

**Chichester City Council**

**Unaudited Financial Statements**

**For the year ended 31 March 2020**

**Chichester City Council**

**Table of Contents**

**31 March 2020**

	<b>Page</b>
<b>Table of Contents.....</b>	<b>2</b>
<b>Council Information.....</b>	<b>3</b>
<b>Statement of Responsibilities.....</b>	<b>4</b>
<b>Statement of Accounting Policies.....</b>	<b>5</b>
<b>Income and Expenditure Account.....</b>	<b>8</b>
<b>Statement of Movement in Reserves.....</b>	<b>9</b>
<b>Balance Sheet.....</b>	<b>10</b>
<b>Cash Flow Statement.....</b>	<b>11</b>
<b>Notes to the Accounts.....</b>	<b>12</b>
1 Other Costs Analysis.....	12
2 Interest and Investment Income.....	12
3 Agency Work.....	12
4 General Power of Competence.....	13
5 Related Party Transactions.....	13
6 Audit Fees.....	13
7 Publicity.....	13
8 Members' Allowances.....	13
9 Employees.....	13
10 Pension Costs.....	14
11 Tangible Fixed Assets.....	14
12 Financing of Capital Expenditure.....	15
13 Information on Assets Held.....	15
14 Investments.....	16
15 Debtors.....	16
16 Creditors and Accrued Expenses.....	16
17 Financial Commitments under Operating Leases.....	17
18 Deferred Grants.....	17
19 Revaluation Reserve.....	18
20 Capital Financing Account.....	18
21 Financial Instruments Financing Account.....	18
22 Usable Capital Receipts Reserve.....	19
23 Earmarked Reserves.....	19
24 Capital Commitments.....	19
25 Contingent Liabilities.....	19
26 Reconciliation of Revenue Cash Flow.....	20
27 Movement in Cash.....	20
28 Reconciliation of Net Funds/Debt.....	20
29 Post Balance Sheet Events.....	21
<b>Appendices.....</b>	<b>22</b>

**Chichester City Council**

**Council Information**

**31 March 2020**

**( Information current at 19th June 2019 )**

**Mayor**

Cllr R.E. Plowman

**Councillors**

Cllr J. Hughes (Deputy Mayor)

Cllr C.M.M. Apel

Cllr H. Barrie

Cllr M.J. Bell

Cllr H-J. Bowden

Cllr D. Carter

Cllr A.P. Dignum

Cllr P. Gaskin

Cllr C. Gershater

Cllr C. Harry

Cllr C. Hughes

Cllr K. Hughes

Cllr J. Joy

Cllr S. Lishman

Cllr B. Norrell

Cllr A.M.D. Scicluna

Cllr S. Sharp

**Clerk to the Council**

Rodney Duggua RD BA (Hons)

**Responsible Financial Officer (R.F.O.)**

Mrs K. Martin MAAT

**Auditors**

Moore Stephens  
Rutland House  
Minerva Business Park  
Lynch Wood  
Peterborough  
PE2 6PZ

**Chichester City Council**  
**Statement of Responsibilities**  
**31 March 2020**

**The Council's Responsibilities**

The council is required:

- to make arrangements for the proper administration of its financial affairs
- to secure that one of its officers (R.F.O.) has the responsibility for the administration of those affairs. At this council that officer is the Deputy Town Clerk & Finance Manager, and
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

**The Responsible Financial Officer's Responsibilities**

The R.F.O. is responsible for the preparation of the council's Unaudited Financial Statements in accordance with Part 4 of the "Governance and Accountability for Local Councils – A Practitioners Guide (England) (as amended)" (the guide), so far as is applicable to this council, to present a true and fair view of the financial position of the council at 31 March 2020 and its income and expenditure for the year then ended.

In preparing the Unaudited Financial Statements, the R.F.O. has:

- selected suitable accounting policies and then applied them consistently
- made judgements and estimates that were reasonable and prudent, and
- complied with the guide.

The R.F.O. has also:

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

**Responsible Financial Officer's Certificate**

I further certify that the Unaudited Financial Statements present a true and fair view of the financial position of Chichester City Council at 31 March 2020, and its income and expenditure for the year ended 31 March 2020.

Signed: .....

Mrs K. Martin MAAT- Deputy Town Clerk & Finance Manager

Date: .....

**Chichester City Council**  
**Statement of Accounting Policies**  
**31 March 2020**

**Auditors**

**The name and address of the External Auditors is provided for information only.**

**These Statements are not subject to audit and the External Auditors have no responsibility for them.**

**Accounting Convention**

The accounts have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008) (FRSSE) issued by the Accounting Standards Board, as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide (England) (the guide). Comparative figures have been restated to conform to the revised formats where appropriate. Certain requirements have been omitted for clarity and simplicity as these statements are not subject to audit. They are produced in support of the council's audited Statement of Accounts contained within the Annual Return Statement of Accounts.

These accounts have been prepared having regard to the fundamental accounting concepts of: Going Concern, Prudence, Accruals, Relevance, Consistency, Reliability, Comparability, Understandability and Materiality.

The accounts have been prepared under the historical cost convention.

**Fixed Assets**

All expenditure in excess of £1000 (on any one item or group of similar items) on the acquisition, creation or enhancement of fixed assets is capitalised on an accruals basis in the accounts. Expenditure on fixed assets is capitalised, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) and in accordance with the statements of asset valuation principles and guidance notes issued by the Royal Institution of Chartered Surveyors (RICS). The closing balances are stated on the following basis:

land and buildings are included in the balance sheet at Depreciated Replacement Cost (DRC). The DRC basis of valuation requires an estimate of the value of the land in its existing use, together with the current replacement cost of the building and its external works, from which appropriate deductions have been made to reflect the age, condition, economic, functional and environmental obsolescence and other locational factors which might result in the existing building being worth less than a new replacement building,

all other assets are included in the balance sheet at the lower of cost (estimated where not known) or estimated realisable value, except that,

certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are included at nominal value only.

The surplus or deficit arising on periodic revaluations of fixed assets has been credited or debited to the Revaluation Reserve. Subsequent revaluations of fixed assets are planned at five yearly intervals, although material changes to asset valuations will be adjusted in the interim period, should they occur.

In accordance with Financial Reporting Standard (FRS) 15, depreciation is provided on all operational buildings (but not land), as well as other assets.

**Chichester City Council**  
**Statement of Accounting Policies**  
**31 March 2020**

**Depreciation Policy**

Buildings and leasehold land are depreciated over the shorter of 50 years or the anticipated remaining useful lives on a straight line basis.

Freehold land is not depreciated.

Non Operational Assets (including Investment Properties) are not depreciated.

Vehicles, plant, equipment and furniture are depreciated over 5 to 10 years on a straight line basis.

Infrastructure assets are depreciated over 10 years at 10% per annum straight line.

Community assets are not depreciated, because they are of either intrinsic or purely nominal value.

Depreciation is accounted for as a Balance Sheet movement only, not through the Income and Expenditure Account.

**Grants or Contributions from Government or Related Bodies**

**Capital Grants**

Where a fixed asset has been acquired or improved with the financing either wholly or in part by a grant or contribution from government or a related body, e.g. Sports Council, the amount of the grant has been credited to Deferred Grants Account and carried forward. Grants so credited are released back to revenue over the life of the asset to match, and thereby offset wholly or in part, depreciation charged.

**Revenue Grants**

Revenue grants are credited to income when conditions attached thereto have been fulfilled and/or equivalent expenditure has been incurred. Grants received in respect of which the conditions have not been fulfilled, or expenditure incurred, are carried forward as deferred revenue grants.

**Investments**

Investments are included in the balance sheet at historic cost and realised gains or losses are taken into the income and expenditure account as realised. Details are given at note 14.

**Debtors and Creditors**

The revenue accounts of the council are maintained on an accruals basis in accordance with the regulations. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly and other accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the council's annual budget.

The council reviews the level of its commercial debtors on a regular basis and provisions are made, as required, where the likelihood of amounts proving ultimately collectable is in doubt.

**Value Added Tax**

Income and Expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

**Chichester City Council**  
**Statement of Accounting Policies**  
**31 March 2020**

**External Loan Repayments**

The Council has no long term borrowings.

**Leases**

Rentals payable under operating leases are charged to revenue on an accruals basis. Details of the council's obligations under operating leases are shown at note 17.

**Reserves**

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the council's reserves is explained in notes 20 to 23.

Certain reserves are maintained to manage the accounting processes for tangible fixed assets, available for sale investments and retirement benefits. They do not represent usable resources for the council:

Revaluation Reserves – hold balances representing unrealised gains on the appropriate asset since 1<sup>st</sup> April 2007.

Capital Financing Account – represent the council's investment of resources in such assets already made.

**Interest Income**

All interest receipts are credited initially to general funds.

**Cost of Support Services**

The costs of management and administration have been apportioned to services on an appropriate and consistent basis.

**Pensions**

The pension costs that are charged against precept in the council's accounts, in respect of its employees, are equal to the contributions paid to the funded pension scheme for those employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with relevant government regulations.

The next actuarial valuation is due at 31st March 2022 and any change in contribution rates as a result of that valuation will take effect from 1st April 2023.

**Chichester City Council**  
**Income and Expenditure Account**  
**31 March 2020**

	Notes	2020 £	2019 £
<b>Income</b>			
Precept on Principal Authority		574,867	542,453
Grants Receivable		205,268	100,080
Rents Receivable, Interest & Investment Income		101,835	118,661
Charges made for Services		76,252	71,398
Other Income		226	125
Total Income		958,448	832,717
<b>Expenditure</b>			
<b>Direct Service Costs:</b>			
Salaries & Wages		(164,117)	(153,189)
Grant-aid Expenditure		(24,715)	(30,000)
Other Costs	1	(372,733)	(260,190)
<b>Democratic, Management &amp; Civic Costs:</b>			
Salaries & Wages		(207,577)	(205,931)
Other Costs	1	(126,605)	(109,855)
Total Expenditure		(895,747)	(759,165)
<b>Excess of Income over Expenditure for the year.</b>		<b>62,701</b>	<b>73,552</b>
<b>Net Operating Surplus for Year</b>		<b>62,701</b>	<b>73,552</b>
<b>STATUTORY CHARGES &amp; REVERSALS</b>			
Capital Expenditure charged to revenue	12	(46,334)	-
Transfer (to) Earmarked Reserves	23	(19,396)	(56,544)
<b>(Deficit)/Surplus for the Year (from)/to General Fund</b>		<b>(3,029)</b>	<b>17,008</b>
<b>Net Surplus for the Year</b>		<b>16,367</b>	<b>73,552</b>
The above Surplus for the Year has been applied for the Year to as follows:			
Transfer (to) Earmarked Reserves	23	19,396	56,544
(Deficit)/Surplus for the Year (from)/to General Fund		(3,029)	17,008
		<b>16,367</b>	<b>73,552</b>

The council had no other recognisable gains and/or losses during the year.

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*The notes on pages 12 to 21 form part of these unaudited statements.*

**Chichester City Council**  
**Statement of Movement in Reserves**  
**31 March 2020**

Reserve	Purpose of Reserve	Notes	2020 £	Net Movement in Year £	2019 £
Asset Revaluation Reserve	Store of gains on revaluation of fixed assets	19	213,748	-	213,748
Capital Financing Account	Store of capital resources set aside to purchase fixed assets	20	3,107,120	5,760	3,101,360
Investment Financing Account	Store of capital resources set aside to purchase investments	21	390,000	-	390,000
Usable Capital Receipts	Proceeds of fixed assets sales available to meet future capital investment	22	21,729	(3,161)	24,890
Earmarked Reserves	Amounts set aside from revenue to meet general and specific future expenditure	23	425,740	19,395	406,345
General Fund	Resources available to meet future running costs		481,626	(3,029)	484,655
<b>Total</b>			<b>4,639,963</b>	<b>18,965</b>	<b>4,620,998</b>

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*The notes on pages 12 to 21 form part of these unaudited statements.*

**Chichester City Council**

**Balance Sheet**

**31 March 2020**

	Notes	2020 £	2020 £	2019 £
<b>Fixed Assets</b>				
Tangible Fixed Assets	11		3,445,860	3,435,706
<b>Long Term Assets</b>				
Investments Other Than Loans	14		490,000	490,000
<b>Current Assets</b>				
Debtors and prepayments	15	17,618		34,486
Cash at bank and in hand		1,015,906		1,011,544
		<u>1,033,524</u>		<u>1,046,030</u>
<b>Current Liabilities</b>				
Creditors and income in advance	16	<u>(204,429)</u>		<u>(230,140)</u>
<b>Net Current Assets</b>			829,095	815,890
<b>Total Assets Less Current Liabilities</b>			4,764,955	4,741,596
Deferred Grants	18		(124,992)	(120,598)
<b>Total Assets Less Liabilities</b>			<u>4,639,963</u>	<u>4,620,998</u>
<b>Capital and Reserves</b>				
Revaluation Reserve	19		213,748	213,748
Capital Financing Reserve	20		3,107,120	3,101,360
Investments Financing Reserve	21		390,000	390,000
Usable Capital Receipts Reserve	22		21,729	24,890
Earmarked Reserves	23		425,740	406,345
General Reserve			481,626	484,655
			<u>4,639,963</u>	<u>4,620,998</u>

The Unaudited Financial Statements represent a true and fair view of the financial position of the Council as at 31 March 2020, and of its Income and Expenditure for the year.

These accounts were approved by the Council on 19th June 2019 .

Signed: .....  
Cllr R.E. Plowman  
Mayor  
Mrs K. Martin MAAT  
Responsible Financial Officer

Date: .....

*The notes on pages 12 to 21 form part of these unaudited statements.*

**Chichester City Council**

**Cash Flow Statement**

**31 March 2020**

	Notes	2020 £	2020 £	2019 £
<b>REVENUE ACTIVITIES</b>				
<i>Cash outflows</i>				
Paid to and on behalf of employees		(371,694)		(359,123)
Other operating payments		<u>(504,282)</u>		<u>(411,179)</u>
			(875,976)	(770,302)
<i>Cash inflows</i>				
Precept on Principal Authority		574,867		542,453
Cash received for services		124,789		297,379
Revenue grants received		<u>205,268</u>		<u>95,441</u>
			904,924	935,273
<b>Net cash inflow from Revenue Activities</b>	26		28,948	164,971
<b>SERVICING OF FINANCE</b>				
<i>Cash inflows</i>				
Interest received		<u>24,909</u>		<u>23,543</u>
<b>Net cash inflow from Servicing of Finance</b>			24,909	23,543
<b>CAPITAL ACTIVITIES</b>				
<i>Cash outflows</i>				
Purchase of fixed assets		(56,995)		(2,473)
<i>Cash inflows</i>				
Capital grant received		<u>7,500</u>		<u>-</u>
<b>Net cash (outflow) from Capital Activities</b>			(49,495)	(2,473)
<b>Net cash inflow before Financing</b>			<u>4,362</u>	<u>186,041</u>
<b>Increase in cash</b>	27		<u><b>4,362</b></u>	<u><b>186,041</b></u>

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The notes on pages 12 to 21 form part of these unaudited statements.

## **Chichester City Council**

### **Notes to the Accounts**

**31 March 2020**

#### **1 Other Costs Analysis**

**Other Costs reported in the council's Income and Expenditure Account comprise the following:**

##### **Direct Service Costs**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Heritage	1,773	1,152
Community Centres	61,641	33,687
Community Parks & Open Spaces	7,350	1,968
Allotments	20,941	21,083
Cemeteries	47,171	41,037
Public Conveniences	12,455	12,128
Community Safety (Crime Reduction)	40,800	40,000
Structure & Local	19,359	5,019
Grants from New Homes Bonus	86,032	15,100
Promotion & Marketing of the Area	61,617	66,268
Community Development	24,892	30,287
Routine Repairs (other roads)	10,650	16,087
Investment Properties	2,767	6,374
Less: Grant-aid Expenditure	(24,715)	(30,000)
<b>Total</b>	<b>372,733</b>	<b>260,190</b>

##### **Democratic, Management & Civic Costs**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Corporate Management	41,412	37,360
Democratic Representation & Management	52,681	42,902
Civic Expenses	28,512	25,593
Mayors Allowance	4,000	4,000
<b>Total</b>	<b>126,605</b>	<b>109,855</b>

As reported in the Statement of Accounting Policies, apportionment of central costs is not reflected in the above analysis.

#### **2 Interest and Investment Income**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Interest Income - General Funds	24,835	24,049
	<b>24,835</b>	<b>24,049</b>

#### **3 Agency Work**

During the year the Council undertook no agency work on behalf of other authorities.

During the year the Council commissioned no agency work to be performed by other authorities.

## **Chichester City Council**

### **Notes to the Accounts**

**31 March 2020**

#### **4 General Power of Competence**

With effect from 20th May 2015 Chichester City Council acquired the right to exercise the General Power of Competence extended to Town and Parish Councils under the Localism Act 2011 by S.I. 2012 No 965 (The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012). Therefore, with effect from 20th May 2015 the council no longer exercises the powers conveyed by Section 137 of the Local Government Act 1972 (as amended).

#### **5 Related Party Transactions**

The council entered into no material transactions with related parties during the year.

#### **6 Audit Fees**

The council is required to report and disclose the cost of services provided by its external auditors.

These may be summarised as follows:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Fees for statutory audit services	1,600	1,600
Total fees	<u>1,600</u>	<u>1,600</u>

#### **7 Publicity**

Section 5 of the Local Government Act 1986 requires the council to disclose expenditure on publicity. Details are shown under the following broad categories:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Council House Publicity	1,830	800
	<u>1,830</u>	<u>800</u>

#### **8 Members' Allowances**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Members of Council have been paid the following allowances for the year:		
Mayors Allowance	4,000	4,000
	<u>4,000</u>	<u>4,000</u>

#### **9 Employees**

The average weekly number of employees during the year was as follows:

	<b>2020</b>	<b>2019</b>
	<b>Number</b>	<b>Number</b>
Full-time	7	5
Part-time	6	7
Temporary	5	6
	<u>18</u>	<u>18</u>

All staff are paid in accordance with nationally agreed pay scales.

## **Chichester City Council**

### **Notes to the Accounts**

**31 March 2020**

#### **10 Pension Costs**

The council participates in the West Sussex County Council Pension Fund. The West Sussex County Council Pension Fund is a defined benefit scheme, but the council is unable to identify its share of the underlying assets and liabilities because all town and parish councils in the scheme pay a common contribution rate.

The cost to the council for the year ended 31 March 2020 was £49,218 (31 March 2019 - £45,062).

The most recent actuarial valuation was carried out as at 31st March 2019, and the council's contribution rate is confirmed as being 20.18% of employees' pay, plus a lump sum of £0 with effect from 1st April 2020 (year ended 31 March 2020 – 20.18%, , plus a lump sum of £0).

Financial Reporting Standard 17 (FRS17): "Retirement Benefits" sets out accounting requirements for pension costs. For schemes such as West Sussex County Council Pension Fund, paragraph 9(b) of FRS17 requires the council to account for pension costs on the basis of contributions actually payable to the scheme during the year.

#### **11 Tangible Fixed Assets**

	<b>Operational Freehold Land and Buildings</b>	<b>Non Operational Land and Buildings</b>	<b>Vehicles and Equipment</b>	<b>Infra- structure Assets</b>	<b>Community Assets</b>	<b>Total</b>
<b>Cost</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
At 31 March 2019	1,385,187	1,558,550	235,281	107,114	679,691	3,965,823
Additions	-	-	-	56,995	-	56,995
At 31 March 2020	1,385,187	1,558,550	235,281	164,109	679,691	4,022,818
<b>Depreciation</b>						
At 31 March 2019	(262,083)		(205,270)	(61,400)	(1,364)	(530,117)
Charged for the year	(23,924)		(7,670)	(15,073)	(174)	(46,841)
At 31 March 2020	(286,007)	-	(212,940)	(76,473)	(1,538)	(576,958)
<b>Net Book Value</b>						
At 31 March 2020	1,099,180	1,558,550	22,341	87,636	678,153	3,445,860
At 31 March 2019	1,123,104	1,558,550	30,011	45,714	678,327	3,435,706

Although classified as capital expenditure, certain minor equipment purchases are not included in the above as they are not material in overall value.

#### **Fixed Asset Valuation**

The freehold and leasehold properties that comprise the council's properties have been valued as at 31st March 2008 by external independent valuers, Messrs The District Valuation Service. Valuations have been made on the basis set out in the Statement of Accounting Policies, except that not all properties were inspected. This was neither practical nor considered by the valuer to be necessary for the purpose of valuation. Plant and machinery that form fixtures to the building are included in the valuation of the building.

#### **Assets Held under Finance Agreements**

The council holds no such assets

**Chichester City Council**

**Notes to the Accounts**

**31 March 2020**

**12 Financing of Capital Expenditure**

	<b>2020</b>	<b>2019</b>
	£	£
The following capital expenditure during the year:		
Fixed Assets Purchased	56,995	2,473
	<u>56,995</u>	<u>2,473</u>
was financed by:		
Capital Receipts	-	2,473
Capital Grants	7,500	-
Revenue:		
Capital Projects Reserve	3,161	-
Equipment Replacement Reserve	46,334	-
	<u>56,995</u>	<u>2,473</u>

**13 Information on Assets Held**

Fixed assets owned by the council include the following:

**Operational Land and Buildings**

Council House and Assembly Rooms

**Non-Operational Land and Buildings**

Buttermarket

**Vehicles and Equipment**

Council House furniture and equipment

Sundry office equipment

M U G A Lighting

Allotments Storage Container

Ford Transit

Water Bowser

**Infrastructure Assets**

Fencing

Heritage Lighting

Bus Shelters (2)

Other Street Furniture

**Community Assets**

City Cross

St James Obelisk

Allotments – 7 sites

Litten War Memorial and Burial Ground

Furniture, Painting and Artefacts

**Chichester City Council**

**Notes to the Accounts**

**31 March 2020**

**14 Investments**

**Investments  
Other Than  
Loans**

**Cost**

At 01 April 2019

£  
490,000

At 31 March 2020

490,000

**Amounts Written Off**

At 31 March 2020

-

**Net Book Value**

At 31 March 2020

490,000

490,000

At 01 April 2019

490,000

490,000

At 31 March 2020 the investments included above at a cost of £490,000 had a market value of £469,629 (31 March 2019 - £487,033 ).

**15 Debtors**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Debtors	6,738	5,326
Hall Bookings	3,492	6,226
Trade Debtors	10,230	11,552
VAT Recoverable	-	6,049
Other Debtors	-	531
Prepayments	1,855	10,747
Accrued Interest Income	5,533	5,607
	17,618	34,486

**16 Creditors and Accrued Expenses**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Trade Creditors	7,511	22,016
Other Creditors	33,184	29,722
V A T Payable	2,328	35
Accruals	37,606	24,025
Income in Advance	123,800	154,342
	204,429	230,140

**Chichester City Council**

**Notes to the Accounts**

**31 March 2020**

**17 Financial Commitments under Operating Leases**

The council had annual commitments under non-cancellable operating leases of equipment as follows:

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Obligations expiring within one year	-	-
Obligations expiring between two and five years	440	440
Obligations expiring after five years	-	-
	<hr/> 440	<hr/> 440

**18 Deferred Grants**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Capital Grants Unapplied</b>		
At 01 April	-	-
Grants received in the year	7,500	-
Applied to finance capital investment	(7,500)	-
At 31 March	<hr/> -	<hr/> -
<b>Capital Grants Applied</b>		
At 01 April	120,598	122,954
Grants Applied in the year	7,500	-
Released to offset depreciation	(3,106)	(2,356)
At 31 March	<hr/> 124,992	<hr/> 120,598
<b>Revenue Grants and S106 Revenue Contributions</b>		
At 01 April	-	4,639
Released to Revenue	-	(4,639)
At 31 March	<hr/> -	<hr/> -
<b>Total Deferred Grants</b>		
At 31 March	<hr/> 124,992	<hr/> 120,598
At 01 April	<hr/> 120,598	<hr/> 127,593

Capital Grants are accounted for on an accruals basis and grants received have been credited to Deferred Grants Account. Amounts are released from the Deferred Grants Account to offset any provision for depreciation charged to revenue accounts in respect of assets that were originally acquired with the assistance of such grants.

**Chichester City Council**

**Notes to the Accounts**

**31 March 2020**

**19 Revaluation Reserve**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	213,748	213,748
	<hr/>	<hr/>
Balance at 31 March	213,748	213,748
	<hr/> <hr/>	<hr/> <hr/>

The revised system of accounting for local councils requires the establishment of a Revaluation Reserve. The balance on this account represents revaluation of fixed assets since 1<sup>st</sup> April 2007, less subsequent depreciation charged to revenue on such revaluation elements. This account will increase or reduce as and when assets are revalued or disposed of.

**20 Capital Financing Account**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	3,101,360	3,138,287
	<hr/>	<hr/>
Financing capital expenditure in the year		
Additions - using capital receipts	-	2,473
Additions - using revenue balances	49,495	-
Reversal of depreciation	(46,841)	(41,756)
Deferred grants released	3,106	2,356
Balance at 31 March	3,107,120	3,101,360
	<hr/> <hr/>	<hr/> <hr/>

The Capital Financing Account represents revenue and capital resources applied to finance capital expenditure or for the repayment of external loans. It also includes the reversal of depreciation to ensure it does not impact upon the amount to be met from precept. It does not represent a reserve that the council can use to support future expenditure.

**21 Financial Instruments Financing Account**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	390,000	390,000
Financing Investment Purchases in the year		
	<hr/>	<hr/>
Balance at 31 March	390,000	390,000
	<hr/> <hr/>	<hr/> <hr/>

The Financial Instruments Financing Account represents revenue and capital resources applied to finance the purchase of Available for Sale Investments, less provisions for losses below the original cost of the applicable investment, and the entries necessary to adjust loans made at less than market rates of interest to a Fair Value as reported in the Balance Sheet. It does not represent a reserve that the council can use to support future expenditure.

## **Chichester City Council**

### **Notes to the Accounts**

**31 March 2020**

#### **22 Usable Capital Receipts Reserve**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Balance at 01 April	24,890	27,363
<i>Less:</i>		
Capital used to fund expenditure	(3,161)	(2,473)
Balance at 31 March	<u>21,729</u>	<u>24,890</u>

The Usable Capital Receipts Reserve represents capital receipts available to finance capital expenditure in future years.

Under the provisions of the Local Authorities Investment Regulations 2010, Investments in the Public Sector Deposit Fund are permitted Revenue Investments. Nevertheless, the Investment made in 2016/17 originated from Capital Receipts. At such time as the Investment is realised, the sum of £390,000 will be required to be returned to Usable Capital Receipts Reserve. Any surpluses arising on realisation will be treated as Revenue Income.

#### **23 Earmarked Reserves**

	<b>Balance at</b>	<b>Contribution</b>	<b>Contribution</b>	<b>Balance at</b>
	<b>01/04/2019</b>	<b>to reserve</b>	<b>from reserve</b>	<b>31/03/2020</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Capital Projects Reserves	26,847	-	(7,454)	19,393
Asset Renewal Reserves	117,409	75,618	(52,559)	140,468
Other Earmarked Reserves	262,089	75,424	(71,634)	265,879
Total Earmarked Reserves	<u>406,345</u>	<u>151,042</u>	<u>(131,647)</u>	<u>425,740</u>

The Capital Projects Reserves are credited with amounts set aside from revenue to part finance specific projects which are part of the council's capital programme.

The Other Earmarked Reserves are credited with amounts set aside from revenue to fund specific known commitments of the council.

The Other Earmarked Reserves at 31 March 2020 are set out in detail at Appendix A.

#### **24 Capital Commitments**

The council had no other capital commitments at 31 March 2020 not otherwise provided for in these accounts.

#### **25 Contingent Liabilities**

The council is not aware of any contingent liabilities at the date of these accounts.

**Chichester City Council**

**Notes to the Accounts**

**31 March 2020**

**26 Reconciliation of Revenue Cash Flow**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Net Operating Surplus for the year	62,701	73,552
Add/(Deduct)		
Interest and Investment Income	(24,909)	(23,543)
Deferred Revenue Grants Released to Revenue	-	(4,639)
Decrease in debtors	16,868	7,990
(Decrease)/Increase in creditors	(25,712)	111,611
Revenue activities net cash inflow	<u>28,948</u>	<u>164,971</u>

**27 Movement in Cash**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
<b>Balances at 01 April</b>		
Cash with accounting officers	40	70
Cash at bank	<u>1,011,504</u>	<u>825,433</u>
	1,011,544	825,503
<b>Balances at 31 March</b>		
Cash with accounting officers	70	40
Cash at bank	<u>1,015,836</u>	<u>1,011,504</u>
	1,015,906	1,011,544
<b>Net cash inflow</b>	<u>4,362</u>	<u>186,041</u>

**28 Reconciliation of Net Funds/Debt**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Increase in cash in the year	<u>4,362</u>	<u>186,041</u>
Cash outflow from repayment of debt	-	-
<b>Net cash flow arising from changes in debt</b>	-	-
Movement in net funds in the year	<u>4,362</u>	<u>186,041</u>
Cash at bank and in hand	1,011,544	825,503
Total borrowings	-	-
<b>Net funds at 01 April</b>	<u>1,011,544</u>	<u>825,503</u>
Cash at bank and in hand	1,015,906	1,011,544
Total borrowings	-	-
<b>Net funds at 31 March</b>	<u>1,015,906</u>	<u>1,011,544</u>

**Chichester City Council**

**Notes to the Accounts**

**31 March 2020**

**29 Post Balance Sheet Events**

There are no significant Post Balance Sheet events since the preparation of these accounts, up to the date of their final adoption (on 19th June 2019), which would have a material impact on the amounts and results reported herein.

# Chichester City Council

## Appendices

31 March 2020

### Appendix A

#### Schedule of Other F earmarked Reserves

	<u>Balance at</u> <u>01/04/2019</u>	<u>Contribution</u> <u>to reserve</u>	<u>Contribution</u> <u>from reserve</u>	<u>Balance at</u> <u>31/03/2020</u>
	£	£	£	£
<u>Capital Projects Reserves</u>				
Florence Road	0			0
Buttermarket	13,913			13,913
Allotment Improvements	12,934		(7,454)	5,480
	<u>26,847</u>	<u>0</u>	<u>(7,454)</u>	<u>19,393</u>
<u>Asset Replacement Reserves</u>				
CIL 2016/17	5,684		(5,684)	0
CIL 2017/18	86,607		(46,875)	39,732
CIL 2018/19	25,118	39,277		64,395
CIL 2019/20		36,342		36,342
	<u>117,409</u>	<u>75,618</u>	<u>(52,559)</u>	<u>140,468</u>
<u>Other F earmarked Reserves</u>				
Elections	36,344		(9,915)	26,429
Council House Maintenance	110,534	20,000	(38,972)	91,562
Joint Twinning - Chartres	756	319		1,075
Joint Twinning - Ravenna	5,340	492		5,832
Council House Redecoration	0			0
Painting Restoration	3,700			3,700
Lift contract	0			0
Staff Restructuring	0			0
International Relations	3,146		(116)	3,030
Litten Gardens	3,000			3,000
Computer Improvements	2,110			2,110
City Cross Conservation	12,117	2,000		14,117
St James Obelisk	1,500	100		1,600
Civic Regalia	5,250			5,250
War Memorial	6,004			6,004
Disused Burial Ground Maintenance	19,531		(5,482)	14,049
Budget Carry Forwards	17,149	22,513	(17,149)	22,513
Benches	11,938			11,938
Bus Shelters	12,139	30,000		42,139
Henty Field	6,531			6,531
Chichester in Bloom	5,000			5,000
	<u>262,089</u>	<u>75,424</u>	<u>(71,634)</u>	<u>265,879</u>
<b>TOTAL EARMARKED RESERVES</b>	<b><u>406,345</u></b>	<b><u>151,042</u></b>	<b><u>(131,647)</u></b>	<b><u>425,740</u></b>

## Chichester City Council

31 March 2020

### Annual Report Tables

**Table. 1 – Budget & Actual Comparison**

	<b>Budget £</b>	<b>Actual £</b>
Net Expenditure		
Cultural & Heritage	6,130	3,112
Recreation & Sport	76,635	97,023
Open Spaces	23,200	22,142
Cemetery, Cremation & Mortuary	44,500	47,171
Environmental Health	12,200	12,455
Community Safety (Crime Reduction)	40,800	40,800
Planning & Development Services (including Markets)	157,360	158,195
Highways Roads (Routine)	9,170	(15,852)
Council Tax Benefit Support Grant	(13,618)	(13,618)
Investment Properties	(87,160)	(72,765)
Net Direct Services Costs	269,217	278,663
Corporate Management	185,080	104,632
Democratic & Civic	144,330	153,706
Net Democratic, Management and Civic Costs	329,410	258,338
Interest & Investment Income	(23,760)	(24,835)
Capital Expenditure	-	49,495
Transfers to/(from) other reserves	-	16,235
(Deficit from) General Reserve	-	(3,029)
<b>Precept on Principal Authority</b>	<b>574,867</b>	<b>574,867</b>

## Chichester City Council

31 March 2020

### Annual Report Tables

**Table. 2 – Service Income & Expenditure**

Notes	2020 £	2020 £	2020 £	2019 £
	Gross Expenditure	Income	Net Expenditure	Net Expenditure
<b>CULTURAL &amp; RELATED SERVICES</b>				
Cultural & Heritage}	3,112	-	3,112	2,455
Recreation & Sport	149,268	(52,245)	97,023	65,735
Open Spaces	40,589	(18,447)	22,142	19,966
<b>ENVIRONMENTAL SERVICES</b>				
Cemetery, Cremation & Mortuary	47,171	-	47,171	41,037
Environmental Health	12,455	-	12,455	12,128
Community Safety (Crime Reduction)	40,800	-	40,800	40,000
<b>PLANNING &amp; DEVELOPMENT SERVICES</b>				
Planning & Development Services	56,881	-	56,881	38,313
Economic Development (including markets)	166,889	(91,592)	75,297	86,638
Community Development	26,017	-	26,017	31,971
<b>HIGHWAYS, ROADS &amp; TRANSPORT SERVICES</b>				
Highways Roads (Routine)	14,148	(30,000)	(15,852)	14,788
<b>OTHER SERVICES</b>				
Council Tax Benefit Support Grant	-	(13,618)	(13,618)	(27,648)
Investment Properties	4,235	(77,000)	(72,765)	(86,794)
<b>CENTRAL SERVICES</b>				
Corporate Management	180,476	(75,844)	104,632	104,853
Democratic & Civic	108,783	-	108,783	107,985
Civic Expenses	44,923	-	44,923	41,523
<b>Net Cost of Services</b>	<b>895,747</b>	<b>(358,746)</b>	<b>537,001</b>	<b>492,950</b>