

## RENFREWSHIRE VALUATION JOINT BOARD

**To:** Renfrewshire Valuation Joint Board

**On:** 18 September 2018

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**Report by:** The Treasurer

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**Heading:** Revised Audited Annual Accounts 2017-18

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### 1. Summary

- 1.1 At the meeting of the Renfrewshire Valuation Joint Board on 17 August 2018 the audited accounts for the year ended 31 March were approved.
  - 1.2 Subsequent to this meeting, an issue was raised by Audit Scotland with regards the methodology used by the appointed actuaries with regards their approach to the valuation of pension assets. This issue affects every public body who are members of the Strathclyde Pension Fund, and some other pension funds across the UK.
  - 1.3 Within the annual accounts the Joint Board details its share of the Strathclyde Pension Fund assets and liabilities in accordance with International Accounting Standard 19 Employee Benefits (IAS19). This relies on valuations of pension fund assets and liabilities by the actuary. The timing of the production of the actuarial reports means that actuaries produce their IAS19 reports using estimated data for the final part of the year. Asset returns estimated by the actuary for the final part of the year were significantly lower than actual returns for 2017/18. This resulted in the pension fund assets reported within the Renfrewshire Valuation Joint Board's accounts being understated by £275,000. The Audited Accounts have therefore been amended to include this updated valuation. This change has no impact on the revenue outturn position of the Joint Board, or on useable reserves.
  - 1.4 Appendix 1 details the statements that have been amended due to the revised pension report. A revised set of audited annual accounts is attached at Appendix 2, and the original audited accounts (as approved by the Joint Board on 17 August) are attached at Appendix 3.
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## 2 **Recommendations**

- 2.1 It is recommended that members approve for signature the revised audited accounts attached at Appendix 2 to this report.
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## **Renfrewshire Valuation Joint Board Revised Annual Accounts**

### **Relevant Statements and Notes**

The following statements have been updated due to the revised pension information from Hymans Robertson (see appendix 1 for detail):

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There have also been some minor narrative changes due to the understated pension assets which are located:

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## APPENDIX 1

### Movement in Reserves

#### Revised Annual Accounts

|  | Note    | Revenue Reserve<br>£ | Pension Reserve<br>£ | Employee Statutory Adjustment Account<br>£ | Total Reserves<br>£ |
|--|---------|----------------------|----------------------|--|---------------------|
| <b>Balance at 31 March 2017 carried forward</b>                                |         | -                    | (4,755,000)          | (40,335)                                   | (4,795,335)         |
| <i>Movement in reserves during 2017-18</i>                                     |         |                      |                      |  |                     |
| Surplus or (deficit) on the provision of services                              | 7a      | (469,239)            |                      |  | (469,239)           |
| Other comprehensive income and expenditure                                     | 7b      |                      | 3,421,000            |  | 3,421,000           |
| <b>Total comprehensive income and expenditure</b>                              |         | <b>(469,239)</b>     | <b>3,421,000</b>     | <b>-</b>                                   | <b>2,951,761</b>    |
| Adjustments between accounting basis and funding basis under regulations       | 7a & 7b | 344,189              | (342,000)            | (2,189)                                    | -                   |
| Transfer from Creditors  | 7a      | 312,047              |                      |  | 312,047             |
| <b>Net increase or (decrease) before transfers to other statutory reserves</b> |         | <b>186,997</b>       | <b>3,079,000</b>     | <b>(2,189)</b>                             | <b>3,263,808</b>    |
| Transfers to or (from) other statutory reserves                                |         |                      |                      |  | -                   |
| Transfer to creditors  | 13      | (186,997)            |                      |  | (186,997)           |
| <b>Increase or (decrease) in 2017-18</b>                                       |         | <b>-</b>             | <b>3,079,000</b>     | <b>(2,189)</b>                             | <b>3,076,811</b>    |
| <b>Balance at 31 March 2018 carried forward</b>                                |         | <b>-</b>             | <b>(1,676,000)</b>   | <b>(42,524)</b>                            | <b>(1,718,524)</b>  |

#### Approved Annual Accounts

|  | Note    | Revenue Reserve<br>£ | Pension Reserve<br>£ | Employee Statutory Adjustment Account<br>£ | Total Reserves<br>£ |
|--|---------|----------------------|----------------------|--|---------------------|
| <b>Balance at 31 March 2017 carried forward</b>                                |         | -                    | (4,755,000)          | (40,335)                                   | (4,795,335)         |
| <i>Movement in reserves during 2016-17</i>                                     |         |                      |                      |  |                     |
| Surplus or (deficit) on the provision of services                              | 7a      | (469,239)            |                      |  | (469,239)           |
| Other comprehensive income and expenditure                                     | 7b      |                      | 3,146,000            |  | 3,146,000           |
| <b>Total comprehensive income and expenditure</b>                              |         | <b>(469,239)</b>     | <b>3,146,000</b>     | <b>-</b>                                   | <b>2,676,761</b>    |
| Adjustments between accounting basis and funding basis under regulations       | 7a & 7b | 344,189              | (342,000)            | (2,189)                                    | -                   |
| Transfer from Creditors  | 7a      | 312,047              |                      |  | 312,047             |
| <b>Net increase or (decrease) before transfers to other statutory reserves</b> |         | <b>186,997</b>       | <b>2,804,000</b>     | <b>(2,189)</b>                             | <b>2,988,808</b>    |
| Transfers to or (from) other statutory reserves                                |         |                      |                      |  | -                   |
| Transfer to creditors  | 13      | (186,997)            |                      |  | (186,997)           |
| <b>Increase or (decrease) in 2017-18</b>                                       |         | <b>-</b>             | <b>2,804,000</b>     | <b>(2,189)</b>                             | <b>2,801,811</b>    |
| <b>Balance at 31 March 2018 carried forward</b>                                |         | <b>-</b>             | <b>(1,951,000)</b>   | <b>(42,524)</b>                            | <b>(1,993,524)</b>  |

The £275,000 movement is within the Pension Reserve column. The closing balance is now (£1,676,000).

## Comprehensive Income and Expenditure Statement

### Revised Annual Accounts

|   |      | 2017/18            |
|---|------|--------------------|
|   | Note | £                  |
| Employee Costs  |      | 1,997,216          |
| Property Costs  |      | 236,214            |
| Supplies & Services   |      | 97,145             |
| Contractors   |      | 14,272             |
| Administration Costs  |      | 336,002            |
| Payments to Other Bodies                                      |      | 8,838              |
| <b>Cost of Services</b>                                       |      | <b>2,689,687</b>   |
| Sales, Fees & Charges   |      | (24,894)           |
| Other Income  |      | (163,436)          |
| Financing & Investment Income and Expenditure                 | 9    | 125,882            |
| Requisitions from Members Authorities                         | 14   | (2,158,000)        |
| <b>(Surplus) or deficit on the provision of services</b>      |      | <b>469,239</b>     |
| Actuarial (Gains) or losses on pension assets and liabilities | 16a  | (3,421,000)        |
| <b>Other Comprehensive Income &amp; Expenditure</b>           |      | <b>(3,421,000)</b> |
| <b>Total Comprehensive Income &amp; Expenditure</b>           |      | <b>(2,951,761)</b> |

### Approved Annual Accounts

|   |      | 2017/18            |
|---|------|--------------------|
|   | Note | £                  |
| Employee Costs  |      | 1,997,216          |
| Property Costs  |      | 236,214            |
| Supplies & Services   |      | 97,145             |
| Contractors   |      | 14,272             |
| Administration Costs  |      | 336,002            |
| Payments to Other Bodies                                      |      | 8,838              |
| <b>Cost of Services</b>                                       |      | <b>2,689,687</b>   |
| Sales, Fees & Charges   |      | (24,894)           |
| Other Income  |      | (163,436)          |
| Financing & Investment Income and Expenditure                 | 9    | 125,882            |
| Requisitions from Members Authorities                         | 14   | (2,158,000)        |
| <b>(Surplus) or deficit on the provision of services</b>      |      | <b>469,239</b>     |
| Actuarial (Gains) or losses on pension assets and liabilities | 16a  | (3,146,000)        |
| <b>Other Comprehensive Income &amp; Expenditure</b>           |      | <b>(3,146,000)</b> |
| <b>Total Comprehensive Income &amp; Expenditure</b>           |      | <b>(2,676,761)</b> |

The movement is within the “Actuarial (Gains) or losses on pension assets and liabilities” which is now (£3,421,000) which represents a movement of £275,000.

## Balance Sheet

### Revised Annual Accounts

|  | Note | 2017/18<br>£            |
|--|------|-------------------------|
| <b><u>Current Assets</u></b>                     |      |                         |
| Funds held by Renfrewshire Council               |      | 362,405                 |
| Debtors and Prepayments                          | 11   | 33,824                  |
| Cash in Hand                                     |      | 100                     |
|  |      | <hr/> 396,329           |
| <b><u>less Current Liabilities</u></b>           |      |                         |
| Creditors And Accruals                           | 12   | (438,853)               |
| <b>Net (Liabilities)/Asset Excluding Pension</b> |      | <hr/> (42,524)          |
| <b><u>Long Term Liabilities</u></b>              |      |                         |
| Pension (liability)/Asset                        | 16c  | (1,676,000)             |
| <b>Net (Liabilities)/Asset Including Pension</b> |      | <hr/> <hr/> (1,718,524) |
| <b><u>Represented by:</u></b>                    |      |                         |
| <b>Revenue Reserves:</b>                         |      |                         |
| <b>Useable Reserves</b>                          |      |                         |
| Balance due to Member Authorities                |      | 186,997                 |
| Transfer to Creditors                            | 13   | (186,997)               |
| <b>Unuseable Reserves</b>                        |      |                         |
| Employee Statutory Adjustment Account            | 7c   | (42,524)                |
| Pension Reserve                                  | 7b   | (1,676,000)             |
|  |      | <hr/> <hr/> (1,718,524) |

### Approved Annual Accounts

|  | Note | 2017/18<br>£            |
|--|------|-------------------------|
| <b><u>Current Assets</u></b>                     |      |                         |
| Funds held by Renfrewshire Council               |      | 362,405                 |
| Debtors and Prepayments                          | 11   | 33,824                  |
| Cash in Hand                                     |      | 100                     |
|  |      | <hr/> 396,329           |
| <b><u>less Current Liabilities</u></b>           |      |                         |
| Creditors And Accruals                           | 12   | (438,853)               |
| <b>Net (Liabilities)/Asset Excluding Pension</b> |      | <hr/> (42,524)          |
| <b><u>Long Term Liabilities</u></b>              |      |                         |
| Pension (liability)/Asset                        | 16c  | (1,951,000)             |
| <b>Net (Liabilities)/Asset Including Pension</b> |      | <hr/> <hr/> (1,993,524) |
| <b><u>Represented by:</u></b>                    |      |                         |
| <b>Revenue Reserves:</b>                         |      |                         |
| <b>Useable Reserves</b>                          |      |                         |
| Balance due to Member Authorities                |      | 186,997                 |
| Transfer to Creditors                            | 13   | (186,997)               |
| <b>Unuseable Reserves</b>                        |      |                         |
| Employee Statutory Adjustment Account            | 7c   | (42,524)                |
| Pension Reserve                                  | 7b   | (1,951,000)             |
|  |      | <hr/> <hr/> (1,993,524) |

The movement in the balance sheet is under the headings "Long Term Liabilities and "Unuseable Reserves".

## Note 7b Pension Reserve

### Revised Annual Accounts

|  | 2017/18                   |
|--|---------------------------|
|  | £                         |
| Balance as at 1 April  | (4,755,000)               |
| Actuarial Gains and Losses (see note 16)   | 3,421,000                 |
| Net additional amount required by statute and non-statutory proper practices to be taken into account when determining the surplus or deficit on the revenue reserves for the year | (342,000)                 |
| <b>Balance as at 31 March</b>  | <b><u>(1,676,000)</u></b> |

### Approved Annual Accounts

|  | 2017/18                   |
|--|---------------------------|
|  | £                         |
| Balance as at 1 April  | (4,755,000)               |
| Actuarial Gains and Losses (see note 16)   | 3,146,000                 |
| Net additional amount required by statute and non-statutory proper practices to be taken into account when determining the surplus or deficit on the revenue reserves for the year | (342,000)                 |
| <b>Balance as at 31 March</b>  | <b><u>(1,951,000)</u></b> |

The movement in the pension reserve is within the "Actuarial Gains and Losses" which has increased by £275,000 and is now £3,421,000.

## Note 16a Transactions relating to retirement benefits

### Revised Annual Accounts

|   | Note | 2017/18            |
|---|------|--------------------|
|   |      | £                  |
| <b>Other post employment benefit charged to the Comprehensive Income and Expenditure Statement</b>  |      |                    |
| Return on assets excluding amounts included in net interest   |      | (1,539,000)        |
| Actuarial (gains) and losses arising on changes in financial/demographic assumptions  |      | (857,000)          |
| Other (gains) and losses  |      | (1,025,000)        |
| <b>Total Actuarial (gain)/Losses</b>  |      | <b>(3,421,000)</b> |
| <b>Total post employment benefit charged to the Comprehensive Income and Expenditure Statement</b>  |      | <b>(2,849,000)</b> |
| Movement in Reserves Statement  | (iv) |                    |
| Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits according with the Code |      | (3,079,000)        |
| <b>Employers Contributions paid to Strathclyde Pension Fund</b>   |      | <b>230,000</b>     |

### Approved Annual Accounts

|   | Note | 2017/18            |
|---|------|--------------------|
|   |      | £                  |
| <b>Other post employment benefit charged to the Comprehensive Income and Expenditure Statement</b>  |      |                    |
| Return on assets excluding amounts included in net interest   |      | (1,264,000)        |
| Actuarial (gains) and losses arising on changes in financial/demographic assumptions  |      | (857,000)          |
| Other (gains) and losses  |      | (1,025,000)        |
| <b>Total Actuarial (gain)/Losses</b>  |      | <b>(3,146,000)</b> |
| <b>Total post employment benefit charged to the Comprehensive Income and Expenditure Statement</b>  |      | <b>(2,574,000)</b> |
| Movement in Reserves Statement  | (iv) |                    |
| Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits according with the Code |      | (2,804,000)        |
| <b>Employers Contributions paid to Strathclyde Pension Fund</b>   |      | <b>230,000</b>     |

The movement in the transactions relating to retirement benefits are within the "Return on assets excluding amounts include in net interest" and the "Movement in Reserves Statement".

## Note 16b Assets and liabilities in relation to retirement benefits

### Revised Annual Accounts

|   | 2017/18       |
|---|---------------|
|   | £000          |
| Opening Fair Value  | 13,701        |
| Interest Income   | 355           |
| Remeasurement gain/(loss):                                  |               |
| Return on assets excluding amounts included in net interest | 1,539         |
| Contributions from employer                                 | 228           |
| Contributions from employee                                 | 76            |
| Contributions in respect of unfunded benefits               | 2             |
| Unfunded benefits paid                                      | (2)           |
| Benefits Paid   | (355)         |
| <b>Closing fair value of scheme assets</b>                  | <b>15,544</b> |

### Approved Annual Accounts

|   | 2017/18       |
|---|---------------|
|   | £000          |
| Opening Fair Value  | 13,701        |
| Interest Income   | 355           |
| Remeasurement gain/(loss):                                  |               |
| Return on assets excluding amounts included in net interest | 1,264         |
| Contributions from employer                                 | 228           |
| Contributions from employee                                 | 76            |
| Contributions in respect of unfunded benefits               | 2             |
| Unfunded benefits paid                                      | (2)           |
| Benefits Paid   | (355)         |
| <b>Closing fair value of scheme assets</b>                  | <b>15,269</b> |

The movement in the assets and liabilities in relation to retirement benefits is within the “Return on assets excluding amounts include in net interest”.

## Note 16c Fund History

### Revised Annual Accounts

|  | 2013/14        | 2014/15        | 2015/16        | 2016/17        | 2017/18        |
|--|----------------|----------------|----------------|----------------|----------------|
|  | £000           | £000           | £000           | £000           | £000           |
| Present Value of Liabilities           | (12,298)       | (14,799)       | (13,879)       | (18,456)       | (17,220)       |
| Fair value of assets                   | 9,855          | 10,833         | 11,093         | 13,701         | 15,544         |
| <b>Surplus/(deficit) in the scheme</b> | <b>(2,443)</b> | <b>(3,966)</b> | <b>(2,786)</b> | <b>(4,755)</b> | <b>(1,676)</b> |

### Approved Annual Accounts

|  | 2013/14        | 2014/15        | 2015/16        | 2016/17        | 2017/18        |
|--|----------------|----------------|----------------|----------------|----------------|
|  | £000           | £000           | £000           | £000           | £000           |
| Present Value of Liabilities           | (12,298)       | (14,799)       | (13,879)       | (18,456)       | (17,220)       |
| Fair value of assets                   | 9,855          | 10,833         | 11,093         | 13,701         | 15,269         |
| <b>Surplus/(deficit) in the scheme</b> | <b>(2,443)</b> | <b>(3,966)</b> | <b>(2,786)</b> | <b>(4,755)</b> | <b>(1,951)</b> |

The movement in the fund history is within the "Fair Value of Assets".

## Note 16d Basis for estimating assets and liabilities

### Revised Annual Accounts

|   | Percentage   | 2017/18<br>£000 |
|---|--------------|-----------------|
| <b>Equity Securities</b>                    |              |                 |
| Consumer                                    | 6.4%         | 998             |
| Manufacturing                               | 5.2%         | 809             |
| Energy and Utilities                        | 1.3%         | 208             |
| Financial Institutions                      | 4.3%         | 670             |
| Health and Care                             | 2.6%         | 398             |
| Information Technology                      | 3.3%         | 512             |
| <b>Total Equity</b>                         | <b>23.1%</b> | <b>3,595</b>    |
| <b>Debt Securities</b>                      |              |                 |
| Corporate Bonds (investment grade)          | 3.0%         | 488             |
| <b>Total Debt Securities</b>                | <b>3.0%</b>  | <b>488</b>      |
| <b>Private Equity</b>                       |              |                 |
| All   | 12.0%        | 1,858           |
| <b>Total Private Equity</b>                 | <b>12.0%</b> | <b>1,858</b>    |
| <b>Real Estate</b>                          |              |                 |
| UK Property                                 | 9.1%         | 1,407           |
| Overseas Property                           | 0.0%         | -               |
| <b>Total Real Estate</b>                    | <b>9.1%</b>  | <b>1,407</b>    |
| <b>Investment Funds &amp; Unit Trusts</b>   |              |                 |
| Equities                                    | 30.9%        | 4,797           |
| Bonds                                       | 11.6%        | 1,800           |
| Commodities                                 | 0.1%         | 8               |
| Other                                       | 0.1%         | 20              |
| <b>Total Investment Funds &amp; Unit Tr</b> | <b>42.7%</b> | <b>6,625</b>    |
| <b>Derivatives</b>                          |              |                 |
| Foreign Exchange                            | 0.0%         | -               |
| Other                                       | 0.0%         | -               |
| <b>Total Derivatives</b>                    | <b>0.0%</b>  | <b>-</b>        |
| <b>Cash &amp; Cash Equivalents</b>          |              |                 |
| All   | 10.1%        | 1,571           |
| <b>Total Cash &amp; Cash Equivalents</b>    | <b>10.1%</b> | <b>1,571</b>    |
| <b>Total</b>                                | <b>100%</b>  | <b>15,544</b>   |

### Approved Annual Accounts

|   | Percentage   | 2017/18<br>£000 |
|---|--------------|-----------------|
| <b>Equity Securities</b>                    |              |                 |
| Consumer                                    | 0.0%         | -               |
| Manufacturing                               | 0.0%         | -               |
| Energy and Utilities                        | 0.0%         | -               |
| Financial Institutions                      | 0.0%         | -               |
| Health and Care                             | 0.0%         | -               |
| Information Technology                      | 0.0%         | -               |
| Other                                       | 28.7%        | 4,385           |
| <b>Total Equity</b>                         | <b>28.7%</b> | <b>4,385</b>    |
| <b>Private Equity</b>                       |              |                 |
| All   | 8.9%         | 1,353           |
| <b>Total Private Equity</b>                 | <b>8.9%</b>  | <b>1,353</b>    |
| <b>Real Estate</b>                          |              |                 |
| UK Property                                 | 11.8%        | 1,809           |
| Overseas Property                           | 0.0%         | -               |
| <b>Total Real Estate</b>                    | <b>11.8%</b> | <b>1,809</b>    |
| <b>Investment Funds &amp; Unit Trusts</b>   |              |                 |
| Equities                                    | 31.8%        | 4,855           |
| Bonds                                       | 10.4%        | 1,596           |
| Commodities                                 | 0.0%         | -               |
| Infrastructure                              | 0.0%         | -               |
| Other                                       | 5.1%         | 781             |
| <b>Total Investment Funds &amp; Unit Tr</b> | <b>47.4%</b> | <b>7,232</b>    |
| <b>Derivatives</b>                          |              |                 |
| Inflation                                   | 0.0%         | -               |
| Interest Rate                               | 0.0%         | -               |
| Foreign Exchange                            | 0.0%         | -               |
| Other                                       | 0.0%         | 6               |
| <b>Total Derivatives</b>                    | <b>0.0%</b>  | <b>6</b>        |
| <b>Cash &amp; Cash Equivalents</b>          |              |                 |
| All   | 3.2%         | 484             |
| <b>Total Cash &amp; Cash Equivalents</b>    | <b>3.2%</b>  | <b>484</b>      |
| <b>Total</b>                                | <b>100%</b>  | <b>15,269</b>   |

The overall movement in the basis for estimating assets and liabilities is £275,000 and is allocated within the various headings listed above.





# Renfrewshire Valuation Joint Board

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Annual Financial Statements 2017/18

**Renfrewshire Valuation Joint Board  
Annual Accounts 2017/18**

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**Renfrewshire Valuation Joint Board  
Annual Accounts 2017/18**

## **Management Commentary**

### **Introduction**

The requirements governing the format and content of local authorities' annual accounts (under s106 of the Local Government (Scotland) Act 1973 joint boards and committees are classed as local authorities) are contained in The Code of Practice on Local Authority Accounting in the United Kingdom ("the Code"). The annual accounts are prepared in line with The Local Authority Accounts (Scotland) Regulations 2014.

### **History and Statutory Background**

Renfrewshire Valuation Joint Board was established by the Valuation Joint Boards (Scotland) Order 1995 to carry out the valuation functions of Renfrewshire, East Renfrewshire and Inverclyde Councils. The Joint Board came into existence on 1 April 1996 and was also given the responsibility of carrying out Electoral Registration on behalf of the three constituent authorities.

### **Our Aims**

- To ensure that the services we provide are delivered within statutory provisions
- To ensure that equal opportunities and social inclusion are central elements in our planning and delivery of services
- To strive for continuous improvement in the delivery of our services
- To ensure that our service provision reflects the needs and priorities of our stakeholders
- To consult our stakeholders about the way we develop and deliver our services
- To work in partnership with our constituent authorities to achieve improvements in service provision for our mutual customers
- To publish information about the level of services customers can expect to receive
- To develop clear and effective customer suggestion and complaints systems
- To develop & maintain systems for measuring, monitoring and managing our performance
- To develop systems which encourage employees to communicate openly
- To promote a safe and healthy working environment for our employees
- To encourage our employees to develop themselves to achieve their full potential.

### **Service Plan**

The 3 yearly Strategic Service Plan was presented at the June 2018 meeting of the Board. The plan covers the period April 2018 to April 2021.

A copy of Strategic Service Plan can be found at the address below.

<http://renfrewshire.cmis.uk.com/renfrewshire/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/2095/Committee/78/Default.aspx>

### **Electoral Registration**

Individual Electoral Registration, which was introduced in 2014-15 is now "business as usual", although it is not without potential for change that may be accompanied by additional costs. There are currently a number of on-going developments to the system. The Cabinet Office had agreed to assist with additional costs associated with this new system for the "life of this parliament".

Following a review of the in-house Electoral Management System (EMS) it has been deemed necessary to purchase an "off the shelf" EMS to help manage risk and ultimately in time deliver cost savings on staff time spent on processing, for example.

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### Valuation

The 2017 Non Domestic Revaluation has taken place and the process has begun in collaboration with the Secretary of the Local Valuation Appeal Committee to cite the 3,800 appeals received against these new 2017 values. The disposal of these appeals will take place over the next two years with all appeals having to be disposed of by December 2020. This is a resource intensive process with strict legislative timetables and at times requires collaboration with other Assessors offices to reach successful outcomes. In addition, legal costs defending the Assessor's stance increase over this period. If the Lands Tribunal or Lands Valuation Appeal Court are required to hear appeals, this dramatically increases the costs for the Assessor. This busy period has been further strained by the Scottish Governments announcement to adopt one of the recommendations from the Barclay review on Non Domestic Rating (published in August 2017) which is to move from a 5 yearly Revaluation cycle to a 3 yearly cycle beginning in 2022. The full impact of this is not fully known at present as legislative changes will be required to facilitate this shift in timetable. In order to prepare for this radical change in the revaluation cycle preparations need to begin this year to allow the recruitment and training of staff in order to successfully implement the new timetable.

The Assessor for Renfrewshire is the "Designated Assessor" for Fixed Line Telecoms throughout Scotland and these Values are entered at the end of the Valuation Roll for the Renfrewshire Council Area. There has always been a close working relationship with the Valuation Office Agency (VOA) for England & Wales as the valuation of telecoms is a UK wide matter. Great benefit and cost savings have been achieved by this collaborative working in the past, however, a further change to the present status quo has been announced by Westminster Parliament in that the next Revaluation for England & Wales will now take place in 2021, a year earlier than previously planned.

The effect of this is to separate our current collaborative working arrangement which will mean the cost of preparing the Telecoms valuations for the 2022 Revaluation in Scotland will significantly increase. The preparation for this change, as with the previously noted change to the Revaluation cycle, needs to commence in the 2018/19 financial year.

Alongside the non-domestic work the Council Tax List has to be maintained with the addition of new houses, deletion of demolished houses and any appeal work which arises throughout the year. This work will require to be absorbed into business as usual for the foreseeable future.

### Performance

The performance report for 2017/18 was presented at the Joint Board meeting on the 1<sup>st</sup> June 2018.

The full details of the performance report can be found at the address below.

<http://renfrewshire.cmis.uk.com/renfrewshire/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/2095/Committee/78/Default.aspx>

### Financial Performance

#### Revenue

The Comprehensive Income and Expenditure Account on page 19 summarises the total costs of providing services and the income available to fund those services.

A summary of the outturn position against the agreed budget is shown below.

The Joint Board has returned a deficit of £125,050 for the financial year 2017/18, compared to a budgeted deficit of £118,600, returning an overspend of £6,450. This overspend excludes accounting adjustments relating to pensions and short-term accumulating compensated absences.

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The difference between the employee costs figure below and the figure reported in the Comprehensive Income and Expenditure report is due to accounting adjustments for pension costs (£215,000) and accrued employee benefits (£2,189). The difference between other income in the figure below and the figure reported in the Comprehensive Income and Expenditure report is due to accounting adjustments for pension interest costs (£1,118).

|                                   | Budget<br>£        | Actual<br>£        | Variance<br>£    |
|-----------------------------------|--------------------|--------------------|------------------|
| Employee Costs                    | 1,748,700          | 1,780,027          | (31,327)         |
| Property Costs                    | 217,500            | 236,214            | (18,714)         |
| Payments to Other Bodies          | 19,700             | 8,838              | 10,862           |
| Supplies and Services             | 81,900             | 97,145             | (15,245)         |
| Contractors & Others              | 25,000             | 14,272             | 10,728           |
| Administrative Costs              | 279,300            | 336,002            | (56,702)         |
| <b>Total Expenditure</b>          | <b>2,372,100</b>   | <b>2,472,498</b>   | <b>(100,398)</b> |
| Requisition Income                | (2,158,000)        | (2,158,000)        | -                |
| Sales, Fees and Charges           | (5,000)            | (24,894)           | 19,894           |
| Other Income                      | (90,500)           | (164,554)          | 74,054           |
| <b>Total Income</b>               | <b>(2,253,500)</b> | <b>(2,347,448)</b> | <b>93,948</b>    |
| <b>(Surplus)/Deficit for Year</b> | <b>118,600</b>     | <b>125,050</b>     | <b>(6,450)</b>   |

The overspend within Employee Costs is due to a low turnover of staff, resulting in turnover targets not being achieved, and also due to overtime required to address workload pressures associated with the General and Local Government Elections in 2017.

The overspend within Property Costs is due to increased insurance costs following the renewals process undertaken. The Board must now secure insurance cover in its own right as opposed to being covered by Renfrewshire Council arrangements.

Due to the General and Local Government Elections and the annual canvass process starting earlier than anticipated, it was not feasible to carry out the School Awareness Campaign which has resulted in the underspend in Payments to Other Bodies.

The overspend within Supplies and Services is due to the purchase of equipment relating to Individual Electoral Registration (IER), however this is offset by an over recovery in Other Income.

Consultation fees in relation to valuation appeals have been lower than anticipated leading to the underspend in Contractors and Others, this is expected to increase next year due to the anticipated increase in appeals from the revaluation exercise.

The overspend within Administration costs is due to the increase in printing and stationery and postages for the revaluation notices for Non Domestic Rates, the electoral registration second reminders and also for the subscription to Westlaw, however this is offset by an over recovery in Sales, Fees and Charges.

The over recovery in Sales, Fees and Charges is due to income received for childcare vouchers, which is offset by expenditure in Employee Costs, and also for the income received for the Westlaw subscription from other Local Authorities and Valuation Joint Boards which is offset by expenditure in Administration costs, as mentioned above.

The Other Income over recovery is due to the increase in Individual Electoral Registration (IER) associated costs, which were funded by the Cabinet Office. The remaining funding received from the Cabinet Office will be required to fund IER costs in 18/19 and was therefore carried forward.

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### **Capital and Reserves**

The Joint Board does not have the legal powers necessary to hold assets and as such the organisation has no capital spend. Cash balances held by the Joint Board are matched by creditor balances. The largest creditor balance includes the revenue reserve balance of £186,997.

### **Provisions, Contingencies and Write-offs**

The Joint Board is not aware of any eventualities which may have a material effect on the financial position of the Joint Board, and has made no provisions for such eventualities.

In general, any contingent liabilities known to the Joint Board are covered by insurance arrangements.

There were no debt write-offs during the year.

### **Net Pension Position**

The disclosure requirements for pension benefits under IAS19 are detailed at Note 16. The appointed actuaries have confirmed a net liability position of £1.676 million, a decrease of £3.079 million in their assessment of the position of the pension fund. This improvement is due to this year's figures being rebased onto the 2017 formal valuation data, as opposed to last year's figures which were based on the 2014 formal valuation. In addition, pay increases and pension increases were considerably less than anticipated over the last few years. The net deficit position of the pension reserve impacts the Joint Board as a whole, however the funding of these future liabilities will be met from future requisitions from members and as such the going concern assumption is valid.

The appointed actuaries remain of the view that the asset holdings of the Strathclyde Pension Fund and the contributions from employees and employers together with planned increases in employers' contributions provide sufficient security and income to meet future pension liabilities.

### **Events after the Balance Sheet Date**

Events from the Balance Sheet Date until the Date of Signing of the Accounts have been taken into consideration.

### **Impact of Economic Climate and Future Developments**

The Joint Board recognises the difficult financial climate facing local authorities and has continued to seek efficiencies wherever possible. However, the Joint Board approved a 3% increase in requisition levels for 2018/19 due to investment in key ICT systems, such as document management and electoral management. It is anticipated that over the medium term efficiencies will be generated from these and the Joint Board will continue to pursue further efficiencies and cost reductions.

The employers pension contribution will increase from 19.3% to 20.2% in 2018/19. This is due to the projected future funding position of the Joint Board based on the current and retired membership. In order to meet future liabilities, the actuaries have deemed that an increase of 0.9% is required.

The Barclay Review will have an impact on future resources when the recommendation is implemented to carry out Non Domestic Rates revaluations every 3 years instead of every 5 years. In addition to the reduction in the Revaluation timescale, this would subsequently reduce the appeals process deadline which is already a resource intensive process with strict legislative timetables.

The 2018/19 budget for the Joint Board assumed that income would be generated from sub-letting surplus office space within the Robertson Centre. This proposal has been agreed in principle and will be carefully monitored 2018/19.

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**Conclusion**

We would wish to take this opportunity to acknowledge the team effort required to produce the accounts and to record our thanks to all the staff involved for their continued hard work and support.

**Councillor Audrey Doig**

Convenor  
17 August 2018

**Alan Russell CPFA**

Treasurer  
17 August 2018

**Kate Crawford**

Assessor and Electoral Registration Officer  
17 August 2018

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## **Statement of Responsibilities for the Annual Accounts**

### **The Joint Board's Responsibilities**

The Joint Board is required:

- to make arrangements for the proper administration of its financial affairs and to secure that the proper officer of the Joint Board has the responsibility for the administration of those affairs. (section 95 of the Local Government (Scotland) Act 1973). The Director of Finance and Resources at Renfrewshire Council is the designated Officer and operates as the Treasurer for Renfrewshire Valuation Joint Board;
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- to ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014), and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003);
- to Approve the Annual Accounts for signature.

I confirm that these Annual Accounts were approved for signature by the Joint Board at its meeting on the 17 August 2018.

Signed on behalf of Renfrewshire Valuation Joint Board:

### **Councillor Audrey Doig**

Convenor  
17 August 2018

### **The Treasurer's Responsibilities**

The Treasurer is responsible for the preparation of the Joint Board's Annual Accounts in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom ('the Code').

In preparing this statement of accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- Made judgements and estimates which were reasonable and prudent;
- Complied with legislation;
- Complied with the local authority Accounting Code (in so far as it is compatible with legislation);
- Kept proper accounting records which were up to date;
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the financial statements give a true and fair view of the financial position of the Joint Board at the reporting date and the transactions of the Joint Board for the year ended 31 March 2018.

### **Alan Russell CPFA**

Treasurer  
17 August 2018

## **Governance Statement**

### **Scope of Responsibility**

Renfrewshire Valuation Joint Board is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. The Board also has a statutory duty to make arrangements to secure best value under the Local Government in Scotland Act 2003. In discharging this overall responsibility, the Joint Board's elected members and senior officers are responsible for putting in place proper arrangements for its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

### **The Board's Governance Framework**

The governance framework comprises the systems and processes, and culture and values, by which the Board is directed and controlled. It also describes the way it engages with, and accounts to its stakeholders.

The Board has put in place a system of internal control designed to manage risk to a reasonable level. Internal control cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Joint Board's policies aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The main features of our governance arrangements are summarised below:

- Clearly defined Standing Orders, Scheme of Delegation, Financial Regulations and Tender Procedures,
- Comprehensive business planning arrangements, setting key targets and action plans designed to achieve our corporate objectives,
- Regular public performance reporting,
- Business continuity planning arrangements are in place and regularly reviewed,
- Policies to regulate employee related matters, including the employee code of conduct and disciplinary procedures,
- Arrangements to manage risk, including the risk management strategy and Corporate Risk Register and business continuity plans,
- Clear customer complaints procedures,
- Comprehensive policies and procedures for physical and information security. An anti-fraud and corruption strategy and arrangements supported by a range of policies and guidelines,
- A register of interest is in place and updated on an annual basis
- Internal governance review arrangements including a programme of policy and procedure reviews and a governance working group.

Within the overall control arrangements the system of internal financial control is intended to ensure that assets are safeguarded, transactions are authorised and properly recorded and material errors are detected and corrected. The system is based on a framework of management information, financial regulations, administrative procedures (including segregation of duties), management and supervision, and a system of delegation and accountability. The system includes:

- Financial management is supported by comprehensive financial regulations and codes,
- Comprehensive budgeting systems, and detailed guidance for budget holders,
- Regular reviews of periodic and annual financial reports which indicate financial performance against the forecasts,
- Setting targets to measure financial and other performance,
- The preparation of regular financial reports that indicate actual expenditure against the forecasts.

## **Renfrewshire Valuation Joint Board Annual Accounts 2017/18**

With Renfrewshire Council being the lead authority, all financial transactions of the Joint Board are processed through the financial systems of the Council and are subject to the same controls and scrutiny as those of Renfrewshire Council. This includes regular reviews by the Chief Auditor of Renfrewshire Council.

### **Review of Effectiveness**

Members and officers of the Board are committed to the concept of sound governance and the effective delivery of services and take into account comments made by internal and external auditors.

The effectiveness of the governance framework is reviewed annually by the Assessor and Electoral Registration Officer, including the use of a self-assessment tool involving completion of a 30 point checklist covering four key areas of governance:

- Service Planning and Performance Management
- Internal Control Environment
- Budgeting, Accounting and Financial Control
- Risk Management and Business Continuity

This self-assessment indicated that the governance framework is being complied with in all material respects.

The Scheme of Delegation and the Financial Regulations are currently under review and it is expected that they will be submitted to Board for approval in the Summer of 2018.

The Board's internal audit service operates in accordance with the Public Sector Internal Audit Standards. Internal Audit undertakes an annual programme following an assessment of risk completed during the strategic audit planning process. The Chief Auditor provides an annual report to the Board and an independent opinion on the adequacy and effectiveness of the system of internal control. The Chief Auditor's annual assurance statement concluded that a reasonable level of assurance can be placed upon the adequacy and effectiveness of the Board's internal control systems.

### **Statement on the Role of Chief Financial Officer**

CIPFA published this statement in 2010 and under the Code, the Joint Board is required to state whether it complies with the statement, and if not, to explain how their governance arrangements deliver the same impact. The full statement is:

The Chief Financial Officer in a public service organisation:

- is a key member of the Leadership Team, helping it to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the public interest;
- must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the authority's financial strategy; and
- must lead the promotion and delivery by the whole authority of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

To deliver these responsibilities the Chief Financial Officer:

- must lead and direct a finance function that is resourced to be fit for purpose; and
- must be professionally qualified and suitably experienced.

The Joint Board complies with the principles set out in CIPFA's Role of the Chief Financial Officer.

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**Assurance**

In conclusion, it is our opinion that the annual review of governance together with the work of internal and external auditors and certification of assurance from the Assessor and Electoral Registration Officer provide sufficient evidence that the principles of good governance operated effectively and the Joint Board complies with its governance arrangements in all material respects. Systems are in place to continually review and improve the governance and internal control environment. Future actions will be taken as necessary to maintain and further enhance the Board's governance arrangements.

**Councillor Audrey Doig**  
Convenor

**Kate Crawford**  
Assessor and Electoral Registration Officer

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## Remuneration report

All information disclosed in sections two to four in this Remuneration Report will be audited by the council's appointed auditor, Audit Scotland. The other sections of the Remuneration Report will be reviewed by Audit Scotland to ensure that they are consistent with the financial statements.

### 1. Remuneration policy for elected members

As noted by the Board on the 17<sup>th</sup> May 2013, from the 1<sup>st</sup> April 2013 the Joint Board makes no remuneration payment to any elected member, nor does it pay any expenses, fees or allowances to elected members. Further, no recharges have been made by member authorities in relation to elected member remuneration.

### 2. Remuneration policy for senior employees

The Remuneration Policy of the Joint Board is set in reference to national arrangements. The Scottish Joint Negotiating Committee (SJNC) for Local Authority Services sets the salaries for the Chief Executives of Scottish local authorities. The SJNC advised that it would be a matter for each Council to examine the position of other chief officials. It was agreed at the Joint Board of 24<sup>th</sup> January, 1997 that the salary of the posts of Assessor and Electoral Registration Officer and the depute be set at a percentage of the Chief Executive of Renfrewshire Council, which is currently 67% and 50% respectively. Following a review of Chief Executives' salaries in 2001, it was agreed that this arrangement should continue. These arrangements were agreed through approval of the Salaries of the Assessor and Electoral Registration Officer and Depute Assessor and Electoral Registration Officer report at a meeting of the Joint Board on 22<sup>nd</sup> November, 2002.

| 2016/17                           | Senior Employees        |  | 2017/18                           |
|-----------------------------------|-------------------------|--|-----------------------------------|
| Total Salary, fees and allowances | Name                    | Post Held  | Total Salary, fees and allowances |
| £                                 |                         |  | £                                 |
| 93,269                            | Alasdair MacTaggart (i) | Assessor & Electoral Registration Officer        | 14,082                            |
| 69,920                            | Kate Crawford           | Depute Assessor & Electoral Registration Officer | 10,663                            |
| -                                 | Kate Crawford (ii)      | Assessor & Electoral Registration Officer        | 80,404                            |
| <b>163,189</b>                    | <b>Total</b>            |  | <b>105,149</b>                    |

Notes

(i) Alasdair MacTaggart retired on the 25<sup>th</sup> May 2017

(ii) Kate Crawford was Depute Assessor & Electoral Registration Officer until 25<sup>th</sup> May 2017 then Assessor & Electoral Registration officer from 26<sup>th</sup> May 2017.

### 3. Pension rights

Pension benefits for Joint Board employees are provided through the Local Government Pension Scheme (LGPS).

From 1<sup>st</sup> April 2015 benefits are based on career average pay. Pension benefits are based on the pay received for each year in the scheme increased by the increase in the cost of living, as measured by the appropriate index (or indices). The scheme's normal retirement age is linked to the state pension age for each member.

From 1 April 2009 a five tier contribution system was introduced with contributions from scheme members being based on how much pay falls into each tier. This is designed to give more equality

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between the cost and benefits of scheme membership. Prior to 2009 contributions rates were set at 6% for all non manual employees.

| <b>2016/17</b>     | Member contribution rates on earnings in the bands below | <b>2017/18</b>     |
|--------------------|--|--------------------|
| Up to £20,500      | 5.5%   | Up to £20,700      |
| £20,501 to £25,000 | 7.25%  | £20,701 to £25,300 |
| £25,001 to £34,400 | 8.5%   | £25,301 to £34,000 |
| £34,401 to £45,800 | 9.5%   | £34,701 to £46,300 |
| Over £45,801       | 12%  | Over £46,301       |

If a person works part-time their contribution rate will be based on their part time pay.

There is no automatic entitlement to a lump sum. Members may opt to give up (commute) pension for lump sum up to the limit set by the Finance Act 2004. The accrual rate guarantees a pension based on 1/49th of the pensionable pay for each year of membership, adjusted in line with the cost of living. (Prior to 2015 the accrual rate guaranteed a pension based on 1/60th of final pensionable salary).

The value of the accrued benefits has been calculated on the basis of the age at which the person will first become entitled to receive a full pension on retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation.

The pension figures shown relate to the benefits that the person has accrued as a consequence of their total local government employment, not just that relating to their current post.

| <b>Senior Employees</b> |  | Accrued Pension benefits as at 31 March 2018 |                | Change in accrued pension benefits since 31 March 2017 |                | Pension contributions made by RVJB during 2017-2018 |
|-------------------------|--|--|----------------|--|----------------|---|
| Name                    | Post Held  | Pension<br>£m                                | Lump Sum<br>£m | Pension<br>£m  | Lump Sum<br>£m | £   |
| Alasdair MacTaggart *   | Assessor & Electoral Registration Officer        | 0.043  | 0.288          | -0.008   | +0.174         | 2,712   |
| Kate Crawford           | Depute Assessor & Electoral Registration Officer | -  | -              | -  | -              | -   |
| <b>Total</b>            |  | <b>0.043</b>                                 | <b>0.288</b>   | <b>-0.008</b>  | <b>+0.174</b>  | <b>2,712</b>  |

\*Alasdair MacTaggart retired on the 25<sup>th</sup> May 2017

No pension contributions are made for the Joint Board Convener or Vice Convener

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**4. Remuneration of Employees**

The following table gives a statement of the number of employees whose remuneration, excluding pension contributions, was in excess of £50,000 during 2017/18, in bands of £5,000.

| <b>2016/17<br/>Number of<br/>employees</b> | <b>Remuneration Band</b> | <b>2017/18<br/>Number of<br/>employees</b> |
|--|--------------------------|--|
| 1  | £50,000 - £54,999        | 1  |
| -  | £55,000 - 59,999         | -  |
| -  | £60,000 - £64,999        | -  |
| 1  | £65,000 - 69,999         | -  |
| -  | £70,000 - £74,999        | -  |
| -  | £75,000 - £79,999        | -  |
| -  | £80,000 - £84,999        | -  |
| -  | £85,000 - £89,999        | -  |
| 1  | £90,000 - £94,999        | 1  |
| -  | £95,000 - £99,999        | -  |
| <hr/> 3                                    |                          | <hr/> 2                                    |

**5. Exit Packages**

Renfrewshire Valuation Joint Board agreed no exit packages in 2017-18.

**Councillor Audrey Doig**  
Convenor

**Kate Crawford**  
Assessor and Electoral Registration Officer

## Independent Auditors Report

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#### Independent auditor's report to the members of Renfrewshire Valuation Joint Board and the Accounts Commission

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 120 of the Code of Audit Practice approved by the Accounts Commission, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

#### Report on the audit of the financial statements

##### Opinion on financial statements

I certify that I have audited the financial statements in the annual accounts of Renfrewshire Valuation Joint Board for the year ended 31 March 2018 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 (the 2017/18 Code).

##### In my opinion the accompanying financial statements:

- give a true and fair view in accordance with applicable law and the 2017/18 Code of the state of affairs of the body as at 31 March 2018 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2017/18 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

##### Basis of opinion

I conducted my audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)). My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the body in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

##### Conclusions relating to going concern basis of accounting

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

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Treasurer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about body'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.

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### **Responsibilities of the Treasurer for the financial statements**

As explained more fully in the Statement of Responsibilities for the Annual Accounts, the Treasurer is responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as the Treasurer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Treasurer is responsible for assessing the body'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 deemed inappropriate.

The Joint Board is responsible for overseeing the financial reporting process.

### **Auditor's responsibilities for the audit of the financial statements**

My objectives are to achieve 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 my 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 the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of my auditor's report.

### **Other information in the annual accounts**

The Treasurer is responsible for the other information in the annual accounts. The other information comprises the information other than the financial statements, the audited part of the Remuneration Report, and my auditor's report thereon. My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon except on matters prescribed by the Accounts Commission to the extent explicitly stated later in this report.

In connection with my audit of the financial statements, my responsibility is to read all the other information in the annual accounts and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am 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 I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

### **Report on other requirements**

#### **Opinions on matters prescribed by the Accounts Commission**

In my opinion, the audited part of the Remuneration Report has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.

In my opinion, based on the work undertaken in the course of the audit

- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003; and
- the information given in the Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report

**Renfrewshire Valuation Joint Board  
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has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

**Matters on which I am required to report by exception**

I am required by the Accounts Commission to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the auditable part of the Remuneration Report are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or
- there has been a failure to achieve a prescribed financial objective.

I have nothing to report in respect of these matters.

Mark Ferris

Audit Scotland  
4th Floor, South Suite  
The Athenaeum Building  
8 Nelson Mandela Place  
Glasgow  
G2 1BT

August 2018

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**Movement in Reserves Statement for the year ended 31 March 2018**

This statement shows the movement in the year on the different reserves held by the Joint Board, analysed into usable reserves (that is, those reserves that can be applied to fund expenditure) and unusable reserves. The surplus or deficit on the provision of services line shows the true economic cost of providing the Joint Board's services, more details of which are shown in the **comprehensive income and expenditure statement**.

|  | Note    | Usable reserves  |                    | Unusable reserves                     |                    |
|--|---------|------------------|--------------------|---------------------------------------|--------------------|
|  |         | Revenue Reserve  | Pension Reserve    | Employee Statutory Adjustment Account | Total Reserves     |
|  |         | £                | £                  | £                                     | £                  |
| <b>Balance at 31 March 2016 carried forward</b>                                |         | -                | (2,786,000)        | (37,972)                              | (2,823,972)        |
| <i>Movement in reserves during 2016-17</i>                                     |         |                  |                    |                                       |                    |
| Surplus or (deficit) on the provision of services                              | 7a      | (352,019)        |                    |                                       | (352,019)          |
| Other comprehensive income and expenditure                                     | 7b      |                  | (1,774,000)        |                                       | (1,774,000)        |
| <b>Total comprehensive income and expenditure</b>                              |         | <b>(352,019)</b> | <b>(1,774,000)</b> | <b>-</b>                              | <b>(2,126,019)</b> |
| Adjustments between accounting basis and funding basis under regulations       | 7a & 7b | 197,363          | (195,000)          | (2,363)                               | -                  |
| Transfer from Creditors  | 7a      | 466,704          |                    |                                       | 466,704            |
| <b>Net increase or (decrease) before transfers to other statutory reserves</b> |         | <b>312,047</b>   | <b>(1,969,000)</b> | <b>(2,363)</b>                        | <b>(1,659,316)</b> |
| Transfers to or (from) other statutory reserves                                |         | -                | -                  | -                                     | -                  |
| Transfer to creditors  | 13      | (312,047)        | -                  | -                                     | (312,047)          |
| <b>Increase or (decrease) in 2016-17</b>                                       |         | <b>-</b>         | <b>(1,969,000)</b> | <b>(2,363)</b>                        | <b>(1,971,363)</b> |
| <b>Balance at 31 March 2017 carried forward</b>                                |         | <b>-</b>         | <b>(4,755,000)</b> | <b>(40,335)</b>                       | <b>(4,795,335)</b> |
| <i>Movement in reserves during 2017-18</i>                                     |         |                  |                    |                                       |                    |
| Surplus or (deficit) on the provision of services                              | 7a      | (469,239)        |                    |                                       | (469,239)          |
| Other comprehensive income and expenditure                                     | 7b      |                  | 3,421,000          |                                       | 3,421,000          |
| <b>Total comprehensive income and expenditure</b>                              |         | <b>(469,239)</b> | <b>3,421,000</b>   | <b>-</b>                              | <b>2,951,761</b>   |
| Adjustments between accounting basis and funding basis under regulations       | 7a & 7b | 344,189          | (342,000)          | (2,189)                               | -                  |
| Transfer from Creditors  | 7a      | 312,047          |                    |                                       | 312,047            |
| <b>Net increase or (decrease) before transfers to other statutory reserves</b> |         | <b>186,997</b>   | <b>3,079,000</b>   | <b>(2,189)</b>                        | <b>3,263,808</b>   |
| Transfers to or (from) other statutory reserves                                |         |                  |                    |                                       | -                  |
| Transfer to creditors  | 13      | (186,997)        |                    |                                       | (186,997)          |
| <b>Increase or (decrease) in 2017-18</b>                                       |         | <b>-</b>         | <b>3,079,000</b>   | <b>(2,189)</b>                        | <b>3,076,811</b>   |
| <b>Balance at 31 March 2018 carried forward</b>                                |         | <b>-</b>         | <b>(1,676,000)</b> | <b>(42,524)</b>                       | <b>(1,718,524)</b> |

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**Comprehensive Income and Expenditure Statement for the year ended 31  
March 2018**

This statement shows the accounting cost of providing services and managing the Joint Board during the year. It includes, on an accruals basis, all of the Joint Board's day-to-day expenses and related income. It also includes transactions measuring the value of non-current assets actually consumed during the year and the real projected value of retirement benefits earned by employees during the year. The statement shows the accounting cost in accordance with generally accepted accounting practices, rather than the cost according to the statutory regulations that specify the net expenditure that local authorities need to take into account. The required adjustments between accounting basis and funding basis under regulations are shown in the **movement in reserves statement**.

| <b>2016/17</b>   |   | <b>Note</b> | <b>2017/18</b>     |
|------------------|---|-------------|--------------------|
| £                |   |             | £                  |
| 1,944,280        | Employee Costs  |             | 1,997,216          |
| 245,026          | Property Costs  |             | 236,214            |
| 83,510           | Supplies & Services   |             | 97,145             |
| 10,836           | Contractors   |             | 14,272             |
| 343,590          | Administration Costs  |             | 336,002            |
| 8,790            | Payments to Other Bodies                                      |             | 8,838              |
| <b>2,636,032</b> | <b>Cost of Services</b>                                       |             | <b>2,689,687</b>   |
| (33,458)         | Sales, Fees & Charges   |             | (24,894)           |
| (135,394)        | Other Income  |             | (163,436)          |
| 98,139           | Financing & Investment Income and Expenditure                 | 9           | 125,882            |
| (2,213,300)      | Requisitions from Members Authorities                         | 14          | (2,158,000)        |
| <b>352,019</b>   | <b>(Surplus) or deficit on the provision of services</b>      |             | <b>469,239</b>     |
| 1,774,000        | Actuarial (Gains) or losses on pension assets and liabilities | 16a         | (3,421,000)        |
| <b>1,774,000</b> | <b>Other Comprehensive Income &amp; Expenditure</b>           |             | <b>(3,421,000)</b> |
| <b>2,126,019</b> | <b>Total Comprehensive Income &amp; Expenditure</b>           |             | <b>(2,951,761)</b> |

**Renfrewshire Valuation Joint Board  
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**Balance Sheet as at 31 March 2018**

The **balance sheet** shows the value as at 31 March 2018 of the assets and liabilities recognised by the Joint Board. The net assets of the Joint Board (assets less liabilities) are matched by the reserves held. Reserves are reported in two categories. The first category comprises usable reserves, which are those reserves that the Joint Board 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 comprises those that the Joint Board is not able to use to provide services. This category includes reserves that hold unrealised gains and losses in the value of assets.

| 2016/17<br>£                           |  | Note | 2017/18<br>£ |
|--|--|------|--------------|
| <b><u>Current Assets</u></b>           |  |      |              |
| 453,043                                | Funds held by Renfrewshire Council               |      | 362,405      |
| 34,375                                 | Debtors and Prepayments                          | 11   | 33,824       |
| 100                                    | Cash in Hand                                     |      | 100          |
| 487,518                                |  |      | 396,329      |
| <b><u>less Current Liabilities</u></b> |  |      |              |
| (527,853)                              | Creditors And Accruals                           | 12   | (438,853)    |
| (40,335)                               | <b>Net (Liabilities)/Asset Excluding Pension</b> |      | (42,524)     |
| <b><u>Long Term Liabilities</u></b>    |  |      |              |
| (4,755,000)                            | Pension (liability)/Asset                        | 16c  | (1,676,000)  |
| (4,795,335)                            | <b>Net (Liabilities)/Asset Including Pension</b> |      | (1,718,524)  |
| <b><u>Represented by:</u></b>          |  |      |              |
| <b>Revenue Reserves:</b>               |  |      |              |
| <b>Useable Reserves</b>                |  |      |              |
| 312,047                                | Balance due to Member Authorities                |      | 186,997      |
| (312,047)                              | Transfer to Creditors                            | 13   | (186,997)    |
| <b>Unuseable Reserves</b>              |  |      |              |
| (40,335)                               | Employee Statutory Adjustment Account            | 7c   | (42,524)     |
| (4,755,000)                            | Pension Reserve                                  | 7b   | (1,676,000)  |
| (4,795,335)                            |  |      | (1,718,524)  |

The audited accounts were authorised for issue on 17 August 2018.  
Balance sheet signed by:

**Alan Russell CPFA**  
Treasurer  
17 August 2018

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**Cash flow Statement for the year ended 31 March 2018**

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

| <b>2016/17</b>     |  | <b>2017/18</b>     |
|--------------------|--|--------------------|
| £                  |  | £                  |
|                    | <b>Operating Activities</b>  |                    |
|                    | <b>Cash Inflows</b>  |                    |
| (2,440,443)        | Sale of goods and rendering of services  | (2,369,598)        |
| (1,861)            | Interest received  | (1,118)            |
| <b>(2,442,304)</b> | <b>Cash inflows generated from operating activities</b>  | <b>(2,370,716)</b> |
|                    | <b>Cash Outflows</b>   |                    |
| 1,630,925          | Cash paid to and on behalf of employees  | 1,505,222          |
| 644,373            | Cash paid to suppliers of goods and services   | 683,460            |
| 350,240            | Other payments for operating activities  | 272,672            |
| <b>2,625,538</b>   | <b>Cash outflows generated from operating activities</b>   | <b>2,461,354</b>   |
| <b>183,233</b>     | <b>Net (increase)/decrease in cash and cash equivalents</b>  | <b>90,638</b>      |
| 636,377            | Cash and cash equivalents at the beginning of the reporting period - short term deposits with Renfrewshire Council | 453,143            |
| 453,143            | Cash and cash equivalents at the end of the reporting period - short term deposits with Renfrewshire Council       | 362,505            |
| <b>183,234</b>     | <b>Net cash (inflow)/outflow in cash and cash equivalents in year</b>  | <b>90,638</b>      |

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**Note 1 Expenditure Funding Analysis for the year ended 31 March 2018**

This statement shows how annual expenditure is used and funded from resources and provides a reconciliation of the statutory adjustments between the Joint Boards financial performance on a funding basis and the (surplus) or deficit on the provision of service in the Comprehensive Income and Expenditure statement.

| 2017/18   | (Surplus)/Deficit for<br>Year | Net Expenditure<br>Chargeable to the<br>General Fund | Adjustments<br>between Funding<br>and Accounting<br>basis | Net Expenditure in<br>the<br>Comprehensive<br>Income and<br>Expenditure<br>Statement |
|---|-------------------------------|--|---|--|
|   | £                             | £  | £   | £  |
| Balance as at 31st March 2018                               | 6,450                         |  |   | 6,450  |
| Approved draw on reserves                                   | 118,600                       |  |   | 118,600  |
| Employee Statutory Adjustment                               |                               | 2,189  |   | 2,189  |
| Pension Cost  |                               |  | 215,000   | 215,000  |
| Pension Interest  |                               |  | 127,000   | 127,000  |
| <b>(Surplus) or deficit on the<br/>provision of service</b> |                               |  |   | <b>469,239</b>   |

| 2016/17   | (Surplus)/Deficit for<br>Year | Net Expenditure<br>Chargeable to the<br>General Fund | Adjustments<br>between Funding<br>and Accounting<br>basis | Net Expenditure in<br>the<br>Comprehensive<br>Income and<br>Expenditure<br>Statement |
|---|-------------------------------|--|---|--|
|   | £                             | £  | £   | £  |
| Balance as at 31st March 2017                               | 45,157                        |  |   | 45,157   |
| Approved draw on reserves                                   | 109,500                       |  |   | 109,500  |
| Employee Statutory Adjustment                               |                               | 2,362  |   | 2,362  |
| Pension Cost  |                               |  | 95,000  | 95,000   |
| Pension Interest  |                               |  | 100,000   | 100,000  |
| <b>(Surplus) or deficit on the<br/>provision of service</b> |                               |  |   | <b>352,019</b>   |

## **Note 2 Summary of Significant Accounting Policies**

The Financial Statements for the year ended 31 March 2018 have been prepared in accordance with proper accounting practice as per section 12 of the Local Government in Scotland Act 2003. Proper accounting practice comprises the Code of Practice on Local Authority Accounting in the United Kingdom (the Accounting Code) and the Service Reporting Code of Practice for Local Authorities 2017/18, (SeRCOP) supported by International Financial Reporting Standards and recommendations made by the Local Authority (Scotland) Accounts Advisory Committee (LASAAC). They are designed to give a true and fair view of the financial performance and position of the Joint Board and comparative figures for the previous financial year are provided. There are no significant departures from these recommendations.

The following accounting concepts have been considered in the application of accounting policies:

**Accruals basis** - the accruals concept requires the non-cash effects of transactions to be included in the financial statement for the year in which they occur, not in the period in which payment is made or income received.

**Going concern** - the going concern concept assumes that the Joint Board will continue in existence for the foreseeable future.

**Understandability** – users of the financial statements are assumed to have a reasonable knowledge of accounting and local government.

**Relevance** – the information in the financial statements is useful for assessing Joint Board's stewardship of public funds and for making economic decisions.

**Materiality** - information is included in the financial statements where the information is of such significance that it could influence the decisions or assessments of users of the information.

**Reliability** – information included in the financial statements faithfully represents the substance of transactions, is free from bias and material error, is complete within the bounds of materiality and cost, and has been prudently prepared.

**Primacy of legislative requirements** - legislative requirements have priority over accounting principles in the event of conflict between legislation and the Accounting Code.

The accounts have been prepared under the historic cost convention. The following accounting policies used in the preparation of the statements have been reviewed in line with changes made to the Accounting Code following the introduction of International Financial Reporting Standards.

### **Accruals of Expenditure and Income**

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

- i. Revenue from the sale of goods is recognised when the Joint Board transfers the significant risks and rewards of ownership to the purchaser, and it is probable that the economic benefits or service potential associated with the transaction will flow to the Joint Board.
- ii. Revenue from the provision of services is recognised when the Joint Board can measure reliably the percentage of completion of the transaction and it is probable that the economic benefits or service potential associated with the transaction will flow to the Joint Board.
- iii. 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.

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- iv. Where income 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 there is evidence that debts are unlikely to be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.
- v. Suppliers invoices paid in the two weeks following the year-end are accrued together with specific accruals in respect of further material items provided the goods or services were received by the Balance Sheet date.

### **Cash and Cash Equivalents**

Cash is defined as cash in hand and deposits repayable on demand less overdrafts repayable on demand.

### **Contingent Assets and Liabilities**

Contingent assets and liabilities are not recognised in the financial statements, but are disclosed as a note to the accounts where they are deemed material.

### **Employee Benefits**

#### Benefits payable during employment

All salaries and wages earned up to the balance sheet date are included in the accounts irrespective of when payment was made. An accrual is made for the cost of holiday and flexi-leave entitlements earned by employees but not taken before the year end; and which employees may carry forward into the next financial year.

#### Post employment benefits

The Joint Board participates in the Local Government Pension Scheme which is administered by the Strathclyde Pension Fund. The Local Government Pension Scheme is accounted for as a defined benefit scheme, and in accordance with International Accounting Standard 19 (IAS19) the Joint Board has disclosed certain information concerning the assets, liabilities, income and expenditure relating to the pension scheme. IAS 19 requires that an organisation must account for retirement benefits when it is committed to giving them, even if the giving will be many years into the future.

This involves the recognition in the Balance Sheet of the Joint Board's share of the net pension asset or liability in the Strathclyde Pension Fund and a pension reserve. The Comprehensive Income and Expenditure Statement also recognises changes during the year in the pension asset or liability. Service expenditure includes pension costs based on employers' pension contributions payable and payments to pensioners in the year.

The liabilities of the Strathclyde Pension Fund attributable to the Joint Board are included in the Balance Sheet on an actuarial basis using the projected unit method ie 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 and projections of earnings for current employees. Liabilities are discounted to their value at current prices using a discount rate based on the current rate of return available on a high quality corporate bond of equivalent currency and term to the scheme liabilities.

The assets of the Strathclyde Pension Fund attributable to the Joint Board are included in the Balance Sheet at their fair value, principally the bid price for quoted securities, and estimated fair value for unquoted securities.

Note 16 to the Core Financial Statements provides further information.

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### **Events after the Balance Sheet date**

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statements are authorised for issue.

There are two types of events:

- Adjusting events – those that provide evidence of conditions that existed at the end of the reporting period, and the Statements are adjusted to reflect such events
- Non-adjusting events – those that are indicative of conditions that arose after the reporting period, and the Statements are not adjusted. Where a category of events would have a material effect, disclosure is made in the notes of the nature of the event and its estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statements. Note 6 provides further information.

### **Prior Period Adjustment**

Where there has been a change in accounting policy, that change will be applied retrospectively, that is, prior period figures will be restated unless the Code specifies transitional provisions that shall be followed. Where there has been a change in accounting estimate, that change will be applied prospectively, that is, prior period figures will not be restated. Where a material misstatement or omission has been discovered relating to a prior period, that misstatement or omission will be restated unless it is impracticable to do so.

### **Government Grants and other Contributions**

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

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

Amounts recognised as due to the Joint Board are not credited to the Comprehensive Income and Expenditure Account until conditions attaching to the grant or contribution have been satisfied. Monies advanced as grants and contributions are carried in the Balance Sheet as creditors.

### **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 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 Joint Board is not party to any finance leases.

#### *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 (eg, there is a rent-free period at the commencement of the lease). The risks and rewards of ownership remain with the lessors along with the title of the property.

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**Property, Plant and Equipment**

Renfrewshire Valuation Joint Board is a Joint Board as constituted under s106(1) of the Local Government (Scotland) Act 1973. The Joint Board has no legal power to hold assets. Any cash assets held are matched by an equivalent creditor balance.

**Reserves**

The Joint Board has three reserve funds. The Revenue Reserve contains any balance of requisition income from members of the Joint Board.

The Pension Reserve arises from the IAS19 accounting disclosures for retirement benefits and recognises the Joint Board share of actuarial gains and losses in the Strathclyde Pension Fund and the change in the Joint Board's share of the Pension Fund net liability chargeable to the Income and Expenditure Account.

The Employee Statutory Adjustment Account absorbs the differences that would otherwise arise on the Revenue Reserve from accruing for short term accumulating absences at the end of the financial year. Generally accepted accounting practices require that all short-term employee benefits, including accumulating compensated absences, should be recognised as a cost in the accounts for the year to which they relate. This means that where employees' full holiday entitlement, time in lieu or credit flexi-time balance has not been taken by the financial year-end, the cost of the untaken days or time is calculated and recorded as an accrued expense. However, statutory arrangements require that the impact of such accrued expenditure on the Revenue Reserve is neutralised by transfers to or from the Employee Statutory Adjustment Account.

**VAT**

Income and Expenditure excludes any amount relating to Value Added Tax (VAT), as all VAT is payable to HM Revenue & Customs and all VAT is recoverable from them.

**Note 3 Accounting Standards Issued not Adopted**

There are no accounting standards relevant to the financial statements of the Joint Board which have not been adopted.

**Note 4 Critical Judgements in Applying Accounting Policies**

In applying the accounting policies set out in Note 2, the Joint Board has had to make certain judgements about complex transactions or those involving uncertainty about future events. Where a critical judgement has been made this is referred to in the relevant note to the core financial statements; however a summary of those with the most significant effect is detailed below.

|        |   |
|--------|---|
| Leases | An analysis of the terms of the lease for the Robertson Centre has concluded it is an operating leases. |
|--------|---|

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**Note 5 Assumptions made about the future**

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

The items in the Balance Sheet at 31 March 2018 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

| <b>Item</b>        | <b>Uncertainties</b>  | <b>Effect if Results differ from Assumption</b>   |
|--------------------|---|---|
| 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 retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Joint Board with expert advice about the assumptions to be applied. | The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.5% decrease in the discount rate assumption would result in an increase in the pension liability of £1.676 million. However, the assumptions interact in complex ways. During 2017/18, the appointed actuaries advised that the net pensions liability had decreased by £3.421 million attributable to updating of the assumptions. |

**Note 6 Events after the balance sheet date**

Events taking place after the authorised for issue date per the balance sheet are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2018, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information. There are no non adjusting events.

**Note 7 Details of Movement in Reserves**

**a. Revenue Reserve**

| <b>2016/17</b>          |   | <b>2017/18</b>          |
|-------------------------|---|-------------------------|
| £                       |   | £                       |
| (466,704)               | Balance as at 1 April   | (312,047)               |
| (195,000)               | Transfer to pension reserve   | (342,000)               |
| (2,363)                 | Transfer to employee statutory adjustment account   | (2,189)                 |
| 352,019                 | (Surplus) or Deficit on provision of services (from the Comprehensive Income & Expenditure Account) | 469,239                 |
| <b><u>(312,047)</u></b> | <b>Balance as at 31 March</b>   | <b><u>(186,997)</u></b> |

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**b. Pension Reserve**

| <b>2016/17</b>            |  | <b>2017/18</b>            |
|---------------------------|--|---------------------------|
| £                         |  | £                         |
| (2,786,000)               | Balance as at 1 April  | (4,755,000)               |
| (1,774,000)               | Actuarial Gains and Losses (see note 16)   | 3,421,000                 |
| (195,000)                 | Net additional amount required by statute and non-statutory proper practices to be taken into account when determining the surplus or deficit on the revenue reserves for the year | (342,000)                 |
| <b><u>(4,755,000)</u></b> | <b>Balance as at 31 March</b>  | <b><u>(1,676,000)</u></b> |

The Pension 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 Joint Board accounts for post-employment benefits in the **comprehensive income and expenditure statement** as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Joint Board makes employer's contributions to pension funds. The debit balance on the Pension Reserve shows a significant shortfall in the benefits earned by past and current employees and the Joint Board's share of Strathclyde Pension Fund resources available to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

**c. Employee Statutory Adjustment Account**

| <b>2016/17</b>         |  | <b>2017/18</b>         |
|------------------------|--|------------------------|
| £                      |  | £                      |
| (37,972)               | Balance as at 1 April  | (40,335)               |
| 37,972                 | Reversal of prior year accrual for short-term accumulating compensated absences          | 40,335                 |
| (40,335)               | Recognition of the accrual for short-term accumulating compensating absences at 31 March | (42,524)               |
| <b><u>(40,335)</u></b> | <b>Balance as at 31 March</b>  | <b><u>(42,524)</u></b> |

The Employee Statutory Adjustment Account absorbs the differences that would otherwise arise on revenue balances from accruing for short-term accumulating compensated absences at the end of the financial year. Generally accepted accounting practices require that all short-term employee benefits, including accumulating compensated absences, should be recognised as a cost in the accounts for the year to which they relate. This means that where employees' full holiday entitlement, time in lieu or credit flexi-time balance has not been taken by the financial year-end, the cost of the untaken days or time is calculated and recorded as an accrued expense. However, statutory arrangements require that the impact of such accrued expenditure on revenue balances is neutralised by transfers to or from the Employee Statutory Adjustment Account.

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**Note 8 Reconciliation of the Balance on the Comprehensive Income and Expenditure Statement to the Movement in Reserves Statement**

The deficit for the year on the Revenue Reserves was £344,189 less than the Comprehensive Income and Expenditure Statement result. The table below gives a breakdown of the differences between the income and expenditure included in the Joint Board's Comprehensive Income and Expenditure Statement in accordance with the Code and the amounts that statute and non-statutory proper practice require the Joint Board to debit and credit the Revenue Reserve Balance.

| <b>2016/17</b>   |  | <b>2017/18</b>   |
|------------------|--|------------------|
| £                |  | £                |
|                  | <b>Amounts to be included in the Comprehensive Income and Expenditure Statement but required by statute to be excluded when determining Movement in Reserves Statement</b> |                  |
| (437,000)        | Net charges made for retirement benefits in accordance with IAS19  | (572,000)        |
| (2,363)          | Net charges for employment short-term accumulating absences  | (2,189)          |
| <u>(439,363)</u> |  | <u>(574,189)</u> |
|                  | <b>Amounts not included in the Comprehensive Income and Expenditure Statement but required to be included by statute when determining Movement in Reserves Statement</b>   |                  |
| <u>242,000</u>   | Employers contributions payable to the Strathclyde Pension Fund  | <u>230,000</u>   |
| <u>(197,363)</u> | <b>Net additional amount required to be debited or credited to the Revenue Reserves balance for the year</b>   | <u>(344,189)</u> |

**Note 9 Financing & Investment Income**

| <b>2016/17</b> |  | <b>2017/18</b> |
|----------------|--|----------------|
| £              |  | £              |
| (1,861)        | Interest on Balances                         | (1,118)        |
| 100,000        | Pension Interest Cost                        | 127,000        |
| <u>98,139</u>  | <b>Total Financing and Investment Income</b> | <u>125,882</u> |

**Note 10 Operating Leases**

The Joint Board has acquired office accommodation at the Robertson Centre in Paisley by entering into an operating lease which ends in 2024. The expenditure charged in year to the Comprehensive Income and Expenditure Statement was £55,000 (2016/17 £55,000).

| <b>2016/17</b> |   | <b>2017/18</b> |
|----------------|---|----------------|
| £              |   | £              |
|                | <b>Future Minimum Lease Payments</b>                |                |
| 55,000         | - not later than one year                           | 55,000         |
| 220,000        | - later than one year and not later than five years | 220,000        |
| 110,000        | - later than five years                             | 55,000         |
| <u>385,000</u> | <b>Total</b>  | <u>330,000</u> |

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**Note 11 Debtors**

| 2016/17<br>£         |                                 | 2017/18<br>£         |
|----------------------|---------------------------------|----------------------|
| -                    | Other local authorities         | -                    |
| 34,375               | Other Entities and Individuals  | 33,824               |
| <b><u>34,375</u></b> | <b>Total short term debtors</b> | <b><u>33,824</u></b> |

**Note 12 Creditors**

| 2016/17<br>£          |                                   | 2017/18<br>£          |
|-----------------------|-----------------------------------|-----------------------|
| 312,047               | Other local authorities           | 186,997               |
| 40,335                | Short Term Accumulating Absences  | 42,524                |
| 110,315               | Accrued Payrolls                  | 103,980               |
| 65,156                | Other entities and individuals    | 105,352               |
| <b><u>527,853</u></b> | <b>Total short term creditors</b> | <b><u>438,853</u></b> |

**Note 13 Transfer to Creditors**

| 2016/17<br>£          |   | 2017/18<br>£          |
|-----------------------|---|-----------------------|
| <b><u>312,047</u></b> | In terms of Section 58 of the Local Government (Scotland) Act 1973, Joint Boards have no specific powers to retain reserves to meet future funding requirements and the amount due to member authorities has been transferred to creditors. | <b><u>186,997</u></b> |

**Note 14 Related parties**

The Joint Board's related parties are those bodies or individuals that have the potential to control or significantly influence the Joint Board, or to be controlled or significantly influenced by the Joint Board. The Joint Board is required to disclose material transactions that have occurred with related parties and the amount of any material sums due to or from related parties. Related party relationships require to be disclosed where control exists, irrespective of whether there have been transactions between the related parties. Disclosure of this information allows readers to assess the extent to which the Joint Board might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Joint Board.

The member authorities of the Joint Board have contributed requisitions in the following proportions to enable the Joint Board to carry out its objectives. As approved by the Joint Board in February 2000, the relative allocation of the requisition across constituent authorities is adjusted each year in line with relative proportions of Grant Aided Expenditure as issued by the Scottish Government.

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| 2016/17          |                   | Percentage    | 2017/18          |
|------------------|-------------------|---------------|------------------|
| £                | Council           |               | £                |
| 455,900          | East Renfrewshire | 20.6%         | 444,600          |
| 515,700          | Inverclyde        | 23.3%         | 502,800          |
| 1,241,700        | Renfrewshire      | 56.1%         | 1,210,600        |
| <b>2,213,300</b> | <b>Total</b>      | <b>100.0%</b> | <b>2,158,000</b> |

The Joint Board in turn pays Renfrewshire Council for support services. The amount paid in respect of these services for the year ended 31 March 2018 was £86,679 (2016/17 £86,679).

### **Note 15 External audit costs**

Fees payable to Audit Scotland in respect of external audit services undertaken in accordance with Audit Scotland's *Code of Audit Practice* in 2017-2018 were £7,080 (£6,970 in 2016/17). There were no fees paid to Audit Scotland in respect of any other services.

### **Note 16 Retirement Benefits**

As part of the terms and conditions of employment of its employees, the Joint Board offers retirement benefits. Although these benefits will not actually be payable until employees retire, the Joint Board has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement. The scheme for employees is the Strathclyde Pension Fund which is administered by Glasgow City Council. This is a "funded" defined benefit final salary scheme meaning that the Joint Board and its employees pay contributions into a fund, calculated at a level intended to balance the pensions liability with investment assets.

#### **16a. Transactions relating to retirement benefits**

The cost of retirement benefits is recognised in Gross Expenditure when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is statutorily required to be made in the accounts is based upon pension contributions payable by the Joint Board in the year, and an adjustment is made within the Movement in Reserves Statement to replace the cost of retirement benefits with employers' contributions.

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The following transactions have been made in the accounting statements in 2017/18:

| 2016/17<br>£   | Note  | 2017/18<br>£       |
|--|-------|--------------------|
| <b>Comprehensive Income &amp; Expenditure Statement</b>  |       |                    |
| Cost of Services   |       |                    |
| 337,000  | (i)   | 445,000            |
| -  |       | -                  |
| -  | (ii)  | -                  |
| <u>337,000</u>   |       | <u>445,000</u>     |
| <b>Financing &amp; Investment Income &amp; Expenditure</b>   |       |                    |
| 100,000  | (iii) | 127,000            |
| <u>437,000</u>   |       | <u>572,000</u>     |
| <b>Total Post-employment Benefits charged to the Surplus or Defecit on the Provision of Services</b> |       |                    |
| <b>Other post employment benefit charged to the Comprehensive Income and Expenditure Statement</b>   |       |                    |
| (2,191,000)  |       | (1,539,000)        |
| 3,901,000  |       | (857,000)          |
| 64,000   |       | (1,025,000)        |
| <u>1,774,000</u>   |       | <u>(3,421,000)</u> |
| <u>2,211,000</u>   |       | <u>(2,849,000)</u> |
| <b>Total post employment benefit charged to the Comprehensive Income and Expenditure Statement</b>   |       |                    |
|  | (iv)  |                    |
| 1,969,000  |       | (3,079,000)        |
| <u>242,000</u>   |       | <u>230,000</u>     |
| <b>Employers Contributions paid to Strathclyde Pension Fund</b>                                      |       |                    |

Notes

- i. Current service cost is the cost of future entitlements to pension payments to current employees
- ii. Curtailments are the pension costs to employees retired under redundancy terms.
- iii. The net Interest is an actuarial adjustment to the inflation element in the cost of funding current and future pension obligations. This is the expected increase during the year in the present value of the Joint Committee's share of the Strathclyde Pension Fund's liabilities because they are one year closer to settlement.
- iv. The Movement on Pension Reserve represents the net change in the pension liability recognised in the Movement in Reserves Statement for pension payments made by the Joint Board to the Strathclyde Pension Fund during the year (£342,000).

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The Joint Board is also responsible for all pension payments relating to added years benefits it has awarded, together with related increases. In 2017/18 these amounted to £4,210 (2016/17 £4,481). In addition to the recognised gains and losses included in the Comprehensive Income and Expenditure Statement, actuarial gains of £3.421 million are included in the Movement in Reserves Statement (2016/17 £1.774 million loss). The cumulative amount of actuarial losses is £1.302 million (2016/17 £4.723 million).

**16b. Assets and liabilities in relation to retirement benefits**

A reconciliation of the Joint Board's share of the present value of the Strathclyde Pension Fund's liabilities is as follows:

| <b>2016/17</b> |  | <b>2017/18</b> |
|----------------|--|----------------|
| <b>£000</b>    |  | <b>£000</b>    |
| 13,879         | Opening present value  | 18,456         |
| 337            | Current service cost   | 445            |
| 488            | Interest Cost  | 482            |
| 83             | Employee Contributions   | 76             |
|                | Remeasurement (gains)/losses:  |                |
|                | Actuarial (gains)/losses arising from changes in financial/demographic assumptions | (1,882)        |
| 3,965          |  |                |
| (2)            | Unfunded benefits paid   | (2)            |
| (294)          | Benefits Paid  | (355)          |
| <b>18,456</b>  | <b>Closing present value of scheme liabilities</b>                                 | <b>17,220</b>  |

A reconciliation of the Joint Board's share of the fair value of the Strathclyde Pension Fund's assets is as follows:

| <b>2016/17</b> |   | <b>2017/18</b> |
|----------------|---|----------------|
| <b>£000</b>    |   | <b>£000</b>    |
| 11,093         | Opening Fair Value  | 13,701         |
| 388            | Interest Income   | 355            |
|                | Remeasurement gain/(loss):                                  |                |
| 2,191          | Return on assets excluding amounts included in net interest | 1,539          |
| 240            | Contributions from employer                                 | 228            |
| 83             | Contributions from employee                                 | 76             |
| 2              | Contributions in respect of unfunded benefits               | 2              |
| (2)            | Unfunded benefits paid                                      | (2)            |
| (294)          | Benefits Paid   | (355)          |
| <b>13,701</b>  | <b>Closing fair value of scheme assets</b>                  | <b>15,544</b>  |

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**16c. Fund history**

|  | 2013/14        | 2014/15        | 2015/16        | 2016/17        | 2017/18        |
|--|----------------|----------------|----------------|----------------|----------------|
|  | £000           | £000           | £000           | £000           | £000           |
| Present Value of Liabilities           | (12,298)       | (14,799)       | (13,879)       | (18,456)       | (17,220)       |
| Fair value of assets                   | 9,855          | 10,833         | 11,093         | 13,701         | 15,544         |
| <b>Surplus/(deficit) in the scheme</b> | <b>(2,443)</b> | <b>(3,966)</b> | <b>(2,786)</b> | <b>(4,755)</b> | <b>(1,676)</b> |

The main fund (Fund 1) of Strathclyde Pension Fund does not have an asset and liability matching (ALM) strategy.

The total liability of £1.676 million has a substantial impact on the net worth of the Joint Board as recorded in the balance sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Joint Board remains assured. The deficit on the Strathclyde Pension Fund will be made good by increased contributions over the remaining working life of employees, as assessed by the Fund actuary.

The total contributions expected to be made by the Joint Committee to the Strathclyde Pension Fund in the forthcoming year to 31 March 2019 is £0.238 million.

**16d. Basis for estimating assets and liabilities**

The Joint Board's share of the liabilities of the Strathclyde Pension Fund have been assessed on an actuarial basis using the projected unit method, that estimates the pensions that will be payable in future years dependent upon assumptions about mortality rates, salary levels and so on. The Scheme's liabilities have been assessed by Hymans Robertson, an independent firm of Actuaries, and the estimates are based on the latest full valuation of the Fund at 31 March 2017.

The principal assumptions used by the actuary have been:

| 2016/17                      | Financial Year:   | 2017/18    |
|------------------------------|---|------------|
| <b>Mortality assumptions</b> |   |            |
|                              | Longevity at 65 for current pensioners                                |            |
| 22.1 years                   | • Men   | 21.4 years |
| 23.6 years                   | • Women   | 23.7 years |
|                              | Longevity at 65 for Future pensioners                                 |            |
| 24.8 years                   | • Men   | 23.4 years |
| 26.2 years                   | • Women   | 25.8 years |
| 4.4%                         | Rate of increase in salaries  | 3.6%       |
| 2.4%                         | Rate of increase in pensions  | 2.4%       |
| 2.6%                         | Rate for discounting scheme liabilities                               | 2.7%       |
|                              | Take-up of option to convert annual pension into retirement lump sum: |            |
| 50.0%                        | Pre April 2009 service  | 50.0%      |
| 75.0%                        | Post April 2009 service   | 75.0%      |

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The pension scheme's assets consist of the following categories, by proportion of the total assets held:

| 2016/17<br>£000 |   | Percentage   | 2017/18<br>£000 |
|-----------------|---|--------------|-----------------|
|                 | <b>Equity Securities</b>                        |              |                 |
| 1,296           | Consumer  | 6.4%         | 998             |
| 1,029           | Manufacturing                                   | 5.2%         | 809             |
| 407             | Energy and Utilities                            | 1.3%         | 208             |
| 954             | Financial Institutions                          | 4.3%         | 670             |
| 557             | Health and Care                                 | 2.6%         | 398             |
| 788             | Information Technology                          | 3.3%         | 512             |
| <b>5,031</b>    | <b>Total Equity</b>                             | <b>23.1%</b> | <b>3,595</b>    |
|                 | <b>Debt Securities</b>                          |              |                 |
| -               | Corporate Bonds (investment grade)              | 3.0%         | 488             |
| -               | <b>Total Debt Securities</b>                    | <b>3.0%</b>  | <b>488</b>      |
|                 | <b>Private Equity</b>                           |              |                 |
| 1,130           | All   | 12.0%        | 1,858           |
| <b>1,130</b>    | <b>Total Private Equity</b>                     | <b>12.0%</b> | <b>1,858</b>    |
|                 | <b>Real Estate</b>                              |              |                 |
| 1,653           | UK Property                                     | 9.1%         | 1,407           |
| -               | Overseas Property                               | 0.0%         | -               |
| <b>1,653</b>    | <b>Total Real Estate</b>                        | <b>9.1%</b>  | <b>1,407</b>    |
|                 | <b>Investment Funds &amp; Unit Trusts</b>       |              |                 |
| 4,406           | Equities  | 30.9%        | 4,797           |
| 769             | Bonds   | 11.6%        | 1,800           |
| 9               | Commodities                                     | 0.1%         | 8               |
| 186             | Other   | 0.1%         | 20              |
| <b>5,370</b>    | <b>Total Investment Funds &amp; Unit Trusts</b> | <b>42.7%</b> | <b>6,625</b>    |
|                 | <b>Derivatives</b>                              |              |                 |
| 2               | Foreign Exchange                                | 0.0%         | -               |
| -1              | Other   | 0.0%         | -               |
| <b>1</b>        | <b>Total Derivatives</b>                        | <b>0.0%</b>  | <b>-</b>        |
|                 | <b>Cash &amp; Cash Equivalents</b>              |              |                 |
| 516             | All   | 10.1%        | 1,571           |
| <b>516</b>      | <b>Total Cash &amp; Cash Equivalents</b>        | <b>10.1%</b> | <b>1,571</b>    |
| <b>13,701</b>   | <b>Total</b>                                    | <b>100%</b>  | <b>15,544</b>   |

**16e. Impact on cashflows**

An objective of the fund is to keep employer's contributions at as constant a rate as possible. The fund has agreed a strategy to achieve a funding rate of 100% in the longer term. The rate for employer contributions has been set at 19.3% for 2017-18 and 20.2% in 2018-19.

**Note 17 Contingent Liabilities and Assets**

As at the Balance Sheet date the Joint Board had no material contingent assets or liabilities.





# Renfrewshire Valuation Joint Board

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## **Management Commentary**

### **Introduction**

The requirements governing the format and content of local authorities' annual accounts (under s106 of the Local Government (Scotland) Act 1973 joint boards and committees are classed as local authorities) are contained in The Code of Practice on Local Authority Accounting in the United Kingdom ("the Code"). The annual accounts are prepared in line with The Local Authority Accounts (Scotland) Regulations 2014.

### **History and Statutory Background**

Renfrewshire Valuation Joint Board was established by the Valuation Joint Boards (Scotland) Order 1995 to carry out the valuation functions of Renfrewshire, East Renfrewshire and Inverclyde Councils. The Joint Board came into existence on 1 April 1996 and was also given the responsibility of carrying out Electoral Registration on behalf of the three constituent authorities.

### **Our Aims**

- To ensure that the services we provide are delivered within statutory provisions
- To ensure that equal opportunities and social inclusion are central elements in our planning and delivery of services
- To strive for continuous improvement in the delivery of our services
- To ensure that our service provision reflects the needs and priorities of our stakeholders
- To consult our stakeholders about the way we develop and deliver our services
- To work in partnership with our constituent authorities to achieve improvements in service provision for our mutual customers
- To publish information about the level of services customers can expect to receive
- To develop clear and effective customer suggestion and complaints systems
- To develop & maintain systems for measuring, monitoring and managing our performance
- To develop systems which encourage employees to communicate openly
- To promote a safe and healthy working environment for our employees
- To encourage our employees to develop themselves to achieve their full potential.

### **Service Plan**

The 3 yearly Strategic Service Plan was presented at the June 2018 meeting of the Board. The plan covers the period April 2018 to April 2021.

A copy of Strategic Service Plan can be found at the address below.

<http://renfrewshire.cmis.uk.com/renfrewshire/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/2095/Committee/78/Default.aspx>

### **Electoral Registration**

Individual Electoral Registration, which was introduced in 2014-15 is now "business as usual", although it is not without potential for change that may be accompanied by additional costs. There are currently a number of on-going developments to the system. The Cabinet Office had agreed to assist with additional costs associated with this new system for the "life of this parliament".

Following a review of the in-house Electoral Management System (EMS) it has been deemed necessary to purchase an "off the shelf" EMS to help manage risk and ultimately in time deliver cost savings on staff time spent on processing, for example.

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### **Valuation**

The 2017 Non Domestic Revaluation has taken place and the process has begun in collaboration with the Secretary of the Local Valuation Appeal Committee to cite the 3,800 appeals received against these new 2017 values. The disposal of these appeals will take place over the next two years with all appeals having to be disposed of by December 2020. This is a resource intensive process with strict legislative timetables and at times requires collaboration with other Assessors offices to reach successful outcomes. In addition, legal costs defending the Assessor's stance increase over this period. If the Lands Tribunal or Lands Valuation Appeal Court are required to hear appeals, this dramatically increases the costs for the Assessor. This busy period has been further strained by the Scottish Governments announcement to adopt one of the recommendations from the Barclay review on Non Domestic Rating (published in August 2017) which is to move from a 5 yearly Revaluation cycle to a 3 yearly cycle beginning in 2022. The full impact of this is not fully known at present as legislative changes will be required to facilitate this shift in timetable. In order to prepare for this radical change in the revaluation cycle preparations need to begin this year to allow the recruitment and training of staff in order to successfully implement the new timetable.

The Assessor for Renfrewshire is the "Designated Assessor" for Fixed Line Telecoms throughout Scotland and these Values are entered at the end of the Valuation Roll for the Renfrewshire Council Area. There has always been a close working relationship with the Valuation Office Agency (VOA) for England & Wales as the valuation of telecoms is a UK wide matter. Great benefit and cost savings have been achieved by this collaborative working in the past, however, a further change to the present status quo has been announced by Westminster Parliament in that the next Revaluation for England & Wales will now take place in 2021, a year earlier than previously planned.

The effect of this is to separate our current collaborative working arrangement which will mean the cost of preparing the Telecoms valuations for the 2022 Revaluation in Scotland will significantly increase. The preparation for this change, as with the previously noted change to the Revaluation cycle, needs to commence in the 2018/19 financial year.

Alongside the non-domestic work the Council Tax List has to be maintained with the addition of new houses, deletion of demolished houses and any appeal work which arises throughout the year. This work will require to be absorbed into business as usual for the foreseeable future.

### **Performance**

The performance report for 2017/18 was presented at the Joint Board meeting on the 1<sup>st</sup> June 2018.

The full details of the performance report can be found at the address below.

<http://renfrewshire.cmis.uk.com/renfrewshire/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/2095/Committee/78/Default.aspx>

### **Financial Performance**

#### **Revenue**

The Comprehensive Income and Expenditure Account on page 19 summarises the total costs of providing services and the income available to fund those services.

A summary of the outturn position against the agreed budget is shown below.

The Joint Board has returned a deficit of £125,050 for the financial year 2017/18, compared to a budgeted deficit of £118,600, returning an overspend of £6,450. This overspend excludes accounting adjustments relating to pensions and short-term accumulating compensated absences.

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The difference between the employee costs figure below and the figure reported in the Comprehensive Income and Expenditure report is due to accounting adjustments for pension costs (£215,000) and accrued employee benefits (£2,189). The difference between other income in the figure below and the figure reported in the Comprehensive Income and Expenditure report is due to accounting adjustments for pension interest costs (£1,118).

|                                   | Budget<br>£        | Actual<br>£        | Variance<br>£    |
|-----------------------------------|--------------------|--------------------|------------------|
| Employee Costs                    | 1,748,700          | 1,780,027          | (31,327)         |
| Property Costs                    | 217,500            | 236,214            | (18,714)         |
| Payments to Other Bodies          | 19,700             | 8,838              | 10,862           |
| Supplies and Services             | 81,900             | 97,145             | (15,245)         |
| Contractors & Others              | 25,000             | 14,272             | 10,728           |
| Administrative Costs              | 279,300            | 336,002            | (56,702)         |
| <b>Total Expenditure</b>          | <b>2,372,100</b>   | <b>2,472,498</b>   | <b>(100,398)</b> |
| Requisition Income                | (2,158,000)        | (2,158,000)        | -                |
| Sales, Fees and Charges           | (5,000)            | (24,894)           | 19,894           |
| Other Income                      | (90,500)           | (164,554)          | 74,054           |
| <b>Total Income</b>               | <b>(2,253,500)</b> | <b>(2,347,448)</b> | <b>93,948</b>    |
| <b>(Surplus)/Deficit for Year</b> | <b>118,600</b>     | <b>125,050</b>     | <b>(6,450)</b>   |

The overspend within Employee Costs is due to a low turnover of staff, resulting in turnover targets not being achieved, and also due to overtime required to address workload pressures associated with the General and Local Government Elections in 2017.

The overspend within Property Costs is due to increased insurance costs following the renewals process undertaken. The Board must now secure insurance cover in its own right as opposed to being covered by Renfrewshire Council arrangements.

Due to the General and Local Government Elections and the annual canvass process starting earlier than anticipated, it was not feasible to carry out the School Awareness Campaign which has resulted in the underspend in Payments to Other Bodies.

The overspend within Supplies and Services is due to the purchase of equipment relating to Individual Electoral Registration (IER), however this is offset by an over recovery in Other Income.

Consultation fees in relation to valuation appeals have been lower than anticipated leading to the underspend in Contractors and Others, this is expected to increase next year due to the anticipated increase in appeals from the revaluation exercise.

The overspend within Administration costs is due to the increase in printing and stationery and postages for the revaluation notices for Non Domestic Rates, the electoral registration second reminders and also for the subscription to Westlaw, however this is offset by an over recovery in Sales, Fees and Charges.

The over recovery in Sales, Fees and Charges is due to income received for childcare vouchers, which is offset by expenditure in Employee Costs, and also for the income received for the Westlaw subscription from other Local Authorities and Valuation Joint Boards which is offset by expenditure in Administration costs, as mentioned above.

The Other Income over recovery is due to the increase in Individual Electoral Registration (IER) associated costs, which were funded by the Cabinet Office. The remaining funding received from the Cabinet Office will be required to fund IER costs in 18/19 and was therefore carried forward.

## **Renfrewshire Valuation Joint Board Annual Accounts 2017/18**

### **Capital and Reserves**

The Joint Board does not have the legal powers necessary to hold assets and as such the organisation has no capital spend. Cash balances held by the Joint Board are matched by creditor balances. The largest creditor balance includes the revenue reserve balance of £186,997.

### **Provisions, Contingencies and Write-offs**

The Joint Board is not aware of any eventualities which may have a material effect on the financial position of the Joint Board, and has made no provisions for such eventualities.

In general, any contingent liabilities known to the Joint Board are covered by insurance arrangements.

There were no debt write-offs during the year.

### **Net Pension Position**

The disclosure requirements for pension benefits under IAS19 are detailed at Note 16. The appointed actuaries have confirmed a net liability position of £1.951 million, a decrease of £2.804 million in their assessment of the position of the pension fund. This improvement is due to this year's figures being rebased onto the 2017 formal valuation data, as opposed to last year's figures which were based on the 2014 formal valuation. In addition, pay increases and pension increases were considerably less than anticipated over the last few years. The net deficit position of the pension reserve impacts the Joint Board as a whole, however the funding of these future liabilities will be met from future requisitions from members and as such the going concern assumption is valid.

The appointed actuaries remain of the view that the asset holdings of the Strathclyde Pension Fund and the contributions from employees and employers together with planned increases in employers' contributions provide sufficient security and income to meet future pension liabilities.

### **Events after the Balance Sheet Date**

Events from the Balance Sheet Date until the Date of Signing of the Accounts have been taken into consideration.

### **Impact of Economic Climate and Future Developments**

The Joint Board recognises the difficult financial climate facing local authorities and has continued to seek efficiencies wherever possible. However, the Joint Board approved a 3% increase in requisition levels for 2018/19 due to investment in key ICT systems, such as document management and electoral management. It is anticipated that over the medium term efficiencies will be generated from these and the Joint Board will continue to pursue further efficiencies and cost reductions.

The employers pension contribution will increase from 19.3% to 20.2% in 2018/19. This is due to the projected future funding position of the Joint Board based on the current and retired membership. In order to meet future liabilities, the actuaries have deemed that an increase of 0.9% is required.

The Barclay Review will have an impact on future resources when the recommendation is implemented to carry out Non Domestic Rates revaluations every 3 years instead of every 5 years. In addition to the reduction in the Revaluation timescale, this would subsequently reduce the appeals process deadline which is already a resource intensive process with strict legislative timetables.

The 2018/19 budget for the Joint Board assumed that income would be generated from sub-letting surplus office space within the Robertson Centre. This proposal has been agreed in principle and will be carefully monitored 2018/19.

**Renfrewshire Valuation Joint Board  
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**Conclusion**

We would wish to take this opportunity to acknowledge the team effort required to produce the accounts and to record our thanks to all the staff involved for their continued hard work and support.

**Councillor Audrey Doig**

Convenor  
17 August 2018

**Alan Russell CPFA**

Treasurer  
17 August 2018

**Kate Crawford**

Assessor and Electoral Registration Officer  
17 August 2018

## **Statement of Responsibilities for the Annual Accounts**

### **The Joint Board's Responsibilities**

The Joint Board is required:

- to make arrangements for the proper administration of its financial affairs and to secure that the proper officer of the Joint Board has the responsibility for the administration of those affairs. (section 95 of the Local Government (Scotland) Act 1973). The Director of Finance and Resources at Renfrewshire Council is the designated Officer and operates as the Treasurer for Renfrewshire Valuation Joint Board;
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- to ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014), and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003);
- to Approve the Annual Accounts for signature.

I confirm that these Annual Accounts were approved for signature by the Joint Board at its meeting on the 17 August 2018.

Signed on behalf of Renfrewshire Valuation Joint Board:

### **Councillor Audrey Doig**

Convenor  
17 August 2018

### **The Treasurer's Responsibilities**

The Treasurer is responsible for the preparation of the Joint Board's Annual Accounts in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom ('the Code').

In preparing this statement of accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- Made judgements and estimates which were reasonable and prudent;
- Complied with legislation;
- Complied with the local authority Accounting Code (in so far as it is compatible with legislation);
- Kept proper accounting records which were up to date;
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the financial statements give a true and fair view of the financial position of the Joint Board at the reporting date and the transactions of the Joint Board for the year ended 31 March 2018.

### **Alan Russell CPFA**

Treasurer  
17 August 2018

## **Governance Statement**

### **Scope of Responsibility**

Renfrewshire Valuation Joint Board is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently and effectively. The Board also has a statutory duty to make arrangements to secure best value under the Local Government in Scotland Act 2003. In discharging this overall responsibility, the Joint Board's elected members and senior officers are responsible for putting in place proper arrangements for its affairs and facilitating the effective exercise of its functions, which includes arrangements for the management of risk.

### **The Board's Governance Framework**

The governance framework comprises the systems and processes, and culture and values, by which the Board is directed and controlled. It also describes the way it engages with, and accounts to its stakeholders.

The Board has put in place a system of internal control designed to manage risk to a reasonable level. Internal control cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Joint Board's policies aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The main features of our governance arrangements are summarised below:

- Clearly defined Standing Orders, Scheme of Delegation, Financial Regulations and Tender Procedures,
- Comprehensive business planning arrangements, setting key targets and action plans designed to achieve our corporate objectives,
- Regular public performance reporting,
- Business continuity planning arrangements are in place and regularly reviewed,
- Policies to regulate employee related matters, including the employee code of conduct and disciplinary procedures,
- Arrangements to manage risk, including the risk management strategy and Corporate Risk Register and business continuity plans,
- Clear customer complaints procedures,
- Comprehensive policies and procedures for physical and information security. An anti-fraud and corruption strategy and arrangements supported by a range of policies and guidelines,
- A register of interest is in place and updated on an annual basis
- Internal governance review arrangements including a programme of policy and procedure reviews and a governance working group.

Within the overall control arrangements the system of internal financial control is intended to ensure that assets are safeguarded, transactions are authorised and properly recorded and material errors are detected and corrected. The system is based on a framework of management information, financial regulations, administrative procedures (including segregation of duties), management and supervision, and a system of delegation and accountability. The system includes:

- Financial management is supported by comprehensive financial regulations and codes,
- Comprehensive budgeting systems, and detailed guidance for budget holders,
- Regular reviews of periodic and annual financial reports which indicate financial performance against the forecasts,
- Setting targets to measure financial and other performance,
- The preparation of regular financial reports that indicate actual expenditure against the forecasts.

## **Renfrewshire Valuation Joint Board Annual Accounts 2017/18**

With Renfrewshire Council being the lead authority, all financial transactions of the Joint Board are processed through the financial systems of the Council and are subject to the same controls and scrutiny as those of Renfrewshire Council. This includes regular reviews by the Chief Auditor of Renfrewshire Council.

### **Review of Effectiveness**

Members and officers of the Board are committed to the concept of sound governance and the effective delivery of services and take into account comments made by internal and external auditors.

The effectiveness of the governance framework is reviewed annually by the Assessor and Electoral Registration Officer, including the use of a self-assessment tool involving completion of a 30 point checklist covering four key areas of governance:

- Service Planning and Performance Management
- Internal Control Environment
- Budgeting, Accounting and Financial Control
- Risk Management and Business Continuity

This self-assessment indicated that the governance framework is being complied with in all material respects.

The Scheme of Delegation and the Financial Regulations are currently under review and it is expected that they will be submitted to Board for approval in the Summer of 2018.

The Board's internal audit service operates in accordance with the Public Sector Internal Audit Standards. Internal Audit undertakes an annual programme following an assessment of risk completed during the strategic audit planning process. The Chief Auditor provides an annual report to the Board and an independent opinion on the adequacy and effectiveness of the system of internal control. The Chief Auditor's annual assurance statement concluded that a reasonable level of assurance can be placed upon the adequacy and effectiveness of the Board's internal control systems.

### **Statement on the Role of Chief Financial Officer**

CIPFA published this statement in 2010 and under the Code, the Joint Board is required to state whether it complies with the statement, and if not, to explain how their governance arrangements deliver the same impact. The full statement is:

The Chief Financial Officer in a public service organisation:

- is a key member of the Leadership Team, helping it to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the public interest;
- must be actively involved in, and able to bring influence to bear on, all material business decisions to ensure immediate and longer term implications, opportunities and risks are fully considered, and alignment with the authority's financial strategy; and
- must lead the promotion and delivery by the whole authority of good financial management so that public money is safeguarded at all times and used appropriately, economically, efficiently and effectively.

To deliver these responsibilities the Chief Financial Officer:

- must lead and direct a finance function that is resourced to be fit for purpose; and
- must be professionally qualified and suitably experienced.

The Joint Board complies with the principles set out in CIPFA's Role of the Chief Financial Officer.

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**Assurance**

In conclusion, it is our opinion that the annual review of governance together with the work of internal and external auditors and certification of assurance from the Assessor and Electoral Registration Officer provide sufficient evidence that the principles of good governance operated effectively and the Joint Board complies with its governance arrangements in all material respects. Systems are in place to continually review and improve the governance and internal control environment. Future actions will be taken as necessary to maintain and further enhance the Board's governance arrangements.

**Councillor Audrey Doig**  
Convenor

**Kate Crawford**  
Assessor and Electoral Registration Officer

**Renfrewshire Valuation Joint Board  
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## Remuneration report

All information disclosed in sections two to four in this Remuneration Report will be audited by the council's appointed auditor, Audit Scotland. The other sections of the Remuneration Report will be reviewed by Audit Scotland to ensure that they are consistent with the financial statements.

### 1. Remuneration policy for elected members

As noted by the Board on the 17<sup>th</sup> May 2013, from the 1<sup>st</sup> April 2013 the Joint Board makes no remuneration payment to any elected member, nor does it pay any expenses, fees or allowances to elected members. Further, no recharges have been made by member authorities in relation to elected member remuneration.

### 2. Remuneration policy for senior employees

The Remuneration Policy of the Joint Board is set in reference to national arrangements. The Scottish Joint Negotiating Committee (SJNC) for Local Authority Services sets the salaries for the Chief Executives of Scottish local authorities. The SJNC advised that it would be a matter for each Council to examine the position of other chief officials. It was agreed at the Joint Board of 24<sup>th</sup> January, 1997 that the salary of the posts of Assessor and Electoral Registration Officer and the depute be set at a percentage of the Chief Executive of Renfrewshire Council, which is currently 67% and 50% respectively. Following a review of Chief Executives' salaries in 2001, it was agreed that this arrangement should continue. These arrangements were agreed through approval of the Salaries of the Assessor and Electoral Registration Officer and Depute Assessor and Electoral Registration Officer report at a meeting of the Joint Board on 22<sup>nd</sup> November, 2002.

| 2016/17                           | Senior Employees        |  | 2017/18                           |
|-----------------------------------|-------------------------|--|-----------------------------------|
| Total Salary, fees and allowances | Name                    | Post Held  | Total Salary, fees and allowances |
| £                                 |                         |  | £                                 |
| 93,269                            | Alasdair MacTaggart (i) | Assessor & Electoral Registration Officer        | 14,082                            |
| 69,920                            | Kate Crawford           | Depute Assessor & Electoral Registration Officer | 10,663                            |
| -                                 | Kate Crawford (ii)      | Assessor & Electoral Registration Officer        | 80,404                            |
| <b>163,189</b>                    | <b>Total</b>            |  | <b>105,149</b>                    |

Notes

(i) Alasdair MacTaggart retired on the 25<sup>th</sup> May 2017

(ii) Kate Crawford was Depute Assessor & Electoral Registration Officer until 25<sup>th</sup> May 2017 then Assessor & Electoral Registration officer from 26<sup>th</sup> May 2017.

### 3. Pension rights

Pension benefits for Joint Board employees are provided through the Local Government Pension Scheme (LGPS).

From 1<sup>st</sup> April 2015 benefits are based on career average pay. Pension benefits are based on the pay received for each year in the scheme increased by the increase in the cost of living, as measured by the appropriate index (or indices). The scheme's normal retirement age is linked to the state pension age for each member.

From 1 April 2009 a five tier contribution system was introduced with contributions from scheme members being based on how much pay falls into each tier. This is designed to give more equality

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between the cost and benefits of scheme membership. Prior to 2009 contributions rates were set at 6% for all non manual employees.

| 2016/17 | Member contribution rates on earnings in the bands below | 2017/18            |
|---------|--|--------------------|
|         | Up to £20,500  | 5.5%               |
|         | £20,501 to £25,000                                       | 7.25%              |
|         | £25,001 to £34,400                                       | 8.5%               |
|         | £34,401 to £45,800                                       | 9.5%               |
|         | Over £45,801   | 12%                |
|         |  | Up to £20,700      |
|         |  | £20,701 to £25,300 |
|         |  | £25,301 to £34,00  |
|         |  | £34,701 to £46,300 |
|         |  | Over £46,301       |

If a person works part-time their contribution rate will be based on their part time pay.

There is no automatic entitlement to a lump sum. Members may opt to give up (commute) pension for lump sum up to the limit set by the Finance Act 2004. The accrual rate guarantees a pension based on 1/49th of the pensionable pay for each year of membership, adjusted in line with the cost of living. (Prior to 2015 the accrual rate guaranteed a pension based on 1/60th of final pensionable salary).

The value of the accrued benefits has been calculated on the basis of the age at which the person will first become entitled to receive a full pension on retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation.

The pension figures shown relate to the benefits that the person has accrued as a consequence of their total local government employment, not just that relating to their current post.

| Senior Employees      |  | Accrued Pension benefits as at 31 March 2018 |              | Change in accrued pension benefits since 31 March 2017 |               | Pension contributions made by RVJB during 2017-2018 |
|-----------------------|--|--|--------------|--|---------------|---|
| Name                  | Post Held  | Pension                                      | Lump Sum     | Pension  | Lump Sum      | £   |
|                       |  | £m   | £m           | £m   | £m            |   |
| Alasdair MacTaggart * | Assessor & Electoral Registration Officer        | 0.043  | 0.288        | -0.008   | +0.174        | 2,712   |
| Kate Crawford         | Depute Assessor & Electoral Registration Officer | -  | -            | -  | -             | -   |
| <b>Total</b>          |  | <b>0.043</b>                                 | <b>0.288</b> | <b>-0.008</b>  | <b>+0.174</b> | <b>2,712</b>  |

\*Alasdair MacTaggart retired on the 25<sup>th</sup> May 2017

No pension contributions are made for the Joint Board Convener or Vice Convener

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**4. Remuneration of Employees**

The following table gives a statement of the number of employees whose remuneration, excluding pension contributions, was in excess of £50,000 during 2017/18, in bands of £5,000.

| <b>2016/17</b>             | <b>Remuneration Band</b> | <b>2017/18</b>             |
|----------------------------|--------------------------|----------------------------|
| <b>Number of employees</b> |                          | <b>Number of employees</b> |
| 1                          | £50,000 - £54,999        | 1                          |
| -                          | £55,000 - 59,999         | -                          |
| -                          | £60,000 - £64,999        | -                          |
| 1                          | £65,000 - 69,999         | -                          |
| -                          | £70,000 - £74,999        | -                          |
| -                          | £75,000 - £79,999        | -                          |
| -                          | £80,000 - £84,999        | -                          |
| -                          | £85,000 - £89,999        | -                          |
| 1                          | £90,000 - £94,999        | 1                          |
| -                          | £95,000 - £99,999        | -                          |
| <hr/> 3                    |                          | <hr/> 2                    |

**5. Exit Packages**

Renfrewshire Valuation Joint Board agreed no exit packages in 2017-18.

**Councillor Audrey Doig**  
Convenor

**Kate Crawford**  
Assessor and Electoral Registration Officer

## **Independent Auditors Report**

### **Annual Accounts 2017-18**

#### **Independent auditor's report to the members of Renfrewshire Valuation Joint Board and the Accounts Commission**

This report is made solely to the parties to whom it is addressed in accordance with Part VII of the Local Government (Scotland) Act 1973 and for no other purpose. In accordance with paragraph 120 of the Code of Audit Practice approved by the Accounts Commission, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

#### **Report on the audit of the financial statements**

##### **Opinion on financial statements**

I certify that I have audited the financial statements in the annual accounts of Renfrewshire Valuation Joint Board for the year ended 31 March 2018 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Movement in Reserves Statement, Comprehensive Income and Expenditure Statement, Balance Sheet, Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 (the 2017/18 Code).

##### **In my opinion the accompanying financial statements:**

- give a true and fair view in accordance with applicable law and the 2017/18 Code of the state of affairs of the body as at 31 March 2018 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2017/18 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

##### **Basis of opinion**

I conducted my audit in accordance with applicable law and International Standards on Auditing (UK) (ISAs (UK)). My responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of my report. I am independent of the body in accordance with the ethical requirements that are relevant to my audit of the financial statements in the UK including the Financial Reporting Council's Ethical Standard, and I have fulfilled my other ethical responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

##### **Conclusions relating to going concern basis of accounting**

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

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Treasurer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about body'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.

## **Renfrewshire Valuation Joint Board Annual Accounts 2017/18**

### **Responsibilities of the Treasurer for the financial statements**

As explained more fully in the Statement of Responsibilities for the Annual Accounts, the Treasurer is responsible for the preparation of financial statements that give a true and fair view in accordance with the financial reporting framework, and for such internal control as the Treasurer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Treasurer is responsible for assessing the body'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 deemed inappropriate.

The Joint Board is responsible for overseeing the financial reporting process.

### **Auditor's responsibilities for the audit of the financial statements**

My objectives are to achieve 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 my 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 the auditor's responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of my auditor's report.

### **Other information in the annual accounts**

The Treasurer is responsible for the other information in the annual accounts. The other information comprises the information other than the financial statements, the audited part of the Remuneration Report, and my auditor's report thereon. My opinion on the financial statements does not cover the other information and I do not express any form of assurance conclusion thereon except on matters prescribed by the Accounts Commission to the extent explicitly stated later in this report.

In connection with my audit of the financial statements, my responsibility is to read all the other information in the annual accounts and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit or otherwise appears to be materially misstated. If I identify such material inconsistencies or apparent material misstatements, I am 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 I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I have nothing to report in this regard.

### **Report on other requirements**

#### **Opinions on matters prescribed by the Accounts Commission**

In my opinion, the audited part of the Remuneration Report has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 2014.

In my opinion, based on the work undertaken in the course of the audit

- the information given in the Management Commentary for the financial year for which the financial statements are prepared is consistent with the financial statements and that report has been prepared in accordance with statutory guidance issued under the Local Government in Scotland Act 2003; and
- the information given in the Governance Statement for the financial year for which the financial statements are prepared is consistent with the financial statements and that report

**Renfrewshire Valuation Joint Board  
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has been prepared in accordance with the Delivering Good Governance in Local Government: Framework (2016).

**Matters on which I am required to report by exception**

I am required by the Accounts Commission to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the auditable part of the Remuneration Report are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or
- there has been a failure to achieve a prescribed financial objective.

I have nothing to report in respect of these matters.

Mark Ferris

Audit Scotland  
4th Floor, South Suite  
The Athenaeum Building  
8 Nelson Mandela Place  
Glasgow  
G2 1BT

August 2018

**Renfrewshire Valuation Joint Board  
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**Movement in Reserves Statement for the year ended 31 March 2018**

This statement shows the movement in the year on the different reserves held by the Joint Board, analysed into usable reserves (that is, those reserves that can be applied to fund expenditure) and unusable reserves. The surplus or deficit on the provision of services line shows the true economic cost of providing the Joint Board's services, more details of which are shown in the **comprehensive income and expenditure statement**.

|  | Note    | Usable reserves  |                    | Unusable reserves                     |                    |
|--|---------|------------------|--------------------|---------------------------------------|--------------------|
|  |         | Revenue Reserve  | Pension Reserve    | Employee Statutory Adjustment Account | Total Reserves     |
|  |         | £                | £                  | £                                     | £                  |
| <b>Balance at 31 March 2016 carried forward</b>                                |         | -                | (2,786,000)        | (37,972)                              | (2,823,972)        |
| <i>Movement in reserves during 2016-17</i>                                     |         |                  |                    |                                       |                    |
| Surplus or (deficit) on the provision of services                              | 7a      | (352,019)        |                    |                                       | (352,019)          |
| Other comprehensive income and expenditure                                     | 7b      |                  | (1,774,000)        |                                       | (1,774,000)        |
| <b>Total comprehensive income and expenditure</b>                              |         | <b>(352,019)</b> | <b>(1,774,000)</b> | <b>-</b>                              | <b>(2,126,019)</b> |
| Adjustments between accounting basis and funding basis under regulations       | 7a & 7b | 197,363          | (195,000)          | (2,363)                               | -                  |
| Transfer from Creditors  | 7a      | 466,704          |                    |                                       | 466,704            |
| <b>Net increase or (decrease) before transfers to other statutory reserves</b> |         | <b>312,047</b>   | <b>(1,969,000)</b> | <b>(2,363)</b>                        | <b>(1,659,316)</b> |
| Transfers to or (from) other statutory reserves                                |         | -                | -                  | -                                     | -                  |
| Transfer to creditors  | 13      | (312,047)        | -                  | -                                     | (312,047)          |
| <b>Increase or (decrease) in 2016-17</b>                                       |         | <b>-</b>         | <b>(1,969,000)</b> | <b>(2,363)</b>                        | <b>(1,971,363)</b> |
| <b>Balance at 31 March 2017 carried forward</b>                                |         | <b>-</b>         | <b>(4,755,000)</b> | <b>(40,335)</b>                       | <b>(4,795,335)</b> |
| <i>Movement in reserves during 2017-18</i>                                     |         |                  |                    |                                       |                    |
| Surplus or (deficit) on the provision of services                              | 7a      | (469,239)        |                    |                                       | (469,239)          |
| Other comprehensive income and expenditure                                     | 7b      |                  | 3,146,000          |                                       | 3,146,000          |
| <b>Total comprehensive income and expenditure</b>                              |         | <b>(469,239)</b> | <b>3,146,000</b>   | <b>-</b>                              | <b>2,676,761</b>   |
| Adjustments between accounting basis and funding basis under regulations       | 7a & 7b | 344,189          | (342,000)          | (2,189)                               | -                  |
| Transfer from Creditors  | 7a      | 312,047          |                    |                                       | 312,047            |
| <b>Net increase or (decrease) before transfers to other statutory reserves</b> |         | <b>186,997</b>   | <b>2,804,000</b>   | <b>(2,189)</b>                        | <b>2,988,808</b>   |
| Transfers to or (from) other statutory reserves                                |         |                  |                    |                                       | -                  |
| Transfer to creditors  | 13      | (186,997)        |                    |                                       | (186,997)          |
| <b>Increase or (decrease) in 2017-18</b>                                       |         | <b>-</b>         | <b>2,804,000</b>   | <b>(2,189)</b>                        | <b>2,801,811</b>   |
| <b>Balance at 31 March 2018 carried forward</b>                                |         | <b>-</b>         | <b>(1,951,000)</b> | <b>(42,524)</b>                       | <b>(1,993,524)</b> |

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**Comprehensive Income and Expenditure Statement for the year ended 31  
March 2018**

This statement shows the accounting cost of providing services and managing the Joint Board during the year. It includes, on an accruals basis, all of the Joint Board's day-to-day expenses and related income. It also includes transactions measuring the value of non-current assets actually consumed during the year and the real projected value of retirement benefits earned by employees during the year. The statement shows the accounting cost in accordance with generally accepted accounting practices, rather than the cost according to the statutory regulations that specify the net expenditure that local authorities need to take into account. The required adjustments between accounting basis and funding basis under regulations are shown in the **movement in reserves statement**.

| <b>2016/17</b>   |   | <b>Note</b> | <b>2017/18</b>     |
|------------------|---|-------------|--------------------|
| £                |   |             | £                  |
| 1,944,280        | Employee Costs  |             | 1,997,216          |
| 245,026          | Property Costs  |             | 236,214            |
| 83,510           | Supplies & Services   |             | 97,145             |
| 10,836           | Contractors   |             | 14,272             |
| 343,590          | Administration Costs  |             | 336,002            |
| 8,790            | Payments to Other Bodies                                      |             | 8,838              |
| <b>2,636,032</b> | <b>Cost of Services</b>                                       |             | <b>2,689,687</b>   |
| (33,458)         | Sales, Fees & Charges   |             | (24,894)           |
| (135,394)        | Other Income  |             | (163,436)          |
| 98,139           | Financing & Investment Income and Expenditure                 | 9           | 125,882            |
| (2,213,300)      | Requisitions from Members Authorities                         | 14          | (2,158,000)        |
| <b>352,019</b>   | <b>(Surplus) or deficit on the provision of services</b>      |             | <b>469,239</b>     |
| 1,774,000        | Actuarial (Gains) or losses on pension assets and liabilities | 16a         | (3,146,000)        |
| <b>1,774,000</b> | <b>Other Comprehensive Income &amp; Expenditure</b>           |             | <b>(3,146,000)</b> |
| <b>2,126,019</b> | <b>Total Comprehensive Income &amp; Expenditure</b>           |             | <b>(2,676,761)</b> |

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**Balance Sheet as at 31 March 2018**

The **balance sheet** shows the value as at 31 March 2018 of the assets and liabilities recognised by the Joint Board. The net assets of the Joint Board (assets less liabilities) are matched by the reserves held. Reserves are reported in two categories. The first category comprises usable reserves, which are those reserves that the Joint Board 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 comprises those that the Joint Board is not able to use to provide services. This category includes reserves that hold unrealised gains and losses in the value of assets.

| 2016/17<br>£       |  | Note | 2017/18<br>£       |
|--------------------|--|------|--------------------|
|                    | <b><u>Current Assets</u></b>                     |      |                    |
| 453,043            | Funds held by Renfrewshire Council               |      | 362,405            |
| 34,375             | Debtors and Prepayments                          | 11   | 33,824             |
| 100                | Cash in Hand                                     |      | 100                |
| <u>487,518</u>     |  |      | <u>396,329</u>     |
|                    | <b><u>less Current Liabilities</u></b>           |      |                    |
| (527,853)          | Creditors And Accruals                           | 12   | (438,853)          |
| <u>(40,335)</u>    | <b>Net (Liabilities)/Asset Excluding Pension</b> |      | <u>(42,524)</u>    |
|                    | <b><u>Long Term Liabilities</u></b>              |      |                    |
| (4,755,000)        | Pension (liability)/Asset                        | 16c  | (1,951,000)        |
| <u>(4,795,335)</u> | <b>Net (Liabilities)/Asset Including Pension</b> |      | <u>(1,993,524)</u> |
|                    | <b><u>Represented by:</u></b>                    |      |                    |
|                    | <b>Revenue Reserves:</b>                         |      |                    |
|                    | <b>Useable Reserves</b>                          |      |                    |
| 312,047            | Balance due to Member Authorities                |      | 186,997            |
| (312,047)          | Transfer to Creditors                            | 13   | (186,997)          |
|                    | <b>Unuseable Reserves</b>                        |      |                    |
| (40,335)           | Employee Statutory Adjustment Account            | 7c   | (42,524)           |
| (4,755,000)        | Pension Reserve                                  | 7b   | (1,951,000)        |
| <u>(4,795,335)</u> |  |      | <u>(1,993,524)</u> |

The audited accounts were authorised for issue on 17 August 2018.  
Balance sheet signed by:

**Alan Russell CPFA**  
Treasurer  
17 August 2018

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**Cash flow Statement for the year ended 31 March 2018**

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

| <b>2016/17</b>     |  | <b>2017/18</b>     |
|--------------------|--|--------------------|
| £                  |  | £                  |
|                    | <b>Operating Activities</b>  |                    |
|                    | <b>Cash Inflows</b>  |                    |
| (2,440,443)        | Sale of goods and rendering of services  | (2,369,598)        |
| (1,861)            | Interest received  | (1,118)            |
| <b>(2,442,304)</b> | <b>Cash inflows generated from operating activities</b>  | <b>(2,370,716)</b> |
|                    | <b>Cash Outflows</b>   |                    |
| 1,630,925          | Cash paid to and on behalf of employees  | 1,505,222          |
| 644,373            | Cash paid to suppliers of goods and services   | 683,460            |
| 350,240            | Other payments for operating activities  | 272,672            |
| <b>2,625,538</b>   | <b>Cash outflows generated from operating activities</b>   | <b>2,461,354</b>   |
| <b>183,233</b>     | <b>Net (increase)/decrease in cash and cash equivalents</b>  | <b>90,638</b>      |
| 636,377            | Cash and cash equivalents at the beginning of the reporting period - short term deposits with Renfrewshire Council | 453,143            |
| 453,143            | Cash and cash equivalents at the end of the reporting period - short term deposits with Renfrewshire Council       | 362,505            |
| <b>183,234</b>     | <b>Net cash (inflow)/outflow in cash and cash equivalents in year</b>  | <b>90,638</b>      |

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**Note 1 Expenditure Funding Analysis for the year ended 31 March 2018**

This statement shows how annual expenditure is used and funded from resources and provides a reconciliation of the statutory adjustments between the Joint Boards financial performance on a funding basis and the (surplus) or deficit on the provision of service in the Comprehensive Income and Expenditure statement.

| 2017/18   | (Surplus)/Deficit for<br>Year | Net Expenditure<br>Chargeable to the<br>General Fund | Adjustments<br>between Funding<br>and Accounting<br>basis | Net Expenditure in<br>the<br>Comprehensive<br>Income and<br>Expenditure<br>Statement |
|---|-------------------------------|--|---|--|
|   | £                             | £  | £   | £  |
| Balance as at 31st March 2018                               | 6,450                         |  |   | 6,450  |
| Approved draw on reserves                                   | 118,600                       |  |   | 118,600  |
| Employee Statutory Adjustment                               |                               | 2,189  |   | 2,189  |
| Pension Cost  |                               |  | 215,000   | 215,000  |
| Pension Interest  |                               |  | 127,000   | 127,000  |
| <b>(Surplus) or deficit on the<br/>provision of service</b> |                               |  |   | <b>469,239</b>   |

| 2016/17   | (Surplus)/Deficit for<br>Year | Net Expenditure<br>Chargeable to the<br>General Fund | Adjustments<br>between Funding<br>and Accounting<br>basis | Net Expenditure in<br>the<br>Comprehensive<br>Income and<br>Expenditure<br>Statement |
|---|-------------------------------|--|---|--|
|   | £                             | £  | £   | £  |
| Balance as at 31st March 2017                               | 45,157                        |  |   | 45,157   |
| Approved draw on reserves                                   | 109,500                       |  |   | 109,500  |
| Employee Statutory Adjustment                               |                               | 2,362  |   | 2,362  |
| Pension Cost  |                               |  | 95,000  | 95,000   |
| Pension Interest  |                               |  | 100,000   | 100,000  |
| <b>(Surplus) or deficit on the<br/>provision of service</b> |                               |  |   | <b>352,019</b>   |

## **Note 2 Summary of Significant Accounting Policies**

The Financial Statements for the year ended 31 March 2018 have been prepared in accordance with proper accounting practice as per section 12 of the Local Government in Scotland Act 2003. Proper accounting practice comprises the Code of Practice on Local Authority Accounting in the United Kingdom (the Accounting Code) and the Service Reporting Code of Practice for Local Authorities 2017/18, (SeRCOP) supported by International Financial Reporting Standards and recommendations made by the Local Authority (Scotland) Accounts Advisory Committee (LASAAC). They are designed to give a true and fair view of the financial performance and position of the Joint Board and comparative figures for the previous financial year are provided. There are no significant departures from these recommendations.

The following accounting concepts have been considered in the application of accounting policies:

**Accruals basis** - the accruals concept requires the non-cash effects of transactions to be included in the financial statement for the year in which they occur, not in the period in which payment is made or income received.

**Going concern** - the going concern concept assumes that the Joint Board will continue in existence for the foreseeable future.

**Understandability** – users of the financial statements are assumed to have a reasonable knowledge of accounting and local government.

**Relevance** – the information in the financial statements is useful for assessing Joint Board's stewardship of public funds and for making economic decisions.

**Materiality** - information is included in the financial statements where the information is of such significance that it could influence the decisions or assessments of users of the information.

**Reliability** – information included in the financial statements faithfully represents the substance of transactions, is free from bias and material error, is complete within the bounds of materiality and cost, and has been prudently prepared.

**Primacy of legislative requirements** - legislative requirements have priority over accounting principles in the event of conflict between legislation and the Accounting Code.

The accounts have been prepared under the historic cost convention. The following accounting policies used in the preparation of the statements have been reviewed in line with changes made to the Accounting Code following the introduction of International Financial Reporting Standards.

### **Accruals of Expenditure and Income**

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

- i. Revenue from the sale of goods is recognised when the Joint Board transfers the significant risks and rewards of ownership to the purchaser, and it is probable that the economic benefits or service potential associated with the transaction will flow to the Joint Board.
- ii. Revenue from the provision of services is recognised when the Joint Board can measure reliably the percentage of completion of the transaction and it is probable that the economic benefits or service potential associated with the transaction will flow to the Joint Board.
- iii. 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.

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- iv. Where income 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 there is evidence that debts are unlikely to be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.
- v. Suppliers invoices paid in the two weeks following the year-end are accrued together with specific accruals in respect of further material items provided the goods or services were received by the Balance Sheet date.

### **Cash and Cash Equivalents**

Cash is defined as cash in hand and deposits repayable on demand less overdrafts repayable on demand.

### **Contingent Assets and Liabilities**

Contingent assets and liabilities are not recognised in the financial statements, but are disclosed as a note to the accounts where they are deemed material.

### **Employee Benefits**

#### Benefits payable during employment

All salaries and wages earned up to the balance sheet date are included in the accounts irrespective of when payment was made. An accrual is made for the cost of holiday and flexi-leave entitlements earned by employees but not taken before the year end; and which employees may carry forward into the next financial year.

#### Post employment benefits

The Joint Board participates in the Local Government Pension Scheme which is administered by the Strathclyde Pension Fund. The Local Government Pension Scheme is accounted for as a defined benefit scheme, and in accordance with International Accounting Standard 19 (IAS19) the Joint Board has disclosed certain information concerning the assets, liabilities, income and expenditure relating to the pension scheme. IAS 19 requires that an organisation must account for retirement benefits when it is committed to giving them, even if the giving will be many years into the future.

This involves the recognition in the Balance Sheet of the Joint Board's share of the net pension asset or liability in the Strathclyde Pension Fund and a pension reserve. The Comprehensive Income and Expenditure Statement also recognises changes during the year in the pension asset or liability. Service expenditure includes pension costs based on employers' pension contributions payable and payments to pensioners in the year.

The liabilities of the Strathclyde Pension Fund attributable to the Joint Board are included in the Balance Sheet on an actuarial basis using the projected unit method ie 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 and projections of earnings for current employees. Liabilities are discounted to their value at current prices using a discount rate based on the current rate of return available on a high quality corporate bond of equivalent currency and term to the scheme liabilities.

The assets of the Strathclyde Pension Fund attributable to the Joint Board are included in the Balance Sheet at their fair value, principally the bid price for quoted securities, and estimated fair value for unquoted securities.

Note 16 to the Core Financial Statements provides further information.

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### Events after the Balance Sheet date

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statements are authorised for issue.

There are two types of events:

- Adjusting events – those that provide evidence of conditions that existed at the end of the reporting period, and the Statements are adjusted to reflect such events
- Non-adjusting events – those that are indicative of conditions that arose after the reporting period, and the Statements are not adjusted. Where a category of events would have a material effect, disclosure is made in the notes of the nature of the event and its estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statements. Note 6 provides further information.

### Prior Period Adjustment

Where there has been a change in accounting policy, that change will be applied retrospectively, that is, prior period figures will be restated unless the Code specifies transitional provisions that shall be followed. Where there has been a change in accounting estimate, that change will be applied prospectively, that is, prior period figures will not be restated. Where a material misstatement or omission has been discovered relating to a prior period, that misstatement or omission will be restated unless it is impracticable to do so.

### Government Grants and other Contributions

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

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

Amounts recognised as due to the Joint Board are not credited to the Comprehensive Income and Expenditure Account until conditions attaching to the grant or contribution have been satisfied. Monies advanced as grants and contributions are carried in the Balance Sheet as creditors.

### 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 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 Joint Board is not party to any finance leases.

#### *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 (eg, there is a rent-free period at the commencement of the lease). The risks and rewards of ownership remain with the lessors along with the title of the property.

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**Property, Plant and Equipment**

Renfrewshire Valuation Joint Board is a Joint Board as constituted under s106(1) of the Local Government (Scotland) Act 1973. The Joint Board has no legal power to hold assets. Any cash assets held are matched by an equivalent creditor balance.

**Reserves**

The Joint Board has three reserve funds. The Revenue Reserve contains any balance of requisition income from members of the Joint Board.

The Pension Reserve arises from the IAS19 accounting disclosures for retirement benefits and recognises the Joint Board share of actuarial gains and losses in the Strathclyde Pension Fund and the change in the Joint Board's share of the Pension Fund net liability chargeable to the Income and Expenditure Account.

The Employee Statutory Adjustment Account absorbs the differences that would otherwise arise on the Revenue Reserve from accruing for short term accumulating absences at the end of the financial year. Generally accepted accounting practices require that all short-term employee benefits, including accumulating compensated absences, should be recognised as a cost in the accounts for the year to which they relate. This means that where employees' full holiday entitlement, time in lieu or credit flexi-time balance has not been taken by the financial year-end, the cost of the untaken days or time is calculated and recorded as an accrued expense. However, statutory arrangements require that the impact of such accrued expenditure on the Revenue Reserve is neutralised by transfers to or from the Employee Statutory Adjustment Account.

**VAT**

Income and Expenditure excludes any amount relating to Value Added Tax (VAT), as all VAT is payable to HM Revenue & Customs and all VAT is recoverable from them.

**Note 3 Accounting Standards Issued not Adopted**

There are no accounting standards relevant to the financial statements of the Joint Board which have not been adopted.

**Note 4 Critical Judgements in Applying Accounting Policies**

In applying the accounting policies set out in Note 2, the Joint Board has had to make certain judgements about complex transactions or those involving uncertainty about future events. Where a critical judgement has been made this is referred to in the relevant note to the core financial statements; however a summary of those with the most significant effect is detailed below.

|        |   |
|--------|---|
| Leases | An analysis of the terms of the lease for the Robertson Centre has concluded it is an operating leases. |
|--------|---|

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## **Note 5 Assumptions made about the future**

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

The items in the Balance Sheet at 31 March 2018 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

| <b>Item</b>        | <b>Uncertainties</b>  | <b>Effect if Results differ from Assumption</b>   |
|--------------------|---|---|
| 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 retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Joint Board with expert advice about the assumptions to be applied. | The effects on the net pensions liability of changes in individual assumptions can be measured. For instance, a 0.5% decrease in the discount rate assumption would result in an increase in the pension liability of £1.676 million. However, the assumptions interact in complex ways. During 2017/18, the appointed actuaries advised that the net pensions liability had decreased by £3.146 million attributable to updating of the assumptions. |

## **Note 6 Events after the balance sheet date**

Events taking place after the authorised for issue date per the balance sheet are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2018, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information. There are no non adjusting events.

## **Note 7 Details of Movement in Reserves**

### **a. Revenue Reserve**

| <b>2016/17</b>          |   | <b>2017/18</b>          |
|-------------------------|---|-------------------------|
| £                       |   | £                       |
| (466,704)               | Balance as at 1 April   | (312,047)               |
| (195,000)               | Transfer to pension reserve   | (342,000)               |
| (2,363)                 | Transfer to employee statutory adjustment account   | (2,189)                 |
| 352,019                 | (Surplus) or Deficit on provision of services (from the Comprehensive Income & Expenditure Account) | 469,239                 |
| <b><u>(312,047)</u></b> | <b>Balance as at 31 March</b>   | <b><u>(186,997)</u></b> |

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**b. Pension Reserve**

| <b>2016/17</b>            |  | <b>2017/18</b>            |
|---------------------------|--|---------------------------|
| £                         |  | £                         |
| (2,786,000)               | Balance as at 1 April  | (4,755,000)               |
| (1,774,000)               | Actuarial Gains and Losses (see note 16)   | 3,146,000                 |
| (195,000)                 | Net additional amount required by statute and non-statutory proper practices to be taken into account when determining the surplus or deficit on the revenue reserves for the year | (342,000)                 |
| <b><u>(4,755,000)</u></b> | <b>Balance as at 31 March</b>  | <b><u>(1,951,000)</u></b> |

The Pension 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 Joint Board accounts for post-employment benefits in the **comprehensive income and expenditure statement** as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Joint Board makes employer's contributions to pension funds. The debit balance on the Pension Reserve shows a significant shortfall in the benefits earned by past and current employees and the Joint Board's share of Strathclyde Pension Fund resources available to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

**c. Employee Statutory Adjustment Account**

| <b>2016/17</b>         |  | <b>2017/18</b>         |
|------------------------|--|------------------------|
| £                      |  | £                      |
| (37,972)               | Balance as at 1 April  | (40,335)               |
| 37,972                 | Reversal of prior year accrual for short-term accumulating compensated absences          | 40,335                 |
| (40,335)               | Recognition of the accrual for short-term accumulating compensating absences at 31 March | (42,524)               |
| <b><u>(40,335)</u></b> | <b>Balance as at 31 March</b>  | <b><u>(42,524)</u></b> |

The Employee Statutory Adjustment Account absorbs the differences that would otherwise arise on revenue balances from accruing for short-term accumulating compensated absences at the end of the financial year. Generally accepted accounting practices require that all short-term employee benefits, including accumulating compensated absences, should be recognised as a cost in the accounts for the year to which they relate. This means that where employees' full holiday entitlement, time in lieu or credit flexi-time balance has not been taken by the financial year-end, the cost of the untaken days or time is calculated and recorded as an accrued expense. However, statutory arrangements require that the impact of such accrued expenditure on revenue balances is neutralised by transfers to or from the Employee Statutory Adjustment Account.

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**Note 8 Reconciliation of the Balance on the Comprehensive Income and Expenditure Statement to the Movement in Reserves Statement**

The deficit for the year on the Revenue Reserves was £344,189 less than the Comprehensive Income and Expenditure Statement result. The table below gives a breakdown of the differences between the income and expenditure included in the Joint Board's Comprehensive Income and Expenditure Statement in accordance with the Code and the amounts that statute and non-statutory proper practice require the Joint Board to debit and credit the Revenue Reserve Balance.

| <b>2016/17</b> |  | <b>2017/18</b> |
|----------------|--|----------------|
| £              |  | £              |
|                | <b>Amounts to be included in the Comprehensive Income and Expenditure Statement but required by statute to be excluded when determining Movement in Reserves Statement</b> |                |
| (437,000)      | Net charges made for retirement benefits in accordance with IAS19  | (572,000)      |
| (2,363)        | Net charges for employment short-term accumulating absences  | (2,189)        |
| (439,363)      |  | (574,189)      |
|                | <b>Amounts not included in the Comprehensive Income and Expenditure Statement but required to be included by statute when determining Movement in Reserves Statement</b>   |                |
| 242,000        | Employers contributions payable to the Strathclyde Pension Fund  | 230,000        |
| (197,363)      | <b>Net additional amount required to be debited or credited to the Revenue Reserves balance for the year</b>   | (344,189)      |

**Note 9 Financing & Investment Income**

| <b>2016/17</b> |  | <b>2017/18</b> |
|----------------|--|----------------|
| £              |  | £              |
| (1,861)        | Interest on Balances                         | (1,118)        |
| 100,000        | Pension Interest Cost                        | 127,000        |
| 98,139         | <b>Total Financing and Investment Income</b> | 125,882        |

**Note 10 Operating Leases**

The Joint Board has acquired office accommodation at the Robertson Centre in Paisley by entering into an operating lease which ends in 2024. The expenditure charged in year to the Comprehensive Income and Expenditure Statement was £55,000 (2016/17 £55,000).

| <b>2016/17</b> |   | <b>2017/18</b> |
|----------------|---|----------------|
| £              |   | £              |
|                | <b>Future Minimum Lease Payments</b>                |                |
| 55,000         | - not later than one year                           | 55,000         |
| 220,000        | - later than one year and not later than five years | 220,000        |
| 110,000        | - later than five years                             | 55,000         |
| 385,000        | <b>Total</b>  | 330,000        |

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**Note 11 Debtors**

| 2016/17<br>£         |                                 | 2017/18<br>£         |
|----------------------|---------------------------------|----------------------|
| -                    | Other local authorities         | -                    |
| 34,375               | Other Entities and Individuals  | 33,824               |
| <b><u>34,375</u></b> | <b>Total short term debtors</b> | <b><u>33,824</u></b> |

**Note 12 Creditors**

| 2016/17<br>£          |                                   | 2017/18<br>£          |
|-----------------------|-----------------------------------|-----------------------|
| 312,047               | Other local authorities           | 186,997               |
| 40,335                | Short Term Accumulating Absences  | 42,524                |
| 110,315               | Accrued Payrolls                  | 103,980               |
| 65,156                | Other entities and individuals    | 105,352               |
| <b><u>527,853</u></b> | <b>Total short term creditors</b> | <b><u>438,853</u></b> |

**Note 13 Transfer to Creditors**

| 2016/17<br>£          |   | 2017/18<br>£          |
|-----------------------|---|-----------------------|
| <b><u>312,047</u></b> | In terms of Section 58 of the Local Government (Scotland) Act 1973, Joint Boards have no specific powers to retain reserves to meet future funding requirements and the amount due to member authorities has been transferred to creditors. | <b><u>186,997</u></b> |

**Note 14 Related parties**

The Joint Board's related parties are those bodies or individuals that have the potential to control or significantly influence the Joint Board, or to be controlled or significantly influenced by the Joint Board. The Joint Board is required to disclose material transactions that have occurred with related parties and the amount of any material sums due to or from related parties. Related party relationships require to be disclosed where control exists, irrespective of whether there have been transactions between the related parties. Disclosure of this information allows readers to assess the extent to which the Joint Board might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Joint Board.

The member authorities of the Joint Board have contributed requisitions in the following proportions to enable the Joint Board to carry out its objectives. As approved by the Joint Board in February 2000, the relative allocation of the requisition across constituent authorities is adjusted each year in line with relative proportions of Grant Aided Expenditure as issued by the Scottish Government.

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| 2016/17          |                   | Percentage    | 2017/18          |
|------------------|-------------------|---------------|------------------|
| £                | Council           |               | £                |
| 455,900          | East Renfrewshire | 20.6%         | 444,600          |
| 515,700          | Inverclyde        | 23.3%         | 502,800          |
| 1,241,700        | Renfrewshire      | 56.1%         | 1,210,600        |
| <b>2,213,300</b> | <b>Total</b>      | <b>100.0%</b> | <b>2,158,000</b> |

The Joint Board in turn pays Renfrewshire Council for support services. The amount paid in respect of these services for the year ended 31 March 2018 was £86,679 (2016/17 £86,679).

### **Note 15 External audit costs**

Fees payable to Audit Scotland in respect of external audit services undertaken in accordance with Audit Scotland's *Code of Audit Practice* in 2017-2018 were £7,080 (£6,970 in 2016/17). There were no fees paid to Audit Scotland in respect of any other services.

### **Note 16 Retirement Benefits**

As part of the terms and conditions of employment of its employees, the Joint Board offers retirement benefits. Although these benefits will not actually be payable until employees retire, the Joint Board has a commitment to make the payments that need to be disclosed at the time that employees earn their future entitlement. The scheme for employees is the Strathclyde Pension Fund which is administered by Glasgow City Council. This is a "funded" defined benefit final salary scheme meaning that the Joint Board and its employees pay contributions into a fund, calculated at a level intended to balance the pensions liability with investment assets.

#### **16a. Transactions relating to retirement benefits**

The cost of retirement benefits is recognised in Gross Expenditure when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is statutorily required to be made in the accounts is based upon pension contributions payable by the Joint Board in the year, and an adjustment is made within the Movement in Reserves Statement to replace the cost of retirement benefits with employers' contributions.

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The following transactions have been made in the accounting statements in 2017/18:

| <b>2016/17</b>   |   | <b>Note</b> | <b>2017/18</b>     |
|------------------|---|-------------|--------------------|
| £                |   |             | £                  |
|                  | <b>Comprehensive Income &amp; Expenditure Statement</b>   |             |                    |
|                  | Cost of Services  |             |                    |
| 337,000          | Current service cost  | (i)         | 445,000            |
| -                | Past service cost/(gain)  |             | -                  |
| -                | Settlements & curtailments  | (ii)        | -                  |
| <u>337,000</u>   |   |             | <u>445,000</u>     |
|                  | <b>Financing &amp; Investment Income &amp; Expenditure</b>  |             |                    |
| 100,000          | Net Interest  | (iii)       | 127,000            |
| <u>437,000</u>   | <b>Total Post-employment Benefits charged to the Surplus or Defecit on the Provision of Services</b>                                      |             | <u>572,000</u>     |
|                  | <b>Other post employment benefit charged to the Comprehensive Income and Expenditure Statement</b>  |             |                    |
| (2,191,000)      | Return on assets excluding amounts included in net interest   |             | (1,264,000)        |
| 3,901,000        | Actuarial (gains) and losses arising on changes in financial/demographic assumptions  |             | (857,000)          |
| 64,000           | Other (gains) and losses  |             | (1,025,000)        |
| <u>1,774,000</u> | <b>Total Actuarial (gain)/Losses</b>  |             | <u>(3,146,000)</u> |
| <b>2,211,000</b> | <b>Total post employment benefit charged to the Comprehensive Income and Expenditure Statement</b>  |             | <b>(2,574,000)</b> |
|                  | Movement in Reserves Statement  |             |                    |
| 1,969,000        | Reversal of net charges made to the Surplus or Deficit for the Provision of Services for post employment benefits according with the Code | (iv)        | (2,804,000)        |
| <u>242,000</u>   | <b>Employers Contributions paid to Strathclyde Pension Fund</b>   |             | <u>230,000</u>     |

Notes

- i. Current service cost is the cost of future entitlements to pension payments to current employees
- ii. Curtailments are the pension costs to employees retired under redundancy terms.
- iii. The net Interest is an actuarial adjustment to the inflation element in the cost of funding current and future pension obligations. This is the expected increase during the year in the present value of the Joint Committee's share of the Strathclyde Pension Fund's liabilities because they are one year closer to settlement.
- iv. The Movement on Pension Reserve represents the net change in the pension liability recognised in the Movement in Reserves Statement for pension payments made by the Joint Board to the Strathclyde Pension Fund during the year (£342,000).

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The Joint Board is also responsible for all pension payments relating to added years benefits it has awarded, together with related increases. In 2017/18 these amounted to £4,210 (2016/17 £4,481). In addition to the recognised gains and losses included in the Comprehensive Income and Expenditure Statement, actuarial gains of £3.146 million are included in the Movement in Reserves Statement (2016/17 £1.774 million loss). The cumulative amount of actuarial losses is £1.577 million (2016/17 £4.723 million).

**16b. Assets and liabilities in relation to retirement benefits**

A reconciliation of the Joint Board's share of the present value of the Strathclyde Pension Fund's liabilities is as follows:

| <b>2016/17</b> |  | <b>2017/18</b> |
|----------------|--|----------------|
| <b>£000</b>    |  | <b>£000</b>    |
| 13,879         | Opening present value  | 18,456         |
| 337            | Current service cost   | 445            |
| 488            | Interest Cost  | 482            |
| 83             | Employee Contributions   | 76             |
|                | Remeasurement (gains)/losses:  |                |
| 3,965          | Actuarial (gains)/losses arising from changes in financial/demographic assumptions | (1,882)        |
| (2)            | Unfunded benefits paid   | (2)            |
| (294)          | Benefits Paid  | (355)          |
| <b>18,456</b>  | <b>Closing present value of scheme liabilities</b>                                 | <b>17,220</b>  |

A reconciliation of the Joint Board's share of the fair value of the Strathclyde Pension Fund's assets is as follows:

| <b>2016/17</b> |   | <b>2017/18</b> |
|----------------|---|----------------|
| <b>£000</b>    |   | <b>£000</b>    |
| 11,093         | Opening Fair Value  | 13,701         |
| 388            | Interest Income   | 355            |
|                | Remeasurement gain/(loss):                                  |                |
| 2,191          | Return on assets excluding amounts included in net interest | 1,264          |
| 240            | Contributions from employer                                 | 228            |
| 83             | Contributions from employee                                 | 76             |
| 2              | Contributions in respect of unfunded benefits               | 2              |
| (2)            | Unfunded benefits paid                                      | (2)            |
| (294)          | Benefits Paid   | (355)          |
| <b>13,701</b>  | <b>Closing fair value of scheme assets</b>                  | <b>15,269</b>  |

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**16c. Fund history**

|  | 2013/14        | 2014/15        | 2015/16        | 2016/17        | 2017/18        |
|--|----------------|----------------|----------------|----------------|----------------|
|  | £000           | £000           | £000           | £000           | £000           |
| Present Value of Liabilities           | (12,298)       | (14,799)       | (13,879)       | (18,456)       | (17,220)       |
| Fair value of assets                   | 9,855          | 10,833         | 11,093         | 13,701         | 15,269         |
| <b>Surplus/(deficit) in the scheme</b> | <b>(2,443)</b> | <b>(3,966)</b> | <b>(2,786)</b> | <b>(4,755)</b> | <b>(1,951)</b> |

The main fund (Fund 1) of Strathclyde Pension Fund does not have an asset and liability matching (ALM) strategy.

The total liability of £1.951 million has a substantial impact on the net worth of the Joint Board as recorded in the balance sheet. However, statutory arrangements for funding the deficit mean that the financial position of the Joint Board remains assured. The deficit on the Strathclyde Pension Fund will be made good by increased contributions over the remaining working life of employees, as assessed by the Fund actuary.

The total contributions expected to be made by the Joint Committee to the Strathclyde Pension Fund in the forthcoming year to 31 March 2019 is £0.238 million.

**16d. Basis for estimating assets and liabilities**

The Joint Board's share of the liabilities of the Strathclyde Pension Fund have been assessed on an actuarial basis using the projected unit method, that estimates the pensions that will be payable in future years dependent upon assumptions about mortality rates, salary levels and so on. The Scheme's liabilities have been assessed by Hymans Robertson, an independent firm of Actuaries, and the estimates are based on the latest full valuation of the Fund at 31 March 2017.

The principal assumptions used by the actuary have been:

| 2016/17                      | Financial Year:   | 2017/18    |
|------------------------------|---|------------|
| <b>Mortality assumptions</b> |   |            |
|                              | Longevity at 65 for current pensioners                                |            |
| 22.1 years                   | • Men   | 21.4 years |
| 23.6 years                   | • Women   | 23.7 years |
|                              | Longevity at 65 for Future pensioners                                 |            |
| 24.8 years                   | • Men   | 23.4 years |
| 26.2 years                   | • Women   | 25.8 years |
| 4.4%                         | Rate of increase in salaries  | 3.6%       |
| 2.4%                         | Rate of increase in pensions  | 2.4%       |
| 2.6%                         | Rate for discounting scheme liabilities                               | 2.7%       |
|                              | Take-up of option to convert annual pension into retirement lump sum: |            |
| 50.0%                        | Pre April 2009 service  | 50.0%      |
| 75.0%                        | Post April 2009 service   | 75.0%      |

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The pension scheme's assets consist of the following categories, by proportion of the total assets held:

| 2016/17<br>£000 |   | Percentage   | 2017/18<br>£000 |
|-----------------|---|--------------|-----------------|
|                 | <b>Equity Securities</b>                        |              |                 |
| 1,296           | Consumer  | 0.0%         | -               |
| 1,029           | Manufacturing                                   | 0.0%         | -               |
| 407             | Energy and Utilities                            | 0.0%         | -               |
| 954             | Financial Institutions                          | 0.0%         | -               |
| 557             | Health and Care                                 | 0.0%         | -               |
| 788             | Information Technology                          | 0.0%         | -               |
| -               | Other   | 28.7%        | 4,385           |
| <b>5,031</b>    | <b>Total Equity</b>                             | <b>28.7%</b> | <b>4,385</b>    |
|                 | <b>Private Equity</b>                           |              |                 |
| 1,130           | All   | 8.9%         | 1,353           |
| <b>1,130</b>    | <b>Total Private Equity</b>                     | <b>8.9%</b>  | <b>1,353</b>    |
|                 | <b>Real Estate</b>                              |              |                 |
| 1,653           | UK Property                                     | 11.8%        | 1,809           |
| -               | Overseas Property                               | 0.0%         | -               |
| <b>1,653</b>    | <b>Total Real Estate</b>                        | <b>11.8%</b> | <b>1,809</b>    |
|                 | <b>Investment Funds &amp; Unit Trusts</b>       |              |                 |
| 4,406           | Equities  | 31.8%        | 4,855           |
| 769             | Bonds   | 10.4%        | 1,596           |
| 9               | Commodities                                     | 0.0%         | -               |
| -               | Infrastructure                                  | 0.0%         | -               |
| 186             | Other   | 5.1%         | 781             |
| <b>5,370</b>    | <b>Total Investment Funds &amp; Unit Trusts</b> | <b>47.4%</b> | <b>7,232</b>    |
|                 | <b>Derivatives</b>                              |              |                 |
| -               | Inflation                                       | 0.0%         | -               |
| -               | Interest Rate                                   | 0.0%         | -               |
| 2               | Foreign Exchange                                | 0.0%         | -               |
| -1              | Other   | 0.0%         | 6               |
| <b>1</b>        | <b>Total Derivatives</b>                        | <b>0.0%</b>  | <b>6</b>        |
|                 | <b>Cash &amp; Cash Equivalents</b>              |              |                 |
| 516             | All   | 3.2%         | 484             |
| <b>516</b>      | <b>Total Cash &amp; Cash Equivalents</b>        | <b>3.2%</b>  | <b>484</b>      |
| <b>13,701</b>   | <b>Total</b>                                    | <b>100%</b>  | <b>15,269</b>   |

**16e. Impact on cashflows**

An objective of the fund is to keep employer's contributions at as constant a rate as possible. The fund has agreed a strategy to achieve a funding rate of 100% in the longer term. The rate for employer contributions has been set at 19.3% for 2017-18 and 20.2% in 2018-19.

**Note 17 Contingent Liabilities and Assets**

As at the Balance Sheet date the Joint Board had no material contingent assets or liabilities.