



**WATFORD
BOROUGH
COUNCIL**

STATEMENT OF ACCOUNTS

2018/19

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Statement of Responsibilities for the Statement of Accounts

The Council's Responsibilities

The Council 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 Council, that officer is the Director of Finance;
- ◆ manage its affairs to ensure economic, efficient and effective use of resources and safeguard its assets; and
- ◆ approve the Statement of Accounts.

The Chief Financial Officer's Responsibilities

The Director of Finance is responsible for the preparation of the Council's Statement of Accounts in accordance with proper practices as set out in the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Local Authority Accounting in the United Kingdom.

In preparing the Statement of Accounts, the Director of Finance has:

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

The Director of Finance has also:

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

Opinion

The draft Statement of Accounts presents a true and fair view of the financial position of Watford Borough Council as at 31 March 2019 and its income and expenditure for the year ended 31 March 2019.

Signed (Original Signed)
Joanne Wagstaffe, CPFA
Director of Finance

Date: 30 July 2019

Signed (Original Signed)
Derek Scudder
Chairman of Audit Committee

Date: 30 July 2019

Narrative Statement

1. An introduction to Watford Borough Council's organisational overview and external environment

There was a major change for the Borough in May 2018 when the Mayor, Dorothy Thornhill, decided to stand down after sixteen years and Peter Taylor was elected.

The platform for 2018/19 had already been established and was reflected in the Corporate Plan to 2020, and in particular in its Equality Impact Analysis 2018/19 update. These documents can be found on the Council's website at:

[Corporate Plan 18/19](#) and [Corporate Plan 2010 EIA February 2018 updated for 2018/19](#)

2 Overview of the financial underpinning of service delivery

During the year, the Council progressed its Vision in the delivery of a bold and progressive future for Watford. The financial underpinning of this was through the approval of the revenue budget in January 2018 for the following activities:

Service Area	Approved budget 2018/19 £000
Community and Environmental	8,758
Corporate Strategy and Communications	890
Democracy and Governance	3,587
HR Shared Service	629
Place Shaping & Performance	(5,329)
Service Transformation	2,207
Strategic Finance	2,778
Total Net Expenditure	13,520

The Council also approved a Capital Programme for 2018-21 of £69.9m. The five largest schemes in these three years were:

	£m
Riverwell (Watford Health Campus Partnership)	28.4
Town Hall redevelopment	13.4
Watford Business Park redevelopment	4.4
Modular Housing Accommodation	4.0
Oxhey Park North	3.3

During the year the Council was approached to see if it would be interested in an investment relating to Croxley Park. There was therefore an opportunity for the Council to be both proactive and prudent in the management of a substantial, prestige development on the boundary that is and has the potential to remain a key provider of well paid employment from a diverse range of companies for residents in the borough. This would occur through the acquisition of a 40 year head lease in Croxley Business Park, with an option to obtain the freehold of the Park at the end of the term.

Narrative Statement

Careful and thorough due diligence and negotiation occurred over many months. This led to reports to Members, culminating in unanimous approval by Council of the final deal in January, in the week before the budget was set for 2019/20. The exchange was completed on 26 July 2019.

3 Evolution of the Corporate Plan

In February 2019 a report was taken to Cabinet and subsequently approved at Council to create a Corporate Plan 2019/20. Three years since the previous Corporate Plan was created when led by the previous Mayor, this was a timely test of both the vision and priorities, and reflects a number of considerations:

- The Elected Mayor's manifesto and ambitions,
- The Council's vision, priorities, values and supporting themes,
- The town and Council's challenges and opportunities, and
- The Council's budget and Medium Term Financial Strategy.

The Corporate Plan 2019/20 can be found at the following link: [Corporate Plan 19/20](#)

This sets out the strategic direction for council, including how it will meet the challenges and opportunities of the Watford 2020 transformation programme and deliver its corporate priorities for the town and the council.

4 Risks and Opportunities

The embedding of risk management continued in 2018/19. The Head of Finance gave a presentation to the Audit Committee in September to cover the elements in its terms of reference that relate to risk management and statement of internal controls. This included the monitoring processes for risks and the corporate risk register, examples of questions Members should consider when reviewing reports, and further information they might wish to ask for to ensure risks were being managed appropriately.

Financial risks are reported and monitored by the Budget Panel. The more strategic risks are included in the Corporate Risk Register, which was reported to the Audit Committee in December 2018 along with the Risk Strategy.

Appendix 1 Corporate Risk Register

[Corporate Risk Register](#)

and Appendix 2 Risk Management Strategy

[Risk Management Strategy](#)

Risks relating to the Watford 2020 programme were included as discrete elements in the regular update reports provided for consideration to the Overview and Scrutiny Committee (OSC). For example, in June 2018 the following report went to OSC:

[Risk Report](#)

5 Strategic Resource Allocation and Performance Monitoring

The Council provides updates during the year and any changes during the year are reflected in the revised budget. This was agreed in January 2019, as usual, as part of the MTFS (Medium Term Financial Strategy) for 2019/20. This is supported by regular budget monitoring during the year, monthly to officers and quarterly to Members. The MTFS approved for 2019/20 including the revised budget for 2018/19 and as amended for the decision of Council on 23 January 2019 is on the following page.

The revised budget shown for 2018/19 includes approved budget carry forwards of £1.058M from 2017/18 and additional spend from reserves of £0.550M for Watford 2020, both of which were approved by Cabinet in June 2018 and subsequently by Council in July 2018.

The Gap as shown in the MTFS can be funded from reserves and reflects the fact that long term ongoing savings do not come through in a full year until the end of the MTFS period. The Council Tax figures in the MTFS for future years also include projected growth in the base but no allowance for an increase in the council tax level for inflation.

Narrative Statement

 WATFORD BOROUGH COUNCIL BE BOLD	2018/19 Original	2018/19 Forecast REVISED	2019/20 Draft	2020/21 Draft	2021/22 Draft
	£000s	£000s	£000s	£000s	£000s
Corporate Strategy & Communications	890	992	912	933	933
Place Shaping & Performance	(5,329)	(5,648)	(5,365)	(5,582)	(5,582)
Strategic Finance	2,201	2,241	2,207	2,227	2,227
Service Transformation	2,207	3,212	2,504	1,206	1,206
Community & Environmental	8,758	9,100	8,641	8,522	8,522
Democracy & Governance	3,587	3,542	3,377	2,980	2,980
HR Shared Service	629	609	644	660	660
Net cost of services	12,943	14,048	12,920	10,948	10,948
Corporate Budgets					
Dividends & Interest earned	(1,412)	(1,312)	(3,126)	(501)	(501)
Vacancy provision	(95)	0	(95)	(95)	(95)
Apprentice Levy	30	30	30	30	30
Internal support to capital programme	(677)	(677)	(677)	(677)	(677)
Contingency	218	214	216	214	214
Interest payable & borrowing costs	163	163	242	130	130
Investments Advisers - Property	0	300	0	0	0
Pension Fund deficit payments	2,349	2,349	2,449	2,449	2,449
Croxley Park	0	0	(1,500)	(1,500)	(1,500)
Major Projects (PMB/Commercialisation)	0	0	0	0	0
Sub-Total	577	1,068	(2,460)	51	51
Financial Planning					
Salary Changes	0	0	(7)	(184)	(52)
Changes from Shared Services	0	0	(96)	(18)	(37)
Unavoidable Growth	0	0	321	285	265
Discretionary growth	0	0	1,261	864	692
Income & Efficiencies	0	0	(301)	(258)	(185)
Waste Contract Extension	0	0	0	300	300
Changes to Business Rates on Council Property	0	0	30	35	50
Net effect of Fees & Charges	0	0	228	198	198
Impact of Capital Programme	0	0	(3)	(3)	(3)
Additional income from Hart Homes	0	0	(128)	(803)	(1,750)
Reduced rent from Town Hall	0	0	130	666	666
Additional Borrowing costs	0	0	800	1,600	2,100
Sub-Total	0	0	2,236	2,683	2,245
Total Net Expenditure	13,520	15,116	12,696	13,681	13,243
Planned Use of Reserves					
Contributions to reserves	1,082	1,700	2,782	157	157
Contributions from reserves- Incl W2020	(100)	(2,821)	(530)	(200)	(200)
Sub-Total	982	(1,121)	2,252	(43)	(43)
Funding					
Council Tax	(8,502)	(8,502)	(8,809)	(8,897)	(8,986)
Revenue Support Grant	(114)	(114)	0	0	0
Business Rates	(3,332)	(3,331)	(3,002)	(3,002)	(3,002)
Increase Business Rates	0	0	(550)	(150)	(150)
New Homes Bonus	(1,015)	(1,015)	(753)	(639)	(577)
(Surplus)/Deficit on collection fund	(181)	(181)	(250)	(250)	(250)
Additional Government Funding	0	0	(400)	0	0
Sub-Total	(13,144)	(13,143)	(13,764)	(12,938)	(12,965)
Total Funding & Use of Reserves	(12,162)	(14,264)	(11,512)	(12,981)	(13,008)
Gap	1,358	852	1,184	700	235
Reserves - opening balances					
Reserves - opening balances	(13,478)	(14,655)	(12,683)	(13,751)	(13,008)
Planned use of reserves	(4,858)	1,121	(2,252)	43	43
Planned use of reserves - Watford 2020 - Re FRB	0	(1)	0	0	0
Gap funded from reserves	1,358	852	1,184	700	235
Reserves - closing balances	(16,978)	(12,683)	(13,751)	(13,008)	(12,729)
Council Tax Rate Calculation					
Council tax base	32,393.9	32,393.9	32,840.6	33,169.0	33,500.7
Council tax charge for band D	£ 262.46	£ 262.46	£ 268.23	£ 268.23	£ 268.23
£000	8,502.09	8,502.09	8,808.97	8,897.06	8,986.03

Narrative Statement

6. Performance, including outturn for 2018/19

The financial performance below is in the same format as that used to report to Members during the financial year. It reflects the amount of spend to be met by district taxpayers and the balance held for working capital. These management account figures differ from the Net Cost of Service in the financial accounts, Comprehensive Income and Expenditure Statement (CIES), because the CIES also includes costs relating to depreciation, revenue spend funded from capital under statute and certain pension adjustments.

Service Area	Revised Budget	Outturn	Variance
	£000	£000	£000
Service Transformation	3,188	2,870	(318)
Community & Environmental	9,121	8,933	(188)
Democracy & Governance	3,521	3,350	(171)
Place Shaping & Performance	(5,648)	(5,938)	(290)
Corporate Strategy & Communications	992	1,035	43
Human Resources	633	568	(65)
Strategic Finance (this includes pension liability costs of £2.3m)	3,309	2,992	(317)
Net Direct Cost of Service	15,116	13,810	(1306)
		Carry Forwards	1,302
		Total Variance	(4)

The General Fund Working Balance of £2m (2017/18 £1.414m) reflected the revised target created with the 2018/19 MTFS budget.

The major service variances at outturn were:

- Service transformation project (Watford 2020) (£0.330m)
- Delays in economic development projects (£0.191m)
- Staff vacancies (£0.343m)
- Reduction in grants & contributions towards Housing projects (£0.127m)
- Income from Market (£0.118m)
- Lower planning fee income £0.204m
- Underspend due to timing of property advisors costs (£0.300m)

Key capital projects included:

- the continuing developments at the Riverwell site, with the LABV (Local Asset Backed Vehicle) Watford Health Campus Partnership with Kier;
- Substantial improvements to the street scene and complementary works to the Intu development in the High Street and Clarendon Road;
- Evolving development of the Watford Business Park; and
- Improvement in our Leisure Centres, through SLM.

Narrative Statement

Capital Out-turn 2018/19

Capital expenditure is incurred on assets that benefit the community over a number of years. Capital expenditure for 2018/19 is shown below:-

	2018/19		
	Latest Approved Net Budget	Actual Outturn	Net Outturn
	£'000	£'000	£'000
Service Area			
Service Transformation	433	324	(109)
Community & Environmental	9,089	3,191	(5,898)
Democracy & Governance	2,881	806	(2,075)
Place Shaping & Performance	16,071	11,833	(4,238)
Strategic Finance	677	698	21
Total	29,151	16,852	(12,299)

The Council completed and funded £16.852m of capital works in 2018/19 (£46.433m in 2017/18). Key variations in the Capital Programme include:

- £3.5M rephasing of Oxhey Park North due to delays in obtaining permissions.
- £0.7M of rephasing for car park works at Cassiobury Park due to bad weather.
- £1.9M reduction in spend due to the Council putting on hold the Town Hall redevelopment pending the outcome of the Northern hub masterplan.
- £1.2M rephasing for Riverwell.
- £1.0M rephasing of Social Housing projects in partnership with Watford Community Homes

Funding came from £6.190m from capital receipts, £2.036m from grants & contributions, £0.777m from reserves, £0.369m from Section 106 receipts and £7.480m from borrowing.

The Council is involved in two long term major schemes at Watford Riverwell and Watford Business Park where spend during the year was £5.520m and £1.482m respectively. Other notable projects during the year relate specifically to Public Realm schemes totaling £3.915m as well as Community & Environmental projects regarding leisure & play and parks & open spaces totaling £1.292m and £1.235m respectively.

Borrowing Facilities and Capital Borrowing

The Council did not externally borrow in 2018/19 as the programme was funded from existing resources although there is an expectation external borrowing will be required for planned capital schemes in 2019/20 and beyond.

Narrative Statement

Pensions

The Council has disclosed its full liabilities to the Hertfordshire Pension Fund. The CIES includes the charges made for retirement benefits in accordance with ISA 19 (International Accounting Standard).

The MIRS (Movement in Reserves Statement) shows how this is adjusted for in the General Fund for the actual amount paid to the Fund in the year (i.e. the amount met from Council Tax). The Balance Sheet shows a net Liability to the Fund at 31 March 2019 of £61.947m. This has increased from £58.049m at 31 March 2018 and reflects actuarial changes.

There are statutory arrangements for funding the deficit that protect the council's financial position. Note **32** to the Core Statement of Accounts provides further information.

Following the results of the triennial valuation of the pension fund, on the advice of the pension fund actuaries the Council made a contribution of £3.592m in 2018/19 (£3.490m in 2017/18), of which £2.349m (£2.249m in 2017/18) was to reduce the deficit on the Pension Fund.

Performance Monitoring

The Council has a thorough performance monitoring system for Members fully in the public domain and on the Council's website. There are regular quarterly reports to the Overview and Scrutiny Committee for key performance indicators (kpi's). This is supported by the work of the Outsourced Services Scrutiny Panel, which received quarterly reports and regular presentations with questions and answer sessions on services within its scope. There is also a regular Finance Digest to the Budget Panel for financial performance monitoring.

7 Outlook

The Council has been successfully undertaking a transformational approach to its service and financial challenges, and is well placed to continue with this in the short and medium term.

The deal for Croxley Business Park provides a prudent and effective improvement to the Council's financial position, and protects a key asset for the residents' economic resilience and vibrancy going forward.

Working effectively in partnership continues to bring both significant economic and community benefits. The joint venture at Riverwell, which will take over a decade to realize, has already brought gains through improved infrastructure and is scheduled to deliver significant housing for all ages and of all types. The Town Centre upgrade and expansion of the Intu site enables the borough to be well placed to retain retail usage and offers the wider package to encourage full town centre use in the day and evening. Having anticipated the change in use of town centres, and coupled with a diverse investment property portfolio, the council is as well placed as is possible given the uncertain wider picture nationally.

There may be a need to borrow in the medium term (2019/22) for future developments or investments as these are identified. Where this is necessary it will always be preceded by appropriate, careful due diligence and business planning, and fully within the Prudential Borrowing regime.

8. Basis of Preparation and Presentation

The external audit assessment of planning materiality is 2% of gross revenue spend i.e. £1,733m. Performance materiality has been set at £867k, which represents 50% of materiality and is the amount used to determine the extent of audit procedures.

In addition our external auditors report to Committee all audit differences in excess of £87k.

All joint ventures are fully identified to EY who have assessed the details for materiality and inclusion in the Group Accounts. This year this has extended beyond the joint venture with Kier in the Watford Health Campus Partnership at Riverwell. It now also includes joint venture working with Watford Community Housing in Hart Homes Watford on various housing schemes.

These accounts have been audited under instruction from EY and are added in the Group Accounts as necessary.

Annual Governance Statement

SCOPE OF RESPONSIBILITY

1. Watford Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for. The Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.
2. In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, which includes arrangements for the management of risk.
3. Watford Borough Council has approved and adopted a code of corporate governance which is consistent with the principles of the CIPFA/Solace Framework 'Delivering Good Governance in Local Government'. It is also in accordance with the requirements of the Accounts and Audit (England & Wales) Regulations 2015.
4. This Governance Statement explains how the Council has maintained sound governance during the financial year 2018/19 and also how the Council meets the requirements of regulation 6(1) of the Accounts and Audit Regulations 2015.

THE PURPOSE OF THE GOVERNANCE FRAMEWORK

5. The governance framework has been in place at the Council for the year ended 31 March 2019 and up to the date of approval of the annual report and statement of accounts. It comprises the systems and processes as well as the culture and values, by which the Council is directed and controlled and through which accounts to, engages with and leads the community.
6. The governance framework enables the Council to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate and cost-effective services.
7. The system of internal control is a significant part of this framework and is designed to manage risk to a reasonable level. However, it cannot eliminate all risk of failure to achieve policies, aims and objectives and, therefore, can only provide reasonable and not absolute assurance of effectiveness.
8. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and to manage them efficiently, effectively and economically.

THE GOVERNANCE FRAMEWORK

9. The key elements of the systems and processes that comprise the Council's governance arrangements, as per the CIPFA 'Delivering good governance in local government: Framework – Addendum' include the following:

General

10. Watford Borough Council operates an elected Mayor and Cabinet model of governance under the Local Government Act 2000 and this places total responsibility for those functions designated as Executive Functions into the hands of the directly elected Mayor. However full Council is

Annual Governance Statement

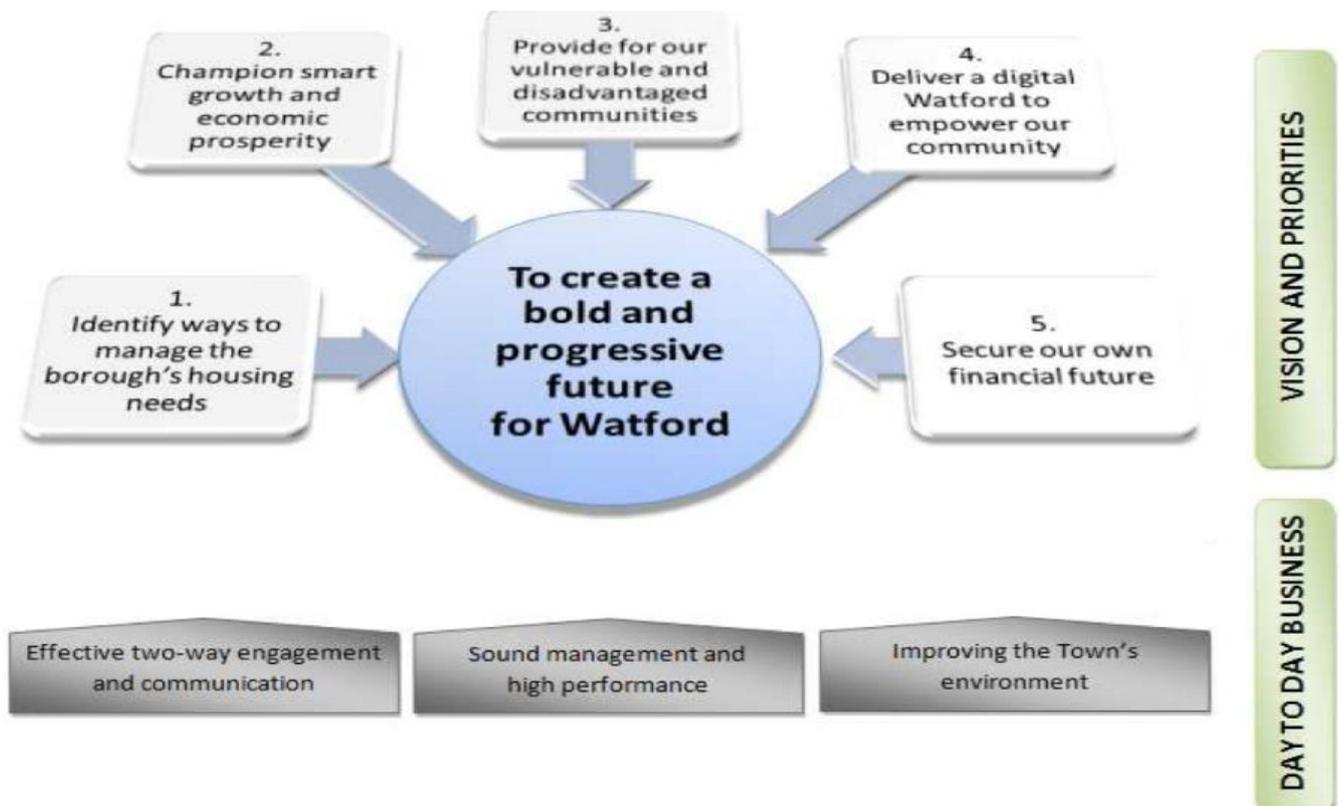
responsible for setting the Council's budget and agreeing the key policy framework. The Council also has established an Overview and Scrutiny Committee, Budget Panel, Outsourced Services Scrutiny Panel and task groups to scrutinise the actions of the Mayor and Cabinet and assist with policy development. In addition the Council has six further committees that cover non-executive functions, these are; Licensing, Development Management, Audit, Functions, Standards and Appointments. It also has a number of advisory member groups such as Major Projects Board, Planning Advisory Group, Housing Advisory Group and the Market Working Group.

11. Watford Borough Council has a directly elected Mayor, which means that the community elect the person to lead the council at four yearly intervals. The Mayor is supported by a Cabinet that plays a key role in determining the overall budget and policy framework of the Council. Each member of the Cabinet (with one exception) has a portfolio for which they are responsible and can make decisions within their area of responsibility.
12. The Constitution sets out how the Council operates, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to the local community. Some of these procedures are required by law, whilst others are adopted by the Council. The Constitution is reviewed annually and is available on the Council's website and intranet.
13. The Council has an approved Local Code of Governance, which sets out and describes its commitment to good governance and identifies the arrangements that have been and will continue to be made to ensure its ongoing effective implementation and application in all aspects of the Council's work. The Local Code of Governance is available on the Council's website and intranet.
14. The Council acknowledges its responsibility for internal control, and for ensuring that its systems maintain the integrity of accounting records and safeguard its assets. These systems provide reasonable assurance as to the reliability of financial information and to maintain proper control over the income, expenditure, assets and liabilities of the Council. However, no system of internal control can provide absolute assurance against material misstatement or loss.
15. The Leadership Team is aware of the financial and other procedures and controls outlined in the Constitution, and senior officers are required to sign a declaration of compliance, in the form of a Management Assurance Statement at the end of each year. This evidences, amongst other things, that their staff are aware of and consistently apply the requirements of the Constitution.
16. Elected Members as decision-makers have to declare conflicts of interest as and when they occur, as well as when they are elected.

Strategic Aims and Objectives

17. The governance framework enables the Council's key objectives as outlined in the 2018/19 Corporate Plan to be met and these can be summarised as follows:-

Annual Governance Statement



Vision:

To create a bold and progressive future for Watford

Our Objectives:

- Identify ways to manage the borough's housing needs;
- Champion smart growth and economic prosperity;
- Provide for our vulnerable and disadvantaged communities;
- Deliver a digital Watford to empower our community;
- Secure our own financial future.

18. Underpinning these overarching priorities are a series of measurable (SMART) objectives so that every member of staff and our community can feel fully engaged in the process. The Council also plays a major role in the Local Strategic Partnership, One Watford, which is made up of key stakeholders such as Hertfordshire County Council, Herts Valleys Clinical Commissioning Group, the Watford BID, Watford and Three Rivers Trust, Watford Community Housing Trust, and Hertfordshire Constabulary.

19. The Council's major change and improvement programme (Watford 2020) is underway and is about transforming how the Council operates, providing a digital infrastructure for the town to provide local businesses with a competitive advantage and enhance the quality of life of residents.

Annual Governance Statement

Decision Making Structures

20. At an Officer level, the senior management comprises the Managing Director, Deputy Managing Director, shared Director of Finance and Heads of Service. Financial control will primarily be the responsibility of a shared Director of Finance with neighbouring Three Rivers District Council. This combined management comprises the Leadership Team who meet fortnightly to review and progress the key objectives of the Council.
21. Overall financial control is monitored on a monthly basis by Leadership Team and the Budget Panel, and quarterly by Cabinet. Budget preparation is influenced by the Council's Medium Term Financial Strategy (MTFS) which forecasts budget pressures and available resources over a four year period. This MTFS is reported quarterly to Cabinet and Budget Panel where variations to the strategy are approved. The Council has the ultimate responsibility for approving the annual budget. The final accounts at the end of a financial year are subject to formal approval by the Audit Committee (but is also reported to Cabinet and Budget Panel).

Constitution

22. The Council has a written constitution which identifies community focus, service delivery arrangements, structures and processes, risk management, internal control arrangements and standards of conduct. This sets out how the council takes decisions, roles and responsibilities of members and officers, codes of conduct and procedure rules and also sets out the rights of citizens.
23. The Council's Constitution is available to all on the Council's website.
24. There are regular meetings of the Council, Cabinet and other committees. Council, Cabinet and committee / scrutiny meetings are open to the public and written reports are available to the public through the council's website. Information is only treated as confidential when it is necessary to do so for legal / commercial reasons in accordance with the provisions of the Local Government Act 1972.
25. The Council publishes its Corporate Plan annually, which sets out key service improvement priorities for the medium term, with targets for performance and deadlines for achievement. This has been informed by public consultation on a range of topics, particularly around priority setting, and a detailed analysis of the Watford context based on information derived from sources such as Census 2011 and the Indices of Multiple Deprivation. Progress on the Plan is reported to the public through the Council's magazine, About Watford, which is distributed to every household in the Borough and is also available online.
26. Councillors are assisted in their policy and decision-making roles by the advice of staff with suitable qualifications and experience, under the leadership of the Managing Director. All reports requiring a decision from members include comments on financial, legal, equalities, sustainability, community safety (as relevant) and other appropriate issues such as potential risks to non-achievement, all of which ensures that comprehensive advice is provided prior to decisions being taken.
27. The Constitution sets out an Officers' Code of Conduct, which includes: Disclosure of Information, Political Neutrality, Potential Conflict of Interest Situation, Bribery, Corruption and Fraud, Appointments and Other Employment Matters, Outside Commitments, Personal Interests, Equality Issues, Information Security, Criminal Offences, Whistle blowing and Breaches of the Code of Conduct.
28. The scrutiny function within a local authority provides a necessary check upon the role of Cabinet and is a key component of corporate governance. At Watford it is co-ordinated through the Overview and Scrutiny Committee, which can review Cabinet decisions and service performance, the Council has set up an Outsourced Services Scrutiny Panel as a standing

Annual Governance Statement

scrutiny panel to scrutinise the activities of functions undertaken by external providers on the Council's behalf. In addition the Standards Committee considers member conduct and the Budget Panel considers financial issues. Finally, the Audit Committee reviews the overall governance arrangements including the service related control and risk management environment. The Audit Committee also considers the response to Freedom of Information requests, the Ombudsman's annual report, risk management, Regulation of Investigatory Powers Act as well as annual accounts and treasury management (investment) policies.

29. The Council's protocols and procedures are reviewed and updated on a regular basis for standing orders, financial regulations, a scheme of delegation and supporting procedure notes/manuals clearly defining how decisions are taken and the process and controls required to manage risks. Compliance with established policies, procedures, laws and regulations is achieved through a combination of training events, written policy and procedural documentation, authorisation procedures, managerial supervision, review by internal and external audit and use of the disciplinary procedure where appropriate.
30. Codes of Conduct defining the standards of behaviour for members, staff, our partners and the community have been developed and communicated and are available on the Council's website. These include:-
- Members Code of Conduct;
 - Code of Conduct for staff;
 - Anti-fraud and corruption policy (including whistle blowing and anti-bribery);
 - Money Laundering detection guidance;
 - Members and officer protocols;
 - Regular performance appraisals, linked to service and corporate objectives;
 - Service standards that define the behaviour of officers;
 - A Standards Committee which has a key role in promoting and maintaining high standards of conduct for members;
 - Officers are subject to the standards of any professional bodies to which they belong.
31. The Head of Democracy and Governance is the Council's Monitoring Officer and duties include: maintaining the council's Constitution; reporting on any potential or actual illegality or maladministration; and giving advice to the Mayor and councillors on the Constitution or issues of maladministration, financial impropriety or probity.
32. The Shared Director of Finance is the statutory Chief Finance Officer. Duties include: overall responsibility for financial administration, reporting on any actual or potential instances of illegality in expenditure, including unlawful loss or deficiency or illegal items of account, and giving advice to the council on financial planning.

Data Quality and Risk Management

33. The need to develop policies and guidance on data quality and assurance is essential in order to promote consistency and awareness across the organisation. To that end, the Council has a senior member of staff who acts as the Senior Information Risk Officer. Guidance documents include a Data Quality Policy, an Information Security Policy, a Data Asset Register and management training modules, all of which are on the intranet.
34. The governance framework is dependent upon the underlying system of internal control which is designed to manage risk to a reasonable level. The Council's approach to risk management is governed by its Risk Management Strategy which is updated annually and approved by Leadership Team and the Audit Committee. This strategy underpins the Corporate Risk Register which was updated and approved by the Audit Committee in December 2018 and covers major issues that will affect the achievement of the Council's key objectives. The Corporate Risk Register is at a strategic/high level and is complemented by detailed project and service area

Annual Governance Statement

registers. The Corporate Risk Register is reviewed quarterly by Leadership Team and is reviewed annually by Audit Committee. It was last reviewed by Audit Committee in March 2019.

Business continuity and emergency planning are other key aspects within the corporate governance framework. This was the responsibility of the Head of Democracy until February 2019 and now is the responsibility of the Head of Service Transformation.

35. All committee reports contain a 'risk implications' section as an aid to decision taking. There is however, a continued need to ensure an effective risk identification process occurs where the Council has outsourced the provision of services to a private sector partner.

Shared Services with Three Rivers District Council

36. Watford Borough Council has been a leading authority in developing a shared service for revenues, benefits, ICT, financial services, human resources, pest control and procurement with Three Rivers District Council. Both councils also share the statutory post of Chief Financial Officer - the Shared Director of Finance.

37. From April 2014, the Governance arrangements for shared services changed to a lead authority model. Watford Borough Council are responsible for providing the services of ICT, human resources, pest control and procurement whilst Three Rivers District Council are responsible for providing financial services and revenues & benefits. An executive board of senior management from both councils are responsible for these services. The role of the Board covers:-

- Monitoring performance and dealing with complaints from either authority;
- Resolving conflicts between competing interests amongst the authorities;
- Reviewing the governance arrangements;
- Dealing with matters referred up to it by the Operations Board;
- Having overall supervision of the Shared Service;
- Receiving annual reports on each service within the shared service.

Community Engagement

38. Corporate governance includes informing our community of the plans and aspirations of the council and is primarily communicated through its published Corporate Plan and the regular editions of 'About Watford'. The directly elected Mayor, Peter Taylor, takes the lead in ensuring there is open and effective community leadership and provides a focal point for individuals, communities, business and voluntary organisations to engage with the Council. The Mayor is also the Chair of the Borough's Local Strategic Partnership, One Watford, which continues to lead on the successful delivery of the overall vision and objectives for the town and on effectively integrating partnership working and delivery.

39. The Council has established twelve neighbourhood forums, which mirror the Borough's ward boundaries and each has a devolved budget of £2,500. These are organised and managed by the relevant local councillors as part of their commitment to community leadership and engagement.

40. The Council has established clear channels of communication with all sections of the community and other stakeholders. It provides citizens and business with information about the Council and its spending through a leaflet that is distributed with Council Tax and Business rate bills and the publication of a summary of its key financial information through the Council magazine 'About Watford'.

41. A range of consultation and engagement projects are undertaken annually. This includes a regular 'Community Survey' with the Borough's Citizens' Panel and wider community, which covers a range of areas relating to the Council's services and activities, including how it spends its money and prioritises areas for focus and improvement. The Citizens Panel is refreshed

Annual Governance Statement

regularly to ensure it is representative of the Watford community. Local residents are also invited to attend the Mayor's regular information seminars or Forums, which help build understanding across a range of areas including Council finances and the implications for future service delivery. The Watford Compact provides an agreement between the statutory and voluntary sectors in Watford to clarify and strengthen their relationship and to achieve better outcomes for individuals and for the Watford community.

REVIEW OF EFFECTIVENESS

42. In accordance with recent external audit guidance, the review of the effectiveness of the governance framework will focus upon significant weaknesses and the 'big picture'. If issues have not been highlighted then that is because current governance arrangements have proved fit for purpose.
43. The review of effectiveness is informed by the work of the executive managers within the Council who have responsibility for the development and maintenance of the governance environment, the Annual Report of the Head of Assurance for the Shared Internal Audit Service and also by comments made by the external auditors and other review agencies and inspectorates. The Mayor and Portfolio Holders maintain a continuous review of the Council's policies, activities and performance of Officers both through regular reviews and on a day to day basis.

The Council

44. Council comprises 36 Members and an Elected Mayor. The main roles are:-
- To set Watford Borough Council's Budget and Policy Framework;
 - To receive a report from the Mayor, which Councillors can then ask the questions related to the report;
 - To receive questions from the public, which are then debated by the Councillors;
 - To receive petitions from the public, which are debated by the Councillors;
 - To receive questions from Councillors with their response, these are not debated;
 - To receive motions from Councillors, which are then debated;
 - To consider any recommendations from Committees or Working Parties.
45. Council met five times during 2018/19 and agendas, reports and minutes are available on the Council's website.

Cabinet

46. Cabinet comprises the Mayor and six members and makes decisions which are in line with the Council's overall policies and Budget. It is chaired by the Mayor and includes the Portfolio Holders.
47. Each Member of Cabinet (with one exception) has responsibility for a range of Council functions, known as a portfolio and each portfolio-holder is required to work closely with Directors and Heads of Service and develop an in-depth knowledge of their portfolio area.
48. The dates of all cabinet meetings are pre-published and all decisions have been taken in public apart from a small number of reports which were considered and determined after the press and public has been lawfully excluded. Agendas, reports and minutes of the meetings are available on the Council's website.
49. Cabinet met nine times during 2018/19.

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The Review Committees

50. The Council has four scrutiny committees; Overview and Scrutiny Committee, Outsourced Services Scrutiny Panel, Budget Panel and the Community Safety Task Group. Their role is to scrutinise the decisions and performance of Cabinet and the Council as a whole.

51. Overview and Scrutiny Committee comprising nine members, is the over-arching scrutiny committee for Watford Borough Council. Its work includes:

- Reviewing called in Executive decisions made by Cabinet, Portfolio Holders and Officers;
- Reviewing the Council's performance measures;
- Monitoring the Executive decisions taken and the key decisions to be taken by Cabinet, Portfolio Holders and Officers;
- Monitoring the progress of recommendations from previous scrutiny reviews;
- Setting up Task Groups to review suggested topics for scrutiny;
- Monitoring the progress of Task Groups and agreeing the final reports;
- Setting a rolling scrutiny work programme.

The committee met five times in 2018/19.

52. Outsourced Services Scrutiny Panel whose role is to scrutinise and monitor the performance of outsourced services, comprises seven members and met six times during 2018/19.

53. Budget Panel comprises eight members and its work includes:

- To examine the Medium Term Financial Plan;
- To examine the budget strategy for the relevant financial year;
- To review the service spending priorities for the relevant financial year;
- To challenge, question and test those strategies and plans;
- To examine the draft proposals for the following financial years budget;
- To challenge if the proposals match the strategy and priorities;
- To forward comments on the budget proposals to Cabinet in time for its January budget meeting;

The Panel met five times in 2018/19.

54. Watford Borough Council Community Safety Partnership Task Group is the Council's designated crime and disorder committee under Section 19(1) of the Police and Justice Act 2006 is the Community Safety Partnership (CSP) Task Group - that reports to the Overview and Scrutiny Committee.

Member Panels

55. There have been a number of cross-party Member Panels and Task Groups to review and monitor various areas of Council activity, e.g. Leisure Management Contract Working Group, Management of Conservation Areas Task Group, Neighbourhood Forum Task Group, The Parking Strategy Task Group, Voluntary Sector Commissioning Framework (Community Centres) Task Group and the Chief Officers Pay Panel.

Standards Committee

56. The Standards Committee is set up as and when required to consider matters of Member conduct.

57. There were no meeting of this committee in 2018/19.

Members Remuneration

58. Members' remuneration was reviewed in 2018 by an Independent Remuneration Panel, which was made up of four independent members. The report and recommendations of the Independent Remuneration Panel was approved by the Full Council as part of the Budget Council meeting, details of which are available on the Council's website. The Panel recommend that with effect from April 2019 the Basic Allowance should be linked to local government pay settlements and increased accordingly.
59. The Independent Remuneration Panel now sits on a quadrennial basis, and is therefore next due to meet in in 2022.

Senior Management

60. There are three Council Officers who have statutory appointments - the Managing Director's role as the Head of Paid Service, the Director of Finance's role as the Section 151 Officer and the Head of Democracy & Governance as the Monitoring Officer.
61. Leadership Team comprises the three statutory appointments above, plus the following officers: Deputy Managing Director - Place Shaping and Corporate Performance, Head of Community and Environmental Services, Head of Corporate Strategy & Communications, Head of Service Transformation, Head of Human Resources, Head of Finance and Head of Revenues and Benefits. Leadership Team meet every two weeks.

Performance Management

62. Performance management follows a 'cascade' principle. The Council approves its Corporate Plan annually and highlights key aspirations and targets including a series of objectives to be achieved in the year ahead. This Corporate Plan then cascades down to individual service plans, which in turn translates into team and individual work plans. Performance is monitored regularly by Leadership Team and through Heads of Service, Cabinet Members, Overview and Scrutiny Committee and Outsourced Services Scrutiny Panel. Performance reviews also include consideration of complaints and progress against the Council's equalities agenda.
63. The Council keeps residents and stakeholders informed of its progress through a publication called 'About Watford' which is delivered to every household and covers key issues, events and challenges. It also has a large social media following across Facebook, Twitter and Instagram platforms which are becoming a significant channel for communicating and engaging with residents.

Procurement

64. The Council aims to use its resources efficiently, effectively and economically.
65. The Council has a robust set of documentation to provide guidance and advice to Members and officers to ensure that Procurement is carried out in an effective and ethical manner. This documentation includes Contract Procedure Rules and a Contract Management Toolkit. These documents are regularly reviewed to reflect changes in local requirements and EU policy and legislation.

The Audit Committee

66. The Audit Committee has comprised five members and met four times during 2018/19.
67. The Audit Committee's terms of reference are consistent with best practice. The Committee approves the annual plan of internal audit, and receives the quarterly and annual reports of the

Annual Governance Statement

Head of Assurance for the Shared Internal Audit Service. It approves the Statement of Accounts, the annual governance statement and the review of the effectiveness of the internal audit system. It receives reports on risk management and reviews the operation of treasury management. It also received the annual letter from the Ombudsman and considers regular reports upon Freedom of Information requests, risk management and the Regulation of Investigatory Powers Act.

Internal Audit

68. Internal Audit is an assurance function that provides an independent and objective opinion to the Council on its control environment - this comprises the systems of governance, internal control and risk management - by evaluating its effectiveness in achieving the organisation's objectives.
69. The internal audit function is carried out, by the Shared Internal Audit Service (SIAS), a local internal audit partnership hosted by Hertfordshire County Council. This provides greater independence and resilience and a positive step in improving governance. Internal Audit carry out a programme of reviews during the year which are based upon a risk assessment including fraud risk. The audit plan is approved by Audit Committee in March of the preceding year. As part of these audits, any failures to comply with legislation, council policy and practice or best practice guidance issued by a relevant body is identified and reported. Circulation of reports to senior officers, reports to the Audit Committee and follow-up procedures ensure action is taken on priority improvements. Progress on implementing internal audit recommendations is reported in quarterly reviews to Audit Committee and to the Leadership Team.
70. In line with Public Sector Internal Audit Standards, an Annual Assurance Statement and Internal Audit Report was compiled and presented to the Audit Committee (at its meeting in June 2018), which:
- included an opinion on the overall adequacy and effectiveness of the Council's internal control environment
 - disclosed any qualifications to that opinion, together with any reasons for the qualification
 - drew attention to any issues which are judged particularly relevant to the preparation of the Annual Governance Statement.
71. The SIAS Head of Assurance Annual Report is a key source document for the Council's Annual Governance Statement. For 2018/19 this Report includes the following statements:
- In our opinion the corporate governance and risk management framework substantially complies with the best practice guidance on corporate governance issued by CIPFA/SOLACE. This conclusion is based on the work undertaken by the Council and reported in its Annual Governance Statement for 2018/19 and the outcomes from the Risk Management audit undertaken by SIAS in 2018/19.
 - A satisfactory assurance opinion is given on the adequacy and effectiveness of both financial systems and non-financial systems in the internal control environment. The internal control framework is largely working well in managing the key risks in scope, with some audit findings related to the current arrangements. There are no qualifications to this assurance.

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The Council's External Auditors

72. External auditors, Ernst & Young LLP, provide an external review function through the audit of the annual accounts, assessment of value for money, certification of grant claims and the periodic inspection of services such as revenues and benefits. The Annual Audit and Inspection Letter is circulated to all Members and formally reported to Cabinet and the Audit Committee.
73. The Annual Audit and Inspection Letter 2017/18 was presented to the Audit Committee in September 2018 and the main conclusions for the year were:
- The 2017/18 accounts give a true and fair view of the Council's financial affairs and of the income and expenditure recorded by the Council; and
 - The Council made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2018.
74. The Local Government contract for the Council was awarded to EY (Ernst & Young LLP) following re-tendering by the Audit Commission ahead of its abolition in March 2015. In December 2017 EY were appointed by PSAA as auditor for Watford Borough Council for 2018/19 onwards.

SIGNIFICANT GOVERNANCE ISSUES

75. The 'normal' running of Council business has and can be controlled through the governance framework detailed in this report. No outstanding matters were brought forward from 2017/18.

Certification Statement from the Elected Mayor and the Managing Director

76. We propose to take steps over the coming financial year to address the above matters to further enhance our governance arrangements. We will also monitor the implementation of any audit recommendations that arise during the course of the year.

Signed (Original Signed)
Peter Taylor - Mayor

Date 30 July 2019

Signed (Original Signed)
Manny Lewis - Managing Director

Date 30 July 2019

Core Financial Statements

EXPLANATION OF CORE FINANCIAL STATEMENTS

Statement of Movement in Reserves (Page 22)

This statement shows the movement in the year 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 reserves (unusable reserves). The (Surplus) or Deficit on the Provision of Services line shows the true and fair cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund Balance for Council tax setting. The net (increase)/decrease before transfers to Earmarked Reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Council

Comprehensive Income and Expenditure Statement (Page 23)

This statement shows the true and fair view of cost in the year of providing services in accordance with generally accepted accounting policies, rather than the amount to be funded from taxation. Councils raise taxation to cover expenditure in accordance with regulations, and this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement

Balance Sheet (Page 24)

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

Cash Flow Statement (Page 25)

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

Core Financial Statements

MOVEMENT IN RESERVES STATEMENT

2018/19	Note	General Fund Balance	Earmarked Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Reserves
		£'000	£'000	£'000	£'000	£'000	£'000	£'000
Balance as at 1 April 2018		(1,414)	(16,351)	(987)	(2,159)	(20,911)	(193,624)	(214,535)
Total Comprehensive income and expenditure		(3,765)				(3,765)	2,617	(1,148)
Adjustments between accounting basis, and funding basis under regulations	8	(741)		986	(2,069)	(1,824)	1,824	0
Transfer to/from Earmarked Reserves		3,920	(3,141)			779	(779)	0
Total Increase\decrease) during the year		(586)	(3,141)	986	(2,069)	(4,810)	3,662	(1,148)
Balance as 31 March 2019		(2,000)	(19,492)	(1)	(4,228)	(25,721)	(189,962)	(215,683)
2017/18	Note	General Fund Balance	Earmarked Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Total Usable Reserves	Unusable Reserves	Total Reserves
		£'000	£'000	£'000	£'000	£'000	£'000	£'000
Balance as at 1 April 2017		(1,412)	(15,221)	(11,966)	(1,670)	(30,269)	(176,274)	(206,543)
Total Comprehensive income and expenditure		(832)				(832)	(7,160)	(7,992)
Adjustments between accounting basis, and funding basis under regulations	8	(4,261)		10,979	(485)	6,233	(6,233)	0
Transfer to/from Earmarked Reserves		5,091	(1,130)		(4)	3,957	(3,957)	0
Total Increase\decrease) during the year		(2)	(1,130)	10,979	(489)	9,358	(17,350)	(7,992)
Balance as at 31 March 2018		(1,414)	(16,351)	(987)	(2,159)	(20,911)	(193,624)	(214,535)

Core Financial Statements

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

2017/18					2018/19		
Gross Spend	Gross Income	Net Spend			Gross Spend	Gross Income	Net Spend
£'000	£'000	£'000		Note	£'000	£'000	£'000
			Services				
1,258	(183)	1,075	Corp Strategy & Client Service		1,198	(9)	1,189
14,988	(2,696)	12,292	Community Services		14,629	(3,146)	11,483
3,927	(706)	3,221	Democracy & Governance		4,673	(1,001)	3,672
815	(134)	681	Human Resources		753	(75)	678
15,391	(6,427)	8,964	Place Shaping & Performance		12,426	(5,568)	6,858
3,394	(15)	3,379	Service Transformation		4,241	(46)	4,195
44,492	(39,159)	5,333	Strategic Finance		39,627	(35,233)	4,394
84,265	(49,320)	34,945	Cost of Services		77,547	(45,078)	32,469
		(7,090)	Other Operating (Income)	9			(7,333)
		(13,581)	Financing and Investment (Income)	10			(13,000)
		(15,106)	Taxation and Non-Specific Grant Income	11			(15,901)
		(832)	Deficit on Provision of Services				(3,765)
		(1,243)	(Surplus) on Revaluation of PPE				(1,212)
		(5,917)	Re-measurement of the net defined benefit liability				3,829
		(7,160)	Other Comprehensive (Income)				2,617
		(7,992)	Total Comprehensive (Income)/Expenditure				(1,148)

Core Financial Statements

BALANCE SHEET

2018			2019
£'000		Note	£'000
	Property, Plant and Equipment		
80,023	Land and Buildings	21	80,559
7,317	Vehicles, Plant and Equipment	21	9,856
687	Infrastructure Assets	21	354
1,424	Assets Under Construction	21	0
605	Surplus Assets	23	2,021
1,945	Heritage Assets	22	1,978
168,950	Investment Properties	23	174,133
10,746	Long Term Investments	26	9,304
13,974	Long-Term Debtors	26	15,606
285,671	Total Long term Assets		293,811
0	Assets Held For Sale		60
16	Inventories		17
10,707	Short-Term Debtors	27	6,734
6,001	Short-Term Investments	37	2,004
9,991	Cash and Cash Equivalents	28	4,932
26,715	Total Current Assets		13,747
(25,354)	Short-Term Creditors	30	(15,462)
0	Loans	29	(7,500)
(25,354)	Total Current Liabilities		(22,962)
82	Deferred Liabilities	31	92
(7,500)	Loans		0
(7,030)	Provisions	32	(5,946)
0	Grants & Contributions		(6)
(58,049)	Defined Benefit Pension Scheme	33	(63,053)
(72,497)	Total Long Term Liabilities		(68,913)
214,535	Net Assets		215,683
	Reserves		
(20,911)	Usable Reserves	35	(25,721)
(193,624)	Unusable Reserves	36	(189,962)
(214,535)	Total Reserves		(215,683)

Signed: [\(Original Signed\)](#)
Joanne Wagstaffe
 Director of Finance

Date: 30 July 2019

Signed: [\(Original Signed\)](#)
Derek Scudder
 Chairman of Audit Committee

Date: 30 July 2019

Core Financial Statements

CASH FLOW STATEMENT

2018				2019	
£'000	£'000		Note	£'000	£'000
832		Net surplus on the provision of services	CIES	3,765	
19,113		Adjustments to net surplus or deficit on the provision of services for non cash movements	29a	3,398	
(12,260)		Adjustments for items that are outflows in provision of services from investing and financing activities	29a	3,085	
	7,685	Net cash inflows from Operating Activities			10,248
(4,299)		Investing Activities outflows	29b	(10,797)	
(2,878)		Financing Activities outflows	29c	(4,510)	
	508	Net increase in cash and cash equivalents			(5,059)
	9,483	Cash and Cash equivalents at the beginning of the reporting period			9,991
	9,991	Cash and Cash equivalents at the end of the reporting period	28		4,932

1. Accounting Policies - Single Entity and Group Accounts

1.01 General Principles

The Statement of Accounts summarises the Council's transactions for the 2018/19 financial year and its position at the year end of 31 March 2019. The Council is required to prepare an annual Statement of Accounts by The Accounts and Audit (England) Regulations 2015, which require these to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19 and the CIPFA Service Reporting Code of Practice 2018/19 (SERCOP). SERCOP does not prescribe guidance on the Statement of Accounts. This is provided by the Code, supported by International Financial Reporting Standards (IFRS) (and statutory guidance issued under section 12 of the 2003 Act). The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments. The Statement of Accounts has been prepared on a 'going concern basis.

1.02 Turnover (for Group Accounts)

Turnover in respect of property development is recognised on unconditional exchange of contracts on disposals of finished developments.

Where construction of pre-sold developments is under-taken, the revenue and profits are recognised in accordance with IFRIC 15. Revenue is determined by independently certified milestones.

1.03 Accruals of Income and Expenditure

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

- revenue from the sale of goods is recognised when the Council transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Council
- revenue from the provision of services is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Council
- supplies are recorded as expenditure when they are consumed — where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet
- expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made

Notes to the Core Financial Statements

- interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument, rather than the cash flows fixed or determined by the contract

Where revenue and expenditure have been recognised, but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

1.04 Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are investments that mature in three months or less from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Council's cash management. The Council has no overdraft facility.

1.05 Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

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

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

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period. See Note 4 for an outline of PPA's within this set of accounts.

1.06 Charges to Revenue for Long Term Assets

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

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

Notes to the Core Financial Statements

- amortisation of intangible fixed assets attributable to the service

The Council is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. These entries are adjusted through the Movement in Reserves Statement.

1.07 Employee Benefits

Benefits Payable During Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Council. An accrual is made for the cost of holiday entitlements (or any form of leave, e.g. time off in lieu) earned by employees but not taken before the year-end which employees can carry forward into the next financial year. The accrual is made at the salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on 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.

Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the Non-Distributed Costs line in the Comprehensive Income and Expenditure Statement when the Council is demonstrably committed to the termination of the employment of an officer, or group of officers, or making an offer to encourage voluntary redundancy.

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

Post Employment Benefits

Employees of the Council are members of the Local Government Pension Scheme, administered by Hertfordshire County Council. The scheme provided defined benefits to members (retirement lump sums and pensions), earned as employees who worked for the Council. The schemes arrangements are summarised as follows:-

The Local Government Pension Scheme

- the Local Government Scheme is accounted for as a defined benefits scheme
- the liabilities of Hertfordshire County Council Pension Fund attributable to the Council are included in the Balance Sheet on an actuarial basis using the projected unit method — i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc. and projections of projected earnings for current employees
- liabilities are discounted to their value at current prices, using a discount rate of 3.6%-3.8% (based on the indicative rate of return on high quality corporate bonds);
- the assets of Hertfordshire County Council (HCC) Pension Fund attributable to the Council are included in the Balance Sheet at their bid value as required by International Accounting Standard (IAS) 19. Full details of the assets held by the Fund are disclosed as part of the Pension scheme disclosure.

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

- current service cost — the increase in liabilities as a result of years of service earned this year — allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
- past service cost — the increase in liabilities arising from current year decisions which relate to years of service earned in earlier years — debited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non-Distributed Costs
- interest cost — the expected increase in the present value of liabilities during the year as they move one year closer to being paid — debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
- expected return on assets — the annual investment return on the fund assets attributable to the Council, based on an average of the expected long-term return credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
- gains or losses on settlements and curtailments — the result of actions to relieve the Council of liabilities or events that reduce the expected future service or accrual of benefits of employees — debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non-Distributed Costs
- actuarial gains and losses — changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions — credited to the Comprehensive income and

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- expenditure - Other Comprehensive Income and Expenditure line and reversed through the Movement in Reserves to the Pensions Reserve;
- contributions paid to the HCC pension fund — cash paid as employer's contributions to the pension fund in settlement of liabilities; not accounted for as an expense in the Comprehensive Income and Expenditure Statement.

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

Discretionary Benefits

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

1.08 Financial Instruments

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. The Council currently has no long-term external debt.

Financial Assets - Loans and Receivables

Financial assets are classified based on a classification and measurement approach that reflects the business model for holding the financial assets and their cash flow characteristics. The authority's business model is to hold investments to collect contractual cash flows. Financial assets are therefore classified as amortised cost, except for those whose contractual payments are not solely payment of principal and interest (i.e. where the cash flows do not take the form of a basic debt instrument)

Financial Assets Measured at Amortised Cost

Financial assets measured at amortised cost are recognised on the Balance Sheet when the authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits

Notes to the Core Financial Statements

to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement (CIES) for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument. For most of the financial assets held by the authority, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the CIES is the amount receivable for the year in the loan agreement.

Any gains and losses that arise on the de-recognition 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 material financial assets held at amortised cost [or where relevant FVOCI], either on a 12-month or lifetime basis. The expected credit loss model also applies to material 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.

The Expected Credit Loss Model is not applied to debts related to Council Tax and Non Domestic Rates.

Financial Assets Measured at Fair Value through Profit or Loss (FVPL)

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

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.

1.09 Government Grants and Contributions

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

- the Council will comply with the conditions of the payment
- the grants or contributions will be received.

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

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

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

1.10 Intangible Assets

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

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

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

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Council can be determined by reference to an active market. In practice, no intangible asset held by the Council meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be impaired

— any losses recognised are posted to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

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

Where there is intangible asset expenditure of an immaterial nature, the Council's policy is that these be capitalised and then written off in-year.

1.11 Inventories and Long Term Contracts

Inventories are included in the Balance Sheet at the lower of cost or net realisable value.

Long term contracts are accounted for on the basis of charging the Surplus or Deficit on the Provision of Services with the value of works and services received under the contract during the financial year.

1.12 Investment Property

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

Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arm's-length. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

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

1.13 Leases

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

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

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

The Council as Lessee

Finance Leases

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

Lease payments are apportioned between:-

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

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

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

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Operating Leases

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

The Council as Lessor

Finance Leases

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

Lease rentals receivable are apportioned between:

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

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

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

Operating Leases

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

1.14 Overheads and Support Services

The costs of overheads and support services are not charged to those service segments that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Reporting Code of Practice 2016/17 (SERCOP).

But the costs of overheads and support services are accounted for as separate headings in the Comprehensive Income and Expenditure Statement.

1.15 Property, Plant and Equipment

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

Recognition

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

Measurement

Assets are initially measured at cost, comprising:

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

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

The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition does not have commercial substance (i.e. it will not lead to a variation in the cash

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flows of the Council). In the latter case, where an asset is acquired via an exchange, the cost of the acquisition is the carrying amount of the asset given up by the Council.

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

It should be noted that at present the Council has no donated assets.

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

- Infrastructure, community assets and assets under construction — depreciated historical
- All other assets — fair value, determined as the amount that would be paid for the asset in its existing use (Existing Use Value — EUV).

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

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

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. In addition, should current valuations of a similar class of asset suggest material differences in valuations, the entire class to which the asset belongs would be revalued. The current valuers have undertaken a market review of individual asset types within the Council's portfolio at year end to identify any material changes to the fair value of assets. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.

When decreases in value are identified:

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

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

Impairment

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

When impairment losses are identified:

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

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

Depreciation

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

Depreciation is calculated on the following bases:-

- Buildings — straight-line allocation over the useful life of the asset as estimated by the valuer - up to 70 years
- Vehicles — straight-line over the estimated life of the asset - up to 20 years
- Plant, furniture and equipment — straight-line over the estimated life of the asset - up to 20 years
- Infrastructure — straight-line over the estimated life of the asset - up to 25 years
- Finance leases — over the life on the underlying asset or over the life of the lease where there is no option to acquire the asset at the end of the lease.

Please note, to ensure consistency across the Councils policies, the previous accounting policy of depreciating some plant, furniture and equipment has been changed from reducing balance

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to straight-line. This now means all Councils assets if depreciated are depreciated based on a straight-line basis. The impact was immaterial.

Depreciation commences in the year following acquisition.

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately, in order to ensure the depreciation charge is realistic.

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

Disposals of Non-current Assets

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

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts.

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

Construction Contracts

Where the outcome of a construction contract can be estimated reliably, revenue and costs are recognised by reference to the stage of completion of the contract activity at the balance sheet date. This is normally measured by the proportion that contract costs incurred for work performed to date bear to the estimated total contract costs, except where this would not be representative of the stage of completion. Variations in contract work, claims and incentive payments are included to the extent that the amount can be measured reliably and its receipt is considered probable.

Where the outcome of a construction contract cannot be estimated reliably, contract revenue is recognised to the extent of contract costs incurred where it is probable they will be recoverable. Contract costs are recognised as expenses in the period in which they are incurred. When it is

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probable that total contract costs will exceed total contract revenue, the expected loss is recognised as an expense immediately.

1.16 Heritage Assets

Heritage Assets are held with the objective of increasing knowledge, understanding and the appreciation of the Council's history and local area. Heritage Assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Council's accounting policies on property, plant and equipment. However, some of the measurement rules have been simplified in relation to heritage assets as detailed below.

The Heritage Assets are relatively static and acquisitions, donations and disposals are rare. Where acquisitions do occur, they are initially recognised at cost and donations are recognised at valuation ascertained by insurance officers, museum curators or external valuers. Proceeds from the disposal of Heritage Assets are accounted for in accordance with the Council's general policies relating to the disposals of property, plant and equipment. The Council has a rolling programme of major repair and restoration of its heritage assets and therefore the assets are deemed to have indefinite lives and the Council does not consider it necessary to charge depreciation.

The Council's collection of Heritage Assets, which includes works of art, musical equipment, sculptures, statues, war memorials and civic regalia, are reported at insurance valuations, which are based on market values, internal or external valuations. These insurance valuations are reviewed and updated on an annual basis. The carrying amounts of heritage assets are reviewed where there is evidence of impairment or where an item has suffered physical deterioration or breakage. Any impairment is recognised and measured in accordance with the Council's general policy on impairment.

1.17 Provisions, Contingent Liabilities and Contingent Assets

Provisions

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

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

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year — where it becomes

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less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

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

The level of provisions are reviewed annually by the Council.

Contingent Liabilities

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

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

Contingent Assets

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

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

1.18 Reserves

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

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

1.19 Revenue Expenditure Funded from Capital under Statute

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

1.20 Value Added Tax (VAT)

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

1.21 Jointly Controlled Operations and Jointly Controlled Assets

Jointly controlled operations are activities undertaken by the Council in conjunction with other organisations, that involve the use of assets and resources of the Council and organisations without the establishment of a separate legal entity.

The Council recognises the assets and liabilities it controls on the Council's balance sheet. Expenditure incurred by the Council and income it earns from the operation is included in the Council's CI&E.

Jointly controlled assets are items of property, plant or equipment that are jointly controlled by the Council and other organisations. The assets being used to obtain benefit to the Council and organisations. The arrangement does not involve the formation of a legal entity.

The Council accounts for only its share of jointly controlled assets, liabilities and expenses incurred in respect of its interest in the arrangement.

An agreement exists between Dacorum Borough Council, Hertsmere Borough Council, St Albans City & District Council, Three Rivers District Council and Watford Borough Council to constitute a West Herts Crematorium Joint Committee under the Local Government Act 2000.

The Joint Committee has one member from each of the constituent Councils. One Watford Councillor represents the Council on the Joint Committee. The Council's Managing Director is the Clerk to the Joint Committee. Three Rivers District Council provide the Treasurer.

1.22 Single Entity Financial Statements

The financial statements presented by a parent, an investor in an associate or a venturer in a joint venture (jointly controlled entity) in which the investments are accounted for on the basis of the direct equity interest (i.e. at cost) rather than on the basis of the reported results and net assets of the investees. In the context of the Code, an Authority's single entity financial statements are deemed to be separate financial statements.

Notes to the Core Financial Statements

1.23 Group Accounts - Recognition of Group Entities and Basis of Consolidation

Group Accounts are the financial statements of an entity together with:-

- its subsidiary undertakings,
- its investments in associates, and
- its interests in joint ventures (jointly controlled entities); presented as a single economic entity.

Subsidiary undertakings are accounted for in accordance with the implementation of IAS27 (International Accounting Standard 27) in the 2018/19 Code. The 2018/19 Code requires consolidation of subsidiaries. Consolidation is a method of accounting whereby an entity combines the financial statements of the parent and its subsidiaries line by line by adding together like items of assets, liabilities, reserves, income and expenses. In order that the consolidated financial statements present financial information about the group as that of a single economic entity, the following steps are then taken:-

- the carrying amount of the parent's investment in each subsidiary and the parent's portion of reserves of each subsidiary are eliminated;
- any non-controlling interest is identified and separately disclosed;
- intragroup balances and transactions, including income, expenses and dividends, are eliminated in full.

Investments in associates are accounted for in accordance with the implementation of IAS28 in the Code. The Code requires the consolidation of an entity's interest in associates. Joint ventures are accounted for in accordance with the implementation of IFRS 11 in the Code. The Code requires use of the "equity method" of accounting whereby the investment is initially recognised at cost and adjusted thereafter for the post acquisition change in the investor's share of the net assets of the investee. The profit or loss of the investor includes the investor's share of the profit or loss of the investee.

Taxation (for Group Accounts)

Taxation on all profits is solely the personal liability of individual members. Consequently neither taxation nor related deferred taxation arising in respect of Watford Health Campus Partnership LLP are accounted for in these financial statements.

Subscription and Repayment of Members' Capital (for Group Accounts)

The capital requirements of the LLP are reviewed from time to time by the Board and further capital contributions may be made at the discretion of the members. No interest is charged on capital except pursuant to a dissolution, no capital can be withdrawn by a member unless agreed by all members.

Notes to the Core Financial Statements

Allocation of Profits and Drawings (for Group Accounts)

The allocation of profits to those who were members during the financial period occurs following the finalisation of the annual financial statements.

The allocation of profits between members is determined by entitlements outlined in the Members' Agreement and is dependent on certain profit criteria being achieved. In accordance with the SORP as a consequence of the LLPs profits being automatically divided in line with the entitlements outlined in the Members' Agreement these profits are treated as an expense in the profit and loss account.

Work in progress (for Group Accounts)

Development land and work in progress is included at cost less any losses foreseen in completing and disposing of the development less any amounts received or receivable as progress payments or part disposals. Where a property is being developed, cost includes cost of acquisition and development to date, including directly attributable fees, expenses and finance charges net of rental or other income attributable to the development. Where development property is not being actively developed, net rental income and finance costs are taken to the profit and loss account.

1.24 Fair Value

The Council measures some of its non-financial assets, such as surplus assets and investment properties, at fair value at each reporting date. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement assumes that the transaction to sell the asset or transfer the liability takes place either:

- In the principal market for the asset or liability, or
- In the absence of a principal market, in the most advantageous market for the asset or liability.

The Council measures the fair value of an asset or liability on the same basis that market participants would use when pricing the asset or liability (assuming those market participants were acting in their economic best interest).

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

The Council uses appropriate valuation techniques for each circumstance, maximising the use of relevant known data and minimising the use of estimates or unknowns. This takes into account the three levels of categories for inputs to valuations for fair value assets:

- Level 1 – quoted prices,

Notes to the Core Financial Statements

- Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly,
- Level 3 – unobservable inputs for the asset or liability.

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

The Council is required to disclose information relating to the impact of an accounting change that will be required by a new standard that has been issued, but has not yet been adopted by the Code of Practice on Local Authority Accounting in the United Kingdom 2018/19.

For 2018-19 the following accounting standard changes that need to be reported relate to:

- IFRS 16 Leases will require local authorities that are lessees to recognise most leases on their balance sheets as right-of-use assets with corresponding lease liabilities (there is recognition for low-value and short-term leases). CIPFA/LASAAC have deferred implementation of IFRS16 for local government to 1 April 2020.
- IAS 40 Investment Property: Transfers of Investment Property provides further explanation of the instances in which a property can be reclassified as investment property. This will have no impact on the Council as it already complies

3 Critical Judgements in Applying Accounting Policies

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

The critical judgement in the Statements of Accounts is the level of uncertainty about future levels of funding for local government. However, the Council has planned to make savings to compensate for reductions in funding. These savings will result predominantly from efficiencies and not reduced level of services, so the Council has determined that this uncertainty is not sufficient to provide an indication that the assets of the Council might be impaired as a result of a need to close facilities and reduce levels of service provision.

The Council has a well-established shared service arrangement with Three Rivers District Council for ICT, HR, Finance and Revenues & Benefits services. These working arrangements and future related changes will not reduce the level of service provided by the Council. Therefore the council believe that it is not necessary to impair any non-current assets in light of this arrangement.

4 Prior Period Adjustments

No prior period adjustments have been done in the accounts.

Notes to the Core Financial Statements

5 Events after the Balance Sheet date

As at 31st March 2019, the Council was in the process of acquiring Croxley Park, a 75 acre business park on the borders of Watford.

The transaction, which completed on 26th July 2019 will add approximately £240m of assets to the balance sheet along with a corresponding finance lease liability. The finance lease is for a period of 40 years at which point the Council will exercise its option purchase the freehold for £10.

At the time the transaction is completed the Council will receive a fund of £92m to fund shortfall of sub-rents and planned programme maintenance.

The lease has an initial annual payment of £9.2m which will increase annually by inflation with a collar 0% and a cap of 5%

Notes to the Core Financial Statements

6 Assumptions Made About the Future and Other Major Sources of Uncertainty

The Statements of Accounts contains estimated figures that are based on assumptions made by the Council about the future that are otherwise uncertain. Estimates are made taking in to 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 2018 for which there is significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Impact
Property, Plant and Equipment (PPE)	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to the individual assets. The current economic climate makes it possible that the Council will be unable to sustain its current spending on repairs and maintenance, bringing in to doubt the useful lives assigned to assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls.
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to: the discount rate used; the rate at which salaries are projected to increase; changes in the retirement ages; mortality rates; and expected returns on pension assets. A firm of consulting actuaries is engaged to provide the Council with expert advice about the assumptions to be applied	The effects of these individual assumptions can have a major impact on the pension liability calculation. During 2018/19, The Council's actuaries advised that the net pension's liability had increased by £3,898k as a result of estimates and assumptions being updated.
Arrears	At 31 March 2019, the Council had a short term sundry debtor balance of £12,263k. A review of significant balances suggested a provision for bad debts of £5,529k was appropriate. However, in the current economic climate it is not certain that such an allowance would be sufficient. See Note 26.	If collection rates were to deteriorate an increasing level of doubtful debts would require an additional amount to be put aside as a bad debt provision for additional bad debt write offs.

Notes to the Core Financial Statements

Domestic Rates Appeals Provision	The provision for NDR Appeals includes an assessment of the appeals lodged to 31st March 2019, plus an estimate of the appeals not yet lodged.	If NDR appeals were to significantly increase, the provision would have to be reassessed and increased. The increased liability would be shared between the Council, Central Government and County Council.
Fair Value Estimations	When the fair values of Investment Properties, Surplus Assets and Assets Held for Sale cannot be measured based on quoted prices in active markets (i.e. Level 1 inputs), their fair value is measured using the following valuation techniques: For Level 2 inputs, quoted prices for similar assets or liabilities in active markets at the balance sheet date; For level 3 inputs, valuations based on: - Most recent valuations adjusted to current valuation by the use of indexation and impairment review. Where possible, the inputs to these valuation techniques are based on observable data, but where this is not possible, judgment is required in establishing fair values. These judgments typically include considerations such as uncertainty and risk. Changes in assumptions used could affect the fair value of The Council's assets and liabilities. Where Level 1 inputs are not available, the authority employs RICS (Royal Institution of Chartered Surveyors) qualified valuers to identify the most appropriate valuation techniques to determine fair value. All valuations are carried out in accordance with the methodologies and bases for estimation set out in the RICS professional standards. The Council's valuation experts work closely with finance officers reporting directly to the chief financial officer on a regular basis regarding all valuation matters.	The Council uses combination of indexation techniques, beacon valuations and discounted cash flow (DCF) models to measure the fair value of its Investment Properties, Surplus Assets and Assets Held for Sale under IFRS13, depending on which technique it considers most appropriate. The significant unobservable inputs used in the fair value measurement include management assumptions regarding rent growth, occupancy levels, floor area repairs backlogs, beacon classifications and others.

Notes to the Core Financial Statements

7(a) Expenditure and Funding Analysis

2017/18			2018/19			
Net Expenditure chargeable to General Fund	Adjustments	Net Expenditure in the CIES		Net Expenditure chargeable to General Fund	Adjustments	Net Expenditure in the CIES
£'000	£'000	£'000		£'000	£'000	£'000
948	127	1,075	Corp Strategy & Client Services	1,004	185	1,189
8,798	3,494	12,292	Community Services	8,770	2,713	11,483
2,586	635	3,221	Democracy & Governance	2,955	717	3,672
593	88	681	Human Resources	565	113	678
3,288	5,676	8,964	Place Shaping & Performance	2,065	4,793	6,858
2,266	1,113	3,379	Service Transformation	2,869	1,326	4,195
5,327	6	5,333	Strategic Finance	4,366	28	4,394
23,806	11,139	34,945	Net Cost of Services	22,594	9,875	32,469
(28,899)	(6,878)	(35,777)	Other Income and Expenditure	(27,100)	(9,134)	(36,234)
(5,093)	4,261	(832)	(Surplus) on Provision of Services	(4,506)	741	(3,765)
5,091			Transfer (from) \to Reserves	4,506		
(2)			(Surplus) as per Outturn	0		
(1,412)			Opening General Fund Balance	(1,414)		
(2)			(Surplus) on Provision of Services	0		
0			Transfer from Earmarked Reserves	(586)		
(1,414)			Closing General Fund Balance	(2,000)		

Notes to the Core Financial Statements

7(b) Note to Expenditure and Funding Analysis

2017/18				2018/19				
Adjustments for capital purposes	Net change for the pension adjustments	Other Difference	Total Adjustments		Adjustments for capital purposes	Net change for the pension adjustments	Other Difference	Total Adjustments
£'000	£'000	£'000	£'000		£'000	£'000	£'000	£'000
	134	(7)	127	Corp Strategy & Client Services	0	162	23	185
3,118	380	(4)	3,494	Community Services	2,263	439	11	2,713
335	305	(5)	635	Democracy & Governance	430	289	(2)	717
	88		88	Human Resources	0	114	(1)	113
5,205	487	(16)	5,676	Place Shaping & Performance	4,146	639	8	4,793
919	202	(8)	1,113	Service Transformation	1,018	311	(3)	1,326
6			6	Strategic Finance	14	14	0	28
9,583	1,596	(40)	11,139	Net Cost of Services	7,871	1,968	36	9,875
		(6,878)	(6,878)	Other Income and Expenditure			(9,134)	(9,134)
9,583	1,596	(6,918)	4,261	Difference between General Fund (surplus) \ deficit and Comprehensive Income and Expenditure Statement (surplus)\deficit			(9,098)	741

Notes to the Core Financial Statements

8 Adjustments between accounting basis and funding basis under regulations

2018/19	Note	General Fund £'000	Capital Receipts £'000	Capital Grants £'000	Unsuable Reserves £'000
Adjustments primarily involving the Capital Adjustment Account:					
Reversal of items debited or credited to the CIES:					
Charges for depreciation, impairment and revaluation losses		(3,746)			3,746
Movements in the market value of Investment Properties					
Revenue Expenditure Funded from Capital Under Statute		(209)			209
Amortisation of intangible assets		(45)			45
Amounts of non-current assets written off on disposal or sales as part of the gain/loss on disposals		(935)			935
Adjustments primarily involving the Capital Grants Unapplied Account:					
Capital grants and contributions unapplied credited to the CIES		4,475		(4,475)	
Application of grants to capital financing transferred to the CAA				2,405	(2,405)
Adjustments primarily involving the Capital Receipts Reserve:					
Transfer of cash sale proceeds credited as part of gain/loss on disposal to the CIES		4,441	(4,441)		
Capital Receipts applied			5,427		(5,427)
Transfer (from)/to the Deferred Capital Receipts upon receipt of cash					
Adjustments primarily involving the Pensions Reserve:					
Reversal of items relating to retirement benefits debited or credited to the CIES		(4,767)			4,767
Employer's pensions contributions and direct payments to pensioners payable in the year		3,592			(3,592)
Adjustments primarily involving the Collection Fund Adjustments Accounts:					
Amount by which council tax & business rates income credited to the CIES is different from statutory requirements		(3,511)			3,511
Adjustments primarily involving the Accumulated Absences Accounts:					
Amount by which officer remuneration charged to the CIES on an accruals basis is different from statutory requirements.		(36)		1	35
		(741)	986	(2,069)	1,824

Notes to the Core Financial Statements

2017/18	Note	General Fund £'000	Capital Receipts £'000	Capital Grants £'000	Unsuable Reserves £'000
Adjustments primarily involving the Capital Adjustment Account:					
Reversal of items debited or credited to the CIES:					
Charges for depreciation, impairment and revaluation losses		(10,051)			10,051
Movements in the market value of Investment Properties		3,751			(3,751)
Revenue Expenditure Funded from Capital Under Statute		(1,113)			1,113
Amounts of non-current assets written off on disposal or sales as part of the gain/loss on disposals		(5,169)			5,169
Adjustments primarily involving the Capital Grants Unapplied Account:					
Capital grants and contributions unapplied credited to the CIES		2,859		(2,859)	
Application of grants to capital financing transferred to the CAA				2,374	(2,374)
Adjustments primarily involving the Capital Receipts Reserve:					
Transfer of cash sale proceeds credited as part of gain/loss on disposal to the CIES		8,889	(8,889)		
Capital Receipts applied			20,668		(20,669)
Transfer (from)/to the Deferred Capital Receipts upon receipt of cash			(800)		800
Adjustments primarily involving the Pensions Reserve:					
Reversal of items relating to retirement benefits debited or credited to the CIES		(4,388)			4,388
Employer's pensions contributions and direct payments to pensioners payable in the year		3,490			(3,490)
Adjustments primarily involving the Collection Fund Adjustments Accounts:					
Amount by which council tax & business rates income credited to the CIES is different from statutory requirements		(2,568)			2,568
Adjustments primarily involving the Accumulated Absences Accounts:					
Amount by which officer remuneration charged to the CIES on an accruals basis is different from statutory requirements.		39			(39)
		(4,261)	10,979	(485)	(6,233)

Notes to the Core Financial Statements

9 Other Operating Income and Expenditure

2017/18		2018/19
£'000		£'000
(1,498)	(Gains) on Disposal of Non-Current Assets	(270)
(2,221)	Unattached Capital Receipts	(3,236)
(3,371)	Other Operating (Income)	(3,827)
(7,090)		(7,333)

10 Financing and Investment Income and Expenditure

2017/18		2018/19
£'000		£'000
(33)	Interest Payable and Similar Charges	0
1,567	Net Interest on the Net Defined Benefit Liability/(Asset)	1,504
(4,479)	Interest Receivable and Similar Income	(2,762)
(6,885)	(Income)/Exp. Relation to Investment Properties	(7,869)
(3,751)	Investment Properties - Changes in their Fair Value	(3,873)
(13,581)		(13,000)

11 Taxation and Non Specific Grant Incomes

2017/18		2018/19
£'000		£'000
(8,315)	Council Tax Income	(8,694)
(1,557)	Non-domestic Rates Income and Expenditure	(2,884)
(3,890)	Non-ringfenced Government Grants	(1,179)
(1,344)	Capital Grants & Contributions	(3,144)
(15,106)		(15,901)

Notes to the Core Financial Statements

12 Expenditure and Income analysed by Nature

2017/18		2018/19
£'000		£'000
(17,216)	Fees and Charges	(16,329)
(4,462)	Interest and Investment Income	(2,762)
(8,315)	Income From Council Tax and Business Rates	(11,578)
(3,176)	Other Income	(7,063)
(50,814)	Government Grants and Contributions	(41,792)
(623)	Support Services Recharge	(701)
(84,606)	Total Income	(80,225)
15,456	Employee Expenses	15,783
60,995	Other Service Expenditure	55,443
7,255	Depreciation, Amortisation and Impairment	4,000
(1,499)	(Gains) on disposal of non-current assets	(270)
1,567	Pensions Adjustments	1,504
83,774	Total Expenditure	76,460
(832)	(Surplus)/Deficit on Provision of Services (I&E)	(3,765)

Notes to the Core Financial Statements

13 Grant Income

2017/18		2018/19
£'000		£'000
	Credited to Taxation and Non-Specific Grant Income	
(92)	Council Tax Transition Grant	0
(2,105)	New Homes Bonus	(1,015)
(126)	Non Specific Grant	(475)
(565)	Revenue Support Grant	(114)
(1,344)	Section 106 Contributions	(2,670)
(1,002)	Other	(49)
(5,234)	Subtotal Grant Income Credited to Taxation and Non-Specific Grant Income	(4,323)
	Credited To Services	
(44)	Arts Council - Lottery	0
(15)	Building Safer Communities	(30)
(28)	CCTV	(13)
(25)	Cemeteries	(25)
(106)	Housing & Council Tax Benefit Administration Grant	(109)
0	Highways	0
(38,520)	DWP Housing Benefit Grant	(34,613)
0	Partnerships and Performance	0
(442)	Elections	(849)
17	Environmental Health	(17)
(86)	Housing - Homelessness	(454)
(55)	Housing Refugees	(71)
0	Land Charges	0
(2)	Museum	2
(12)	New Burdens	(13)
(167)	NNDR - Cost of Collection Grant	(194)
(33)	Public Health & Nuisance	(30)
0	Planning	(60)
(344)	Little Cassiobury	(91)
(90)	Sports Development	(55)
4	Taxi Marshall Scheme	(43)
0	Town Centre Special Events	(66)
(656)	Waste Management	(738)
(40,604)	Subtotal Grant Income Credited to Services	(37,469)
(45,838)	Total Grant Income	(41,792)

14 Joint Operations

The Council is party to the West Herts Crematorium Joint Committee under the Local Government Act 2000, as disclosed at note 19.

Notes to the Core Financial Statements

15 External Audit Costs

The council has incurred the following costs in relation to the audit of the Statement of Accounts, certification of grant claims and statutory inspections for 2017/18 and 2018/19 by Ernst & Young.

2017/18		2018/19
£'000		£'000
67	Fees payable to the external auditors with regard to external audit services carried out by the appointed auditor for the year.	51
0	Fees payable for other services provided by external auditors during the year.	0
67		51

16 Members Allowances

The Local Authorities (Members' Allowances) (England) Regulations 2003 provide for the circumstances in which allowances are payable to members and the maximum amounts payable in respect of certain allowances. The total of Members' Allowances paid in the year was £485,000 (2017/18: £496,012).

Further information on Members' Allowances can be obtained from the Council's Democratic Services section.

Notes to the Core Financial Statements

17 Officers' Remunerations

The Council is required to disclose the number of employees in the accounting period whose remuneration fell in each bracket of a scale in multiples of £5,000, starting with £50,000. For completeness, the Council has included the senior officers' remuneration (excluding pensions) from the second table of this note, in the first table of this note, detailed below:-

2017/18		2018/19
No of	Remuneration Band	No of
12	£50,000 - £54,999	13
4	£55,000 - £59,999	6
4	£60,000 - £64,999	1
0	£65,000 - £69,999	0
1	£70,000 - £74,999	2
2	£75,000 - £79,999	2
0	£80,000 - £84,999	1
0	£85,000 - £89,999	0
0	£90,000 - £94,999	0
0	£95,000 - £99,999	0
1	£100,000 - £104,999	1
0	£105,000 - £109,999	0
0	£110,000 - £114,999	0
0	£115,000 - £119,999	0
0	£120,000 - £124,999	0
0	£125,000 - £129,999	0
0	£130,000 - £134,999	0
1	£135,000 - £139,999	0
0	£140,000 - £144,999	1
0	£145,000 - £149,999	0
0	£150,000 - £154,999	0
0	£155,000 - £159,999	0
25		27

The Director of Finance is the statutory Chief Finance officer (S151) and is a shared post with Three Rivers District Council (TRDC) who under the lead authority model pick up the costs of this post which is recharged to Watford Borough Council on a 50:50 basis. The full cost is shown in the TRDC accounts.

Notes to the Core Financial Statements

The following tables provide additional detail for senior officers' remuneration where salary for the establishment post falls between £50,000 and £150,000.

2018/19	Salary Including Fees and Allowances	Expenses Allowances	Compensation for Loss of Office	Pension Contribution	Total Remuneration
Post	£	£	£	£	£
Managing Director	141,983	-	-	25,841	167,824
Deputy Managing Director: Place Shaping and Corp. Performance	102,000	-	-	18,564	120,564
Head of Community & Environmental Services	74,820	-	-	13,617	88,437
Head of Corporate Strategy & Communications	55,861	-	-	10,167	66,028
Head of Democracy & Governance (Monitoring Officer)	77,451	-	-	14,096	91,547
Head of Service Transformation	71,662	-	-	13,043	84,705
Total	523,777	-	-	95,328	619,105

2017/18	Salary Including Fees and Allowances	Expenses Allowances	Compensation for Loss of Office	Pension Contribution	Total Remuneration
Post	£	£	£	£	£
Managing Director	139,199	0	0	25,334	164,533
Deputy Managing Director: Place Shaping and Corp. Performance	100,000	0	0	18,200	118,200
Head of Community & Environmental Services	73,353	0	0	13,401	86,754
Head of Corporate Strategy & Communications	52,861	0	0	9,621	62,482
Head of Democracy & Governance (Monitoring Officer)	75,932	0	0	13,870	89,802
Head of Service Transformation	63,202	0	0	11,503	74,705
Total	504,547	0	0	91,929	596,476

There were no bonuses given during either period.

Notes to the Core Financial Statements

18 Termination Benefits

The Council terminated the contracts of 7 employees in 2018/19, incurring liabilities of £101,155 (2017/18: £127,087). Of this total, £90,091 (2017/18: £127,087) was payable in the form of compensation for loss of office and none (2017/18: nil payment) in enhanced pension benefits as part of the Council's rationalisation of Services.

2017/18			Remuneration Band	2018/19		
Compulsory Redundancy	Other Departures	Total Cost		Compulsory Redundancy	Other Departures	Total Cost
4	2	38,810	£0 - £20,000	6	0	55,655
1	0	29,955	£20,001 - £40,000	0	0	0
0	1	58,322	£40,001 - £60,000	1	0	45,500
0	0	0	£60,001 - £80,000	0	0	0
0	0	0	£80,001 - £100,000	0	0	0
0	0	0	£100,001 - £150,000	0	0	0
5	3	127,087		7	0	101,155

Notes to the Core Financial Statements

19 Related Party Transactions

This disclosure note has been prepared using specific declarations obtained in respect of related party transactions from Members and Senior Officers. The Council is required to disclose material transactions with related parties - bodies and individuals that have the potential to control or influence the Council or to be controlled or influenced by the Council.

Details of grant funding transactions with government departments and agencies are set out in Note 9 to the Core Financial Statements. The Council also paid precepts to Hertfordshire County Council, Hertfordshire Police Authority and Parish Council's with which details can be found in the Collection Fund Accounts.

Members and Senior Officers Information gathered through declarations provided by both members and officers alike has been tabulated below:

Name	Role	Position	Name of Entity	Details
Derek Scudder	Councillor	Representative	Bedford Morison & Cordery Almshouse Charity	Occasional transactions in the normal course of business
Tim William	Councillor	Representative	Board of Watford Workshop	Occasional transactions in the normal course of business
Mark Watkin	Councillor	Governor	Chessbrook ESC	Occasional transactions in the normal course of business
Peter Taylor	Mayor	Declaration of Interest	East of England LGA	Routine business transactions with regard invoicing Watford Borough Council for services supplied

Notes to the Core Financial Statements

Stephen Bolton	Councillor	Representative	Groundwork East	Occasional transactions in the normal course of business
Alan Gough	Head of Community & Customer Services	Director	Hart Homes LLP Hart Homes Ltd	Council has a 50% stake
Alison Scott	Head of Finance	Director		
Jo Wagstaffe	Director of Finance	Director		
Nick Fenwick	Deputy Managing Director	Director		
Matt Turmaine	Councillor	Representative	HCC Better Care Fund	Occasional transactions in the normal course of business
Kareem Hamstrick	Councillor	Representative	HCC Health Scrutiny Committee	Occasional transactions in the normal course of business
Matt Turmaine	Councillor	Representative	HCC Safeguarding Children Board	Occasional transactions in the normal course of business
Rabi Martins	Councillor	Representative	Hertfordshire Police & Crime Panel	No transactions identified between Council & Entity
Peter Taylor	Mayor	Declaration of Interest	Herts Leaders Group	Routine transactions with regard invoicing
			LGA Eastern Region Local Government Conference	No transactions identified between Council & Entity

Notes to the Core Financial Statements

			LGA General Assembly	No transactions identified between Council & Entity
			LGIU	No transactions identified between Council & Entity
Kareem Hamstrick	Councillor	Committee Member	Management Board Shopmobility Watford	Occasional transactions in the normal course of business
Iain Sharpe	Councillor	Representative	Patrol Adjudication Joint Committee	Occasional transactions in the normal course of business
Mark Watkin	Councillor	Representative	Val Mirugan Hindu Temple Trust	Occasional transactions in the normal course of business
Rabi Martins				
Stephen Cavinder	Councillor	Board Member	Watford Citizens Advice Bureau	Council has provided funding in excess of £204,190 plus the use of premises at St Mary's Church Yard
Manny Lewis	Managing Director	Board Member	Watford BID	Occasional transactions in the normal course of business
Alan Gough	Head of Community & Customer Services	Director	Watford Commercial Services Ltd	Wholly owned subsidiary of Council
Alison Scott	Head of Finance	Director		
Nick Fenwick	Deputy Managing Director	Director		

Notes to the Core Financial Statements

Peter Jeffree	Councillor	Representative	Watford Community Housing	Occasional transactions in the normal course of business
Jo Wagstaffe	Director of Finance	Board Member	Watford Health Campus Partnership LLP	Set up in 2013, the Council is in partnership with Kier Property Investment Ltd in a LABV (Local Asset Backed Vehicle). This is developing a large site next to Watford hospital which has many complex issues to resolve and will take well over a decade to complete all aspects. The Council's financial input relates to providing land and equity (Loan Notes A). The equity required varies between years in line with the needs of the developments within the overall scheme. In 2018/19 the net equity at the year-end was £7,078m including accrued interest.
Manny Lewis	Managing Director			
Nick Fenwick	Deputy Managing Director	Board Member		
Karen Collett	Councillor	Director	Watford Palace Theatre	Occasional transactions in the normal course of business
Tim Williams	Councillor	Representative		
Maggie Parker	Councillor	Representative	Wellspring Church	Occasional transactions in the normal course of business
Stephen Bolton	Councillor	Representative		
Derek Scudder	Councillor	Representative	West Herts Crematorium Scrutiny Committee	Occasional transactions in the normal course of business
Jo Wagstaffe	Director of Finance	Honorary Treasurer	West Herts	An Agreement existing between neighbouring authorities (Hertsmere, St Albans, Dacorum, Three

Notes to the Core Financial Statements

Karen Collett	Councillor	Board Member	Crematorium	Rivers & Watford) to constitute a Joint Committee under the Local Government Act 2000. In 2018/19, Watford received a contribution of £50,000 (2017/18 £50,000)
Manny Lewis	Managing Director	Clerk		
Amanda Grimston	Councillor	Representative	West Herts Golf Club Consultative Committee	Rent Received from West Herts Golf Club of £70,000 per annum (2017/18 £70,000) as well as occasional transactions in the normal course of business
Darren Walford				
Derek Scudder				
Jagtar Dhindsa				
Mo Mills	Councillor	Trustee	West Watford Community Association	Occasional transactions in the normal course of business

Notes to the Core Financial Statements

20 Partnership Working

2017/18		2018/19		
Total Net Cost		Provided by WBC	Provided by TRDC	Total Net Cost
£'000	Services	£'000	£'000	£'000
1,508	Local Tax Collection		1,464	1,464
1,663	Housing Benefits		1,690	1,690
1,212	Finance		1,496	1,496
801	HR	716		716
1,355	ICT	1,195		1,195
6,539	Net Cost of Services / Operating Expenditure	1,911	4,650	6,561
(3,953)	Paid by Watford Borough Council	(707)	(2,740)	(3,944)
(2,586)	Paid by Three Rivers District Council	(1,204)	(1,910)	(2,617)
0	(Surplus) / Deficit for the year	0	0	0

Notes to the Core Financial Statements

21 Property, Plant and Equipment

(a) Movement of Property, Plant and Equipment

2018/19	Assets Under Constr'n	Land & Building	Plant & Equipment	Infra-Structure	Total
	£'000	£'000	£'000	£'000	£'000
Cost or valuation					
At 1 April 2018	1,424	85,992	26,762	3,123	117,301
Additions - Capital Programme		2,679	5,291	16	7,986
Additions - Finance Leases		1			1
Revaluation increases recognised in the Revaluation Reserve		1,119			1,119
Revaluation increases/ (decreases) recognised in the Surplus / Deficit on the provisions of services	(1,424)	(75)			(1,499)
Derecognition - Disposals		(345)			(345)
Assets reclassified		176			176
At 31 March 2019	0	89,547	32,053	3,139	124,739
Accumulated Depreciation & Impairment					
At 1 April 2018	0	(5,969)	(19,445)	(2,436)	(27,850)
Depreciation Charge	0	(3,019)	(2,752)	(349)	(6,120)
Depreciation written out to the Revaluation Reserve					0
At 31 March 2019	0	(8,988)	(22,197)	(2,785)	(33,970)
Balance Sheet Value at 31 March 2019	0	80,559	9,856	354	90,769
Balance Sheet Value at 1 April 2018	1,424	80,023	7,317	687	89,451

Notes to the Core Financial Statements

2017/18	Assets Under Constr'n	Land & Building	Plant & Equipment	Infra-Structure	Total
	£'000	£'000	£'000	£'000	£'000
Cost or valuation					
At 1 April 2017	4,447	79,644	28,453	3,088	115,632
Additions - Capital Programme	0	3,357	3,319	35	6,711
Additions - Finance Leases	29	0	0	0	29
Revaluation increases / (decreases) recognised in the Revaluation Reserve	0	474	0	0	474
Revaluation increases / (decreases) recognised in the Surplus /Deficit on the provisions of services	(1,154)	(3,073)	0	0	(4,227)
Derecognition - Disposals	0	(330)	0	0	(330)
Assets reclassified	(1,898)	5,920	(5,010)	0	(988)
At 31 March 2018	1,424	85,992	26,762	3,123	117,301
Accumulated Depreciation & Impairment					
At 1 April 2017	0	(3,827)	(16,676)	(2,032)	(22,535)
Depreciation Charge	0	(2,651)	(2,769)	(404)	(5,824)
Depreciation written out to the Revaluation Reserve	0	509	0	0	509
At 31 March 2018	0	(5,969)	(19,445)	(2,436)	(27,850)
Balance Sheet Value at 31 March 2018	1,424	80,023	7,317	687	89,451
Balance Sheet Value at 1 April 2017	4,447	75,817	11,777	1,056	93,097

(b) Revaluations

The Council carried 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 internally and the basis of valuations is in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors. All assets have been valued individually, with the final statements of account reconciled to the valuation certificates. The basis of valuing individual classes of assets owned by the Council is detailed in Note 1 to the Core Financial Statements.

The following table illustrates the scope of the revaluation work undertaken and demonstrates the Council's rolling revaluation programme. The Council undertakes an impairment review at the year end and any asset which has had a material gain or loss in value during the year is adjusted. Therefore, the Council believes that the prior year valuations are still appropriate.

Notes to the Core Financial Statements

Revaluations	Land & Building	Plant & Equipment	Infra-Structure	Total
	£'000	£'000	£'000	£'000
Carried at historical cost	0	32,053	3,139	35,192
Additions valued at current value as at:				
31/03/2019	3,555	0	0	3,555
31/03/2018	6,348	0	0	6,348
31/03/2017	23,298	0	0	23,298
31/03/2016	42,355	0	0	42,355
31/03/2015	13,991	0	0	13,991
Total cost at 31 March 2019 carried forward	89,547	32,053	3,139	124,739

Revaluations	Land & Building	Plant & Equipment	Infra-Structure	Total
	£'000	£'000	£'000	£'000
Carried at historical cost	0	32,053	3,139	35,192
Additions valued at current value as at:				
31/03/2019	3,555	0	0	3,555
31/03/2018	6,348	0	0	6,348
31/03/2017	23,298	0	0	23,298
31/03/2016	42,355	0	0	42,355
31/03/2015	13,991	0	0	13,991
Total cost at 31 March 2019 carried forward	89,547	32,053	3,139	124,739

(c) Information About Depreciation Methodologies

Depreciation has been provided for all assets with a finite useful life. The basis for depreciating assets is detailed in the Statement of Accounting Policies (Note 1.17). Depreciation commences in the year following acquisition. Freehold land, Investment Properties, Assets under construction, Surplus Assets and Heritage Assets are not depreciated.

22 Heritage Assets

The Council's Heritage Assets are reported in the Balance Sheet at insurance valuations which are based on market values. These insurance values are reviewed and updated as part of the rolling five year plan. The Council has a rolling programme of repair and restoration of its heritage assets

Notes to the Core Financial Statements

and regularly reviews the conditions of its assets. The Council keeps a register of all its Heritage Assets and records the nature, condition and location of each asset.

2018/19	Musical Instrument	Statues, Sculptures & War Memorials	Works of Art	Civic Regalia	Total
	£'000	£'000	£'000	£'000	£'000
Cost or valuation					
At 1 April 2018	400	645	700	200	1,945
Revaluation increases ! (decreases) recognised in the Revaluation	0	0	0	33	33
At 31 March 2019	400	645	700	233	1,978

2017/18	Musical Instrument	Statues, Sculptures & War Memorials	Works of Art	Civic Regalia	Total
	£'000	£'000	£'000	£'000	£'000
Cost or valuation					
At 1 April 2017	400	645	700	200	1,945
At 31 March 2018	400	645	700	200	1,945

23 Investment Properties and Surplus Assets

(a) Movement of Investment Properties and Surplus Assets

2018/19	Investment Properties	Surplus Assets	Total
	£'000	£'000	£'000
At 1 April 2018	168,950	605	169,555
Additions	3,485		3,485
Revaluation increases recognised in the surplus/deficit on th provision of services	3,878		3,878
Derecognition - disposals	(285)	(305)	(590)
Derecognition - Other	1	1	2
Assets reclassified	(1,896)	1,720	(176)
At 31 March 2019	174,133	2,021	176,154
Balance Sheet Value at 31 March 2019	174,133	2,021	176,154
Balance Sheet Value at 1 April 2018	168,950	605	169,555

Notes to the Core Financial Statements

2017/18	Investment Properties	Surplus Assets	Total
	£'000	£'000	£'000
At 1 April 2017	142,355	300	142,655
Additions	28,375	0	28,375
Revaluation increases/(decreases) recognised in the surplus/deficit on the provision of services	2,109	1,642	3,751
Derecognition - disposals	(4,839)	(1,642)	(6,481)
Derecognition - Other	2	0	2
Assets reclassified	948	305	1,253
At 31 March 2018	168,950	605	169,555
Balance Sheet Value at 31 March 2018	168,950	605	169,555
Balance Sheet Value at 1 April 2017	142,355	300	142,655

Fair Value Hierarchy

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).

Valuation Techniques Used to Determine Level 2 Fair Values for Investment Properties

The fair value of investment property has been measured using the Investment Method of Valuation. The valuers have used a desktop valuation relying on data provided by Avison Young, the Council's managing agents. Valuations have taken account of the following factors: existing lease terms and rentals taken from the tenancy schedule, independent research into market evidence including Market rentals and yields, and then adjusted to reflect the nature of each business tenancy or void and the covenant strength for existing tenants.

Valuers

The investment property portfolio has been valued at 31 March 2019 in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution for Chartered Surveyors. The assets were valued by Avison Young, the Council's valuing agents.

(b) Accounted for in Comprehensive Income and Expenditure Statement

2017/18		2018/19
£'000		£'000
(7,444)	Rental income from investment property	(8,204)
805	Direct operating expenses arising from investment properties	335
(6,639)	Net (gain) /Loss	(7,869)

Notes to the Core Financial Statements

There are no restrictions on 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 disposal. The Council has no contractual obligations to purchase, construct or develop investment property or repairs, maintenance or enhancement.

24 Capital Expenditure, Financing and Commitments

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.

2017/18		2018/19
£'000		£'000
17,340	Opening Capital Financing Requirement	29,127
	Capital Investment	
6,711	Property, Plant and Equipment	7,986
28,375	Investment Properties	3,485
0	Intangible Assets	45
1,113	Revenue Expenditure Funded from Capital Under Statute	209
9,739	Long Term Debtors	1,650
0	Long Term Investments	5,670
45,938		19,045
	Sources of Finance	
(29,139)	Capital receipts	(5,428)
(2,372)	Government Grants and Other Contributions (including S106)	(2,405)
	Earmarked Reserves	
0	Capital Fund	(35)
(113)	Project and Programme Management	(73)
(311)	Dev Sites Decontamination	(135)
(3,533)	New Home Bonus	(536)
1,317	Other	
	Long Term Debtors	(12)
	Long Term Investments	(7,112)
(34,151)		(15,736)
29,127		32,436

At 31 March 2019 the Council had contractual commitments totalling £11.543m (31 March 2018: £8.045m)

Notes to the Core Financial Statements

25 Leases

Operating Leases – The council as Lessor

The Council leases out property under operational leases.

The future minimum leases payments receivable are:

2017/18		2018/19
£'000		£'000
677	Leases rolling over regularly	677
6,194	Not later than one year	6,163
23,923	Later than one year and not later than five years	23,425
175,290	Later than five years	169,624
206,084	Balance as at 31 March carried forward	199,889

26 Debtors & Investments - Long Term

Long-term debtors are debtors which fall due after a period of at least one year. Long-term investments include investments in the Watford Health Campus scheme. They are analysed as follows:

2017/18		Net Movements in Year	2018/19
£'000		£'000	£'000
	Long Term Debtors		
8	Loan to YMCA	0	8
1,316	Rent to Mortgage	(6)	1,310
131	Finance Leases as Lessor	0	131
0	Watford Muslim Youth	150	150
7	Charges Registered to Properties	0	7
12	Skillmakers Loan	(12)	0
4,500	Hart Homes Watford	1,500	6,000
2,000	Watford Health Hospital Trust	0	2,000
6,000	Watford Health Campus- Growing Places (interest free loan)	0	6,000
13,974		1,632	15,606
	Long Term Investments		
2,400	Hart Homes Watford	0	2,400
8,326	Watford Health Campus LABV	(1,592)	6,734
20	Municipal Bonds Agency & Local Capital Finance Company	0	20
	Hart Homes WDLLP	150	150
10,746		(1,442)	9,304
24,720		190	24,910

Notes to the Core Financial Statements

27 Debtors - Short Term

An analysis of debtors falling due within one year is shown below:

2017/18		2018/19
£'000		£'000
5,934	Central Government Bodies	1,615
1,198	Local Authorities	9
0	NHS	0
0	Public Corporations	0
8,998	Other Entities and Individuals	10,325
162	Payments in Advance	314
16,292		12,263
(5,585)	Less: Provision for Bad Debts / Impairment	(5,529)
10,707	Total	6,734

28 Cash and Cash Equivalents

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

2017/18		2018/19
£'000		£'000
	Current Assets	
1	Cash held by the Authority	1
9,990	Bank Current Accounts	4,931
0	Short-term Deposits with Building Societies	0
9,991		4,932
	Current Liabilities	
0	Bank overdrafts	0
9,991	Total	4,932

29 Cash Flow Statement- Operating, Investing and Financing Activities

The surplus or deficit on the provision of services has been adjusted for the following non-cash movements and investing and financing activities:

Notes to the Core Financial Statements

2017/18			2018/19	
£'000	£'000		£'000	£'000
		Note 29a - Operation Activities		
630		Interest received	1,082	
0		Interest paid	0	
3,926		Dividend\Profit Received	1,680	
	4,556			2,762
5,837		Depreciation	6,120	
2,585		Impairment and downward valuations	1,499	
0		Amortisation	45	
0		Increase/(decrease) in impairment of bad debts	0	
734		Increase/(decrease) in creditors	(3,502)	
3,240		(Increase)/decrease in debtors	2,088	
0		Decrease in inventories	0	
898		Movement in pensions liability	1,175	
5,169		Carrying amount of non-current assets and non-current assets held for sale, sold or derecognised	935	
650		Other non-cash items charged to the provision of services	(4,962)	
	19,113			3,398
0		Proceeds from short-term (not considered to be cash equivalents) and long-term investments (includes investments in associates, joint ventures and subsidiaries)	12,000	
(9,401)		Proceeds from the sale of property, plant and equipment, investment property and intangible assets	(4,441)	
(2,859)		Any other items for which the cash effects are investing or financing cash flows	(4,474)	
	(12,260)			3,085
	11,409			9,245
		Note 29B- Investing Activities		
(35,682)		Purchase of property, plant, equipment, investment property and intangible assets	(11,516)	
(65,000)		Purchase of st and It investments	(13,670)	
		Other payments for investing activities	(1,650)	
10,201		Proceeds from the sale of property, plant, equipment, investment property and intangible assets	4,441	
84,512		Proceeds from st and It investments	7,112	
1,670		Other receipts from investing activities	4,486	
	(4,299)			(10,797)
		Note 29c- Financing Activities		
0		Other receipts from financing activities	8	
0		Cash receipts of short and long term borrowing		
(2,878)		Other payments for financing activities	(4,508)	
0		Repayments of st and It borrowing	(10)	
	(2,878)			(4,510)

Notes to the Core Financial Statements

30 Creditors - Short Term

An analysis of creditors falling due within one year is shown below:

2017/18		2018/19
£'000		£'000
	Short-term creditors	
(10,910)	Central Government Bodies	(5,483)
(4,510)	Local Authorities	(2,776)
0	NHS	0
0	Public Corporations	0
(8,708)	Other Entities and Individuals	(5,755)
(1,226)	Receipts in Advance	(1,448)
(25,354)	Total	(15,462)
	Loans	
0	Loans repayable within one year	(7,500)
(25,354)	Total	(22,962)

31 Creditors - Long Term

An analysis of creditors falling due in one year or more is shown below:

2017/18		2018/19
£'000		£'000
82	Deferred Liabilities (obligations under finance leases)	92
0	Government Grants receipts in advance	(6)
(7,500)	Loans (Local Authority)	0
(7,418)	Total	86

32 Provisions

Provisions are accumulated funds held where the Council has an obligation which is likely to lead to a payment but the exact amount and timing of the payment is unknown.

2017/18		Change	Used	Unused Reversal	Unwinding Discounting	2018/19
£'000		£'000	£'000	£'000	£'000	£'000
(77)	Property Searches	0	0	0	0	(77)
(48)	Municipal Mutual Insurance	0	0	0	0	(48)
(74)	Contractual Provision	0	0	0	0	(74)
(6,831)	NDR Appeals	(80)	1,164	0	0	(5,747)
(7,030)	Total	(80)	1,164	0	0	(5,946)

Notes to the Core Financial Statements

Property Searches

The Council is a defendant in proceedings brought by a group of property Search Companies for refunds of fees paid to the Council to access land charges data. It is possible that additional claimants may come forward to submit claims for refunds, but none have been initiated as present.

Municipal Mutual Insurance

Under Watford Borough Council's agreement with its previous insurer Municipal Mutual Insurance (MMI), the Council is exposed to the possibility of having to repay all or part of its claims already settled, or to be settled, by MMI. The Council believes the provision of £48k is prudent.

Contractual Provision

This provision reflects a potential liability for the Council on one of its contracted services.

NDR Appeals

The NNDR Appeals provision has arisen because of the change to the NNDR regime. All business premises can appeal their valuation, set by the Valuation Office, which is used for setting the level of rates payable. Until the appeal is heard and decided a provision is estimated to cover the likely outcome.

33 Defined Benefit Pension Scheme

Participation in Pension Scheme

As part of the terms and conditions of employment of its officers, the Council makes contributions towards the cost of post-employment benefits. Although these benefits will not actually be payable until employees retire, the Council has a commitment to make the payments (for those benefits) and to disclose them at the time that employees earn their future entitlement.

The Council participates in the Local Government Pension Scheme administered locally by Hertfordshire County Council. This is a funded defined benefit final salary scheme, meaning that the Council and employees pay contributions into a fund, calculated at a level intended to balance the pensions liabilities with investment assets. The pension scheme is operated under the regulatory framework for the Local Government Pension Scheme and the governance of the scheme is the responsibility of the Pensions Committee of HCC. Policy is determined in accordance with the Local Government Pension Scheme Regulations 2013. The investment managers of the fund are appointed by the Investment sub-committee of HCC and consist of the fifteen Investment Fund Managers.

Transactions relating to Retirement Benefits

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

Notes to the Core Financial Statements

McCloud Judgement

A ruling has been made regarding age discrimination arising from public sector pension scheme transition arrangements. Court of Appeal judgements were made in cases affecting judges pensions (e.g McCloud) and firefighter pensions (e.g Sergeant) which had previously been considered by employment tribunals. The rulings have implications for the LGPS, Police and Fire schemes since similar reforms were implemented.

The final situation in terms of employer pension liabilities and financial impact is not clear, since the government may appeal and any remediation process, including cost cap considerations, may affect the resolution and financial impact for entities. Timescales for the resolution of this matter may be lengthy and outcomes may be challenging for entities to assess and quantify, especially at Fund or Authority level

Revised IAS reports were run and an allowance has been made for the above judgement in the accounts.

2017/18		2018/19
£'000		£'000
	Comprehensive Income and Expenditure Statement (CI&ES)	
	Costs of Service	
	<i>Service cost comprising:</i>	
2,809	current service cost	2,721
12	past service cost	542
	<i>Financing and Investment Income and Expenditure</i>	
1,567	Net Interest Expense	1,504
4,388	Total Post Employment Benefit Charged to the Surplus or Deficit on the Provision of Services	4,767
	Other Post Employment Benefit Charged to the CI&ES	
	<i>Remeasurement of the net defined benefit liability comprising:</i>	
(3,186)	Return on plan assets	(4,813)
0	Actuarial gains and losses arising on changes in demographic assumptions	0
0	Actuarial gains and losses arising on changes in financial assumptions	0
(2,731)	Other	8,642
(5,917)	Total Remeasurement recognised in Other CI&ES	3,829
(1,529)	Total Post Employment Benefit Charged to CI&ES	8,596
	Movement in Reserves Statement	
(4,388)	Reversal of net charges made to the Provision of Services for post employment benefits in accordance with the Code	(4,767)
3,490	Employers' contributions payable to the scheme	3,592
3,490	Actual amount charged against the General Fund Balance for pensions in the year	3,592

Notes to the Core Financial Statements

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:

2017/18		2018/19
£'000		£'000
(167,488)	Present value of the defined benefit obligation	(178,200)
109,439	Fair value of plan assets	115,147
(58,049)	Total	(63,053)

Reconciliation of the Movements in the Fair Value of Scheme (Plan) Assets

2017/18		2018/19
£'000		£'000
105,540	Opening fair value of scheme assets at 1 April	109,439
2,613	Interest income	2,819
	Remeasurement gain/(loss):	
3,186	Return on plan assets	4,813
3,490	Contributions from employer	3,592
474	Contributions from employees into the scheme	503
(5,864)	Benefits paid	(6,019)
0	Other	0
109,439	Closing fair value of scheme assets at 31 March	115,147

Reconciliation of Present Value of the Scheme Liabilities (Defined Benefit Obligation)

2017/18		2018/19
£'000		£'000
(168,608)	Opening Balance at 1 April	(167,488)
(2,809)	Current service costs	(2,721)
(12)	Past service costs	(542)
(4,180)	Interest cost	(4,323)
(474)	Contributions from scheme participants	(503)
	<i>Remeasurement (gains) and losses:</i>	
0	Actuarial gains and losses arising from changes in demographic assumptions	0
2,731	Actuarial gains and losses arising from changes in financial assumptions	(8,642)
0	Other	0
	<i>Past service costs</i>	
0	Losses/(gains) on curtailments	0
5,864	Benefits paid	6,019
(167,488)	Closing Balance at 31 March	(178,200)

Notes to the Core Financial Statements

Local Government Pension Scheme assets comprised

2017/18				2018/19		
Quoted active market	Quoted non-active market	Total		Quoted active market	Quoted non-active market	Total
£'000	£'000	£'000		£'000	£'000	£'000
3,653	0	3,653	Cash and cash equivalents	3,726	0	3,726
		0	Equity instruments: by industry type			
5,001	0	5,001	Consumer	5,122	0	5,122
4,301	0	4,301	Manufacturing	4,465	0	4,465
1,147	0	1,147	Energy and Utilities	1,189	0	1,189
4,882	0	4,882	Financial Institutions	4,748	0	4,748
693	0	693	Health and Care	937	0	937
3,412	0	3,412	Information Technology	3,603	0	3,603
260	0	260	Other	309	0	309
23,349	0	23,349	Sub-total equity	24,096	0	24,096
			Bonds: by sector			
0	0	0	Corporate Bonds (inv. grade)	0	0	0
0	0	0	UK Government	0	0	0
0	45	45	Other	0	53	53
0	45	45	Sub-total bonds	0	53	53
			Property: by type			
0	3,625	3,625	UK Property	0	4,079	4,079
0	3,573	3,573	Overseas Property	0	4,367	4,367
0	7,198	7,198	Sub-total property	0	8,447	8,447
			Private Equity:			
0	4,152	4,152	All	0	5,399	5,399
0	4,152	4,152	Sub-total private equity	0	5,399	5,399
			Other Investment Funds:			
28,765	0	28,765	Equities	29,055	0	29,055
39,359	0	39,359	Bonds	40,061	0	40,061
0	0	0	Commodities	0	0	0
0	261	261	Infrastructure	0	1,116	1,116
815	5,583	6,398	Other	973	6,086	7,059
68,939	5,844	74,783	Sub-total other investment funds	70,088	7,202	77,290
			Derivatives:			
0	(88)	(88)	Foreign exchange	0	(137)	(137)
0	(88)	(88)	Sub-total derivatives	0	(137)	(137)
92,288	17,151	109,439		94,184	20,963	115,147

Notes to the Core Financial Statements

Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit credit method, an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels, etc.

The Local Government Pension Scheme has been assessed by Hymans Robertson LLP, an independent firm of actuaries, estimates for the County Council Fund being based on the latest full valuation of the scheme as at 31 March 2018.

The significant assumptions used by the actuary have been:

31 Mar 18		31 Mar 19
5.5%	Total Returns from 1 April 2017 to 31 March 2018	7.0%
	Mortality Assumptions	
	Longevity at 65 for current pensioners	
22.5	Men	22.5
24.9	Women	24.9
	Longevity at 65 for future pensioners	
24.1	Men	24.1
26.7	Women	26.7
2.5%	Rate of increase in salaries	2.6%
2.4%	Rate of increase in pensions	2.5%
2.6%	Rate for discounting scheme liabilities	2.4%

The estimation of the defined benefit obligations is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes of the assumptions occurring at the end of the reporting period and assumes for each change that the assumption analysed changes whilst all the other assumptions remain constant. The assumptions in longevity, for example, assume that life expectancy increases or decreases for men and women. In practice, this is unlikely to occur and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method. The methods and types of assumptions used in preparing the sensitivity analysis below did not change from those used in the previous period.

2017/18		2018/19
£'000		£'000
3-5%	Longevity (increase in 1 year)	3-5%
1,157	Rate of increase in salaries (increase by 0.5%)	1,253
12,888	Rate of increase in pensions (increase by 0.5%)	14,174
14,171	Rate for discounting scheme liabilities (decrease by 0.5%)	15,611
28,216	Total	31,038

Notes to the Core Financial Statements

Information about the Defined benefit obligation

2017/18			2018/19	
Liability Split	Weighted Average Duration		Liability Split	Weighted Average Duration
21.2%	23.4	Active members	23.8%	23.4
30.7%	20.5	Deferred members	31.2%	20.5
48.1%	10.8	Pensioner members	45.0%	10.8
100%	15.2		100.0%	15.2

Funding levels are monitored on an annual basis, and the next triennial review is to be based on 31 March 2019 data. The fund liability may go up or down based on this review, and a sensitivity analysis is set out within this note under “impact on the defined benefit obligation in the scheme”. The total value of contributions expected to be made by the Council in 2019/20 is £3.687m.

34 Contingent Assets and Liabilities

Contingent Asset - VAT Shelter Agreement

Watford Borough Council employed a VAT structure scheme when the Council’s housing stock was transferred to the Watford Community Housing (WCH). The scheme involves the Council contracting with WCH for the Trust to deliver works and this enabled the WCH to recover VAT on those future major works. Both the WCHT and the Council gain by these arrangements.

The recovery of VAT on major works will amount to an estimated £18million, of which the first £1.1million was paid to Watford Borough Council along with 50% of the remaining £16.9million (£8.45million). The rate at which this sum is received will depend on the WCHT work programme

35 Usable Reserves

(a) Movement in Usable Reserves

Details of the movements relating to individual usable reserves are shown below:

Balance at 31-Mar-18		Net Movement in Year	Balance at 31-Mar-19	Further Detail Note
£'000		£'000	£'000	
(987)	Capital Receipts Reserve	986	(1)	35(b)
(16,353)	Earmarked Reserves	(3,139)	(19,492)	35(c)
(1,412)	General Fund Balance	(588)	(2,000)	35(d)
(2,159)	Capital Grants Unapplied	(2,069)	(4,228)	35(e)
(20,911)	Total Net Worth	(4,810)	(25,721)	

Notes to the Core Financial Statements

(b) Capital Receipts Reserve

The Usable Capital Receipts Reserve holds capital receipts from the sale of assets which have been received and have not yet been used to finance capital expenditure. The balance on the Reserve is restricted by statute from being used other than to fund future years' expenditure in the approved capital budget or set aside to finance historical capital expenditure.

2017/18		2018/19
£'000		£'000
(11,966)	Balance brought forward at 1 April	(987)
	Received in year:	
(6,668)	Proceeds from sale of long-term assets	(1,205)
(800)	Transfer from Deferred Capital Receipts upon receipts of cash	
(2,221)	Unattached Capital Receipts	(3,236)
(8,471)	Loan repayments (Unattached Capital Receipt)	
(18,160)		(4,441)
	Applied in year:	
20,668	Applied to Capital Adjustment Account to finance new capital expenditure	5,428
8,471	Applied to Long Term Debtors to clear loans	
0	Transferred to Capital Adjustment Account to finance new capital expenditure	(1)
29,139		5,427
(987)	Usable Reserves	(1)

(c) Earmarked Reserves

This note sets out the amounts set aside from the General Funding earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2018/19.

For each Reserve established the Council identifies:

- the reason/purpose of the reserve
- how and when the reserve can be used
- procedures for the management and control of the reserve
- a process and timescale for review to ensure continuing relevance and adequacy

Notes to the Core Financial Statements

Balance at 01-Apr-17	Appropriations to Reserve	Appropriations From Reserve	Balance at 31-Mar-18		Appropriations to Reserve	Appropriations From Reserve	Balance at 31-Mar-19
£'000	£'000	£'000	£'000		£'000	£'000	£'000
(85)	0	(1)	(86)	Area Based Grant	0	0	(86)
(761)	0	(297)	(1,058)	Budget Carry Forward	(1,303)	1,059	(1,302)
(650)	0	0	(650)	Capital Fund	0	35	(615)
(907)	(19)	593	(333)	Car Parking Zones	(308)	0	(641)
(160)	0	67	(93)	Charter Place Tenants	0	0	(93)
(57)	0	1	(56)	Climate Change	0	0	(56)
(334)	(100)	284	(150)	Crematorium	0	0	(150)
(446)	0	311	(135)	Development Sites Decontamination	0	135	0
(750)	(770)	99	(1,421)	Economic Impact	(3,778)	1,549	(3,650)
(90)	0	90	0	High Street Innovation	0	0	0
(113)	0	113	0	Homelessness Prevention	0	0	0
(996)	0	(1)	(997)	Housing Benefit Subsidy	0	0	(997)
(266)	0	0	(266)	Housing Planning Delivery Grant	0	0	(266)
(839)	0	0	(839)	Invest to Save	0	150	(689)
(570)	0	570	0	LA Business Growth Incentive (LABGI)	0	0	0
(12)	0	(1)	(13)	Le Marie Centre Repairs	0	2	(11)
(423)	0	0	(423)	Leisure Structured Maintenance	0	0	(423)
(178)	0	0	(178)	Local Development Framework	0	0	(178)
(181)	0	0	(181)	Multi-Storey Car Park Repair	0	0	(181)
(4,069)	0	3,533	(536)	New Homes Bonus	0	536	0
0	(2,486)	0	(2,486)	NNDR Collection Fund	(3,335)	3,300	(2,521)
(60)	0	0	(60)	Parks, Waste & Street Strategy	0	0	(60)
(2,249)	0	1	(2,248)	Pension Funding	0	0	(2,248)
(141)	0	0	(141)	Performance Reward Grant (Capital)	0	0	(141)
(29)	0	1	(28)	Performance Reward Grant (Revenue)	0	0	(28)
(486)	(471)	598	(359)	Project and Programme Management	(538)	486	(411)
(100)	0	0	(100)	Rent Deposit Guarantee Scheme	0	0	(100)
0	0	(3,249)	(3,249)	Riverwell	(1,423)	730	(3,942)
(182)	0	0	(182)	Vehicle Replacement	0	0	(182)
(83)	0	0	(83)	Weekly Collection Support Grant	0	0	(83)
				HB Equalisation Reserve	(438)	0	(438)
(15,217)	(3,846)	2,712	(16,351)	Total	(11,123)	7,982	(19,492)

Notes to the Core Financial Statements

Details of the purpose of each current earmarked reserve are set out below:

Reserve	Purpose
Area Based Grant Reserve	This grant was received to encourage initiatives relating to preventing violent extremism and anti-social behaviour.
Budget Carry Forward Reserve	This reserve has been created to 'carry forward' unspent revenue budgets for use in the proceeding financial year.
Capital Fund Reserve	To provide for funding of key capital projects.
Car Parking Zone Reserve	This is a statutory ring-fenced reserve, for future controlled parking related costs.
Charter Place Tenants Reserve	Tenants' contributions to meet major works.
Climate Change Reserve	To fund energy saving initiatives to reduce energy consumption.
Community Infrastructure Levy	The Community Infrastructure Levy is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities to help deliver infrastructure to support the development of their area.
Crematorium Reserve	To fund future repairs and maintenance.
Development Sites Decontamination Reserve	Provide for the costs of any decontamination of development sites for which the Council may have liability.
Economic Impact Reserve	To provide resources to offset the impact of the potential downturn of the economy and consequent potential overspends to the Council's budget.
High Street Innovation	To assist with regeneration of Town Centres.
Homelessness Prevention Reserve	To assist with homelessness among young people.
Housing Benefit Subsidy Reserve	This reserve has been created to meet any subsidy clawback by DWP.
Housing Planning Delivery Grant Reserve	This grant was introduced to reward authorities for improved delivery of housing and other planning outcomes.
Invest to Save Reserve	To support schemes where initial expenditure will produce longer term savings.
LA Business Growth Incentive Reserve	Government grant received in respect of business rate growth.
Le Marie Centre Repairs Reserve	To help meet the Council's obligation as landlord.
Leisure Structural Maintenance Reserve	To fund future structural maintenance needs not covered within the existing Leisure services contract.
Local Development Framework Reserve	To help fund the costs of the production of the Local Development Plan.
Multi Storey Car Park Repair Reserve	To provide funds towards major structural works.
New Homes Bonus Reserve	Government grant received in respect of new homes built.
NNDR Collection Fund Reserve	Equalisation fund to support the NNDR Collection Fund variation.
Parks, Waste & Street Strategy Reserve	To support the Council's parks, waste and street cleansing strategy.
Pension Funding Reserve	To meet one off pension costs and redundancy programme.

Notes to the Core Financial Statements

Performance Reward Grant Reserve	This is grant allocated for use in conjunction with the LSP, based on the achievement of performance targets.
Projects and Programme Mgmt Reserve	This supports the Council's major project programme
Rent Deposit Guarantee Scheme Reserve	To assist in the provision of homelessness accommodation.
Riverwell Reserve	To cover guarantees provided by the Council for the Riverwell scheme, to cover repayments of outstanding loans, to replenish balances and create a fund for future investment
Vehicle Replacement Reserve	To provide for the replacement of the Council's refuse freighters.
Weekly Collection Support Grant Reserve	Grant received to support the weekly domestic waste collection.

(d) General Fund Reserves

The General Fund balance are resources available to meet future running costs. The unallocated accumulated balances on the General Fund is set out below:

2017/18		2018/19
£'000		£'000
(1,412)	Balance brought forward at 1 April	(1,414)
(5,093)	Net increase/(decrease) before transfers to earmarked reserves	(4,506)
5,091	Transfer (to)/from earmarked reserves	4,506
(1,414)	Balance carried forward at 31 March	(1,414)

(e) Capital Grant Unapplied

The Capital Grant Unapplied Reserve is the resources available to meet future grant funded projects. The unallocated of resources held are set out below:

2017/18		2018/19
£'000		£'000
(1,672)	Balance brought forward at 1 April	(2,159)
(601)	Section 106- grants held for future use (new in year)	(1,286)
686	Section 106- grants applied (to Capital Adjustment Account)	0
1,686	Capital Grants applied	2,405
(1,534)	Capital Grants received	(1,818)
(724)	Community Infrastructure Levy	(1,370)
(2,159)	Balance carried forward at 31 March	(4,228)

Notes to the Core Financial Statements

36 Unusable Reserve

(a) Movement in Unusable Reserves

Details of the movements relating to individual unusable reserves are shown below:

Balance at 31-Mar-18		Net Movement in Year	Balance at 31-Mar-19	Further Detail Note
£'000		£'000	£'000	
74	Accumulated Absences Reserve	33	107	
(204,038)	Capital Adjustment Account	(4,792)	(208,830)	36(b)
(1,402)	Collection Fund Account	3,511	2,109	36(c)
123	Deferred Capital Payments	0	123	36(d)
(1,806)	Deferred Capital Receipts	6	(1,800)	36(e)
76	Financial Instruments Account	0	76	
58,049	Pensions Reserve	5,004	63,053	36(f)
(44,700)	Revaluation Reserve	(100)	(44,800)	36(g)
(193,624)	Total Net Worth	3,662	(189,962)	

(b) Capital Adjustment Account

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

The Account contains accumulated gains/losses on Investment Properties.

The Account also contains revaluation gains accumulated on PPE before 1 April 2007, the date the Revaluation Reserve was created to hold such gains.

The MIRS provides details of the source of all the transactions posted to the Account apart from those involving the Revaluation Reserve

Notes to the Core Financial Statements

2017/18		2018/19
£'000		£'000
(188,464)	Balance brought forward at 1 April	(204,038)
	Reversal of items relating to capital expenditure debited/credited to the CIES	
7,745	Charges for depreciation and impairment of non-current assets	6,120
0	Impairment of non-current assets	1,499
0	Amortisation of Intangible Assets	45
(2,109)	Revaluation (Gain) \ losses on PPE	0
1,113	Revenue Expenditure Funded from Capital under Statute	209
5,169	Amounts of non-current assets w/o on disposal/sale as part of the gain/loss on disposal to the CI&ES	935
0	Adjusting amounts w/o of the Revaluation Reserve	(348)
11,918	Net w/o amount of the cost of non-current assets consumed in the year	8,460
	Capital financing applied in the year:	
(20,668)	Use of Capital Receipts Reserve to finance new capital expenditure	(5,428)
(2,372)	Capital Grants/Contributions, applied to capital financing	(2,405)
(3,957)	Earmarked Reserves:	(779)
(8,471)	Repayment of Long term loan	
(35,468)		(8,612)
	Other Movements:	
8,471	Repayment of Long term debtors	
(2)	Revaluation proportion of depreciation	(764)
(493)	Mvmnt in Market value of Investment Properties debited/credited to the CI&ES	(3,878)
0	Other	2
7,976		(4,640)
(204,038)	Balance carried forward at 31 March	(208,830)

(c) Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the differences arising from the recognition of council tax and non-domestic rates income in the Comprehensive Income and Expenditure Statement as it falls due from council tax payers and business rates payers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund. For further details see the Collection Fund Notes within the supplementary financial statements.

Notes to the Core Financial Statements

2017/18		2018/19
£'000		£'000
(3,970)	Balance brought forward at 1 April	(1,402)
2,568	Amount by which council tax and non-domestic rates income credited to CI&E Statement is different from council tax and non-domestic rates income calculated for the year in accordance with statutory requirements	3,511
(1,402)	Balance carried forward at 31 March	2,109

(d) Deferred Capital Payments

Deferred capital payments are amounts representing capital payments from the purchase of long-term assets that will be paid by the Council in instalments over an agreed number of years.

2017/18		2018/19
£'000		£'000
123	Balance brought forward at 1 April	123
0	Deferred Payment of Local Enterprise Partnership (LEP) Loan	0
123	Balance carried forward at 31 March	123

(e) Deferred Capital Receipts

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

Deferred capital receipts are amounts representing capital receipts from the sale of long-term assets that will be repaid to the Council in instalments over an agreed number of years. They have arisen from loans to community groups, which forms part of long term debtors.

2017/18		2018/19
£'000		£'000
(2,348)	Balance brought forward at 1 April	(1,806)
(258)	Revaluation of Rent to Mortgage Properties	6
800	Deferred Receipts received	0
(1,806)	Balance carried forward at 31 March	(1,800)

Notes to the Core Financial Statements

(f) 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 CI&ES as the benefits are earned by employees accruing years of service, updating the liability recognised to reflect inflation, charging assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Council makes employers contributions to pension funds or eventually pays any pension for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and 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.

2017/18		2018/19
£'000		£'000
63,068	Balance brought forward at 1 April	58,049
(5,917)	Remeasurements of the net defined benefit liability/(asset)	3,829
4,388	Reversal of items relating to retirement benefits debited/(credited) to the Surplus/Deficit on the Provision of Services in the CI&ES	4,767
(3,490)	Employer's pension contributions and direct payments to pensioners payable in year	(3,592)
58,049	Balance carried forward at 31 March	63,053

(g) Revaluation Reserve

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

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

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

Notes to the Core Financial Statements

2017/18		2018/19
£'000		£'000
(44,873)	Balance brought forward at 1 April	(44,700)
(1,275)	Upward Revaluation of assets	(1,452)
292	Downward Revaluation of assets and impairment losses not charged to the Provision of service	240
(983)	Net (Surplus) on revaluation of non-current assets not posted to the Provision of services	(1,212)
1,156	Difference between fair value depreciation and historical cost depreciation	764
0	Revaluation reserve written-off on disposal of asset	348
1,156	Amount written off to the Capital Adjustment Account	1,112
(44,700)	Balance carried forward at 31 March	(44,800)

37 Disclosure of Nature and Extent of Risk Arising from Financial Instruments

Financial Instruments – Balances

The Balance Sheet includes the following financial instruments:

Non-Current	Current		Non-Current	Current
31 Mar 18	31 Mar 18		31 Mar 19	31 Mar 19
£'000	£'000		£'000	£'000
		Investments		
2,420	6,001	Financial assets at fair value through profit and loss	2,570	2,004
		Debtors		
13,974		Loans and receivables	15,606	
	9,801	Financial assets carried at contract amount		6,420
	9,991	Cash and Cash Equivalents		4,932
		Borrowing		
(7,500)		Financial liabilities at amortised cost	0	
		Other long-term Liabilities		
82		PFI and Finance Leases (deferred liabilities)	92	
		Creditors		
	(24,128)	Financial liabilities carried at contract amount		(21,514)
8,976	1,665	Total	18,268	(8,158)
10,641			10,110	

Notes to the Core Financial Statements

Fair Value

Long term debtors comprise mortgages and finance leases. Short term creditors and debtors arise from charges to and from the Council for goods and services, and short term investments are those made in cash for less than twelve months. These instruments are carried on the balance sheet at amortised cost, which represents their fair value. The Council borrowed on behalf of the LABV, £6.0m from the Growing Places Fund. At 31 March 2019, the Council had £7.5m external debt.

The Council has a 125 year loan to the Y.M.C.A. in respect of accommodation at less than market rate (soft loan). The interest foregone over the life of the loan is recognised in the Financial Instruments Adjustment Account on the Balance Sheet. Interest of £1,000 (2017/18: £1,000) is recorded as a gain in the Comprehensive Income and Expenditure Account and reflected as a reduction in the Financial Instruments Adjustment Account.

Key Risks

The Council's activities expose it to a variety of financial risks. The key risks are:

- Credit risk: the possibility that other parties might fail to pay amounts due to the Council
- Liquidity risk: the possibility that the Council might not have funds available to meet its commitments to make payments
- Re-financing risk: the possibility that the Council might be requiring to renew a financial instrument at disadvantageous interest rates or terms
- Market risk: the possibility that financial loss might arise for the Council as a result of changes in such measures as interest rates movements

Overall procedures for managing risk

The Council's overall risk management procedures focus on the unpredictability of financial markets, and are structured to implement suitable controls to minimise these risks. The procedures for risk management are set out through a legal framework in the Local Government Act 2003 and associated regulations. These require the Council to comply with the CIPFA Prudential Code, the CIPFA Code of Practice on Treasury Management in the Public Services and Investment Guidance issued through the Act. Overall, these procedures require the Council to manage risk in the following ways:

- by formally adopting the requirements of the CIPFA Treasury Management Code of Practice
- by the adoption of a Treasury Policy Statement and treasury management clauses within its financial regulations/standing orders/constitution
- by approving annually in advance prudential and treasury indicators for the following three years limiting:
 - the Council's overall borrowing
 - its maximum and minimum exposures to fixed and variable rates
 - its maximum and minimum exposures to the maturity structure of its debt
 - its maximum annual exposures to investments maturing beyond a year
- by approving an investment strategy for the forthcoming year setting out its criteria for both investing and selecting investment counterparties in compliance with the Government Guidance

These are required to be reported and approved at or before the annual meeting where the Council agrees its budget and sets the council tax, or before the start of the year to which they relate. These items are reported with the annual treasury management strategy which outlines the detailed approach to managing risk in relation to the Council's financial instrument exposure. Actual performance is also reported after each year, as is a mid-year update.

The Council's overall risk management procedures focus on the unpredictability of financial markets, and are structured to implement suitable controls to minimise these risks. The procedures for risk

Notes to the Core Financial Statements

management are set out through a legal framework in the Local Government Act 2003 and associated regulations. These require the Council to comply with the CIPFA Prudential Code, the CIPFA Code of Practice on Treasury Management in the Public Services and Investment Guidance issued through the Act. Overall, these procedures require the Council to manage risk in the following ways:

The annual treasury management strategy which incorporates the prudential indicators was approved by the Council on 30th January 2018 and is available on the Council website. The key issues within the strategy were:

- the Authorised Limit for 2018/19 was set at £30 million (2017/18: £30 million). This is the maximum limit of external borrowings or other long term liabilities
- the Operational Boundary was expected to be £25 million (2017/18: £25 million). This is the expected level of debt and other long term liabilities during the year

These policies are implemented by a central treasury team. The Council maintains written principles for overall risk management, as well as written policies (Treasury Management Practices – TMPs) covering specific areas, such as interest rate risk, credit risk, and the investment of surplus cash. These TMPs are a requirement of the Code of Practice and are reviewed periodically.

Credit risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Council's customers.

This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, in accordance with the Fitch, Moody's and Standard & Poors Credit Ratings Services. The Annual Investment Strategy also considers maximum amounts and time limits in respect of each financial institution. Deposits are not made with banks and financial institutions unless they meet the minimum requirements of the investment criteria outlined above. Details of the Investment Strategy for 2018/19, which was approved by the Council on 30th January 2018, can be found on the Council's website.

One long-standing investment for £2m, which met the criteria when placed, does not meet the Council's current criteria. However, because it was placed to support local businesses, its continuing use as a counterparty has been approved by Leadership Team.

The Council's maximum exposure to credit risk in relation to its investments in banks and building societies cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all of the Council's deposits, but there was no evidence at the 31 March 2019 that this was likely to crystallise.

No breaches of the Council's counterparty criteria occurred during the reporting period and the Council does not expect any losses from non-performance by any of its counterparties in relation to deposits.

Customers for goods and services are assessed, taking into account their financial position, past experience and other factors, and individual credit limits are set where appropriate.

Liquidity risk

The Council manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the treasury and investment strategy reports), as well as through a comprehensive cash flow management system, as required by the CIPFA Code of Practice. This seeks to ensure that cash is available when needed.

Notes to the Core Financial Statements

The Council has ready access to borrowings from the money markets to cover any day to day cash flow need. It currently has no longer term borrowing requirements. The Council is also required to provide a balanced budget through the Local Government Finance Act 1992, which ensures sufficient monies are raised to cover annual expenditure. There is therefore no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

The Council does not generally allow credit for its trade debtors, such that £0.787 million (2017/18: £0.746 million) of the £10.325 million (2017/18: £8.998million) balance is past its due date for payment. The past due amount can be analysed by age as follows:

31 Mar 18		31 Mar 19
£'000		£'000
423	Less than 3 months	368
35	More than 3 months, less than 6 months	18
12	More than 6 months, less than 1 year	137
276	More than 1 year	264
746		787

Refinancing and Maturity risk

The approved treasury indicator limits for the maturity structure of debt and the limits placed on investments placed for greater than one year in duration are the key parameters used to address this risk. The Council's approved treasury and investment strategies address the main risks and the central treasury team address the operational risks within the approved parameters. This includes monitoring the maturity profile of investments to ensure sufficient liquidity is available for the Council's day to day cash flow needs, and the spread of longer term investments provide stability of maturities and returns in relation to the longer term cash flow needs.

The Council maintains a significant investment portfolio and currently has no long-term debt outstanding. The longer-term risk to the Council relates to managing the exposure to replacing its investments as they mature.

The maturity analysis of the Council's investments at 31 March 2019 is as follows:-

31 Mar 18		31 Mar 19
£'000		£'000
6,001	Less than 1 year	2,004
6,001		2,004

Market Risk

Interest Rate Risk

The Council has a number of strategies for managing interest rate risk. The Annual Treasury Management Strategy draws together the Council's prudential and treasury indicators and its expected treasury operations, including an expectation of interest rate movements. From this Strategy a treasury indicator is set which provides maximum limits for fixed and variable interest rate exposure. The central treasury team will monitor market and forecast interest rates within the year to adjust exposures appropriately. For instance during periods of falling interest rates, and where

Notes to the Core Financial Statements

economic circumstances make it favourable, fixed rate investments may be taken for longer periods to secure better long term returns.

If all interest rates had been 1% higher (with all other variables held constant) the financial effect would be:

31 Mar 18		31 Mar 19
£'000		£'000
155	Less than 1 year	70
155		70

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

Price Risk

The Council has no shareholdings that might expose it to this kind of risk.

The Council has no financial assets or liabilities denominated in foreign currencies and thus has no exposure to loss arising from movements in exchange rates.

Notes to the Core Financial Statements

COLLECTION FUND

This account reflects the statutory requirement for the Council, as the billing authority, to establish and maintain a separate fund for the collection and distribution of amounts due in respect of Council Tax and Non-Domestic Rates (Business Rates).

2017/18				2018/19		
£'000	£'000	£'000		£'000	£'000	£'000
NDR	Ctax	Total		NDR	Ctax	Total
			Income receivable:			
	(54,078)	(54,078)	Council Tax receivable		(57,959)	(57,959)
(64,716)		(64,716)	Business Rates receivable	(63,996)		(63,996)
			Transitional Protection Receivable			
			Repayment of previous years deficit			
(539)		(539)	Watford Borough Council			
(135)		(135)	Hertfordshire County Council			
(674)		(674)	Central Government			
(66,064)	(54,078)	(120,142)	Total Income	(63,996)	(57,959)	(121,955)
			Expenditure:			
			Repayment of previous years surplus			
	290	290	Watford Borough Council	3,382	181	3,563
	1,363	1,363	Hertfordshire County Council	846	887	1,733
	175	175	Hertfordshire Police and Crime Commissioner		108	108
			Central Government	4,228		4,228
			Precepts			
23,943	8,171	32,114	Watford Borough Council	24,876	8,502	33,378
5,986	39,944	45,930	Hertfordshire County Council	6,219	42,775	48,994
	4,873	4,873	Hertfordshire Police and Crime Commissioner		5,313	5,313
29,929		29,929	Central Government	31,095		31,095
			Charges to the Collection Fund			
371	134	505	Increase(Decrease) in Bad Debts Provision	1,693	119	1,812
6,899		6,899	Increase(Decrease) in Appeals Provision	(2,711)		(2,711)
167		167	Cost of Collection	169		169
4,826		4,826	Transitional Protection Payable	3,005		3,005
72,121	54,950	127,071		72,802	57,885	130,687
6,057	872	6,929	(Surplus)/Deficit for the year	8,806	(74)	8,732
(8,905)	(2,623)	(11,528)	Fund Balance as at 1 April	(2,848)	(1,751)	(4,599)
(2,848)	(1,751)	(4,599)	(Surplus)/Deficit carried forward	5,958	(1,825)	4,133
			Fund Balance Allocation			
(1,139)	(263)	(1,402)	Watford Borough Council	2,383	(274)	2,109
(285)	(1,324)	(1,609)	Hertfordshire County Council	596	(1,378)	(782)
	(164)	(164)	Hertfordshire Police and Crime Commissioner		(173)	(173)
(1,424)		(1,424)	Central Government	2,979		2,979

Notes to the Core Financial Statements

NOTES TO THE COLLECTION FUND

CF1 Council Tax Payers

The charge for council tax is based on the total number of dwellings in each of eight bands at 1 April 1991 valuations. This is adjusted for dwellings where discounts or exemptions apply and is converted into an "equivalent number of Band D dwellings" where bands below Band D will pay proportionately less than dwellings in higher bands. A further adjustment is made for losses on collection and contributions in lieu of tax in respect of certain government properties. The table below sets out the calculation of the Council Tax Base for 2018/19.

2017/18		2018/19				
Equivalent Number of Band D Dwellings	Valuation Band	Total Number of Dwellings in Band	Discounts, Exemptions & Disabled Relief	Total Chargeable Dwellings	Conversion Fraction (Proportion)	Equivalent Number of Band D Dwellings
2.22	A (Disabled Relief)	0.00	2.00	2.00	5/9	1.11
206.13	A	447.00	(90.70)	356.30	6/9	237.53
2,083.04	B	4,164.00	(1,350.95)	2,813.05	7/9	2,187.93
10,191.47	C	14,389.00	(2,857.45)	11,531.55	8/9	10,250.27
10,544.80	D	12,619.00	(1,849.30)	10,769.70	9/9	10,769.70
3,981.76	E	3,593.00	(392.75)	3,200.25	11/9	3,911.42
2,885.57	F	2,169.00	(167.95)	2,001.05	13/9	2,890.41
3,013.33	G	1,893.00	(91.25)	1,801.75	15/9	3,002.92
145.60	H	78.00	(5.75)	72.25	18/9	144.49
33,053.92		39,352.00	(6,804.10)	32,547.90		33,395.78
(991.62)	Less Allowance for losses on collection					(1,001.87)
32,062.30	Tax Base for Calculation of Council Tax					32,393.90
659.30	Add: Adjustment for changes during the year for successful appeals against valuations bandings, new properties, demolitions, disabled persons' relief and empty properties					
32,721.60						32,393.90

Each year, the Council needs to collect enough money from local residents to cover the cost of the services it provides which is not funded by government grants and charges for services. It also collects charges for Hertfordshire County Council and the Hertfordshire Police. The total is divided by the tax base for the purposes of calculating the council tax to arrive at an average Band D tax per dwelling. The Council set an average council tax charge for Band D dwellings of £1,746.92 (£1,652.67 for 2017/18).

2017/18		2018/19
£'000		£'000
(54,078)	Gross Council Tax Charge	(57,959)

CF2 Business Rate Payers

In line with the Local Government Act 2003, from 1 April 2005, all business premises are subject to a tax known as National Non-Domestic Rates (NNDR). The tax is calculated using local rateable values which are then multiplied by a uniform rate.

The relevant rateable value and multiplier data is shown below:

2017/18		2018/19
£		£
148,127,222	Total Non-Domestic Rateable Value at 31 March	149,458,837
47.9	National Non-Domestic Rate Multiplier - Standard	49.3
46.6	National Non-Domestic Rate Multiplier - Small Business	48.0

Small Business Rate Relief came into effect on 1 April 2005. It is generally available to ratepayers who have only one business property with a rateable value of less than £18,000.

Until 31 March 2013, the Council was responsible for collecting the total amount of NNDR payable, less certain reliefs and other deductions, and paying this into a national pool managed by central government who then re-distributed the pool back to local authorities based on a standard amount per head of the local adult population.

From 1 April 2013, the Hertfordshire County Council share, the Borough share and the Central Government share (after allowable deductions) are paid direct from the Collection Fund.

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WATFORD
RIVERWELL



**WATFORD
BOROUGH
COUNCIL**

GROUP ACCOUNTS

2018/19

Watford Riverwell is the brand logo for Watford Health Partnership LLP (WHCP)

GROUP ACCOUNTS

GROUP MOVEMENT IN RESERVES STATEMENT

2018/19	General Fund Balance	Earmarked Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Share of JV Reserve	Total Usable Reserves	Unusable Reserves	Total Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Balance as at 1 April 2018	(1,414)	(16,351)	(987)	(2,159)	(594)	(21,505)	(193,624)	(215,129)
Total Comprehensive income and expenditure	(3,765)	0	0	0		(3,765)	2,617	(1,148)
Adjustments between accounting basis, and funding basis under regulations	(741)	0	986	(2,069)		(1,824)	1,824	0
Adjustments primarily involving the share of Joint Venture Reserse					(2,129)	(2,129)		(2,129)
Transfer to/from Earmarked Reserves	3,920	(3,141)	0	0	0	779	(779)	0
Total Increase\decrease) during the year	(586)	(3,141)	986	(2,069)	(2,129)	(6,939)	3,662	(3,277)
Balance as 31 March 2019	(2,000)	(19,492)	(1)	(4,228)	(2,723)	(28,444)	(189,962)	(218,406)
2017/18	General Fund Balance	Earmarked Reserves	Capital Receipts Reserve	Capital Grants Unapplied	Share of JV Reserve	Total Usable Reserves	Unusable Reserves	Total Reserves
	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Balance as at 1 April 2017	(1,412)	(15,221)	(11,966)	(1,670)	44	(30,226)	(176,274)	(206,500)
Total Comprehensive income and expenditure	(832)					(832)	(7,160)	(7,992)
Adjustments between accounting basis, and funding basis under regulations	(4,261)		10,979	(485)		6,233	(6,233)	0
Adjustments primarily involving the share of Joint Venture Reserse					(638)	(637)	0	(637)
Transfer to/from Earmarked Reserves	5,091	(1,130)		(4)		3,957	(3,957)	0
Total Increase\decrease) during the year	(2)	(1,130)	10,979	(489)	(637)	8,721	(17,350)	(8,629)
Balance as at 31 March 2018	(1,414)	(16,351)	(987)	(2,159)	(594)	(21,505)	(193,624)	(215,129)

GROUP ACCOUNTS

GROUP COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT

2017/18		2018/19		
Net Expenditure	GROUP CIES STATEMENT	Gross Expenditure	Gross Income	Net Expenditure
£000		£000	£000	£000
	Services			
1,075	Corp Strategy & Client Service	1,198	(9)	1,189
12,292	Community Services	14,629	(3,146)	11,483
3,221	Democracy & Governance	4,673	(1,001)	3,672
681	Human Resources	753	(75)	678
8,964	Place Shaping & Performance	12,426	(5,568)	6,858
3,379	Service Transformation	4,241	(46)	4,195
5,333	Strategic Finance	39,627	(35,233)	4,394
34,945	Net Cost of Services	77,547	(45,078)	32,469
(7,090)	Other Operating (Income) and Expenditure			(7,333)
(13,581)	Financing and Investment (Income) /Expenditure			(13,000)
(15,106)	Taxation and Non-Specific Grant Income			(15,901)
(832)	(Surplus) or Deficit on Provision of Services			(3,765)
(637)	Share of (Surplus) / Deficit on Provision of Services by Joint Venture			(2,129)
(1,469)	Group (Surplus) / Deficit			(5,894)
(1,243)	(Surplus) / Deficit on revaluation of long-term assets			(1,212)
(5,917)	Actuarial (gains) or losses on pension assets and liabilities			3,829
(7,160)	Other Comprehensive (Income) and Expenditure			2,617
(8,629)	Total Comprehensive (Income) and Expenditure			(3,277)

GROUP ACCOUNTS

GROUP BALANCE SHEET

31 March 2018		31 March 2019
£'000		£'000
	Property, Plant and Equipment	
80,023	Land and Buildings	80,559
7,318	Vehicles, Plant and Equipment	9,856
687	Infrastructure Assets	354
1,424	Assets Under Construction	0
605	Surplus Assets	2,021
1,945	Heritage Assets	1,978
168,950	Investment Properties	174,133
11,340	Long Term Investments	12,027
13,974	Long-Term Debtors	15,606
286,266	Total Long term Assets	296,534
0	Assets Held For Sale	60
16	Inventories	17
10,707	Short-Term Debtors	6,734
6,001	Short-Term Investments	2,004
9,991	Cash and Cash Equivalents	4,932
26,715	Total Current Assets	13,747
(25,354)	Short-Term Creditors	(15,462)
	Loans repayable within one year	(7,500)
(25,354)	Total Current Liabilities	(22,962)
80	Deferred Liabilities	92
(7,500)	Loans	0
(7,030)	Provisions	(5,946)
0	Grants & Contributions	(6)
(58,049)	Defined Benefit Pension Scheme	(63,053)
(72,499)	Total Long Term Liabilities	(68,913)
215,129	Net Assets	218,406
	Reserves	
(21,505)	Usable Reserves	(28,444)
(193,624)	Unusable Reserves	(189,962)
(215,129)	Total Reserves	(218,406)

Signed: (Original Signed)
Joanne Wagstaffe
 Director of Finance

Date: 30 July 2019

Signed: (Original Signed)
Derek Scudder
 Chairman of Audit Committee

Date: 30 July 2019

GROUP ACCOUNTS

GROUP CASH FLOW STATEMENT

2018			2019	
£'000	£'000		£'000	£'000
832		Net surplus or (deficit) on the provision of services	3,765	
19,113		Adjustments to net surplus or deficit on the provision of services for non cash movements	3,398	
(12,260)		Adjustments for items that are outflows in provision of services from investing and financing activities	3,085	
	7,685	Net cash inflows from Operating Activities		10,248
		Investing Activities outflows		
(35,682)		Purchase of PPE, Investment Property and intangible assets	(11,516)	
(65,000)		Purchase of short term / long term investments	(13,670)	
10,201		Proceeds from the sale of PPE, Investment Property and intangible assets	4,441	
84,512		Proceeds from short term / long term investments	7,112	
1,670		Other receipts/payments from investing activities	2,836	
	(4,299)			(10,797)
		Financing Activities outflows		
0		Other receipts/payments from financing activities	8	
0		Cash receipts of short and long term borrowing	(10)	
(2,878)		Other payments for financing activities	(4,508)	
0		Cash Receipts of short-term / long term borrowing		
	(2,878)			(4,510)
	508	Net increase in cash and cash equivalents		(5,059)
	9,483	Cash and Cash equivalents at the beginning of the reporting period		9,991
	9,991	Cash and Cash equivalents at the end of the reporting period		4,932

NOTES TO GROUP ACCOUNTS

NOTES TO THE GROUP ACCOUNTS

1. The Group Accounting Policies

The Group Accounts have been prepared in accordance with the CIPFA Code of Practice on Local Authority Accounting 2018/19 using the equity method for Joint Ventures under International Accounting Standard 28, Interests in Joint Ventures, and using the line-by-line consolidation method for subsidiaries under International Accounting Standard 27, Consolidated and Separate Financial Statements. There are no material subsidiaries or associated organisations excluded from the Group Accounts. There are no material differences in the accounting policies of the Council or any of the companies or organisations forming part of the Group Accounts.

Cross references to notes on the single entity accounts are to be used for material balances on the group accounts.

2. Watford Borough Council's Share of Joint Venture Company within the Group

Joint Ventures	Share of Ownership	Other Stakeholder	Date Incorporated
Watford Health Campus Partnership LLP (WHCP)	50%	Kier Property Investment	18 June 2013
Hart Homes (Watford) Limited	50%	Watford Community Housing Trust	24 June 2016

Watford Borough Council has 100% ownership in Watford Commercial Services Limited (net assets not material as at 31 March 2019) which in turn has 50% ownership in Hart Homes Watford Development LLP (net liabilities of £58k as at 31 March 2019) and part of joint committee with Wests Herts Crematorium as at 31 March 2019. The aggregate net assets of these companies is not material, and therefore has not been consolidated as part of the group accounts.

The table below shows 50% share for Watford Borough Council.

NOTES TO GROUP ACCOUNTS

2017/18			2018/19	
Watford Health Campus Partnership LLP			Watford Health Campus Partnership LLP	
Hart Homes (Watford) Limited			Hart Homes (Watford) Limited	
£'000	£'000		£'000	£'000
(11,413)	(15)	Revenue	(11,532)	(93)
6,807	0	Cost of Sales	7,278	0
123	28	Administrative Expenses	288	85
(4,483)	13	(Profit)\Loss for the period	(3,966)	(8)
0	4,011	Property, Plant and Equipment	0	5,567
2,484	0	Long term investment	0	0
5,476	0	Project under Development	5,052	0
3,003	0	Work in Progress (Current Assets)	9,262	0
129	20	Debtors (Current Assets)	985	9
1,261	778	Cash and Cash Equivalents (Current Assets)	1,382	45
(700)	(144)	Creditors (Current Liabilities)	(3,976)	(230)
(2,720)	(2,281)	Creditors (Long term liabilities)	(2,894)	(3,000)
8,933	2,384	Net Assets	9,811	2,390
11,317		TOTAL NET ASSETS	12,200	

3. Related Party Transactions

During the Period, the WHCP entered into transactions with Kier Project Investments, Kier Project Development, and Watford Borough Council.

2017/18			2018/19	
Amounts outstanding at 31 March			Amounts outstanding at 31 March	
Purchases			Purchases	
£'000	£'000		£'000	£'000
40	0	Kier Project Investment Limited	0	0
236	0	Kier Property Development Limited	0	0
0	0	Watford Borough Council	0	0

NOTES TO GROUP ACCOUNTS

4. WHCP Members' Capital Contributions (Loan Notes)

2017/18		2018/19		
Amounts outstanding at 31 March		New Loans	Repayments	Amounts outstanding at 31 March
£'000		£'000	£'000	£'000
8,326	Loan Note A	5,520	(6,768)	7,078
0	Senior Debts	0	0	0
8,326		5,520	(6,768)	7,078

Interest of £0.344m has been accrued in respect of the total contributions by Watford Borough Council.

Grant and interest free loans

The project has a committed grant of £9.0m from West Hertfordshire Hospital Trust (WHHT) which has been used to fund part of the development of infrastructure, including construction of road and a bridge.

The project also includes a committed interest free loan of £3.0m from Watford Borough Council, payable in 5 years from the date of first drawdown. The grant and interest free loan are subject to restrictive covenants on utilisation and can only be used to fund infrastructure, planning and other development expenditure. These monies cannot be used to fund property development zones returning profit.

The £6m interest free loan received from Watford Borough Council from Growing Places Funding during the period was categorised as a long term liability, but now becomes a short term liability as it is repayable on 31 March 2020. WBC's 50% of £6m is £3m for the share of the total and is part of the £11.0m balance. (2017/18 £11.4M)

GLOSSARY OF TERMS AND ABBREVIATIONS

Accounting Period

The period of time covered by the accounts, normally a period of 12 months commencing on 1 April. The end of the accounting period is the Balance Sheet date.

Accruals

Sums included in the final accounts of the Council to cover income or expenditure attributable to the accounting period for which payment has not been received/made in the financial year. Local authorities accrue for both revenue and capital expenditure.

Amortisation

The term used to refer to the charging of the value of a transaction or asset (usually related to intangible Long Term Assets) to the Income and Expenditure Account over a period of time, reflecting the value to the Council; similar to the depreciation charge for tangible Long Term Assets.

Billing Authority

A local authority responsible for collecting Council Tax and National Non-Domestic Rates.

Capital Expenditure

Spending which produces or enhances an asset, like land, buildings, roads, vehicles, plant and machinery, and intangible assets such as computer software. Definitions are set out in Section 40 of the Local Government and Housing Act 1989. Any expenditure which does not fall within the definition must be charged to a revenue account.

Capital Receipts

The proceeds from the sale of Long Term Assets such as land and buildings. Capital receipts can be used to repay any outstanding debt on Long Term Assets or to finance new capital expenditure, within rules set down by government. Capital receipts cannot, however, be used to finance revenue expenditure.

Chartered Institute of Public Finance and Accountancy (CIPFA)

The professional accountancy body concerned with local authorities and the public sector.

Code of Practice on Local Authority Accounting in the United Kingdom (the Code)

The annual Code of Practice, produced by CIPFA, which specifies the principles and practices of accounting required to give a 'true and fair' view of the financial position and transactions of a Local Authority.

Collection Fund

The Collection Fund is a statutory fund set up under the provisions of the Local Government Finance Act 1988. It includes the transactions of the charging Authority in relation to Non-Domestic Rates and Council Tax, and illustrates the way in which the fund balance is distributed to preceptors and the General Fund.

Contingent Assets/Liabilities

Potential gains and losses for which a future event will establish whether a liability exists and for which it is inappropriate to set up a debtor or provision in the accounts.

Depreciation

The measure of the wearing out, consumption or other reduction in the useful life of a Long Term Asset.

Earmarked Reserves

These are funds set aside for a specific purpose, or a particular service, or type of expenditure.

Finance Lease

Arrangement whereby the lessee is treated as the owner of the leased asset, and is required to include such assets within Long Term Assets on the balance sheet.

GLOSSARY OF TERMS AND ABBREVIATIONS

Financial Reporting Standard (FRS)

A statement of accounting practice issued by the Accounting Standards Board.

Group Accounts

Group Accounts are prepared using consistent accounting policies which will require authorities to align their financial statements more closely with International Financial Reporting Standards.

Watford Borough Council has not used acquisitions or mergers accounting methodologies following consideration of the level of involvement with companies, voluntary organisations and other public bodies to determine if there is a requirement to undertake group accounts. There are no subsidiaries, associates or joint ventures.

Heritage Assets

Heritage Assets are held with the objective of increasing knowledge, understanding and the appreciation of the Council's history and local area.

IFRS

International Financial Reporting Standards.

Investment Property

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

Investments

Deposits for with approved institutions.

Infrastructure Assets

Expenditure on works of construction or improvement but which have no tangible value, such as construction of, or improvement to, highways.

Long Term Assets – Tangible

Tangible assets (i.e. land and buildings) that yield benefits to the Council and the services it provides for a period of more than one year.

Long Term Assets – Intangible

Assets which are of benefit to the organisation, but have no physical presence such as software licences.

Long Term Debtors

Amounts due to the Council more than one year after the Balance Sheet date.

National Non-Domestic Rates (NNDR)

Under the arrangements for uniform business rates, which came into effect on 1 April 1990, the Council collected Non-Domestic Rates for its area based on local rateable values, multiplied by nationally set rates. The total amount, less certain reliefs and deductions, was paid to a central pool managed by the Government, which in turn, paid back to Authorities their share of the pool based on a standard amount per head of the local adult population.

New arrangements for the distribution of NNDR came into force on 1 April 2013.

Operational Assets

Long Term Assets held by the Council and used or consumed in the delivery of its services.

Operating Lease

An arrangement whereby the risks and rewards of ownership of the leased asset remain with the leasing company.

GLOSSARY OF TERMS AND ABBREVIATIONS

Pension Fund

An employees' pension fund maintained by an authority, or a group of authorities, in order primarily to make pension payments on retirement of participants. It is financed from contributions from the employing authority, the employee and investment income.

Precept

The amount by which a Precepting Authority (e.g. a County Council) requires from a Billing Authority (e.g. a District Council) to meet its expenditure requirements.

Profit on the Sale of Long Term Assets

The book value of an asset sold is compared to the net proceeds to calculate the profit or loss on the transaction.

Provisions

Sums set aside to meet future expenditure where a specific liability is known to exist but cannot be measured accurately.

Revenue Expenditure Funded From Capital Under Statute

Capital expenditure which is allowable by statute to be funded from capital resources but which does not fall within the Code of Practice definition of Long Term Assets. Examples include grants and similar advances made to other parties to finance capital investment.

Revenue Support Grant

This funding is a Government Grant provided by the Department for Communities and Local Government (DCLG), which is based on the Government's assessment as to what should be spent on local services. The amount provided by the DCLG is fixed at the beginning of each financial year.

Surplus Assets

Long Term Assets held by an organisation but not directly occupied, used or consumed in the delivery of services, or held as an investment.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF WATFORD BOROUGH COUNCIL

Opinion

We have audited the financial statements of Watford Borough Council for the year ended 31 March 2019 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Authority and Group Movement in Reserves Statement,
- Authority and Group Comprehensive Income and Expenditure Statement,
- Authority and Group Balance Sheet,
- Authority and Group Cash Flow Statement;
- The related notes 1 to 37
- The related notes 1 to 4 on the Group Accounts; and
- Collection Fund and the related notes CF1 to CF2

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 2018/19.

In our opinion the financial statements:

- give a true and fair view of the financial position of Watford Borough Council as at 31 March 2019 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 2018/19.

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 group in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the Comptroller and Auditor General's (C&AG) AGN01, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

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

Conclusions relating to going concern

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

- the Chief Financial Officer's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Chief Financial Officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

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

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

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

We have nothing to report in this regard.

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

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

In our opinion, based on the work undertaken in the course of the audit, having regard to the guidance issued by the Comptroller and Auditor General (C&AG) in November 2017, we are satisfied that, in all significant respects, Watford Borough Council put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2019.

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Council;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects

Responsibility of the Chief Financial Officer

As explained more fully in the Statement of the Chief Financial Officer's Responsibilities set out on page 1, the Chief Financial Officer 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 2018/19, and for being satisfied that they give a true and fair view.

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

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

Auditor's responsibilities for the audit of the financial statements

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

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

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

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the Comptroller and Auditor General (C&AG) in November 2017, as to whether Watford Borough Council had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The Comptroller and Auditor General determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether Watford Borough Council put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2019.

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, Watford Borough Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

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

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

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

(Original Signed)

Maria Grindley (Key Audit Partner)
Ernst & Young LLP (Local Auditor)
Reading
31st July 2019

The maintenance and integrity of Watford Borough Council web site is the responsibility of the directors; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the web site.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.