, as well as a change in ISA 540, 570 and the requirements on VfM reporting. These changes have impacted on the cost of delivering the 20/21 audit.

(4) The additional housing benefits subsidiary fee has been agreed with management. In order to certify the claim we were required to perform extended testing on 16 different fail types.

All fees exclude VAT.

## Other communications

### EY Transparency Report 2020

Ernst & Young (EY) has policies and procedures that instil professional values as part of firm culture and ensure that the highest standards of objectivity, independence and integrity are maintained.

Details of the key policies and processes in place within EY for maintaining objectivity and independence can be found in our annual Transparency Report which the firm is required to publish by law. The most recent version of this Report is for the year end 30 June 2020:

[EY UK Transparency Report 2020 | EY UK](#)



## 09 Appendices



 Appendix A

# Required communications with the Audit Committee

There are certain communications that we must provide to the Audit Committees of UK clients. We have detailed these here together with a reference of when and where they were covered:

Page	Required communications	What is reported?	Our Reporting to you
		When and where	
	Terms of engagement	Confirmation by the Audit Committee of acceptance of terms of engagement as written in the engagement letter signed by both parties.	The statement of responsibilities serves as the formal terms of engagement between the PSAA's appointed auditors and audited bodies.
1	Our responsibilities	Reminder of our responsibilities as set out in the engagement letter.	Audit planning report - April 2021
2	Planning and audit approach	Communication of the planned scope and timing of the audit, any limitations and the significant risks identified.	Audit planning report - April 2021
3	Significant findings from the audit	<ul style="list-style-type: none"><li>► Our view about the significant qualitative aspects of accounting practices including accounting policies, accounting estimates and financial statement disclosures</li><li>► Significant difficulties, if any, encountered during the audit</li><li>► Significant matters, if any, arising from the audit that were discussed with management</li><li>► Written representations that we are seeking</li><li>► Expected modifications to the audit report</li><li>► Other matters if any, significant to the oversight of the financial reporting process</li></ul>	Audit planning report - April 2021

# Appendix A

		 Our Reporting to you
Required communications	 What is reported?	 When and where
Going concern	<p>Events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern, including:</p> <ul style="list-style-type: none"> <li>▶ Whether the events or conditions constitute a material uncertainty</li> <li>▶ Whether the use of the going concern assumption is appropriate in the preparation and presentation of the financial statements</li> <li>▶ The adequacy of related disclosures in the financial statements</li> </ul>	No conditions or events were identified, either individually or together to raise any doubt about Horsham District Council's ability to continue for the 12 months from the date of our report
Misstatements	<ul style="list-style-type: none"> <li>▶ Uncorrected misstatements and their effect on our audit opinion</li> <li>▶ The effect of uncorrected misstatements related to prior periods</li> <li>▶ A request that any uncorrected misstatement be corrected</li> <li>▶ Material misstatements corrected by management</li> </ul>	Audit results report
Subsequent events	<ul style="list-style-type: none"> <li>▶ Enquiry of the audit committee where appropriate regarding whether any subsequent events have occurred that might affect the financial statements.</li> </ul>	Audit results report
Fraud	<ul style="list-style-type: none"> <li>▶ Enquiries of the Audit Committee to determine whether they have knowledge of any actual, suspected or alleged fraud affecting the Council</li> <li>▶ Any fraud that we have identified or information we have obtained that indicates that a fraud may exist</li> <li>▶ Unless all of those charged with governance are involved in managing the Council, any identified or suspected fraud involving: <ul style="list-style-type: none"> <li>▶ Management;</li> <li>▶ Employees who have significant roles in internal control; or</li> <li>▶ Others where the fraud results in a material misstatement in the financial statements.</li> </ul> </li> <li>▶ The nature, timing and extent of audit procedures necessary to complete the audit when fraud involving management is suspected</li> <li>▶ Any other matters related to fraud, relevant to Audit Committee responsibility.</li> </ul>	Audit results report

# Appendix A

		Our Reporting to you	
Required communications	What is reported?	When and where	
Related parties	<p>Significant matters arising during the audit in connection with the Council's related parties including, when applicable:</p> <ul style="list-style-type: none"> <li>▶ Non-disclosure by management</li> <li>▶ Inappropriate authorisation and approval of transactions</li> <li>▶ Disagreement over disclosures</li> <li>▶ Non-compliance with laws and regulations</li> <li>▶ Difficulty in identifying the party that ultimately controls the Council</li> </ul>	Audit results report	
Independence	<p>Communication of all significant facts and matters that bear on EY's, and all individuals involved in the audit, objectivity and independence.</p> <p>Communication of key elements of the audit engagement partner's consideration of independence and objectivity such as:</p> <ul style="list-style-type: none"> <li>▶ The principal threats</li> <li>▶ Safeguards adopted and their effectiveness</li> <li>▶ An overall assessment of threats and safeguards</li> <li>▶ Information about the general policies and process within the firm to maintain objectivity and independence</li> </ul> <p>Communications whenever significant judgments are made about threats to objectivity and independence and the appropriateness of safeguards put in place.</p>	Audit planning report - April 2021 and Audit results report	
External confirmations	<ul style="list-style-type: none"> <li>▶ Management's refusal for us to request confirmations</li> <li>▶ Inability to obtain relevant and reliable audit evidence from other procedures.</li> </ul>	We have received all requested confirmations	
Consideration of laws and regulations	<ul style="list-style-type: none"> <li>▶ Subject to compliance with applicable regulations, matters involving identified or suspected non-compliance with laws and regulations, other than those which are clearly inconsequential and the implications thereof. Instances of suspected non-compliance may also include those that are brought to our attention that are expected to occur imminently or for which there is reason to believe that they may occur</li> <li>▶ Enquiry of the audit committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the audit committee may be aware of</li> </ul>	We have asked management and those charged with governance. We have not identified any material instances or non-compliance with laws and regulations	

# Appendix A

		 Our Reporting to you	
Required communications	 What is reported?	 When and where	
 Page 11	Significant deficiencies in internal controls identified during the audit	<ul style="list-style-type: none"> <li>▶ Significant deficiencies in internal controls identified during the audit.</li> </ul>	Audit results report
	Consideration of laws and regulations	<ul style="list-style-type: none"> <li>▶ Subject to compliance with applicable regulations, matters involving identified or suspected non-compliance with laws and regulations, other than those which are clearly inconsequential and the implications thereof. Instances of suspected non-compliance may also include those that are brought to our attention that are expected to occur imminently or for which there is reason to believe that they may occur</li> <li>▶ Enquiry of the audit committee into possible instances of non-compliance with laws and regulations that may have a material effect on the financial statements and that the audit committee may be aware of</li> </ul>	We have asked management and those charged with governance. We have not identified any material instances or non-compliance with laws and regulations
	Significant deficiencies in internal controls identified during the audit	<ul style="list-style-type: none"> <li>▶ Significant deficiencies in internal controls identified during the audit.</li> </ul>	Audit results report
	Written representations we are requesting from management and/or those charged with governance	<ul style="list-style-type: none"> <li>▶ Written representations we are requesting from management and/or those charged with governance</li> </ul>	Audit results report
	Material inconsistencies or misstatements of fact identified in other information which management has refused to revise	<ul style="list-style-type: none"> <li>▶ Material inconsistencies or misstatements of fact identified in other information which management has refused to revise</li> </ul>	Audit results report



## Appendix A

		 Our Reporting to you
Required communications	 What is reported?	 When and where
Auditors report	<ul style="list-style-type: none"><li>▶ Any circumstances identified that affect the form and content of our auditor's report</li></ul>	Audit results report
Fee Reporting	<ul style="list-style-type: none"><li>▶ Breakdown of fee information when the audit planning report is agreed</li><li>▶ Breakdown of fee information at the completion of the audit</li><li>▶ Any non-audit work</li></ul>	Audit planning report - April 2021 and Audit results report
Certification work	<ul style="list-style-type: none"><li>▶ Summary of certification work</li></ul>	Certification Report



## Appendix B

# Management representation letter

### Management Rep Letter

Ernst & Young LLP  
Grosvenor House,  
Grosvenor Square,  
Southampton SO15 2BE,  
United Kingdom

This letter of representations is provided in connection with your audit of the financial statements of Horsham District Council ("the Council") for the year ended 31 March 2021. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the Council financial position of Horsham District Council as of 31 March 2021 and of its income and expenditure for the year then ended in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose - all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

#### A. Financial Statements and Financial Records

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations 2015 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21.

2. We acknowledge, as members of management of the Council, our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position, financial performance (or results of operations) and cash flows of the Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21, and are free of material misstatements, including omissions. We have approved the financial statements.
3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.
4. As members of management of the Council, we believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21, that are free from material misstatement, whether due to fraud or error. We have disclosed to you any significant changes in our processes, controls, policies and procedures that we have made to address the effects of the COVID-19 pandemic on our system of internal controls.
5. There are no unadjusted audit differences identified during the current audit and pertaining to the latest period presented.

#### B. Non-compliance with law and regulations, including fraud

1. We acknowledge that we are responsible to determine that the Council's activities are conducted in accordance with laws and regulations and that we are responsible to identify and address any non-compliance with applicable laws and regulations, including fraud.
2. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any identified or suspected non-compliance with laws or regulations, including fraud that may have affected the Council (regardless of the source or form and including without limitation, any allegations by "whistleblowers"), including non-compliance matters:



## Appendix B

# Management representation letter

### Management Rep Letter

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#### C. Information Provided and Completeness of Information and Transactions

1. We have provided you with:
  - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All material transactions have been recorded in the accounting records and all material transactions, events and conditions are reflected in the financial statements, including those related to the COVID-19 pandemic.
3. We have made available to you all minutes of the meetings of the Council, Cabinet and Audit Committee held through the year to the most recent meeting on the following date: 21 September 2021.
4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council's related parties and all related party relationships and transactions of which we are aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the period end. These transactions have been appropriately accounted for and disclosed in the financial statements.

5. We believe that the methods, significant assumptions and the data we used in making accounting estimates and related disclosures are appropriate and consistently applied to achieve recognition, measurement and disclosure that is in accordance with CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21.

6. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

7. From the date of our last management representation letter through the date of this letter we have disclosed to you any unauthorized access to our information technology systems that either occurred or to the best of our knowledge is reasonably likely to have occurred based on our investigation, including of reports submitted to us by third parties (including regulatory agencies, law enforcement agencies and security consultants), to the extent that such unauthorized access to our information technology systems is reasonably likely to have a material impact to the financial statements, in each case or in the aggregate.

#### D. Liabilities and Contingencies

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in Note 31 to the financial statements all guarantees that we have given to third parties



## Appendix B

# Management representation letter

### Management Rep Letter

Page 121

#### E. Going Concern

1. Note 32 to the financial statements discloses all the matters of which we are aware that are relevant to the Council's ability to continue as a going concern, including significant conditions and events, our plans for future action, and the feasibility of those plans

#### F. Subsequent Events

1. There have been no events, including events related to the COVID-19 pandemic, subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

#### G. Other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises the Narrative Report.
2. We confirm that the content contained within the other information is consistent with the financial statements.

#### H. other information

1. We acknowledge our responsibility for the preparation of the other information. The other information comprises of the Narrative Statement
2. We confirm that the content contained within the other information is consistent with the financial statements.

#### I. Use of the Work of a Specialist

1. We agree with the findings of the specialists that we engaged to evaluate the valuation of land and buildings and investment property, in the calculation of the NDR appeals provision, in generating the IAS19 pension and have adequately considered the qualifications of the specialists in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the specialists.

#### J. Estimates

1. We confirm that the significant judgments made in making the valuation of land and buildings and investment property, in the calculation of the NDR appeals provision, and in generating the IAS19 pension ("the accounting estimates") have taken into account all relevant information and the effects of the COVID-19 pandemic of which we are aware.
2. We believe that the selection or application of the methods, assumptions and data used by us have been consistently and appropriately applied or used in making the accounting estimates.
3. We confirm that the significant assumptions used in making the accounting estimate appropriately reflect our intent and ability to carry out the specific courses of action on behalf of the entity.
4. We confirm that the disclosures made in the financial statements with respect to the accounting estimate(s), including those describing estimation uncertainty and the effects of the COVID-19 pandemic, are complete and are reasonable in the context of CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2020/21
5. We confirm that appropriate specialized skills or expertise has been applied in making the accounting estimates.
6. We confirm that no adjustments are required to the accounting estimates and disclosures in the financial statements, including due to the COVID-19 pandemic.

#### K. Retirement benefits

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

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## Report to Audit Committee

Tuesday 21<sup>st</sup> September 2021  
By the Director of Corporate Resources  
**INFORMATION REPORT**



Horsham  
District  
Council

Partially Exempt under Paragraph 5 of Part 1 of  
Schedule 12A to the Local Government Act 1972

### Risk Management ~ Quarterly Report

#### Executive Summary

This report includes an update on the Corporate Risk Register for consideration and provides an update on progress with the quarterly departmental risk register reviews.

#### Recommendations

That the Committee is recommended to:

- i) Note the contents of this report.

#### Reasons for Recommendations

As part of good governance, it is important that Members understand the key risks facing the Council.

#### Background Papers

Corporate Risk Register

**Wards affected:** All.

**Contact:** Jane Eaton, Director of Corporate Resources, 01403 215300.

## **Background Information**

### **1 Introduction and Background**

- 1.1 The Audit Committee is charged with responsibility for monitoring the effectiveness of the Council's risk management arrangements.
- 1.2 The report provides details of key changes to the Council's Corporate Risk Register, and an update on progress regarding the departmental risk registers (see 3.1 and 3.2 below).

### **2 Relevant Council Policy**

- 2.1 The Council's Risk Management Policy is detailed in the Council's Risk Management Toolkit. The Council's Risk Management Strategy is a component part of the Policy, and this document sets out to achieve the following objectives:

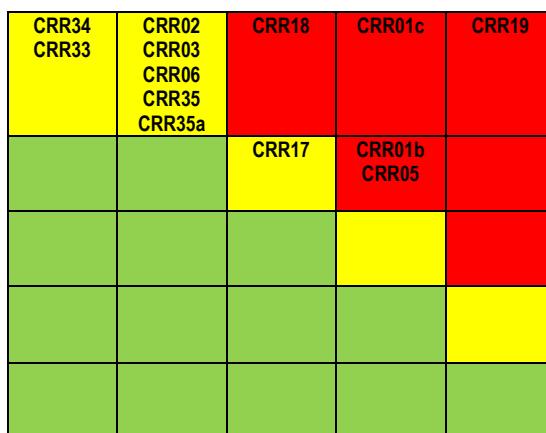
- Fully integrate risk management into the culture of the Council and its strategic and service planning processes.
- Ensure that the risk management framework is understood and that ownership and accountability for managing risks is clearly assigned.
- Ensure the benefits of risk management are realised through maximising opportunities and minimising threats.
- Ensure consistency throughout the Council in the management of risk.

### **3 Details**

#### **3.1 Corporate Risk Register**

The Senior Leadership Team has reviewed the Corporate Risk Register and comments have been updated to reflect the current position for each risk (see Appendix 1 and exempt appendix 2).

The Corporate risk profile is shown in the following heat map which shows the total number of risks in each segment. The red / amber / green zones are in accordance with the Council's risk appetite.



There are five risks which are currently considered to be high and eight medium. The high-risk area relates to the following:

CRR19	Ongoing reduction in planning fees; reduced car parking income; increased homelessness; and increased housing benefit claims; leisure centres; property income; investment income.
CRR01c	Decrease in Rateable Value due to appeals and businesses going under. This may cause the Council to fall below the business rates baseline, resulting in loss of funding.
CRR01b	Funding from Government is less generous than assumed in the Medium-Term Financial Strategy (MTFS) from 2021
CRR05	Officers are either unaware of expected controls or do not comply with control procedures.
CRR18	(i) A malicious attacker exploits a known or unknown security weakness to penetrate the Council's ICT systems. The level of threat has been raised by the Cabinet Office to amber. (ii) IT not working due to environmental problems: fire, flood, power cut.

Please see the risk register in Appendix 1 which provides full details of all risks on the "live" register together with details of the control actions and responsible officers. Risks CRR33 is shown in the exempt appendix 2.

### 3.2 Departmental Risk Registers

Departmental risk registers have been reviewed and updated.

## 4 Outcome of Consultations

- 4.1 Officers who are responsible for control actions and the Senior Leadership Team have been consulted in updating the Corporate Risk Register.

## 5 Other Courses of Action Considered but Rejected

- 5.1 Not applicable.

## 6 Financial Consequences

- 6.1 There are no financial consequences as this report is for noting.

## 7 Legal Consequences

- 7.1 There are no legal consequences as this report is for noting.

## 8 Staffing Consequences

- 8.1 There are no staffing consequences as this report is for noting.

## 9 Risk Assessment

- 9.1 The report provides an update on the Council's corporate risks and how these are being managed by the Senior Leadership Team. See Appendix 1 for the latest version of the Council's Corporate Risk Register.

## **10 Other Considerations**

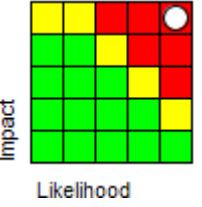
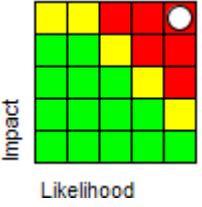
- 10.1 Risk management encompasses all risks within the organisation, including strategic, operational, and project/change risks. This includes consideration of Crime & Disorder; Human Rights; Equality & Diversity; and Green issues.

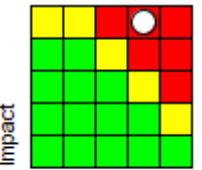
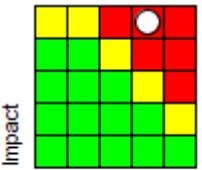
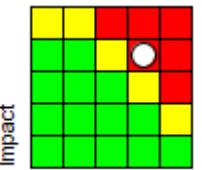
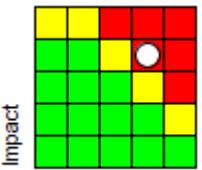
# Appendix 1 Corporate Risk Report September 2021

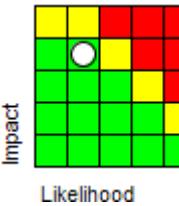
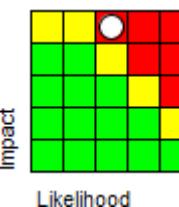
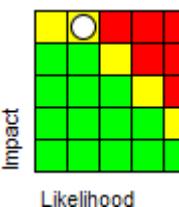
## Risks ordered by RAG not numerically

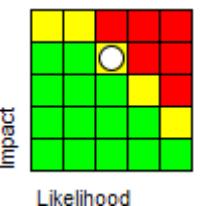
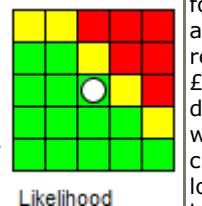
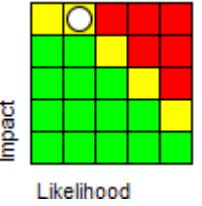
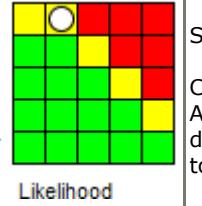
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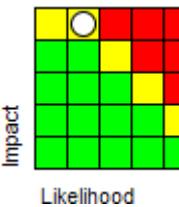
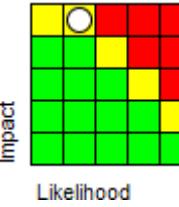
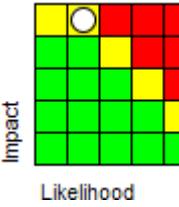


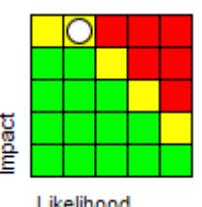
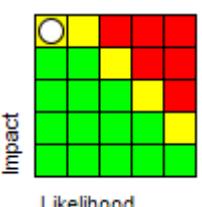
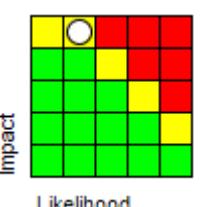
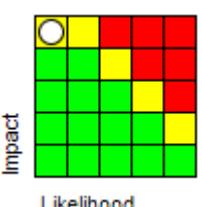
Risk Code & Description	Effect	Risk Owner	Current Risk Matrix	Control Action	Control Action Owner	Target Risk Matrix	Quarterly Update
<p>CRR19  <b>Cause:</b> Uncertainty in the UK and World economy. The Government has spoken about an additional 5% reduction in local government funding, and further cuts in years to come. The impact on the financial markets and the pound following Covid-19 has brought forward a deeper depression and caused a slowdown in the property and financial markets.  <b>Risk:</b> Ongoing reduction in planning fees; reduced car parking income; increased homelessness; and increased housing benefit claims, leisure centres, property income; investment income.</p>	<p>Financial Service Delivery Compliance with Regulations</p>	<p>Jane Eaton</p>		<p>CRR.19.2 Monitor the external environment  CRR.19.3 Monitor internal indicators, particularly income generation and respond appropriately to adverse trends  CRR.19.4 Evaluate and discuss with Members possible actions to mitigate loss of income. e.g., Corporate Restructure, investment and infrastructure projects that generate income</p>	<p>Dominic Bradley  Dominic Bradley  Jane Eaton</p>		<p>September 2021 update:  Covid-19 has had a significant impact on the economy and the Council's income.  A balanced budget was set for 2021/22 as a result of a restructure in November 2020 and a better than expected one-year settlement which included further one-off Covid-19 related support. Income is currently tracking at the lower budgeted level. Some cost savings are anticipated where less support may be needed to the leisure service provider as people have returned to leisure activities faster than originally anticipated when the budget was set.  However, budget shortfalls approaching £1.5m a year are still forecast by the end of the medium-term financial period. This is mostly driven by the estimated £1m to £1.3m costs of food collection, as well as income levels not recovering to previous levels. The future funding of local government also remains very uncertain.  The restart of housing evictions since June 2021 may create more homeless people and benefits cases. Cumulative pressure on businesses since the start of the pandemic may also increase the risk on their ability to pay all rents.</p>

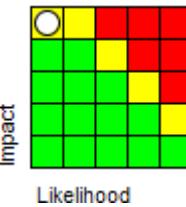
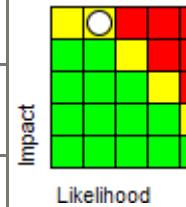
Risk Code & Description	Effect	Risk Owner	Current Risk Matrix	Control Action	Control Action Owner	Target Risk Matrix	Quarterly Update
CRR01c Financial <u>Cause:</u> The Council is reliant on Central Controlled Government funding (e.g., Business Rates). <u>Risk:</u> Decrease in Rateable Value due to appeals and businesses going under. This may cause the Council to fall below the business rates baseline, resulting in loss of funding.	Reductions in funding Financial	Jane Eaton	 <b>Impact</b> <b>Likelihood</b>	CRR.01c.1 Continue to keep a watching brief  CRR.01c.2 Evaluate and discuss with Members possible actions to mitigate loss of income. e.g., Corporate Restructure, investment and infrastructure projects that generate income	Dominic Bradley  Dominic Bradley	 <b>Impact</b> <b>Likelihood</b>	September 2021 update:  With business rates reform postponed and the COVID-19 recession, further reductions in business rates seem inevitable. The impact in 2021/22 is lessened by Government giving 100% business rate relief to retail and leisure businesses in the first three months of 2021/22 and 67% relief for the remainder of the financial year. However, the uncertainty is now deferred to what happens in 2022/23.  Appeals to the Valuation Office are increasing, which could trigger backdated refunds. The appeals provision remains high at £5m, albeit the Council's share is only 40% of this.  Due to Covid-19, Business Rate payments were below normal at the end of 2020/21. Courts are resuming in June 2021 so a new recovery pattern will be established.
CRR01b Financial <u>Cause:</u> The Council is reliant on Central Controlled Government funding (e.g., Business Rates).  <u>Risk:</u> (ii) Funding from Government is less generous than assumed in the MTFS from 2021	Reductions in funding  Adverse effect on morale  Financial  Failure to achieve agreed objectives	Jane Eaton	 <b>Impact</b> <b>Likelihood</b>	CRR.01b.1 Continue to keep a watching brief  CRR.01b.2 Revisit the MTFS and if necessary 2020/21 budget in year, with Cabinet in September.  CRR.01b.3 Evaluate and discuss with Members possible actions to mitigate loss of income. e.g., Corporate Restructure, investment and infrastructure projects that generate income.	Dominic Bradley  Dominic Bradley  Jane Eaton	 <b>Impact</b> <b>Likelihood</b>	September 2021 update:  Government has withdrawn the changes to business rates and revenue funding through the Fair Funding Review for the time being. This has removed this part of the risk temporarily, although Government has only given a one-year settlement in 2021/22, giving little insight into the medium term. It is uncertain whether any future implementation of business rates reform will commence from 1 April 2022 or delayed to April 2023, although as time goes on, the latter is looking increasingly likely.  With income not recovering to previous levels, even with some estimated Council tax rises factored in, £1.5m budget deficits are currently forecast across later years of the MTFS

Risk Code & Description	Effect	Risk Owner	Current Risk Matrix	Control Action	Control Action Owner	Target Risk Matrix	Quarterly Update
							unless significant action is taken. Further 'additional' Government funding is not expected into 2022/23
CRR05 Governance <u>Cause:</u> Managers are responsible for ensuring that controls to mitigate risks are consistently applied.  Risk: Officers are either unaware of expected controls or do not comply with control procedures.	Failure of business objectives Health & Safety Financial Service Delivery Compliance with Regulations Personal Privacy Infringement Reputation damage	Jane Eaton		CRR.05.1 Officer training  CRR.05.3 All Service Managers required to sign an Assurance Statement. (By 30th June Annually) (Cyclical)  CRR.05.4 "Cultural compliance" Internal Audits identify service-based issues and help managers to resolve these.  CRR.05.5 Programme of training and information to ensure all managers understand their roles.  CRR.05.6 Governance review of the Horsham Museum	Jane Eaton  Jane Eaton  Jane Eaton  Jane Eaton  Jane Eaton		September 2021 update:  The Annual Governance Statement action plan included an increased focus on training for management and staff in this area. Head of Service, all manager and depot-based manager training has taken place. Training for Parks and Countryside management is planned for the winter when workloads for the team are lower.  Due to extra work on the Local Plan the cultural compliance audit for Strategic Planning has been deferred to 2021/22 and a review of Environmental Health brought forward in its place. This does not increase risk because the Council's governance officers are generally of the view both Strategic Planning and Environmental Health are services mostly compliant with the Council's requirements.  The review of governance at the museum is underway.
CRR18 Technological <u>Cause:</u> Council services are increasingly reliant on IT systems at a time when there are greater opportunities for malicious attackers to exploit security weaknesses.  Risk 1: A malicious attacker exploits a known or unknown security weakness to penetrate the Council's ICT systems.  Risk 2: IT not working due to environmental problems: fire, flood, power cut	Loss of key systems- disruption to Council services. Cost of investigation and recovery of systems. Fraud/theft. Loss of the integrity of Council Records. Penalties from the ICO. Adverse media	Jane Eaton		CRR.18.1 Staff and Member Training  CRR.18.2 Awareness of current threats  CRR.18.3 An effective ICT Service delivery team  CRR.18.4 Effective patching and updates to mitigate known vulnerabilities  CRR.18.5 Compliance with expected security standards. (PSN, PCI-DSS)  CRR.18.6 Effective policies in place which outline security	Claire Ward / Robert Laban  Andrea Curson  Andrea Curson  Andrea Curson  Andrea Curson  Andrea Curson		September 2021 update:  CRR.18.5 PSN Accreditation being worked on and PCI-DSS being looked into.

Risk Code & Description	Effect	Risk Owner	Current Risk Matrix	Control Action	Control Action Owner	Target Risk Matrix	Quarterly Update
	coverage.			requirements for users of ICT CRR.18.7 Effective back-up and recovery processes in place for Council ICT systems. CRR.18.8 Transferring the risks to the cloud provider CRR.18.9 Plan developed, approved internally, and being carried out.	Andrea Curson		
CRR17 <u>Cause:</u> The External Auditors audit the HDC Benefits Grant Subsidy return to the Department for Work and Pensions (DWP) on an annual basis to identify errors. <u>Risk:</u> The Benefit Subsidy claim may be qualified and/or financial losses. HDC has a case load with a particularly high number of working people with many changes of circumstances.	Financial Service Delivery Compliance with regulations Reputation	Jane Eaton	Impact  Likelihood	CRR.17.1 Continuously monitor the level of quality control checking.  CRR.17.2 An earmarked reserve for subsidy provision is now in place that would cover the loss of subsidy in the event that the upper threshold in the subsidy claim is breached.	Beccy Salmon	Impact  Likelihood	September 2021 update:  The service continues to maintain a robust QC process to mitigate financial loss via a qualified subsidy loss. However, in February 2021 colleagues found a long-standing error relating to a claim assessed under the CenSUS regime leading to an overpayment of £35,000. This, combined with a small decline in 2020/21 quality due to workload pressure puts the Council closer than it has ever been to the lower threshold for 2020/21 since leaving the CenSUS partnership.  A further £8,000 historic error was found in April 2021. This will affect the 2021/22 claim but being a lower amount is less likely to lead to a subsidy loss.
CRR02 <u>Managerial / Professional</u> <u>Cause:</u> The Council has a legal obligation to protect personal data. The Information Commissioners powers are much more far reaching when they change in May 2018.  <u>Risk 1:</u> Major data breach or leak of sensitive information to a third party. <u>Risk 2:</u> Risk of significant ICO fine for non-compliance with new General Data Protection Regulations (GDPR).	People and businesses come to harm and suffer loss that might not otherwise have occurred Complaints / claims / litigation Resources consumed in defending claims Financial losses	Jane Eaton	Impact  Likelihood	CRR.02.1 Develop appropriate processes & procedures which underpin the IT Security Policy  CRR.02.3 Provide a programme of Induction and at least annual training on Information Security to all staff.  CRR.02.4 Annual PSN Accreditation  CRR.02.5 Representatives from each department meet every other month to maintain compliance, updates, and	Andrea Curson / Sharon Evans  Robert Laban  Andrea Curson  Sharon Evans	Impact  Likelihood	September 2021 update:  CRR02.4 PSN Accreditation work 2020 Accreditation obtained. Health Checks done for 2021 and we are working towards 2021 Accreditation.

Risk Code & Description	Effect	Risk Owner	Current Risk Matrix	Control Action	Control Action Owner	Target Risk Matrix	Quarterly Update
	Fines from regulators Adverse publicity Reputation damage			training			
CRR03 Legal <u>Cause:</u> The Civil Contingencies Act places a legal obligation upon the Council, with partners, to assess the risk of, plan, and exercise for emergencies, as well as undertaking emergency and business continuity management. The Council is also responsible for warning and informing the public in relation to emergencies, and for advising local businesses.  <u>Risk:</u> The Council is found to have failed to fulfil its obligations under the Act in the event of a civil emergency.	People and businesses come to harm and suffer loss that might not otherwise have occurred  Complaints / claims / litigation  Resources consumed in defending claims  Financial losses  Censure by regulators  Reputation damaged	Jane Eaton	 Impact Likelihood	CRR.03.1 Update corporate business continuity plan and regular review. CRR.03.2 Update departmental business continuity plans and regular review. CRR.03.5 Bitesize workshops to address new procedures and processes.  CRR.03.6 Fortnightly BC meetings during Covid-19	Robert Laban Robert Laban Robert Laban Robert Laban	 Impact Likelihood	September 2021 update: CRR.03.1 Full BC review due to take place in Jan 2022 once all debriefs and departmental reviews have been undertaken throughout Autumn/Winter 2021 CRR.03.2 Work is ongoing and will incorporate lessons learned from recent cyber resilience audit also. CRR.03.5 Work is progressing with HoS one to ones. CRR.03.6 Work is ongoing. For information: Emergency Planning has been moved under Robert Laban in HR&OD to work more closely with the Health and Safety officer.
CRR06 Physical <u>Cause:</u> The Council is responsible for the health & safety of its clients, staff and other stakeholders, owns and maintains significant assets, and also has responsibility for H&S in some partner organisations where it does not have operational control.  <u>Risk:</u> A health & safety failure occurs.	People come to harm Complaints/claims/ litigation Financial losses Censure by audit / inspection Reputation damage Adverse effect on morale Stress and absenteeism	Glen Chipp	 Impact Likelihood	CRR.06.2 H&S Management Forum reviews corporate inspection strategy quarterly.  CRR.06.3 Training programme includes annual refreshers on a rolling programme. All mandatory training must be completed as part of probation	Robert Laban / Health & Safety Officer Robert Laban	 Impact Likelihood	September 2021 update: There are no changes to anything.

Risk Code & Description	Effect	Risk Owner	Current Risk Matrix	Control Action	Control Action Owner	Target Risk Matrix	Quarterly Update
CRR35 <u>Cause:</u> COVID-19 is an illness that can affect your lungs and airways and is caused by a virus called coronavirus. The illness is highly contagious, and people with underlying health conditions are at a higher risk of becoming very ill. This includes older adults, and/or people with chronic medical conditions such as heart disease; diabetes; and lung disease. <u>Risk:</u> (i) The Council is unable to deliver statutory front line services to the community due to, for example, staff shortages or unavailability of key officers.	Failure of business objectives Health and safety Financial Service Delivery Compliance with regulations Reputation Staffing and culture	Glen Chipp	 <p>Impact Likelihood</p>	CRR.35.1 Essential services have been highlighted with the intention of redeployment of staff from other service areas. Staffing shortages on refuse collection may benefit from availability in the labour market.	Jane Eaton	 <p>Impact Likelihood</p>	September 2021 Update:  All Council services continue to run well, although Economic Development has been hampered by staff shortages due to 'Covid related' sickness and waste services faced some pressure in July due to the "pingdemic".  Staff are being vaccinated through the national vaccination programme, reducing the risk of serious illness amongst staff. The majority of staff are now vaccinated.
Page 132  CRR35a <u>Cause:</u> Covid-19 infection <u>Risk:</u> Serious risk to the health and safety of workers	Failure of Health and safety, Service Delivery, Compliance with regulations, Reputational loss.	Jane Eaton	 <p>Impact Likelihood</p>	CRR.35a.1 The director led Business Continuity Group to oversee H&S measures (staff H&S representative observes)  CRR.35a.3 Regular updates on government advice on keeping safe  CRR.35a.4 A balanced approach to home/office working in line with government advice  CRR.35a.5 Re-modelling of workspaces to ensure social distancing  CRR.35a.6 Provision of sanitary products and PPE  CRR.35a.7 Risk assessments for offices and specific staff  CRR.35a.8 Managed opening /closure of the Capitol, Museum, Leisure, Sports services and Reception in line with safety concerns	Jane Eaton  Robert Laban  Andrea Curson/Robert Laban  Brian Elliott  Brian Elliott  Robert Laban  Vicky Wise	 <p>Impact Likelihood</p>	September 2021 update:  Item CRR.35a.3 Regular updates on government advice on keeping safe.  The work is ongoing and monitored fortnightly by the Business Continuity Group. The H&S adviser routinely reviews all new HSE, NHS guidance and updates corporate processes/ accordingly. The Head of HR&OD communicates any changes as appropriate. Full detailed risk assessments were revisited for the aborted Local Plan meeting in July and will be reviewed again for the next large public meeting.  CRR.35a.4 A balanced approach to home/office working in line with government advice.  The Council has a plan to move to 50/50 working from September for a trial six-month period.  CRR.35a.7 Risk assessments for offices and specific staff.

Risk Code & Description	Effect	Risk Owner	Current Risk Matrix	Control Action	Control Action Owner	Target Risk Matrix	Quarterly Update
							The work is ongoing and monitored fortnightly by the Business Continuity Group. The H&S Adviser has updated the corporate template for managers to make such assessment.
CRR34 <u>Cause:</u> Uncertainty in the UK and World economy. Instability and high-profile failures. <u>Risk:</u> Key contractor failure	Financial	Jane Eaton	 <b>Impact</b> <b>Likelihood</b>	CRR.34.1 Regularly check accounts of key suppliers CRR.34.2 Check public liability insurance of key suppliers CRR.34.3 Ask for key suppliers' business continuity plans CRR.34.4 Consider whether the failure of a key supplier needs to go in service business continuity plan	Heads of Service Heads of Service Heads of Service Heads of Service	 <b>Impact</b> <b>Likelihood</b>	September 2021 Update: The impact on the loss of key suppliers is lessening and we no longer have the Head of Procurement on the business continuity group. A world shortage of building supplies is causing delays to building projects e.g., St Peter's Hall – which may affect external funding.

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By virtue of paragraph(s) 5 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## Report to Audit Committee

21 September 2021

Director of Corporate Resources

## INFORMATION REPORT



Horsham  
District  
Council

Not Exempt

### Cyber Insurance Review and Cyber Security Awareness and Defences

#### Executive Summary

Review of the current Cyber Insurance market informs us that at this time, taking out Cyber Insurance would be costly and would likely result in duplication of cover on items such as fraud, equipment insurance and indemnity.

The Council should for now invest in improving our Cyber awareness and defences by training officers and members, as well as in areas such as Intrusion Detection, Multi Factor Authentication and Real time Monitoring.

This would also potentially reduce premiums if later, we decided to purchase Cyber Insurance. It is advisable to wait until the Cyber Insurance market has matured to try to prevent any duplication of cover.

#### Recommendations

Increase cyber defences and awareness using existing Technology Services budget.  
Revisit whether Cyber Insurance should be taken out as part of the annual budget cycle.

#### Background Papers

Cyber Insurance Analysis Report compiled by David Copland, IT Security Officer.



Cyber Insurance  
Analysis V3.1.docx

**Wards affected:** All Wards

**Contact:** Andrea Curson, Head of Customer and Digital Services 01403 215457.

## **Background Information**

### **1 Introduction and Background**

- 1.1 The Audit Committee raised the question of whether the Council should take out Cyber Insurance in light of a number of high-profile Cyber-attacks on public bodies and private companies. At this time the recommendation is not to do so but to concentrate efforts on improving Cyber awareness and defences.
- 1.2 The issue of Cyber Security is one that needs to be considered by the Council as the services it offers its residents may be adversely affected by a Cyber-attack.
- 1.3 The Council will focus on increasing Cyber awareness through training and defences to minimise risk of exposure, as oppose to taking out Cyber Insurance at this time due to market immaturity, cost, and duplication of cover with other insurance policies.

### **2 Relevant Council policy**

- 2.1 This reports the Corporate Plan objective of a modern and flexible Council.

### **3 Details**

- 3.1 To increase Cyber awareness through training for officers and members by sessions written and run by the Council's IT Security Officer.
- 3.2 We have a plan to improve our Cyber defences in line with National Cyber Security Council (NCSC) guidance, in the following areas. End Point protection to guard against ransomware attacks by the end of 2021, to investigate and procure real time monitoring of potential Cyber Security threats, to investigate options around Intrusion Protection and to continue rolling out Multi Factor Authentication to all.
- 3.3 The reason for choosing to increase Cyber awareness through training and to improve our Cyber defences as oppose to taking out Cyber Insurance is due to market immaturity, cost, and duplication of cover with other insurance policies.

### **4 Next Steps**

- 4.1 The Council to continue to improve its Cyber awareness and improve its defences.

### **5 Views of the Policy Development Advisory Group and Outcome of Consultations**

- 5.1 A review of the Cyber Insurance market was undertaken by Horsham District Council's Information Security Officer, Technical Accountant, the Head of Finance and Performance and Horsham District Council's Insurance Advisor. The full report is listed in the Background Papers section of this report.
- 5.2 The Director of Corporate Resources and the Monitoring Officer were consulted to ensure legal and financial probity.

5.3 There are no staffing issues.

## **6 Other Courses of Action Considered but Rejected**

6.1 Taking out Cyber Insurance. This has been rejected due to market immaturity, cost and duplication of cover with other insurance policies.

## **7 Resource Consequences**

7.1 There are no financial consequences arising from this report, as any expense for increasing our Cyber defences will come from the existing Technology Services Budget. Spending the Technology Services Budget on these security items may mean that other projects are pushed back into following years, such as the internal infrastructure upgrade.

7.2 There are no staffing consequences arising from this report.

## **8 Legal Considerations and Implications**

8.1 There are no legal considerations or legal implications arising from this report.

## **9 Risk Assessment**

9.1 There is a risk that if we don't take out Cyber Insurance and have a serious Cyber Security Incident that we may not be able to recover costs related to systems downtime and associated losses incurred by the Council.

9.2 Given that we may be able to recover some costs or losses associated with a Cyber-attack through other insurance policies we have in place, the risk is deemed to be low.

9.3 Even if we have Cyber Insurance, we may not be able to claim back as much of the losses as we have paid out in premiums. This would mean that the policy is effectively worthless.

## **10 Procurement implications**

10.1 There are no procurement implications arising from this report.

## **11. Equalities and Human Rights implications / Public Sector Equality Duty**

11.1 There are no equalities and Human Rights Implications arising from this report.

## **12 Environmental Implications**

12.1 There are no environmental implications arising from this report.

### **13 Other Considerations**

13.1 Cyber Security incidents in most cases lead to a data breach which then brings in GDPR/Data Protection. Having Cyber Insurance or not is immaterial to the Information Commissioners Office (ICO) when investigating a Data Protection incident.



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