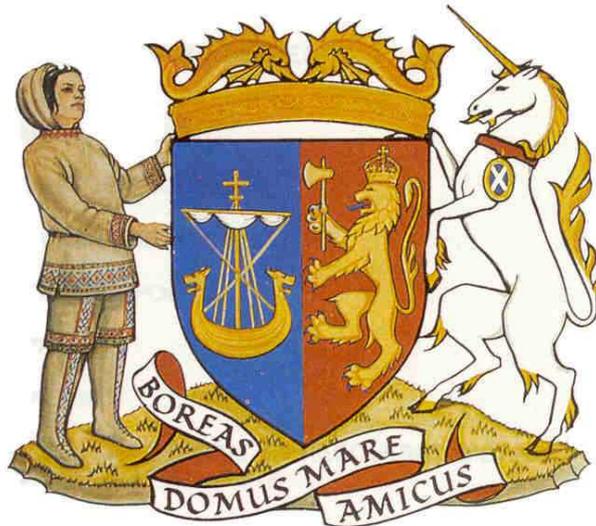


ORKNEY ISLANDS COUNCIL



STATEMENT OF ACCOUNTS

2012 / 2013

Statement of Accounts 2012-2013

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Statement of Accounts 2012-2013

Foreword by Head of Finance

Introduction

The purpose of the annual Statement of Accounts is to demonstrate proper stewardship of the Council's financial affairs.

This foreword provides an explanation of the Statement of Accounts and of the most significant matters reported in the Accounts, together with a summary of the financial outturn for the year ended 31 March 2013.

The Financial Statements

The requirements governing the format and content of local authorities' annual accounts are contained in The Code of Practice on Local Authority Accounting in the United Kingdom ("the Code") and are fully based on International Financial Reporting Standards.

Statement of Responsibilities for the Annual Accounts

This statement sets out the respective responsibilities of the Council and the Head of Finance for the financial statements.

Annual Governance Statement

This statement explains how the Council conducts its business, both internally and in its dealings with others. The statement details the review of effectiveness of the Local Code of Governance and outlines any actions the Council is taking to address significant issues.

Remuneration report

This report outlines the Council's remuneration policies for senior officers and senior elected members, and also provides detailed information as to the remuneration of senior officers and elected members.

Core Financial Statements

An explanation of the financial statements which follow and their purpose are:

The Movement in Reserves Statement

Shows the movement in the year of the different reserves the Council holds; analysed into useable reserves (i.e. those that can be applied to fund future expenditure or reduce local taxation) and other reserves.

The Comprehensive Income and Expenditure Statement

Shows the cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. The Council raises taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

The Balance Sheet

Shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council. The net assets of the Council (assets less liabilities) are matched by reserves held by the Council.

The Cash Flow Statement

Shows the change in cash and cash equivalents of the Council during the period. The statement shows how the Council generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

The Notes to the Core Financial Statements

Provide further information on the Council's core financial statements.

Supplementary Financial Statements

An explanation of the supplementary financial statements and their purpose are:

Statement of Accounts 2012-2013 Foreword by Head of Finance

The Housing Revenue Account (HRA)

Reflects the statutory requirement to account separately for local authority housing provision, as defined in the Housing (Scotland) Act 1987. The HRA account has three parts:

HRA Income and Expenditure Statement – which shows in more detail the income and expenditure on HRA services included in the whole authority Income and Expenditure Statement.

Statement of Movement on the Housing Revenue Account Balance – which shows how the HRA Income and Expenditure Statement surplus or deficit for the year reconciles to the movement on the Housing Revenue Account balance for the year.

Notes to the Housing Revenue Account – which give additional information on the HRA.

The Council Tax Income Account

Shows the gross and net income from council tax, together with details of the number of properties on which council tax is levied, and the charge per property.

The Non-domestic Rates Income Account

Shows the gross and net income from non-domestic rates and details the amount payable to the national non-domestic pool, and the resulting net income for the financial year to the Council that is shown in the Income and Expenditure Statement.

The Harbour Authority Account

Shows the trading position of the Harbour Authority and net movement in reserves for the year. The main activities of the Harbour Authority include managing the safe movement of oil tankers through the Scapa Flow Oil Port, the operation of miscellaneous piers and harbours as well as its responsibilities for Oil Pollution.

The Orkney College of Further Education Account

The Islands Council provides further and higher education provision through the Orkney College using a devolved Board of Management arrangement. The Orkney College is funded by direct grant from the Scottish Funding Council (SFC).

The Group Accounts

In accordance with the Code of Practice on Local Authority Accounting in the United Kingdom the Local Authority has prepared Group Accounts to reflect its interests in subsidiaries, associates and joint ventures.

Statement of Accounts 2012-2013 Foreword by Head of Finance

Review of the Year

Local Taxation

The Islands Council on 9 February 2012 agreed a General Fund budget of £83.155M and under the Local Government Finance Act 1992 set Council Tax for Band D properties at £1,037. This was the second lowest Council Tax figure in Scotland being some £112 below the Scottish average.

During the year, it was necessary to revise the original budget upwards to £83.620M, to take account of additional resources being provided by the Scottish Government.

On a comparable basis, the actual net cost of General Fund services amounted to some £83.754M, while sources of finance were realised at £83.754M, including a contribution of £5.093M from reserves. Overall, this represents no movement on General Fund Services but an increase on earmarked balances of £2.109M for the financial year ended 31 March 2013.

Council tax income contributed to this position, with the Islands Council maintaining its position as the top local authority for the collection of council tax in Scotland, with a collection rate of 98.1% in year (97.5% for 2011/12). At the same time it should be noted that the Council's policy is to provide in full for all prior year arrears, while on an ongoing basis it expects to collect in excess of 99% of all prior year council tax income.

Comprehensive Income and Expenditure Statement

The Comprehensive Income and Expenditure Statement on page 27 summarises the total costs of providing Council services and the income available to fund those services. The General Fund is funded by government grant and council tax revenues and the Movement in Reserves Statement on page 26 shows no movement on General Fund Services in 2012/13 financial year.

The outturn for the General Fund reflects well on the management of the Council's overall finances in what has been a challenging year.

The net cost of services provided by the Council for last year amounted to £86.938M, which after taking into account corporate activities resulted in a surplus on the provision of services of £41.217M being realised for the Council as a whole.

Principal sources of finance were realised at £111.094M for the year, being Revenue Support Grant of £62.374M, Non Domestic Rate Income of £8.203M, Council Tax Income of £8.288M and Capital Grants and Contributions of £32.229M.

After taking into account other comprehensive expenditure of £6.721M, overall the activities of the Council returned a net surplus of £34.496M for the year.

The main source of this surplus can be attributed to £32.229M capital grants to fund capital spend, £12.555M net depreciation on fixed assets less actuarial loss of £6.985M, with corporate financing and investment income of £17.635M being generated principally through the Harbour Authority's Strategic Reserve Fund.

The main spending pressures for the Council remain, as in previous years, as the provision of care for the elderly, transportation and housing.

Movement in Reserves

During the year, Usable Reserves increased from £215.638M to £225.987M, being an increase of £10.349M.

Within this General Fund reserves amount to £24.917M, including earmarked balances.

Existing policy is to use reserves each year to maintain the level of local authority services currently provided within the county, while keeping the council tax on or below the national average for all Scottish local authorities. The transfer of these funds forms part of a medium term financial strategy, and is intended to clarify the level of balances that are available to support General Fund Services and the Council Tax setting process, over the next five year period while recognising Scottish Governments commitment to freeze the council tax at 2007/08 levels.

Statement of Accounts 2012-2013

Foreword by Head of Finance

After taking into account funds earmarked for specific projects and other purposes, a balance of £8.627M remains available for general fund purposes. It is considered prudent for the Council to maintain a general fund balance at this level as a contingency for unforeseen events.

Usable reserves include the Harbour Authority fund balance which increased from £188.224M to £197.546M, being an increase of £9.322M for the year.

Net Worth of the Orkney Islands Council

In financial terms, the Council remains in good health, with its net worth increasing from £421.1M to £455.6M for the financial year to 31 March 2013, being an increase of £34.5M or 8.2%. This movement was largely the result of a gain on investment income.

As at 31 March 2013, the Islands Council carried a debt of £40.0M, as part of its capital financing requirement.

Harbour Authority Account

The Harbour Authority generated a loss of £1.423M from its various harbour operations for the year. After allowing for amounts required by statute and non statutory proper accounting practice, the underlying trading position was a loss of £0.002M.

In addition to this, the Harbour Authority Account generated a surplus on investment activities of £17.679M for the year, after netting off grants and other investment expenditure.

After taking into account the use of reserves during the year, which included contributions of £5.734M to support general fund services, the net effect has been an increase of £9.322M on the Harbour Authority Account Reserves for the year.

Orkney College

The range of higher and further educational activities provided by the College has resulted in a surplus of £0.040M being realised for last financial year (deficit of £0.064M for 2011/12). After allowing for amounts required by statute and non statutory proper accounting practice, the College realised a surplus of £0.195M.

Housing Revenue Account (HRA)

The HRA approved budget for the financial year 2012/13 included expenditure of £2.495M to be met from income generated in the year of £2.495M.

The HRA returned a deficit of £4.036M being realised for last financial year (surplus £7.961M for 2011/12). After allowing for amounts required by statute and non statutory proper accounting practice the HRA has achieved a break-even position for the year (£0.000M as at 31 March 2012).

Capital

The Council is able to regulate its own capital spending limits within a prudential framework recommended by the Chartered Institute of Public Finance and Accountancy and endorsed by the Scottish Government. Our performance confirms that actual capital spending of £48.088M was managed within the overall "Prudential Framework" expenditure limits approved by Council. The Prudential Framework indicators, which are outlined below, are important financial measures which support prudent decision making and assists in securing affordable and financially sustainable investment and borrowing activities undertaken by the Council.

The Council is progressing with a significant level of capital investment projects ongoing in relation to a house build programme, together with the development of Harbour infrastructure and the Schools Investment programme.

In addition to these programmes the Council also invested £3.619M in roads and transport, £1.077M in leisure & cultural services, £1.717M in plant & vehicles, £0.923M in serviced sites, £0.340M in ICT equipment and infrastructure, and £0.843M in investment properties.

Funding of capital expenditure included £0.635M from revenue, £32.092M from government grants, £1.027M from the sale of assets in prior years and other receipts, and £5.436M from use of balances.

**Statement of Accounts 2012-2013
Foreword by Head of Finance**

The council's approved capital programme includes a commitment to invest over £58M in a new build programme for school facilities by 2014.

Performance against Prudential Framework Indicators

The Prudential Code for Capital Finance in Local Authorities allows greater local flexibility for investment decisions that are informed and supported by a suite of performance indicators. The indicators for 2012-2013 were approved by Council on 15 February 2011. The Council's overall performance against these indicators provides a firm basis for the monitoring and control of capital investment and borrowing and for determining that it is prudent, affordable and financially sustainable. Certain headline indicators are sub-divided per recommended best practice into two programmes – housing and non-housing.

The key performance indicators are:

1. An "approved limit" for capital expenditure (the maximum that the Council may spend on capital investment during the year).
2. A capital financing requirement (the estimated amount of the Council's aggregate capital expenditure on its balance sheet)
3. An "operational boundary" for the Council's external borrowing (the upper limit for the aggregate external borrowing needed) plus an "authorised limit" for the Council's external borrowing (the upper limit of aggregate external borrowing that is affordable and prudent).

1. Approved Limit

Capital expenditure exceeded the original "approved limit" of £30.3M. This was mainly attributable to ambitious timescales being approved for capital projects in previous years, requiring the subsequent reprofiling of £18.852M from 2011-12, with a further £10.525M in to later years. As a result, it has been necessary to restate the approved limits during the year.

The capital expenditure incurred during the year compared with the revised approved limit is as follows:

	Approved Limit	Actual
	£m	£m
Housing	7.137	4.016
Non-Housing	51.476	44.072
Total	58.613	48.088

2. Capital Financing Requirement

The actual capital financing requirement for 2012-13 is well within the approved limit as a result of the under-spending outlined above. The out-turn capital financing requirement at the year-end compared to the approved limit is as follows:

	Approved Limit	Actual
	£m	£m
Housing	12.479	12.110
Non-Housing	41.194	18.988
Total	53.673	31.098

Statement of Accounts 2012-2013 Foreword by Head of Finance

3. External Debt at the Year-end

The Council's aggregate external debt was contained within both the operational boundary and the authorised limit. Importantly, when compared with the outturn on the Capital Financing Requirement, the external debt indicator is less, confirming that the Council's external borrowing activities continue to be undertaken only to support planned capital investment activities. These figures reflect the actual principal sum borrowed rather than the carrying value shown in the Balance Sheet. When compared against prudential limits, the lower level of external borrowing is reflective of the capital spend achieved during the year.

	Borrowing Limits £m	Actual £m
Aggregate external debt of the Council at 31 March 2013		40.0
Operational Boundary	80.0	
Authorised Limit	90.0	

Long-term Borrowing

The Council undertook no additional borrowing during the year based on the Council's planned capital commitments.

The borrowing strategy is prepared in accordance with the Code of Practice on Treasury Management in Local Authorities. The majority of the Council's borrowing comes from the Public Works Loan Board with the remainder from market and other loans. Further details are provided at Note 16.

Provisions, Contingencies and Write-offs

The Council has provided for eventualities which may have a material effect on the financial position of the Council. The reasons for the provisions made are outlined in Note 23.

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

As outlined at Note 8, the Council has also earmarked £16.290M for specific purposes.

The Council revalued non-current assets by £0.264M and recognised a net impairment loss on non-current assets of £1.557M. Note 42 provides further information on impairment losses.

Net Pension Position

The disclosure requirements for pension benefits under IAS19 are detailed in Notes 44 and 45. The appointed actuaries have confirmed a reduction of £6.257M in their assessment of the funding level for the pension fund. This reduction is principally due to the fact that the financial assumptions as at 31 March 2013 are less favourable than they were at 31 March 2012 largely as a result of the current economic climate. The effect of this has been to increase the assessed pension liability from £24.033M to £30.290M.

The assessment provides only a snapshot as at 31 March 2013 and necessarily changes on a day-to-day basis to reflect stock market movements in particular. The appointed actuaries remain of the view that the asset holdings of the Orkney Islands Council Pension Scheme and the contributions from employees and employers based on existing employers' contributions rates should provide sufficient security and income to meet future pension liabilities.

Changes in Accounting Policy

There are no changes in accounting policy.

Service changes and Future Developments

There have been no changes to the statutory functions undertaken by the Council.

Other Events

During the period since 31 March 2013, until the date the Statement of Accounts was authorised, the Police and Fire Reform Act came into force and this saw the transfer of Police and Fire bodies from local to central government.

Statement of Accounts 2012-2013 Foreword by Head of Finance

Events after the Balance Sheet Date

The annual accounts were signed by the Head of Finance on 26 September 2013. Events taking place after this date have not been reflected in the financial statements. Material events between the balance sheet date and the date of signing have been considered and where necessary reflected in the financial statements.

Charitable Funds including Non Charitable and Common Good Funds

The 2011/12 Code prescribes that where a Common Good Fund (or other trust fund) is a registered charity, it should follow the financial reporting requirements of the Office of the Scottish Charity Regulator (OSCR). Where a fund is not a registered charity, then the requirements of the 2011-12 Code apply.

The Council administers the Common Good Fund for the areas of Kirkwall and Stromness. In addition, the Council controls a significant number of trust funds, some of which are registered as charities and others are not.

Overall, the Funds achieved a combined deficit of £0.009M for the year.

The total net value of the funds decreased from £1.541M to £1.532M

Copies of the annual accounts of the Charitable Funds are available on the Council website: www.orkney.gov.uk

Impact of Economic Climate

Management of Treasury Risk

Despite a return in confidence from investors in 2013, much uncertainty still remains across the financial markets with the Eurozone firmly rooted in recession. Although the immediate risks of banking failure appears to have passed, the Council continues to mitigate the risks associated with security of cash deposits where opportunities arise, reviewing and strengthening in consultation with our treasury advisors the Council's approved counterparty list, while making increased use of immediately accessible deposit facilities.

Key Financial Risks

It is expected that the level of funding available to the Council will continue to fall in real terms for the foreseeable future. As a result, over the medium term, the Council will continue to plan for a reducing level of resources being available to support its activities. Additionally, it is also anticipated that significant cost pressures will persist beyond 2012-13 resulting from local demographics, the service requirements of the local population and the potential impact of Welfare Benefit reforms. The combination of these anticipated cost pressures, coupled with reduced government grant income presents significant challenges and financial risks for the Council over the medium term.

The Council has been proactive in its preparation for the anticipated reductions in grant funding and demand pressures. The budget and council tax levels for 2012/13 were approved on 9 February 2012. A one-year savings target of £1.5m was approved following on from the previous year's successful application of £4.0m of efficiency savings under its Tough Times Tough Choices agenda. The Council recognises that this financial challenge is one which will persist over the medium term and as a result the Council's medium term financial plan identifies a requirement to secure ongoing savings. The Council is therefore continuing to progress a range of work streams in order to facilitate this process for future years. It is anticipated that the Council's Spend to Save initiative will promote the delivery of further efficiency savings, but it is recognised that the significance of the financial challenge will require further change in service provision in order that the Council maintains its financial stability moving forward and protects its ability to deliver the most important services in the future.

In addition, the Council will also continue to develop its longer term financial planning arrangements, which will continue to ensure the Council is pro-active in taking a longer term view to support the identification of key longer term financial risks and facilitate the development of appropriate longer term mitigation strategies.

**Statement of Accounts 2012-2013
Foreword by Head of Finance**

Conclusion

This is a satisfactory performance in challenging circumstances and reflects well on both the efforts and professionalism of officers and on the Council's financial management, scrutiny and monitoring procedures.

I would wish to take this opportunity to acknowledge the team effort required to produce the accounts and to record my thanks to both Corporate Services and colleagues in other services for their continued hard work and support. Further information on the Annual Accounts or on the Council's general finances can be obtained at the Council Offices, School Place, Kirkwall, Orkney, KW15 1NY; or by telephone on 01856 873535.



Gareth Waterson, BAcc., CA
Head of Finance
26 September 2013

The Authority's Responsibilities

The Authority is required

- To make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. The Head of Finance has been designated as that officer in Orkney Islands Council;
- To manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

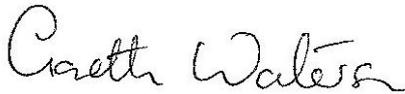
Head of Finance Responsibilities

The Head of Finance is responsible for the preparation of the Authority's Annual Accounts in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code of Practice').

In preparing this Statement of Accounts, the Head of Finance has

- Selected suitable accounting policies and then applied them consistently;
- Made judgements and estimates which were reasonable and prudent, and complied with the Code of Practice;
- Kept proper accounting records which were up to date;
- Taken reasonable steps for the prevention and detection of fraud and other irregularities; and
- Signed and dated the Annual Accounts.

This statement of accounts gives a true and fair view of the financial position of the Authority at the accounting date and its income and expenditure for the year ended 31 March 2013.



Gareth Waterson, BAcc., CA

Head of Finance

26 September 2013

Statement of Accounts 2012-2013 Annual Governance Statement

Scope of Responsibility

Orkney Islands Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively. We have a statutory duty to make arrangements to secure Best Value under the Local Government in Scotland Act 2003.

In discharging this accountability, elected members collectively and senior officers individually are responsible for putting in place proper arrangements for the governance of the Council's affairs, the stewardship of the resources at its disposal and the management of risk.

Purpose of the Governance Framework

The governance framework comprises the systems and processes, and culture and values by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It 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 Council 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 Governance Framework

In July 2012, the Council adopted its Local Code of Corporate Governance (Local Code) which is fully consistent with the principles and requirements of the CIPFA/SOLACE publications entitled, "Delivering Good Governance in Local Government: Framework".

In order to support the Local Code, it is essential that details of the supporting principles and internal controls are fully documented and known to relevant officers and elected members. It is also essential that an annual self-assessment is carried out to establish the extent to which the Council meets the requirements of the Local Code and that where necessary action is taken to address any non-compliance.

The Local Code is underpinned by 6 Key Principles:-

- 1 Focussing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area;
- 2 Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- 3 Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
- 4 Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
- 5 Developing the capacity and capabilities of members and officers to be effective;
- 6 Engaging with local people and other stakeholders to ensure robust public accountability.

We have developed a Corporate Strategic Plan 2013-18 (Our Plan) which sets out the priorities for Orkney within the overall mission statement of 'Working together for a better Orkney'. To achieve this, the Council has established 6 main priorities:-

1. Care and support for those who need it;
2. Promote successful, thriving communities;
3. Housing to meet the needs of Orkney's people;
4. A Low Carbon Orkney: Renewables, Energy and Opportunity;
5. Orkney's Economic Development;
6. Orkney's Transport Networks.

Statement of Accounts 2012-2013 Annual Governance Statement

The Corporate Strategic Plan is available on the Council website at:

http://www.orkney.gov.uk/Files/Council/Council-Plans/Our_Plan_2013-2018.pdf

The Corporate Strategic Plan feeds into the Community Plan Single Outcome Agreement (SOA) which details how we will work with other organisations across Orkney to achieve the overall vision.

Through our community planning network, major services such as Health and Police work with Council service providers to develop strategies to meet the objectives of the SOA and community engagement increases local participation, accountability and influences decision making. The 2011/12 annual progress report was reported to the Policy and Resources Committee in September 2012 and is available on our website at:

http://www.orkney.gov.uk/Files/Council/OCPP/SOA_annual_report_2011_12.pdf

The Council's Strategic Planning, Performance and Risk Management Framework was fully reviewed and updated in March 2012.

All services had 3-year service plans from 2009/10 to 2011/12 which had clear links to the corporate priorities of the previous Corporate Strategic Plan. The Council's restructure of 2012/13 led to agreement that there would be a 1-year period of consolidation prior to working up reconfigured service plans for the new structure from 2013/14 onwards. Corporate Services and Orkney Health and Care did develop business plans for 2012/13 which continued to include Corporate Strategic Plan priorities where appropriate. Draft Service Plans for 2013/14 to 2015/16 were presented for approval to the June 2013 cycle of meetings for all Council services.

Council Plan targets and actions are reported to the Corporate Management Team and Policy and Resources Committee every 6 months. Performance reports from all Services are reported to their respective management teams and service committees on a 6 monthly basis.

The draft Risk Management Policy and Strategy 2012-2014 and the Corporate Risk Register were considered by the Policy and Resources Committee in September 2012. The Monitoring and Audit Committee reviewed the adequacy and effectiveness of the risk management strategy and associated procedures in November 2012.

Our approach to risk management is well embedded with a Corporate Risk Register supported by Service Risk Registers. The Corporate Risk Register is monitored regularly and formally reviewed annually by the SMT. Review is based on high level service and strategic risks to the achievement of the Council's priority objectives. Service risk registers are included in all Service Plans and the operational services have well developed risk and emergency planning documentation and regular desktop exercises are carried out.

The Senior Management restructure took place in the latter half of 2010/11, with the new Senior Management and Corporate Management Teams in place from January to April 2012 onwards. This was followed up by a review of the Council's committee structure in Spring 2012 which resulted in a reduction from 5 to 4 service committees as follows:-

1. Development and Infrastructure
2. Education, Leisure and Housing
3. Orkney Health and Care
4. Policy and Resources

Following the Local Government Election in May 2012 a new Council of 21 Members was elected of whom 7 were elected for the first time.

The Monitoring and Audit Committee continues to provide an effective scrutiny role, with the Chief Internal Auditor taking the lead in performing the work necessary to give assurance to the Committee that the Council has an effective system of internal control. The remit of the Monitoring and Audit Committee is set out in the Scheme of Administration and Delegation. All internal audit reports follow a rigorous and robust audit process set out in each report. The findings are evidence based. Managers are involved in the process to ensure ownership of the improvement plans at the outset.

Statement of Accounts 2012-2013 Annual Governance Statement

The Internal Audit Section operates in accordance with the CIPFA's Code of Practice for Internal Audit. The Section undertakes an annual work programme based on an agreed audit strategy and formal assessments of risk that are reviewed regularly. The Chief Internal Auditor reports directly to the Executive Director of Corporate Services and has free access to the Head of Finance, Chief Executive and elected members. She reports to the Monitoring and Audit Committee in her own name.

A calendar of Committee meetings is prepared annually along with deadlines for draft and "signed off" reports and dates for pre meetings. Minutes of all Committees are considered and approved by the General Meeting of the Council. Minutes of Sub Committees are considered by the relevant Service Committee. Professional advice is contained within the Committee Reports including any external advice received. Agendas, papers and minutes of Council meetings are published on the Council's website.

We have continued to enhance and strengthen our internal control environment through the updating and introduction of new policies, procedures and guidance.

The Scheme of Administration and Delegation sets out delegations made to committees, members and officers under the principle that decisions should be made at the lowest or most local level consistent with the nature of the issues involved. The Schemes of Administration and Delegation have been updated and published following the review of the senior management and committee structure. A further review of the Schemes and Standing Orders is underway and will be reported to Council in September 2013.

Our Financial Regulations and Contract Standing Orders are an integral part of the stewardship of the Council. The Financial Regulations were last updated in July 2005 but are under review. An officer working group has been established and has met on several occasions with the intention of taking a report recommending updated Financial Regulations to the Policy and Resources Committee Meeting in September 2013. Contract Standing Orders were approved at the General Meeting in October 2009 and amended at the General Meetings in October 2010 and March 2012. Contract Standing Orders are currently in the process of being updated to reflect guidance set out in the Procurement Journey and other related best practice guidance.

Financial management and reporting is undertaken through the Integra finance system which includes general ledger, accounts payable, accounts receivable and banking services. The Council has well established and effective budget monitoring procedures with budgets devolved down to budget holder level. Exception reporting ensures that all significant budget variances are highlighted and dealt with on a monthly basis. In addition to this, member briefing reports are produced for each service committee every month which summarise the spend to budget position across each service function. These briefing reports have rolling action plans attached, with accountable officers clearly assigned to each significant variance.

Financial planning continues to improve each year with the Council adopting priority based budget setting, with financial resources reallocated through an open and transparent challenge process, initially within the Senior Management Team before full elected member participation. The budget setting process continues to play a pivotal role in ensuring that all officers and elected members are fully aware of the ongoing financial challenges that remain as government funding continues to reduce in real terms.

We have a Code of Conduct for employees and elected members adhere to the nationally prescribed Code of Conduct for Members, prepared by the Standards Commission.

The Council has adopted the SPSO (Scottish Public Services Ombudsman) Model Complaints Handling Procedure and complaints are reported to Council committees 6 monthly as part of the Planning, Performance and Risk Management Framework, with plans in place to report to committee on how the complaints have informed service improvements. Relevant staff received training through SPSO e-learning, with members trained by the Head of Legal Services.

The Council has adopted the Consultation and Engagement Guidelines issued by the Orkney Community Planning Partnership, which include recommendations on feedback in accordance with national guidelines. This approved document is widely used by the Council to engage with the community on a range of issues.

http://www.orkney.gov.uk/Files/Council/Consultations/PolicyDocs/Revised_Community_Engagement_Guidelines_Feb_2012.pdf

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For staff, Personal Development Plans are included as part of the Performance Review and Development (PRD) scheme. Services are gradually improving their appraisal/PRD completion performance targets, although we acknowledge the practical difficulties in achieving 100%. Training courses are available through the staff information portal and by email circular. The Council also has an e-learning system for delivery of relevant training.

For members, an extensive induction programme was delivered to all Councillors following the Local Government Elections in May 2012 which included an introduction to local government, the authority's relationship with other bodies and the context for the authority's many strategies, policies and procedures. A range of seminars and training events are organised for members and briefing notes are routinely prepared and distributed to provide members with up to date information on key strategic and operational issues.

The section 95 officer (chief finance officer) role has been vested in the Head of Finance for the period of this Governance Statement. The Council needs to continue to ensure that the section 95 officer has adequate authority and profile so that the importance of this role is not compromised, and needs to ensure that this arrangement is kept under review.

Review of Effectiveness

The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. An annual self-assessment process has been established against the Local Code of Corporate Governance. This process has been carried out across the Corporate Management Team and has identified any areas of non-compliance with the Local Code.

The review of effectiveness is informed by the work of the Corporate Management Team within the authority who have responsibility for the development and maintenance of the governance environment, the Chief Internal Auditor's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

We have been advised on the implications of the result of the review of the effectiveness of the governance framework by the Senior Management Team and the plan to address weaknesses and non-compliance with the Local Code through an Improvement Action Plan which will help ensure continuous improvement of the Governance Framework.

The Assurance and Improvement Plan Update 2013/16 was presented to Monitoring and Audit Committee in June 2013. This update reported on the revision of risk and reconsideration of the level of scrutiny required. The review process began in October 2012. The Council's Assurance and Improvement Plan (AIP) for the period 2010-13, published in July 2010, was based on the shared risk assessment carried out by the Local Area Network (LAN). The LAN now includes the following scrutiny bodies:-

- 1 Audit Scotland, the Council's external auditors;
- 2 Care Inspectorate (Social Care and Social Work Improvement Scotland);
- 3 Education Scotland;
- 4 Scottish Housing Regulator.

The LAN has now published the AIP Update 2013-16 and it is worthy of note that section 5 of the June 2013 report states that: "The overall scrutiny risk assessment of Orkney Islands Council remains that of a low risk council which shows good self-awareness and a positive response to external scrutiny bodies. Most areas of the council were assessed as requiring no specific scrutiny". It is also worthy of note that all four AIPs to date have assessed Orkney Islands Council as being a low risk council.

The Chief Internal Auditor presented her Internal Audit Annual Report 2012/13 and Assurance Statement to the Monitoring and Audit Committee in June 2013. In her opinion there were "adequate and effective controls operating in the areas subject to audit review", with the exception of those significant governance issues identified below.

Significant Governance Issues

Each Head of Service has reviewed the arrangements in his/her service area and certified their effectiveness by way of submission of individual Certificates of Assurance to their Executive Directors. Each Executive Director has reviewed these submissions, considered the overall arrangements across his/her Service and reflected on their effectiveness or otherwise through the submission of their own Certificates of Assurance to the Head of Finance. These Certificates of Assurance

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provided the basis for the draft Annual Governance Statement which was circulated for final discussion to the Corporate Management Team before ultimate sign-off by the Council Convenor, the Chief Executive and the Head of Finance.

These reviews have identified actions that will be taken forward to progress improvements in the following areas:-

1 *New Council House Build Programme* - Internal audit have recently reported progress on work to date on the Council House Build Programme to Monitoring and Audit Committee. This audit revealed weaknesses in areas such as budgeting, contract drafting, tendering process and the retention of paperwork. The audit has been expanded to include a detailed review of one project. This review identified a number of significant weaknesses in the processes followed for contracts management. An action plan will be agreed with relevant managers to address the weaknesses identified.

2 *Orkney Health and Care Partnership* – Orkney Health and Care, which was established on 1 April 2010, is an unconstituted body/partnership where there is a lack of recognition of what the risks are and where potential liabilities rest.

Whilst the overall budgets provided by both organisations into the partnership are clear, at the level of jointly funded posts or projects, there is a lack of clarity in relation to the required written framework that should be in place.

In relation to a protocol for dispute resolution, there is no evidence that this is in place. It is not contained within the Scheme of Establishment. The Scheme of Establishment was last updated in December 2009 and requires to be further updated to reflect developments since that date.

3 *Out of Orkney Childcare Placements* – concern that the process followed within the Council did not follow the approved protocol. The knock-on effect of failure to follow this protocol during 2012/13 may have been a factor in the additional *unbudgeted* cost to the Council of £0.5M in 2013/14 as reported to the Policy & Resources committee in June 2013. The existing protocol is currently being reviewed.

4 *Data Protection* - there is a lack of awareness of data protection and information security best practice across some areas of the organisation. The policy and procedures governing the use of information in compliance with the Data Protection Act 1998 need to be updated. The lead officer is prioritising this workstream and it is included in the Corporate Services Service Plan.

5 *The Council's Financial Regulations and Contract Regulations* – these documents have been under review for a period and require to be finalised, taking account of several changes including the Council structure. The Contract Standing Orders need to be reviewed and updated to reflect the ethical standards guidance set out in the Scottish Procurement Policy Handbook. The relevant lead officers have set a target of September 2013 to finalise this review.

6 *Information Communication Technology* – External Audit recently made recommendations to Monitoring and Audit Committee in relation to their Computer Service Review 2012/13 which highlighted areas where the Council may be exposed to significant risk. At present, the council's information technology function is facing significant strategic and operational challenges. These challenges may make it difficult for the Council to meet the expectations of citizens in relation to innovation and change while being able to support the delivery of efficiency savings targets. Monitoring and Audit Committee have recommended to Council the establishment of a short term Member Officer Working Group to assist in progressing the recommendations arising from the external audit report.

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Conclusion

We consider the governance and internal control environment operating during 2012/13 to provide reasonable and objective assurance that any significant risks impacting on the achievement of our principal objectives will be identified and actions taken to avoid or mitigate their impact. Weaknesses and issues have been identified and these are set out above. Implementing the Improvement Action Plan is a priority and progress will be regularly reported to the Monitoring and Audit Committee.

Systems are in place to continually review and improve the governance and internal control environment. The annual review has shown that, with the exception of those items listed above, these arrangements are in place and operating as planned.

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and we will monitor and report on their implementation and operation as part of our next annual review.



Councillor Steven Heddle
Council Convenor
26 September 2013



Alistair Buchan
Chief Executive
26 September 2013



Gareth Waterson
Head of Finance
26 September 2013

Statement of Accounts 2012-2013

Independent Auditors Report

Independent auditor's report to the members of Orkney Islands Council and the Accounts Commission for Scotland

I certify that I have audited the financial statements of Orkney Islands Council and its group for the year ended 31 March 2013 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the group and authority-only Movement in Reserves Statements, Comprehensive Income and Expenditure Statements, Balance Sheets, and Cash-Flow Statements, the authority-only Housing Revenue Account Income and Expenditure Statement, the Movement on the Housing Revenue Account Statement, the Council Tax Income Account, Non-domestic Rate Account, Harbour Authority Account, Orkney College Account and the related notes. 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 2012/13 (the 2012/13 Code).

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 125 of the Code of Audit Practice approved by the Accounts Commission for Scotland, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Respective responsibilities of the Head of Finance and auditor

As explained more fully in the Statement of Responsibilities, the Head of Finance is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Accounts Commission for Scotland. Those standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the group's and the council's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Head of Finance; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the annual report and accounts to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Opinion on financial statements

In my opinion the financial statements:

- give a true and fair view in accordance with applicable law and the 2012/13 Code of the state of the affairs of Orkney Islands Council and its group as at 31 March 2013 and of the income and expenditure of Orkney Islands Council and its group 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 2012/13 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973 and the Local Government in Scotland Act 2003.

Statement of Accounts 2012-2013 Independent Auditors Report

Opinion on other prescribed matters

In my opinion:

- the part of the Remuneration Report to be audited has been properly prepared in accordance with The Local Authority Accounts (Scotland) Regulations 1985; and
- the information given in the Foreword by Head of Finance for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I am required to report by exception

I am required to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or
- the Annual Governance Statement does not comply with Delivering Good Governance in Local Government; or
- there has been a failure to achieve a prescribed financial objective.

I have nothing to report in respect of these matters.



Stephen Boyle CPFA

Assistant Director

Audit Scotland

4th Floor South Suite

The Athenaeum Building

8 Nelson Mandela Place

Glasgow G2 1BT

27 September 2013

Statement of Accounts 2012-2013 Remuneration Report

The Local Authority Accounts (Scotland) Amendment Regulations 2011 (SSI No. 2011/64) amend the Local Authority Accounts (Scotland) Regulations 1985 (SI No 1985/267) and requires local authorities in Scotland to prepare a Remuneration Report as part of the annual statutory accounts.

All information disclosed in sections three to eight 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 the appointed auditor to ensure that they are consistent with the financial statements.

1. Remuneration policy for the Convenor of the Council, the Civic Head and Senior Councillors

The remuneration of councillors is regulated by the Local Governance (Scotland) Act 2004 (Remuneration) Regulations 2007 (SSI No. 2007/183). The Regulations provide for the grading of councillors for the purposes of remuneration arrangements, as either the Convenor of the Council, the Civic Head, Senior Councillors or Councillors. The Convenor of the Council and the Civic Head cannot be the same person for the purposes of payment of remuneration. A senior councillor is a councillor who holds a significant position of responsibility in the Council's political management structure.

When determining the level of remuneration for councillors the Scottish Ministers consider the recommendations of the Scottish Local Authority Remuneration Committee (SLARC). SLARC is an advisory Non-Departmental Public Body set up in 2005 to advise Scottish Ministers on the remuneration, allowances and expenses incurred by local authority councillors.

The salary that is to be paid to the Leader of the Council is set out in the Regulations. For 2012-13 the salary for the Leader of Orkney Islands Council is £27,058. The Regulations permit the council to remunerate one Civic Head. The regulations set out the maximum salary that may be paid to that Civic Head. Council policy is to pay at the national maximum.

The Regulations also set out the remuneration that may be paid to senior councillors and the total number of senior councillors the Council may have. The maximum yearly amount that may be paid to a Senior Councillor is 75 per cent of the total yearly amount payable to the Leader of the Council. The total yearly amount payable by the council for remuneration of all of its Senior Councillors shall not exceed £164,376. The Council is able to exercise local flexibility in the determination of the precise number of Senior Councillors and their salary within these maximum limits. The Council policy in 2012-13 was to pay six Committee Chairs @ £18,911 and two Committee Chairs @ £17,338.

In 2012-13 Orkney Islands Council had 8 senior councillors and the remuneration paid to these councillors totalled £148,142. The Regulations also permit the Council to pay contributions or other payments as required to the Local Government Pension Scheme in respect of those councillors who elect to become councillor members of the pension scheme.

The Members Remuneration Package which encompasses the salaries of all elected members including the Leader, Civic Head and Senior Councillors was agreed at a meeting of the full Council and took effect from 3 May 2007.

In addition to the Senior Councillors of the Council the Regulations also set out the remuneration payable to councillors with the responsibility of a Convenor or a Vice-Convenor of a Joint Board such as a Police Joint Board. The Regulations require the remuneration to be paid by the Council of which the convenor or vice-convenor (as the case may be) is a member. The Council is also required to pay any pension contributions arising from the convenor or vice-convenor being a member of the Local Government Pension Scheme.

The Council is reimbursed by the Joint Board for any additional remuneration paid to the member from being a Convenor or Vice-Convenor of a Joint Board.

2. Remuneration Policy for Senior Employees

The salary of senior employees is set by 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. Circular CO/144 sets the amount of salary for the Chief Executive of Orkney Islands Council for the period 2008 to 2012. Salaries of the Corporate Directors and Heads of Service are also based on Circular CO/144.

Other benefits received by senior employees include car mileage allowance.

These benefits were agreed and approved by the full meeting of the Orkney Islands Council on the 3 July 2008.

Statement of Accounts 2012-2013 Remuneration Report

3. Remuneration of Senior Employees

The regulations define a senior employee as any employee who meets one or more of the following criteria:

- who has responsibility for the management of the local authority to the extent that the person has power to direct or control the major activities of the authority whether solely or collectively with other persons.
- who holds a post that is politically restricted by reason of section 2(1)(a), (b) or (c) of the Local Government and Housing Act 1989.
- whose annual remuneration, including any annual remuneration from a local authority subsidiary body is £150,000 or more.

The Council has interpreted the above criteria as including the Chief Executive, Directors and any senior person reporting directly to the Chief Executive.

The term “remuneration” means gross salary, fees and bonuses, allowances and expenses and compensation for loss of employment. The table below outlines the remuneration details for senior employees, including prior year figures. The table shows the relevant amounts, before tax and other deductions, due to, or receivable by, each of the persons named for the year to 31 March 2013, whether or not those amounts were actually paid to, or received by, those persons within that period.

2011-2012		Senior employees			2012-2013	
Total	Name	Post held	Salary, Fees and Allowances	Expenses Allowance Chargeable to UK Income Tax	Compensation for Loss of Employment	Total
£			£	£	£	£
98,971	Alistair Buchan	Chief Executive (note 1)	98,988	0	0	98,988
0	Albert Tait	Chief Executive (note 1&2)	0	0	0	0
84,527	Leslie Manson	Executive Director of Education, Leisure & Housing Services	85,938	0	0	85,938
0	Cathie Cowan	Executive Director Orkney Health & Care (note 3)	0	0	0	0
50,277	Gavin Barr	Executive Director Development & Infrastructure (note 4)	84,207	0	0	84,207
67,949	Gillian Morrison	Executive Director of Corporate Services	84,207	0	0	84,207
75,553	Alan Moar	Interim Director, Development and Environment Services formerly Project Director – Schools Investment Programme (note 5)	73,355	0	0	73,355
84,183	Gareth Waterson	Head of Finance/Section 95 Officer	84,207	0	0	84,207
61,173	Dawn Sherwood	Head of IT and Support Services	62,538	0	0	62,538
63,868	David Sawkins	Interim Director of Marine Services (note 6)	67,630	0	0	67,630
48,173	Caroline Sinclair	Chief Social Work Officer /Head of Community Health and Care	70,524	0	0	70,524
634,674	Total		711,594	0	0	711,594

Note 1: The Chief Executive, Alistair Buchan, was seconded to Shetland Islands Council as Chief Executive from 5 July 2010 until 22 October 2012. The cost to Orkney Islands Council of employing Alastair Buchan for the period from 1 April 2012 to 31 March 2013 was £131,548.36. During the period whilst Alastair Buchan was on secondment to Shetland the Council entered into a contract with SOLACE Enterprises Limited (SOLACE) for the services of Albert Tait in the role of Interim Chief Executive. This contract with SOLACE for the services of Albert Tait in the role of Interim Chief Executive was in place until 22 October 2012 with a short extension of the contract for the period 22 October to 20 December 2012 during which Albert Tait was engaged on project work. The £78,100 cost of the contracted service for Albert Tait in the role of Interim Chief Executive over the period 1 April 2012 to 22 October 2012 was recharged to Shetland Islands Council. The extension of the contract with SOLACE for the period 22 October to 20 December 2012 cost £20,250 with the total payments to SOLACE in 2012/13 for the services of Albert Tait in both roles amounting to £98,350. The contract with SOLACE was ended on 20 December 2012.

Statement of Accounts 2012-2013 Remuneration Report

Note 2: The council agreed the 27 to 33 month secondment and contractual arrangements set out in Note 1 above at a Special General Meeting held on 28 June 2010.

Note 3: In September 2010 Cathie Cowan was asked to provide strategic direction to Orkney Health and Care (OH&C) and support Albert Tait to manage OH&C an un-constituted body overarching both Orkney Islands Council's Social Care Services and NHS Orkney. The post of Executive Director of OH&C became interim in February 2011. There was no cost to the Council for this appointment in 2012-13. This arrangement was in place until April 2013.

Note 4: Gavin Barr is the controlling officer for Orkney Ferries Limited and Orkney Towage Company Limited.

Note 5: Alan Moar was appointed to the post of Interim Director, Development and Environment Services on the 2 November 2011 following Brian Thomson's retirement. Alan was in this post until the 31 May 2012. Full year equivalent £84,225.

Note 6: David Sawkins was appointed to the post of Interim Director of Marine Services with effect from 28 March 2011 until 30 June 2012. Full year equivalent £63,960.

4. Remuneration of Senior Councillors

Under the regulations, remuneration disclosures are to be made for the Convenor, the Civic Head and any councillor designated a Senior Councillor by the Council.

The table below shows the relevant amounts, before tax and other deductions, due to, or receivable by, each of the persons named for the year to 31 March 2013, whether or not those amounts were actually paid to, or received by, those persons within that period.

Restated 2011-2012	Convenor, Civic Head, senior councillors			2012-2013		
	Total	Name	Position held	Salary, Fees and Allowances	Expenses Allowance Chargeable to UK Income Tax	Benefits Other Than Cash
£			£	£	£	£
16,233	Janice Annal	Chair (Education, Leisure & Housing)	18,602	0	0	18,602
20,293	Rob Crichton	Chair (Planning)	19,132	0	0	19,132
18,911	Michael Drever	Chair (Planning & Protective Services until 2 May 2012)	2,468	0	0	2,468
18,911	James Foubister	Chair (Transport & Infrastructure until 2 May 2012) Vice Convener	19,966	0	0	19,966
27,058	Stephen Hagan	Convener (until 2 May 2012)	17,647	0	0	17,647
17,338	Samuel Harcus	Chair (Licensing Board until 2 May 2012) Chair of Monitoring & Audit - 13 March 2012 - 2 May 2012)	2,482	0	0	2,482
16,507	Steven Heddle	Chair (Education & Leisure - 9 February -2 May 2012) Convener	25,603	0	0	25,603
18,911	Ian Johnstone	Chair (Development & Regeneration) (until 2 May 2012)	2,468	0	0	2,468
18,696	Russ Madge	Vice Chair (Orkney Health & Care)	16,749	0	0	16,749
18,911	Roderick McLeod	Chair (Social Services & Housing) (until 2 May 2012)	2,468	0	0	2,468
0	John Richards	Chair (Licensing Sub-committee)	14,808	0	0	14,808
16,233	Graham Sinclair	Chair (Board of Orkney Ferries)	17,041	0	0	17,041
20,294	James Stockan	Vice Convener (until 2 May 2012) Chair (Development & Infrastructure)	19,132	0	0	19,132
16,233	David Tullock	Chair (Monitoring & Audit)	18,602	0	0	18,602
244,529	Total		197,168	0	0	197,168

Statement of Accounts 2012-2013 Remuneration Report

5. Pension Entitlement

Pension benefits for councillors and local government employees are provided through the Local Government Pension Scheme (LGPS).

Councillors' pension benefits are based on career average pay. The councillor's pay for each year or part year ending 31 March (other than the pay in the final year commencing 1 April) is increased by the increase in the cost of living, as measured by the appropriate index (or indices) between the end of that year and the last day of the month in which their membership of the scheme ends. The total of the revalued pay is then divided by the period of membership to calculate the career average pay. This is the value used to calculate the pension benefits.

For local government employees this is a final salary pension scheme. This means that pension benefits are based on the final year's pay and the number of years that person has been a member of the scheme. The scheme's normal retirement age for both councillors and employees is 65.

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

The tiers and members contribution rates for 2012-13 have increased from the 2011-12 rates and are as follows:

Whole time pay	Contribution rate 2011-2012
On earnings up to and including £18,500	5.5%
On earnings above £18,500 and up to £22,600	7.25%
On earnings above £22,600 and up to £30,900	8.5%
On earnings above £30,900 and up to £41,200	9.5%
On earnings above £41,200	12%

Whole time pay	Contribution rate 2012-2013
On earnings up to and including £19,400	5.5%
On earnings above £19,400 and up to £23,700	7.25%
On earnings above £23,700 and up to £32,500	8.5%
On earnings above £32,500 and up to £43,300	9.5%
On earnings above £43,300	12%

If a person works part-time their contribution rate is worked out on the whole-time pay rate for the job, with actual contributions paid on actual pay earned.

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 1/60th of final pensionable salary and years of pensionable service. (Prior to 2009 the accrual rate guaranteed a pension based on 1/80th and a lump sum based on 3/80th of final pensionable salary and years of pensionable service).

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 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 service, and not just their current appointment.

Statement of Accounts 2012-2013 Remuneration Report

The pension entitlements for Senior Employees and Senior Councillors for the year to 31 March 2013 are shown in the following table, together with the contribution made by the Council to each individual's pension during the year.

Senior employees						
Name	Post held	Accrued pension benefits as at 31 March 2013		Change in accrued pension benefits since 31 March 2012		Pension contributions made by Orkney Islands Council during 2012-2013
		Pension	Lump Sum	Pension	Lump Sum	
		£	£	£	£	£
Alistair Buchan	Chief Executive	31,743	75,431	+1,660	+26	21,183
Albert Tait	Chief Executive (note 1)	0	0	0	0	0
Leslie Manson	Executive Director of Education, Leisure & Housing Services	39,672	101,830	+2,034	+1,603	18,391
Cathie Cowan	Executive Director Orkney Health & Care (note 1)	0	0	0	0	0
Gavin Barr	Executive Director Development & Infrastructure formerly Principal Planner	8,847	9,698	+4,259	+3,720	18,020
Gillian Morrison	Executive Director of Corporate Services formerly Assistant Director Strategy & Improvement/Chief Social Work Officer	31,750	78,409	+6,978	+14,404	18,020
Alan Moar	Interim Director, Development and Environment Services formerly Project Director – Schools Investment Programme	34,980	90,384	-324	-4,116	15,698
Gareth Waterson	Head of Finance/Section 95 Officer formerly Director of Finance & Housing/Section 95 Officer	21,631	48,050	+1,412	+19	18,020
Dawn Sherwood	Head of IT and Support Services	10,708	19,616	+1,218	+357	13,383
David Sawkins	Interim Director of Marine Services (note 1)	0	0	0	0	0
Caroline Sinclair	Chief Social Work Officer/Head of Community Health and Care	13,787	27,266	+5,052	+8,381	15,092
Total		193,118	450,684	+22,289	+24,394	137,807

Statement of Accounts 2012-2013 Remuneration Report

Convenor, Civic Head, Senior Councillors						
Name	Post held	Accrued pension benefits as at 31 March 2013 or date of cessation		Change in accrued pension benefits since 31 March 2012		Pension contributions made by Orkney Islands Council during 2012-2013
		Pension	Lump Sum	Pension	Lump Sum	
		£	£	£	£	£
Janice Annal	Chair (Education, Leisure & Housing)	1,866	1,246	+432	+46	3,981
Rob Crichton	Chair (Planning)	1,858	1,249	+365	+4	4,094
Michael Drever	Chair (Planning & Protective Services until 2 May 2012)	1,876	1,349	+24	-3	528
James Foubister	Chair (Transport & Infrastructure until 2 May 2012) Vice Convener	1,977	1,523	+491	+81	4,273
Stephen Hagan	Convener (until 2 May 2012)	2,447	1,846	+364	-87	3,777
Samuel Marcus	Chair (Licensing Board until 2 May 2012) Chair of Monitoring & Audit - 13 March 2012 - 2 May 2012)	1,418	1,386	+38	+11	531
Steven Heddle	Chair (Education & Leisure - 9 February -2 May 2012) Convener	1,745	1,382	+469	+144	5,479
Ian Johnstone	Chair (Development & Regeneration)	1,472	1,296	+38	+7	528
Russ Madge	Vice Chair (Orkney Health & Care)	1,996	2,290	+337	+49	3,584
Roderick McLeod	Chair (Social Services & Housing)	13,361	33,943	+696	+1,733	528
John Richards	Chair (Licensing Sub-committee)	259	0	+259	0	3,169
Graham Sinclair	Chair (Board of Orkney Ferries)	1,604	1,270	+328	+32	3,647
James Stockan	Vice Convener (until 2 May 2012) Chair (Development & Infrastructure)	19,191	53,224	+921	+1,653	4,094
David Tullock	Chair (Monitoring & Audit)	1,544	1,038	+350	+42	3,981
Total		52,614	103,042	+5,112	+3,712	42,194

Note 1: All senior employees and councillors apart from Albert Tait, Cathie Cowan and David Sawkins shown in the tables above are members of the Local Government Pension Scheme (LGPS). The pension figures shown relate to the benefits that the person has accrued as a consequence of their total local government service, and not just their current appointment.

In accordance with guidance provided by the Scottish Government, the above figures reflect any transfer of pension benefits from another pension fund or scheme to their current employment and pension scheme. Para 5 of the schedule requires the remuneration report to include certain remuneration information of local authority subsidiary bodies. However, the Orkney Towage Company Limited and Orkney Ferries Limited are managed ultimately by the Executive Director Development & Infrastructure. No remuneration is paid directly by these companies to the manager, or elected councillors.

Statement of Accounts 2012-2013 Remuneration Report

6. Councillors' remuneration

The Council paid the following amounts to its elected members (councillors) during the year.

2011-2012		2012-2013	
£000		£000	
378	Salaries	381	
20	Mileage	20	
2	Conferences and Courses	1	
26	Travel Costs	35	
11	Subsistence	10	
8	Other allowances and expenses	7	
(20)	Reimbursed Costs	(31)	
425	Total	423	

The annual return of Councillors' salaries and expenses for 2012/13 is available for any member of the public to view at all Council libraries and public offices during normal working hours and is also available on the Council's website at www.orkney.gov.uk. Please follow the links on the Council's website as follows: www.orkney.gov.uk/Council/Councillors/Councillors-Record-of-Claims.htm.

7. 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 2012-2013, in bands of £5,000. This information includes those senior employees who are subject to the fuller disclosure requirements in the tables above.

2011-2012		2012-2013	
Number of employees	Remuneration band	Number of employees	
1	£95,000 to £99,999	1	
2	£90,000 to £94,999	0	
1	£85,000 to £89,999	1	
2	£80,000 to £84,999	3	
1	£75,000 to £79,999	0	
0	£70,000 to £74,999	3	
8	£65,000 to £69,999	7	
8	£60,000 to £64,999	7	
16	£55,000 to £59,999	15	
12	£50,000 to £54,999	14	
51		51	

**Statement of Accounts 2012-2013
Remuneration Report**

8. Exit Packages

The regulations require the Remuneration Report to provide information on the number of exit packages awarded, in bandings of £20,000 up to £100,000 and thereafter in bandings of £50,000, along with the total cost of the exit packages within each band. The regulations also require disclosure of the number of compulsory redundancies and other agreed departures.

Exit Package Cost Band	Number of Compulsory Redundancies		Number of Other Departures Agreed		Total Number of Exit Packages by Cost Band		Total Cost of Exit Packages in each Band	
	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13
							£,000	£,000
£0 - £19,999	5	3	31	23	36	26	185	71
£20,000 - £39,999	0	0	4	2	4	2	95	53
£40,000 - £79,999	0	0	4	3	4	3	215	172
£80,000 - £99,999	0	0	2	0	2	0	163	0
£100,000 - £199,999	0	0	2	0	2	0	274	0
£200,000 - £299,999	0	0	2	0	2	0	474	0
	5	3	45	28	50	31	1,406	296



S Heddle
Convenor
26 September 2013



Alistair Buchan
Chief Executive
26 September 2013

Statement of Accounts 2012-2013 Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the council, analysed into usable reserves (those reserves that can be applied to fund expenditure or to reduce local taxation) and unusable reserves. The surplus or deficit on the provision of services line shows the true economic cost of providing the council's services, more details of which are shown in the **comprehensive income and expenditure statement**. These are different from the statutory amounts required to be charged to the General Fund Balance and the Housing Revenue Account for council tax-setting and dwellings rent-setting purposes. The net increase or (decrease) before transfers to other statutory reserves line shows the statutory General Fund Balance and the Housing Revenue Account Balance before any discretionary transfers to or from the other statutory reserves of the council. Additional information to support these movements can be found in notes 24 and 25 to these accounts.

	General Fund Balance	Earmarked General Fund Reserves	Capital Fund	HRA Balance	Harbour Reserves	Capital Receipts Reserve	Renewals and Repairs Fund	Total Usable Reserves	Total Unusable Reserves	Total Reserves of the Authority
	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Balance as At 1 April 2011	8,544	14,025	3,508	560	189,013	1,530	8,691	225,871	151,226	377,097
Movement in reserves during the year										
Surplus or (deficit) on the provision of services	27,111	0	0	6,745	3,657	0	0	37,513	0	37,513
Other Comprehensive Income and Expenditure	0	0	0	0	0	0	0	0	6,487	6,487
Total Comprehensive Income and Expenditure	27,111	0	0	6,745	3,657	0	0	37,513	6,487	44,000
Adjustments between accounting basis & funding basis under regulations (Note 7)	(32,013)	0	(3,000)	(7,305)	695	(1,123)	(5,000)	(47,746)	47,746	0
Net Increase/Decrease before Transfers to Earmarked Reserves Statutory and Other Reserves	(4,902)	0	(3,000)	(560)	4,352	(1,123)	(5,000)	(10,233)	54,233	44,000
Transfers to or from earmarked reserves Statutory and Other Reserves	4,985	156	0	0	(5,141)	0	0	0	0	0
Increase/Decrease in Year	83	156	(3,000)	(560)	(789)	(1,123)	(5,000)	(10,233)	54,233	44,000
Balance as at 31 March 2012	8,627	14,181	508	0	188,224	407	3,691	215,638	205,459	421,097
Movement in reserves during the year										
Surplus or (deficit) on provision of services	21,381	0	0	(3,444)	23,280	0	0	41,217	0	41,217
Other Comprehensive Income and Expenditure	0	0	0	0	0	0	0	0	(6,721)	(6,721)
Total Comprehensive Income and Expenditure	21,381	0	0	(3,444)	23,280	0	0	41,217	(6,721)	34,496
Adjustments between accounting basis & funding basis under regulations	(25,700)	0	0	2,495	(7,333)	(330)	0	(30,868)	30,868	0
Net Increase/Decrease before Transfers to Earmarked Reserves Statutory and Other Reserves	(4,319)	0	0	(949)	15,947	(330)	0	10,349	24,147	34,496
Transfers to or from earmarked reserves Statutory and Other Reserves	4,319	2,109	0	949	(6,625)	0	(752)	0	0	0
Increase/Decrease in Year	0	2,109	0	0	9,322	(330)	(752)	10,349	24,147	34,496
Balance Sheet As At 31 March 2013	8,627	16,290	508	0	197,546	77	2,939	225,987	229,606	455,593

Statement of Accounts 2012-2013

Comprehensive Income and Expenditure Statement

This statement shows the accounting cost of providing services and managing the council during the year. It includes, on an accruals basis, all of the council'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 councils need to take into account when setting the annual council tax charge. The required adjustments between accounting basis and funding basis under regulations are shown in the **movement in reserves statement**.

	Notes	2012-2013			2011-2012		
		£,000	£,000	£,000	£,000	£,000	£,000
		Expenditure	Income	Net	Expenditure	Income	Net
Central services		2,723	(1,364)	1,359	4,633	(1,179)	3,454
Cultural and Recreation		5,634	(880)	4,754	4,681	(928)	3,753
Education		31,016	(1,119)	29,897	30,168	(1,086)	29,082
Roads and Transportation		15,296	(284)	15,012	15,230	(296)	14,934
Housing Revenue Account		6,747	(2,711)	4,036	(5,526)	(2,435)	(7,961)
Harbour Authority		7,907	(6,484)	1,423	8,897	(6,610)	2,287
Housing services		6,130	(4,560)	1,570	5,354	(4,078)	1,276
Community Social Services		22,151	(4,742)	17,409	20,939	(4,819)	16,120
Planning and Development		5,416	(2,814)	2,602	4,892	(2,585)	2,307
Environmental Services		4,426	(861)	3,565	4,210	(815)	3,395
Police Services		1,279	0	1,279	1,148	0	1,148
Fire Services		1,675	0	1,675	1,779	0	1,779
Corporate and democratic core		2,292	0	2,292	2,429	0	2,429
Non distributed costs		0	65	65	0	958	958
Surplus/Deficit on Continuing Operations		112,692	(25,754)	86,938	98,834	(23,873)	74,961
Other Operating Expenditure	9			574			1,366
Financing and Investment Income and Expenditure	10			(17,635)			(6,597)
Taxation and Non-Specific Grant Income	11			(111,094)			(107,243)
(Surplus) or Deficit on Provision of Services				(41,217)			(37,513)
Surplus or deficit on revaluation of non current assets	12			(264)			(16,786)
Actuarial (gains) / losses on pension assets / liabilities	46			6,985			10,299
Other Comprehensive Income and Expenditure				6,721			(6,487)
Total Comprehensive Income and Expenditure				(34,496)			(44,000)

Statement of Accounts 2012-2013
Balance Sheet as at 31 March 2013

The **balance sheet** shows the value as at 31 March 2013 of the assets and liabilities recognised by the council. The net assets of the council are matched by the reserves held by the council. Reserves are reported in two categories. The first category comprises usable reserves, which are those reserves that the council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve, which may only be used to fund capital expenditure or to repay debt). The second category of reserves comprises those that the council is not able to use to provide services. This category includes reserves that hold unrealised gains and losses in the value of assets (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold, and reserves that hold timing differences shown as 'adjustments between accounting basis and funding basis under regulations' in the **movement in reserves statement**.

	Note	31 March 2013 £,000	31 March 2012 £,000	31 March 2011 £,000
Property, Plant & Equipment	12	283,149	252,892	200,870
Heritage Assets	15	762	755	755
Investment Property	13	23,090	19,980	18,491
Intangible Assets	14	433	366	306
Long Term Debtors	16	3,131	3,015	3,371
Long Term Assets		310,565	277,008	223,793
Short Term Investments	16	166,359	149,613	173,707
Inventories	17	650	684	690
Short Term Debtors	19	9,050	8,072	6,442
Cash and Cash Equivalents	20	55,954	66,132	44,406
Assets held for sale	21	1,362	352	439
Current Assets		233,375	224,853	225,684
Short Term Borrowing	16	450	450	450
Short Term Creditors	22	14,785	13,305	13,015
Provisions	23	0	84	84
Grants receipts in advance	37	20	90	360
Current Liabilities		15,255	13,929	13,909
Provisions	23	2,802	2,802	2,802
Long Term Borrowing	16	40,000	40,000	40,000
Other Long Term Liabilities	46	30,290	24,033	15,669
Long Term Liabilities		73,092	66,835	58,471
Net Assets		455,593	421,097	377,097
Usable reserves	24	225,987	215,638	225,871
Unusable Reserves	25	229,606	205,459	151,226
Total Reserves		455,593	421,097	377,097

The unaudited accounts were issued on 28 June 2013 and the audited accounts were authorised for issue on 26 September 2013.



Gareth Waterson, BAcc., CA
 Head of Finance
 26 September 2013

Statement of Accounts 2012-2013

Cash Flow Statement

This statement shows the changes in cash and cash equivalents of the council during the year. It shows how the council generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the council are funded by way of taxation and grant income or from the recipients of services provided by the council. Investing activities represent the extent to which cash outflows have been made for resources that are intended to contribute to the council'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 council.

	Note	2012-2013 £,000	2011-2012 £,000
Net surplus or (deficit) on the provision of services		41,217	37,513
Adjustment to surplus or deficit on the provision of services for noncash movements	26	(46,757)	(13,892)
Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	26	363	328
Net cash flows from operating activities		<u>(5,177)</u>	<u>23,949</u>
Net Cash flows from Investing Activities	27	<u>(5,001)</u>	<u>(2,223)</u>
Net increase or decrease in cash and cash equivalents		<u>(10,178)</u>	<u>21,726</u>
Cash and cash equivalents at the beginning of the reporting period		<u>66,132</u>	<u>44,406</u>
Cash and cash equivalents at the end of the reporting period		<u>55,954</u>	<u>66,132</u>

Statement of Accounts 2012-2013

Notes to the Core Financial Statements

Note 1 Summary of Significant Accounting Policies

The Financial Statements for the year ended 31 March 2013 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, 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 Council 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 Council 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 the Council'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, other than changes resulting from the revaluation of certain categories of non-current assets and financial instruments. 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.

Best Value Reporting

One of the requirements of the Service Reporting Code of Practice (SeRCOP) is for Councils to show expenditure and income in the Income and Expenditure Statement in generic service groups as prescribed by SeRCOP. The standard expenditure analysis is designed to make inter-authority comparisons more meaningful. The service groups shown in the Comprehensive Income and Expenditure Statement therefore reflect the standard generic groups and not the management of service delivery and budgetary responsibilities as determined by the Council.

Changes in Accounting Practice

There were no changes in Accounting Practice.

Statement of Accounts 2012-2013

Notes to the Core Financial Statements

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:

- Revenue from the sale of goods is recognised when the Council transfers the significant risks and rewards of ownership to the purchaser, and it is probable that the economic benefits or service potential associated with the transaction will flow to the Council.
- Revenue from the provision of services is recognised when the Council can measure reliably the percentage of completion of the transaction and it is probable that the economic benefits or service potential associated with the transaction will flow to the Council.
- Supplies are recorded as expenditure when they are consumed. Where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including those rendered by the Authority's officers) are recorded as expenditure when the services are received, rather than when payments are made.
- Interest payable on borrowings and receivable on investments is accounted for on the basis of the effective interest rate for the relevant financial instrument, rather than on the basis of the cash flows fixed or determined by the contract.
- 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.

Cash and Cash Equivalents

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

In the Cash Flow Statement, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the Authority's cash management.

Charges for the Use of Assets

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

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

The Authority is not required to raise council tax to cover depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual provision from revenue to contribute towards the reduction in its overall borrowing requirement [equal to loans fund principal charges]. Depreciation, revaluation and impairment losses and amortisations are therefore replaced by [loans fund principal] in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

Charities

Some of the charities or trust funds controlled by the Council are registered charities. The IFRS-based Code requires that where a trust fund is a registered charity, it should follow the reporting requirements of the Office of the Scottish Charity Regulator and should follow the Charities SORP. The financial statements for the Common Good Funds controlled by the Council have been produced in accordance with the Charities SORP.

Statement of Accounts 2012-2013

Notes to the Core Financial Statements

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

Short-term employee benefits (those that fall due wholly within 12 months of the year-end), such as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (eg cars) for current employees, are recognised as an expense in the year in which employees render service to the Authority. An accrual is made against services in the Surplus or Deficit on the Provision of Services for the cost of holiday entitlements and other forms of leave earned by employees but not taken before the year-end and which employees can carry forward into the next financial year. The accrual is made at the remuneration rates applicable in the following financial year. Any accrual made is required under statute to be reversed out of the General Fund Balance by a credit to the Accumulating Compensated Absences Adjustment Account in the Movement in Reserves Statement.

Termination benefits

Termination benefits are amounts payable as a result of a decision by the Council to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy. They are charged on an accruals basis to the Non Distributed Costs line in the Comprehensive Income and Expenditure Statement when the Council is demonstrably committed to either terminating the employment of an officer or making an offer to encourage voluntary redundancy. The Council is only demonstrably committed to a termination when it has a detailed formal plan for the termination and it is without realistic possibility of withdrawal.

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

Post-employment benefits

The Council participates in two formal pension schemes: the Local Government Pension Scheme which is administered by Orkney Islands Council; and the Scottish Teachers' Superannuation Scheme. Both schemes provide defined benefits to members. However, the liabilities for the teachers' scheme cannot be identified specifically to the Council, therefore the scheme is accounted for as if it were a defined contributions scheme – the Council does not recognise assets or liabilities related to the Teachers' Scheme as the liability for payment of pensions rests ultimately with the Scottish Government.

The Local Government Scheme is accounted for as a defined benefits scheme:

- The liabilities of the Orkney Islands Council pension fund attributable to the Authority are included in the Balance Sheet on an actuarial basis using the projected unit method – i.e. an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates, etc, and projections of projected earnings for current employees.
- Liabilities are discounted to their value at current prices, using a discount rate of 4.5% (based on the indicative rate of return on high quality corporate bond iBoxx sterling corporate AA over 15 year index).
- The assets of the Orkney Islands Council pension fund attributable to the Authority are included in the Balance Sheet at their fair value:
 - quoted securities – current bid price
 - unquoted securities – professional estimate
 - unitised securities – current bid price
 - property – market value.

Statement of Accounts 2012-2013

Notes to the Core Financial Statements

- The change in the net pensions liability is analysed into seven components:
 - current service cost – the increase in liabilities as result of years of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
 - past service cost – the increase in liabilities arising from current year decisions whose effect relates to years of service earned in earlier years – debited to the Surplus/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs
 - interest cost – the expected increase in the present value of liabilities during the year as they move one year closer to being paid – debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
 - expected return on assets – the annual investment return on the fund assets attributable to the Authority, based on an average of the expected long-term return – credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
 - gains/losses on settlements and curtailments – the result of actions to relieve the Authority of liabilities or events that reduce the expected future service or accrual of benefits of employees – debited/credited to the Surplus/Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs
 - actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debited to the Pensions Reserve
 - contributions paid to the Orkney Islands Council pension fund – cash paid as employer’s contributions to the pension fund in settlement of liabilities; not accounted for as an expense.

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

The Notes to the Core Financial Statements provide further information.

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.

Exceptional Items and Prior Period Adjustments

When items of income and expense are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Council’s financial performance.

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

Statement of Accounts 2012-2013

Notes to the Core Financial Statements

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.

Financial Instruments

Financial Assets

Financial assets are classified into two types:

- loans and receivables – assets that have fixed or determinable payments but are not quoted in an active market
- For profit or loss assets – assets that are held for trading and have a quoted market price and/or do not have fixed or determinable payments.

Loans and Receivables

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

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

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

Any gains and losses that arise on the de-recognition of an asset are credited/debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

For Profit or Loss Assets

For profit or loss assets are initially measured and carried at fair value. Where the assets have fixed or determinable payments, annual credits to the Income and Expenditure Statement for interest receivable are based on the nominal value of the asset multiplied by the coupon rate of interest for the instrument. Where there are no fixed or determinable payments, income (eg, dividends) is credited to the Income and Expenditure Statement when it becomes receivable by the council.

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

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

All movements in the fair value of these assets are recognised in full through the Income and Expenditure Statement.

Statement of Accounts 2012-2013

Notes to the Core Financial Statements

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and initially measured at fair value and carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised. For most of the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest) and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the Income and Expenditure Statement in the year of extinguishment. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the new or modified loan and the write-down to the Comprehensive Income and Expenditure Statement is spread over the life of the loan by an adjustment to the effective interest rate.

Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund Balance to be spread over future years. The Council has a policy of spreading the gain/loss over the term that was remaining on the loan against which the premium was payable or discount receivable when it was repaid. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

Loans Fund

The Council operates a Loans Fund and all loans raised are paid into the Fund. Advances are made to Services to finance capital expenditure during the year. Repayments to the Loans Fund are calculated using the equal instalment of principal method.

Interest has been calculated and allocated to the Comprehensive Income and Expenditure Statement in accordance with guidance from the Local Authorities Scotland Accounts Advisory Committee (LASAAC). LASAAC are the accounting standard setting body for local authorities in Scotland under the powers of Finance Circular 5/85. Note 2 issued by LASAAC sets out the accounting for financing costs.

Foreign Currency Translation

Where the Authority has entered into a transaction denominated in a foreign currency, the transaction is converted into sterling at the exchange rate applicable on the date the transaction was effective. Where amounts in foreign currency are outstanding at the year-end, they are reconverted at the spot exchange rate at 31 March. Resulting gains or losses are recognised in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

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 Council when there is reasonable assurance that:

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

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

Statement of Accounts 2012-2013

Notes to the Core Financial Statements

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants/contributions) or Taxation and Non-Specific Grant Income (non-ring-fenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement. Where capital grants are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance in the Movement in Reserves Statement. Where the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied Account. Where it has been applied, it is posted to the Capital Adjustment Account. Amounts in the Capital Grants Unapplied Account are transferred to the Capital Adjustment Account once they have been applied.

Intangible Assets

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

Internally generated assets are capitalised where it is demonstrable that the project is technically feasible and is intended to be completed (with adequate resources being available) and the Council will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset. Expenditure is capitalised where it can be measured reliably as attributable to the asset and restricted to that incurred during the development phase (research expenditure is not capitalised). Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the Council's goods or services.

Intangible assets are measured initially at cost. Amounts are not revalued, as the fair value of the assets held by the Council cannot be determined by reference to an active market. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. An asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

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

Interests in Companies and Other Entities

The Authority has material interests in companies and other entities that have the nature of subsidiaries, associates and jointly controlled entities and require it to prepare group accounts. In the Authority's own single-entity accounts, the interests in companies and other entities are recorded as financial assets at cost, less any provision for losses, or available-for-sale financial assets (i.e. at fair value).

Inventories

Inventories (generally consumable stock) are included in the Balance Sheet at the lower of cost and net realisable value.

Investment Property

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

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

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Notes to the Core Financial Statements

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the General Fund Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

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.

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 Council as Lessor

Operating Leases

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

Overheads and Central Support Costs

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Reporting Code of Practice (SeRCOP). The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- Corporate and Democratic Core – costs relating to the Authority's status as a multi-functional, democratic organisation.
- Non Distributed Costs – the cost of discretionary benefits awarded to employees retiring early and any depreciation and impairment losses chargeable on surplus assets in Property, Plant and Equipment.

These two cost categories are defined in SeRCOP and accounted for as separate headings in the Comprehensive Income and Expenditure Statement, as part of Net Expenditure on Continuing Services.

Property, Plant and Equipment

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

Recognition

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

Statement of Accounts 2012-2013

Notes to the Core Financial Statements

Measurement

Assets are initially measured at cost, comprising:

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

The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition will not increase the cash flows of the Council. In the latter case, the cost of the acquisition is the carrying amount of the asset given up by the Council. The valuation of work-in-progress is based on cost plus an appropriate proportion of overheads, together with attributable profits and allowances for foreseeable losses.

Plant, furniture and computer equipment costing less than £10,000 are not treated as fixed assets but are charged to the revenue account. This de-minimus level does not apply where certain categories of these assets are grouped together and form part of the approved capital programme.

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

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

- infrastructure, community assets and assets under construction – depreciated historical cost
- council dwellings – fair value, determined using the Beacon Principle of valuation which reduces the open market value (OMV) of a property by a percentage factor based on existing use value for social housing (EUV-SH).
- all other assets – fair value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV). Operational assets are shown at the lower of net current replacement cost or net realisable value in existing use. Non-operational assets are shown at the lower of net current replacement cost or net realisable value.
- heritage assets – premium market valuation

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

Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. Valuations are undertaken by Dennis Stevenson, the Assistant Assessor to the Orkney and Shetland Valuation Joint Board, who is MRICS qualified. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains.

Where decreases in value are identified, the revaluation loss is accounted for by:

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

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

Impairment

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

Where impairment losses are identified, they are accounted for as follows:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)

Statement of Accounts 2012-2013

Notes to the Core Financial Statements

- where there is no balance in the Revaluation Reserve, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement

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

Disposals

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previous losses recognised in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale. Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

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

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Council's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

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

Depreciation

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

Depreciation is calculated on the following bases:

- dwellings and other buildings – straight-line allocation over 10 years up to 100 years as estimated by the Council Valuer.
- vehicles, plant and equipment – straight-line allocation over 3 years up to 15 years.
- infrastructure – straight-line allocation over 40 years up to 200 years.

General Fund services are charged with depreciation where appropriate for the use of assets no matter how they are financed.

Where a Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately. Significance is determined by comparing a component's cost against the overall cost of an asset, and a component is deemed significant if its cost is 10% or more of the total asset cost. The de-minimus threshold for componentisation is £0.500M.

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

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Notes to the Core Financial Statements

Heritage Assets

The Council's Heritage Assets are assets that are held by the Council principally for their contribution to knowledge and/or culture. They are recognised and measured, including treatment of revaluation gains and losses, in accordance with the Council's policies on Property, Plant and Equipment.

There is no depreciation charged on the Heritage Assets because it has been estimated that the assets have a useful life of such length that any depreciation charge on the asset will be negligible and can be ignored on the basis of materiality. The Council considers that the Heritage Assets held by the Council will have indeterminate lives and a high residual value; hence the Council does not consider it appropriate to charge depreciation for the assets. There will therefore be no change to the depreciation charged in the financial statements in relation to the Council's Heritage Assets.

Provisions, Contingent Liabilities & Contingent Assets

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the Council becomes aware of the obligation, and measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried up in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service. Where some or all of the payment required to settle a provision is expected to be recovered from another party (e.g. from an insurance claim), this is only recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the Council settles the obligation.

The Council has made provision, based on past experience, for the loss of local taxation income arising from bad and doubtful debts, with all debts over two years old being fully provided for. Provision has also been made for bad and doubtful debts for all other items of income.

Contingent Liabilities

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

Contingent Assets

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

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

Reserves

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

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

Statement of Accounts 2012-2013

Notes to the Core Financial Statements

The two capital reserves arising from the system of capital accounting are the Revaluation Reserve and the Capital Adjustment Account. The former of these represents the store of gains on revaluation of fixed assets not yet realised through sales and the latter relates to amounts set aside from capital resources to meet past expenditure.

The Financial Instruments Adjustment Account is a balancing account to allow for differences in statutory requirements and proper accounting practices for lending & borrowing by the Council, i.e. the restatement of "financial instruments" to "fair value".

The Pension Reserve arises from the IAS19 accounting disclosures for retirement benefits and recognises the Council's share of actuarial gains and losses in the Orkney Islands Council Pension Fund and the change in the Council's share of the Pension Fund net liability chargeable to the Comprehensive Income and Expenditure Statement.

Revenue Expenditure Funded from Capital under Statute

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

Service Expenditure analysis and Segment reporting

The Comprehensive Income and Expenditure Statement is presented in accordance with the CIPFA Service Reporting Code of Practice, and the analysis of service income and expenditure is based on this Code. However, decisions taken about resource allocation are taken by the Council on the basis of financial information analysed across services. These reports are prepared on a different basis from the accounting policies used in the financial statements Note 28 details the income and expenditure of the Council's main services as recorded in budget monitoring reports throughout the year.

VAT

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

Note 2 Accounting Standards Issued not Adopted

Revisions to IAS 19, Employee Benefits, published in June 2010 became applicable for years beginning on or after 1 January 2013. The key change affecting the Pension Scheme relates to expected return on assets and our appointed actuaries, Hymans Robertson, have advised that had the change been effective for financial year 2012/13 the effect would be an increase of £1.536m on the Expected Return on Employer Assets.

Note 3 Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in Note 1, the Council 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.

Public Sector Funding	There is a high degree of uncertainty about future levels of funding for local government. However, the Council has determined that this uncertainty is not sufficient to provide an indication that the assets of the Council might be impaired as a result of a need to close facilities and reduce levels of service provision.
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Note 4 Assumptions made about the future

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

Statement of Accounts 2012-2013
Notes to the Core Financial Statements

The items in the Council's Balance Sheet as at 31 March 2013 for which there is a significant risk of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if Results differ from Assumption
Property, Plant & Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Authority will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls. It is estimated that the annual depreciation charge for buildings would increase by £0.351M for every year that useful lives had to be reduced.
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 Council 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 £21.817M. However, the assumptions interact in complex ways. During 2012/13, the Council's actuaries advised that the net pensions liability had increased by £6.257M as a result of estimates being revised with an actuarial gain of £16.534M being attributable to updating of the assumptions.
Debt Impairment	At 31 March 2013, the Council had a balance for trade debtors of £10.785M. A review of significant balances suggested that an impairment of doubtful debts of 16.1% (£1.735M) was appropriate. However, in the current economic climate it is not certain that such an allowance would be sufficient.	If collection rates were to deteriorate, an increase of 10% of the amount of the impairment of doubtful debts would require an additional £1.079M to be set aside as an allowance.

This list does not include assets and liabilities that are carried at fair value based on a recently observed market price.

Note 5 Material Items of Income and Expenditure

All material items are disclosed on the face of the **comprehensive income and expenditure statement**.

Note 6 Events after the balance sheet date

The Head of Finance Services, being the officer responsible for the council's financial affairs, signed the Annual Accounts on 28 June 2013. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2013, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

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Notes to the Core Financial Statements

Note 7 Adjustment between accounting basis and funding basis under regulations

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the council in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the council to meet future capital and revenue expenditure.

2012-13	Usable Reserves					Movement in Unuseable Reserves £,000
	General Fund Balance £,000	Housing Revenue Account £,000	Harbour Reserves £,000	Capital Receipts Reserve £,000	Major Repair Reserves £,000	
Adjustments involving the Capital Adjustment Account:						
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</u>						
Charges for depreciation and impairment of non current assets	7,012	1,395	2,162	0	0	(10,569)
Amortisation of intangible Assets	428	0	0	0	0	(428)
Revaluation losses on Property Plant and Equipment	(330)	3,505	1,893	0	0	(5,068)
Movements in the market value of Investment Properties	0	0	(3,509)	0	0	3,509
Capital grants and contributions	(23,902)	(1,126)	(7,201)	20	0	32,209
Revenue expenditure funded from capital under statute	180	0	17	0	0	(197)
Carrying amount of non current assets sold	671	328	135	0	0	(1,134)
<u>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</u>						
Statutory Provision for the Financing of Capital Investment	(4,324)	(276)	(57)	0	0	4,657
Capital expenditure charged against the General Fund and HRA balances	(4,539)	(1,026)	(506)	0	0	6,071
<u>Adjustments involving the Capital Receipts Reserve:</u>						
Use of the Capital Receipts Reserve to finance new capital expenditure	0	0	0	(910)	0	910
Proceeds From Sale of Non Current Assets	(162)	(298)	(100)	560	0	0
<u>Adjustments involving the Financial Instruments Adjustment Account:</u>						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	0	0	(127)	0	0	127
<u>Adjustments involving the Pensions Reserve:</u>						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 46)	5,364	55	395	0	0	(5,814)
Employer's pensions contributions and direct payments to pensioners payable in the year	(6,092)	(55)	(395)	0	0	6,542
<u>Adjustment involving the Accumulating Compensated Absences Adjustment Account</u>						
Adjustments in relation to Short-term compensated absences	(6)	(7)	(40)	0	0	53
Total Adjustments	(25,700)	2,495	(7,333)	(330)	0	30,868

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Notes to the Core Financial Statements

2011-12

	Usable Reserves					Movement in Unuseable Reserves £,000
	General	Housing	Harbour	Capital	Major	
	Fund Balance £,000	Revenue Account £,000	Reserves £,000	Receipts Reserve £,000	Repair Reserves £,000	
Adjustments involving the Capital Adjustment Account:						
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</u>						
Charges for depreciation and impairment of non current assets	6,876	2	1,411	0	0	(8,289)
Amortisation of intangible Assets	227	0	0	0	0	(227)
Revaluation losses on Property Plant and Equipment	(595)	(7,318)	0	0	0	7,913
Movements in the market value of Investment Properties	(431)	0	0	0	0	431
Capital grants and contributions	(28,081)	0	0	0	0	28,081
Revenue expenditure funded from capital under statute	235	0	0	0	0	(235)
Carrying amount of non current assets sold	811	1,638	107	0	0	(2,556)
<u>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</u>						
Statutory Provision for the Financing of Capital Investment	(8,781)	(72)	0	0	0	8,853
Capital expenditure charged against the General Fund and HRA balances	(60)	(853)	(702)	0	0	1,615
<u>Adjustments involving the Capital Receipts Reserve:</u>						
Use of the Capital Receipts Reserve to finance new capital expenditure	0	0	0	(2,302)	0	2,302
Proceeds From Sale of Non Current Assets	(490)	(669)	(20)	1,179	0	0
<u>Adjustment involving the Major Repairs Reserve:</u>						
Use of the Major Repairs Reserve to finance new capital expenditure	0	0	0	0	(8,000)	8,000
<u>Adjustments involving the Financial Instruments Adjustment Account:</u>						
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	(142)	0	71	0	0	71
<u>Adjustments involving the Pensions Reserve:</u>						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 47)	5,072	54	257	0	0	(5,383)
Employer's pensions contributions and direct payments to pensioners payable in the year	(6,805)	(89)	(424)	0	0	7,318
<u>Adjustment involving the Accumulating Compensated Absences Adjustment Account</u>						
Adjustments in relation to Short-term compensated absences	151	2	(5)	0	0	(148)
Total Adjustments	(32,013)	(7,305)	695	(1,123)	(8,000)	47,746

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Note 8 Transfer to or from earmarked and other statutory reserves

This note sets out the amounts set aside from the General Fund Balance in statutory reserves established under Schedule 3 of the Local Government (Scotland) Act 1975 to provide financing for specific areas of expenditure, and the amounts transferred back from these funds to meet General Fund expenditure in 2012-2013.

	2011-12			Balance at 31 March 2012	2012-13		
	Balance at 31 March 2011	Transfers Out	Transfers In		Transfers Out	Transfers In	Balance at 31 March 2013
	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Repairs & Renewals Fund	8,691	(5,000)	0	3,691	(1,408)	656	2,939
Revenue statutory funds	8,691	(5,000)	0	3,691	(1,408)	656	2,939
Capital Fund	3,508	(3,000)	0	508	(0)	0	508
Capital statutory funds	3,508	(3,000)	0	508	(0)	0	508
Total	12,199	(8,000)	0	4,199	(1,408)	656	3,447

A Capital Fund is maintained for the replacement of plant and equipment in terms of Schedule 3 of the Local Government (Scotland) Act 1975.

Repairs and Renewals funds are maintained for the purpose of providing for the replacement of plant and vehicles on the General Fund of the Islands Council. In particular, funds in respect of general repairs and renewals and ferry replacement.

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Ring-fenced elements of the General Fund Balance

This note sets out the amounts within the General Fund Balance which the council has ring-fenced for future expenditure plans.

	2011-12			2012-13			
	Balance at	Transfers In	Transfers Out	Balance at	Transfers In	Transfers Out	Balance at
	31 March 2011	2011/12	2011/12	31 March 2012	2012/13	2012/13	31 March 2013
	£,000	£,000	£,000	£,000	£,000	£,000	£,000
General Fund:							
Devolved School Management Fund	130	14	0	144	44	0	188
Orkney College	0	72	0	72	195	0	267
Training Fund	371	43	(40)	374	0	0	374
Energy Efficiency Fund	114	23	0	137	10	0	147
Care Facility Fund	421	0	0	421	0	0	421
Spend to Save Fund	3,300	0	(102)	3,198	0	(1,214)	1,984
Renewable Energy Fund	8,000	0	0	8,000	0	(1,089)	6,911
Recreation & Cultural Services Project Fund	222	25	(22)	225	0	0	225
Conservation Grants Fund	24	0	(8)	16	0	(8)	8
Development Grants Fund	1,443	57	0	1,500	701	0	2,201
Sustainable Communities Fund	0	0	0	0	65	0	65
Community Planning Fund	0	0	0	0	15	0	15
Roads Project Fund	0	0	0	0	512	0	512
Pathfinder Project Fund	0	0	0	0	1,764	0	1,764
Outwith Orkney Placements Fund	0	0	0	0	1,036	0	1,036
SIP Life Cycle Fund	0	94	0	94	78	0	172
Total General Fund	14,025	328	(172)	14,181	4,420	(2,311)	16,290
Total Earmarked Reserves	14,025	328	(172)	14,181	4,420	(2,311)	16,290

The unallocated balance of £8.627 million is 10% of the Council's annual running costs.

Note 9 Other operating expenditure

	2012-13	2011-12
	£,000	£,000
(Gains)/losses on the disposal of non current assets	574	1,366
	574	1,366

Note 10 Financing and investment income and expenditure

	2012-13	2011-12
	£,000	£,000
Interest payable and similar charges	1,181	1,259
Pensions interest cost and expected return on pensions assets	(389)	(1,208)
Interest receivable and similar income	(13,417)	(5,898)
Income and expenditure in relation to investment properties and changes in their fair value	(4,970)	(814)
Other investment income	(40)	64
Total	(17,635)	(6,597)

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Note 11 Taxation and non-specific grant income

The council credited the following taxation and non-specific grant income to the **comprehensive income and expenditure statement** during 2012-2013.

	2012-13	2011-12
	£,000	£,000
Council Tax Income	8,288	7,983
NDR Redistribution	8,203	7,722
Non-ring-fenced government grants	62,374	63,457
Capital Grants	32,229	28,081
Total Taxation and Non-Specific Grant Income	111,094	107,243

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Note 12 Property, Plant and Equipment

2012-2013	Council Dwellings	Buildings	Infra-structure Assets	Vehicles, Plant & Equipment	Community Assets	PP&E Under Construction	Surplus Assets	Total PP&E
	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Cost or Valuation								
At 1 April 2012	37,576	107,395	119,906	29,549	4,482	31,217	926	331,051
Additions (Note 39)	965	1,197	7,727	4,879	16	31,661	0	46,445
Revaluation increases/decreases to Revaluation Reserve	0	227	0	0	24	0	(334)	(83)
Revaluation increases/decreases to Surplus or Deficit on the Provision of Services	(4,029)	(1,127)	0	0	1	0	(285)	(5,440)
Derecognition - Disposals	(328)	(505)	0	(59)	(14)	0	(56)	(962)
Reclassifications & Transfers	7,839	7,839	0	0	0	(16,159)	1,590	1,109
Reclassified to Held for Sale	(358)	(188)	0	0	0	0	(190)	(736)
Reclassified from Held for Sale	0	5	0	0	0	0	0	5
Balance as at 31 March 2013	41,665	114,843	127,633	34,369	4,509	46,719	1,651	371,389
Depreciation and Impairment								
At 1 April 2012	0	6,915	46,708	23,149	1,289	12	86	78,159
Depreciation Charge	1,393	3,383	3,438	2,241	56	0	57	10,568
Depreciation written out on Revaluation Reserve	0	0	0	0	0	0	0	0
Depreciation written out on Revaluation taken to Surplus or Deficit on the Provision of Services	0	(258)	0	0	0	49	(165)	(374)
Derecognition - Disposals	0	(20)	0	(59)	(3)	0	(8)	(90)
Reclassifications & Transfers	0	(165)	0	0	0	0	165	0
Eliminated on reclassification to Held for Sale	0	(4)	0	0	0	0	(19)	(23)
Balance as at 31 March 2013	1,393	9,851	50,146	25,331	1,342	61	116	88,240
Net Book Value								
Balance as at 31 March 2013	40,272	104,992	77,487	9,038	3,167	46,658	1,535	283,149
Balance as at 31 March 2012	37,576	100,480	73,198	6,400	3,193	31,205	840	252,892

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2011-2012	Council Dwellings	Buildings	Infra-structure Assets	Vehicles, Plant & Equipment	Community Assets	PP&E Under Construction	Surplus Assets	Total PP&E
	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Cost or Valuation								
At 1 April 2011	5,592	108,804	116,507	26,594	4,423	11,723	1,206	274,849
Additions (Note 41)	1,617	1,671	3,399	2,421	134	29,236	2	38,480
Revaluation increases/decreases to Revaluation Reserve	16,784	(3,081)	0	0	0	0	0	13,703
Revaluation increases/decreases to Surplus or Deficit on the Provision of Services	7,318	595	0	0	0	0	0	7,913
Derecognition - Disposals	(154)	(594)	0	(973)	(75)	(1,323)	(282)	(3,401)
Reclassifications & Transfers	6,419	0	0	1,507	0	(8,419)	0	(493)
Balance as at 31 March 2012	37,576	107,395	119,906	29,549	4,482	31,217	926	331,051
Depreciation and Impairment								
At 1 April 2011	0	6,623	43,461	22,565	1,248	12	70	73,979
Depreciation Charge	0	2,936	3,226	1,544	56	0	16	7,778
Impairment losses/reversals to Revaluation Reserve	0	(3,083)	0	0	0	0	0	(3,083)
Impairment losses/reversals to Surplus or Deficit on the Provision of Services	0	480	21	0	0	0	10	511
Derecognition - Disposals	0	(41)	0	(960)	(15)	0	(10)	(1,026)
Eliminated on reclassification to Held for Sale	0	0	0	0	0	0	0	0
Balance as at 31 March 2012	0	6,915	46,708	23,149	1,289	12	86	78,159
Net Book Value								
Balance as at 31 March 2012	37,576	100,480	73,198	6,400	3,193	31,205	840	252,892
Balance as at 31 March 2011	5,592	102,181	73,046	4,029	3,175	11,711	1,136	200,870

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Revaluations

The Council carries out a rolling programme that ensures that all Property, Plant and Equipment required to be measured at fair value is revalued at least every five years. Valuations were carried out by the District Valuer prior to the 31 March 2011 and thereafter by the Assistant Assessor to the Orkney and Shetland Valuation Joint Board. Valuations of land and buildings were carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors.

2012-2013	Council Dwellings	Investment Properties	Buildings	Infra-structure Assets	Vehicles, Plant & Equipment	Community Assets	Intangible Assets	PP&E Under Construction	Surplus Assets	Total Assets
	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Historic Cost	0	0	0	77,487	9,038	3,167	433	46,658	0	136,783
NBV of assets valued at:										
31 March 2010	0	0	104,992	0	0	0	0	0	1,535	106,527
31 March 2011	0	0	0	0	0	0	0	0	0	0
31 March 2012	40,272	0	0	0	0	0	0	0	0	40,272
31 March 2013	0	23,090	0	0	0	0	0	0	0	23,090
Total	40,272	23,090	104,992	77,487	9,038	3,167	433	46,658	1,535	306,672

Note 13 Investment properties

The following items of income and expense have been accounted for in the “financing and investment income and expenditure” line in the **comprehensive income and expenditure statement**:

	31 March 2013	31 March 2012
Rental income from investment property	£,000	£,000
Direct operating expenses arising from investment property	(1,029)	(1,320)
‘Net Gain/Loss included in Financing & Investment Income in the CIES’	(545)	756
Proceeds from sale	(111)	0
Carrying amount of investment properties sold	224	181
(Surplus)/deficit on sale of Investment Properties:	113	181
Changes in Fair Value of Investment Properties	(3,509)	(431)
	(4,970)	(814)

There are no restrictions on the council’s ability to realise the value inherent in its investment property or on the council’s right to the remittance of income and the proceeds of disposal. The council has no contractual obligations to purchase, construct or develop investment property, nor does it have contractual obligations in relation to repairs, maintenance or enhancement.

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

	31 March 2013	31 March 2012
Balance at start of the year	£,000	£,000
Additions:	19,980	18,491
- Purchases	934	746
Disposals	(224)	(181)
Net gains/losses from fair value adjustments	3,509	431
Transfers:		
-to/from Property, Plant and Equipment	(1,109)	493
Balance at end of the year	23,090	19,980

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Note 14 Intangible assets

The council accounts for its purchased and developed software, which relate to the various information and communications technology (ICT) systems used throughout the council, as intangible assets. The cost is amortised on a straight-line basis over the expected life of the licences, which is three to five years for all ICT systems.

The movement on intangible asset balances during the year is as follows:

	2012-13		2011-12	
	Other Assets	Total	Other Assets	Total
	£,000	£,000	£,000	£,000
Balance at start of year:				
Gross carrying amounts	2,303	2,303	2,016	2,016
Accumulated amortisation	(1,937)	(1,937)	(1,710)	(1,710)
Net carrying amount at start of year	366	366	306	306
Additions:				
Purchases	495	495	287	287
	861	861	593	593
Amortisation for the period	(428)	(428)	(227)	(227)
Net carrying amount at end of year	433	433	366	366
Comprising:				
Gross carrying amounts	2,798	2,798	2,303	2,303
Accumulated amortisation	(2,365)	(2,365)	(1,937)	(1,937)
	433	433	366	366

There are no individual intangible assets that are material to the financial statements and there are currently no contractual commitments for the acquisition of intangible assets.

Note 15 Heritage assets

The Council's Heritage Assets are assets that are held by the Council principally for their contribution to knowledge and/or culture. They are recognised and measured, including treatment of revaluation gains and losses, in accordance with the Council's policies on Property, Plant and Equipment.

The movement on heritage asset balances during the year is as follows:-

2011-2012		2012-2013	
Total		Total	
£000		£000	
755	Restated Cost or valuation at start of year	755	
0	Revaluation gains (losses) other	7	
755	Cost or Valuation at year-end	762	

The Arts, Museums and Heritage Service collects items and associated information relating to all aspects of Orkney's human history in all periods. The collections are held for the public benefit, for display and for research.

The collection is held at various locations in Orkney but the principal one is The Orkney Museum, Tankerness House, Broad Street, Kirkwall.

The Museum recognises its responsibility, in acquiring additions to its collections, to ensure the care of collections, documentation arrangements and use of collections will meet the requirements of the Accreditation Standard. Full details can be seen in the Arts, Museums and Heritage Service Collection Management policy 2010-2015, including Acquisition and Disposal Procedures.

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The Orkney Archives Service seeks to collect archives relating to the history of Orkney and its people, whether it is official, economic, cultural or otherwise with the area being defined as all of the Orkney Islands.

The collection is held at the Orkney Library and Archives, Junction Road, Kirkwall.

The Archive storage and reading rooms conform to BS 5454.2000 – Recommendations for the storage and exhibition of archival documents.

The following collections are held:-

Archaeology

This material is held for display and research. Each new group of material is not only useful in its own right but also adds to the understanding of the existing collection, and attracts researchers to develop new interpretations of Orkney's past environment and human history.

Social History

The social history collection is categorised as follows:-

Commerce and Industry – contains items relating to Agriculture, Weaving and Knitting, Kelp and Straw, Brewing and Distilling, Modern Crafts, Traditional and Commercial Food Production, Shops, Restaurants and Hotels, Trades and Tourism.

Domestic and Community Life – contains items of furniture and household effects, garments, the Baikie Family Collection, soft furnishings and items relating to Education, Health, Law, Order and Local Government, Religion, Clubs, Societies and Institutions and Transport.

Fine Art – contains a large collection of art including works by famous local artists and reputable artists from out-with Orkney.

Wartime Orkney – contains collections that reflect Orkney's major role in two World Wars as a naval base.

Orkney Archives Collection

The Orkney Archives has items relating to the history of the Orkney and its people, whether it is official, social, economic, cultural or otherwise. The area for collection is defined as all of Orkney and records relating to out-with Orkney will not be collected if there is not a close connection with the area. All items are held under one of four arrangements:-

- Official deposit
- Charge and superintendence
- Permanent loan
- Gifts

The Council has recognised 164 Heritage Assets that are considered to have a significant value in the Asset Register for 2012/13.

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Note 16 Financial Instruments

Categories of financial instruments

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. The term 'financial instrument' covers both financial assets and financial liabilities and includes trade payables, borrowings (for example Public Works Loan Board debt and market debt), financial guarantees, bank overdraft, trade receivables, loans receivable, cash deposits with financial institutions (some on a fixed term basis and some which are immediately available) and longer term investments. The following categories of financial instrument are carried in the **balance sheet**. (Those financial instruments that are classified as cash and cash equivalents are not included in this table – please see Note 20 for details of these.)

	Long-term			Current		
	31 March 2013 £,000	31 March 2012 £,000	01 April 2011 £,000	31 March 2013 £,000	31 March 2012 £,000	01 April 2011 £,000
Investments						
Unquoted equity investment at cost	0	0	0	2,600	1,601	1,662
Financial assets at fair value through profit and loss	0	0	0	163,759	148,012	172,045
Total investments	0	0	0	166,359	149,613	173,707
Debtors						
Loans and receivables	3,131	3,015	3,371	0	0	0
Financial assets carried at contract amounts	0	0	0	9,050	8,072	6,442
Total Debtors	3,131	3,015	3,371	9,050	8,072	6,442
Borrowings						
Financial liabilities at amortised cost	40,000	40,000	40,000	450	450	450
Total borrowings	40,000	40,000	40,000	450	450	450
Financial liabilities carried at contract amount	0	0	0	14,785	13,305	13,015
Total creditors	0	0	0	14,785	13,305	13,015

Loans and receivables include a loan to Orkney Islands Property Development Limited of £1.360 million.

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Items of income, expense, gain and loss relating to financial instruments

The following items of income, expense, gain and loss relating to financial instruments are included within the lines “financing and investment income and expenditure” and “(surplus) or deficit on the revaluation of available-for-sale financial assets” in the **comprehensive income and expenditure statement**.

2012-2013	Financial assets: loans and receivables	Available-for-sale financial assets	At fair value through profit and loss	Financial liabilities at amortised cost	At fair value through profit and loss	Total
	£,000	£,000	£,000	£,000	£,000	£,000
Interest expense (including finance lease interest)	0	0	0	1,348	0	1,348
Impairment losses	220	601	569	0	0	1,390
Fee expense	11	0	257	38	0	306
Total expense in the (surplus) or deficit on the provision of services	231	601	826	1,386	0	3,044
Interest income	(69)	(0)	(0)	(1,064)	(0)	(1,133)
Interest income accrued on impaired financial assets	(127)	(0)	(0)	(0)	(0)	(127)
Dividend income	(0)	(144)	(0)	(0)	(0)	(144)
Other income	(1)	(0)	(15,748)	(0)	(0)	(15,749)
Total income in the (surplus) or deficit on the provision of services	(197)	(144)	(15,748)	(1,064)	(0)	(17,153)
Net gain on revaluation	0	(1,600)	0	0	0	(1,600)
(Surplus) or deficit on the revaluation of available-for-sale financial assets (in other comprehensive income and expenditure)	(0)	(1,600)	0	0	0	(1,600)
Net (gain) or loss for the year (in the total comprehensive income and expenditure)	34	(1,143)	(14,922)	322	0	(15,709)

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2011-2012	Financial assets: loans and receivables	Available-for-sale financial assets	At fair value through profit and loss	Financial liabilities at amortised cost	At fair value through profit and loss	Total
	£,000	£,000	£,000	£,000	£,000	£,000
Interest expense (including finance lease interest)	0	0	0	1,348	0	1,348
Impairment losses	127	397	598	0	0	1,122
Fee expense	11	0	183	35	0	229
Total expense in the (surplus) or deficit on the provision of services	138	397	781	1,383	0	2,699
Interest income	(54)	(0)	(50)	(825)	(0)	(929)
Interest income accrued on impaired financial assets	(71)	(0)	(0)	(0)	(0)	(71)
Other income	(1)	(0)	(5,428)	(0)	(0)	(5,429)
Total income in the (surplus) or deficit on the provision of services	(126)	(0)	(5,478)	(825)	(0)	(6,429)
Net (gain) or loss for the year (in the total comprehensive income and expenditure)	12	397	(4,697)	558	0	(3,730)

Fair Values of Assets and Liabilities

Financial liabilities, financial assets represented by loans and receivables and long-term debtors and creditors are carried in the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments, using the following assumptions:

- Estimated ranges of interest rates at 31 March 2013 of 2.60% to 4.28% for loans from the PWLB and 5.5% for other loans receivable and payable, based on new lending rates for equivalent loans at that date
- No early repayment or impairment is recognised
- Where an instrument will mature in the next 12 months, carrying amount is assumed to approximate to fair value
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

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The fair values calculated are as follows:

	31/03/2013		31/03/2012	
	Carrying amount	Fair value	Carrying amount	Fair value
	£,000	£,000	£,000	£,000
Financial liabilities	40,000	46,391	40,000	41,416

The fair value of the liabilities is higher than the carrying amount because the Authority's portfolio of loans includes a number of fixed rate loans where the interest rate payable is higher than the prevailing rates at the Balance Sheet date. This shows a notional future loss (based on economic conditions at 31 March 2013) arising from a commitment to pay interest to lenders above current market rates.

	31/03/2013		31/03/2012	
	Carrying amount	Fair value	Carrying amount	Fair value
	£,000	£,000	£,000	£,000
Long-term debtors less provision	3,131	3,131	3,015	3,015

Available for sale assets and assets and liabilities at fair value through profit or loss are carried in the Balance Sheet at their fair value. These fair values are based on public price quotations where there is an active market for the instrument.

Note 17 Inventories

	2012-13	2011-12
	£,000	£,000
Other	650	684
Total	650	684

Note 18 Construction Contracts

The following significant contracts for capital investment have been entered into by the Islands Council and extend beyond 31 March 2013:

Project Name	Purpose	Approx. Value £,000	Anticipated Completion
Stromness Pierhead Regeneration	Construction of new library/offices	2,374	May - 2014
Schools Investment Programme	Construction of new school facilities	14,779	Various
Coplands Dock	Construction of new pier	5,479	February - 2014

Note 19 Short-term debtors

	2012-13	2011-12
	£,000	£,000
NDR & Council Tax	788	811
Rents	317	236
Value Added Tax	1,070	1,685
Trade debtors	6,707	5,283
NHS Bodies	168	57
Total	9,050	8,072

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Notes to the Core Financial Statements

Note 20 Cash and cash equivalents

The balance of cash and cash equivalents is made up of the following components. With the exception of imprest accounts held at council establishments, the balances in all of the categories listed below are used together to manage the council's overall cash balances on a day-to-day basis.

	2012-13	2011-12
	£,000	£,000
Cash and Bank balances	10	9
Short Term Investments (considered to be Cash Equivalents)	53,000	60,000
Short Term Deposits (considered to be Cash Equivalents)	2,944	6,123
Total	55,954	66,132

Note 21 Assets held for sale

The following table summarises the movement in the fair value of assets held for sale during the year:

	Current	
	31 March 2013	31 March 2012
	£000's	£000's
Balance outstanding at start of year	352	439
Assets newly classified as held for sale:		
Additions	0	1
Transferred from Non-Current Assets during year	732	0
Revaluation Gains losses taken to Surplus or deficit on the provision of services	340	0
Revaluation gains losses other	(24)	0
Assets declassified as held for sale:		
Assets sold Cost	(38)	0
Other Disposals	0	(88)
Balance outstanding at year-end	1,362	352

Note 22 Short-term creditors

The analysis below details the main short-term creditor balances.

	2012-13	2011-12
	£,000	£,000
NHS Bodies	44	52
NDR & Council Tax	128	259
HRA	334	734
Accumulated Absences	2,351	2,404
Receipts in advance	293	548
Trade creditors	10,637	8,152
Other	998	1,156
Total Short Term Creditors	14,785	13,305

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Note 23 Provisions

Provisions are made where an event has taken place that gives the Council a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation.

	At 1 April 2012	Increase in provision during year	Utilised during year	Unused Amounts Reversed	Interest earned	Balance as at 31 March 2013
	£,000	£,000	£,000	£,000	£,000	£,000
Compensation Payments	84	0	0	(84)	0	0
Other	2,802	0	0	0	0	2,802
	2,886	0	0	0	0	2,802
Current Provisions	84	0	0	(84)	0	0
Long Term Provisions	2,802	0	0	0	0	2,802
	2,886	0	0	(84)	0	2,802

Other

A provision of £2.802M has been identified as the Council's Section 75 debt in respect of the Merchant Navy Officers Pension Fund (MNOF) - Post 78 Section. A Section 75 debt was triggered when the last active member retired and no active members of the Pension Fund were directly employed by the Council. As at 31 March 2013 a formal request for this amount has yet to be received from the MNOF. The Council has been negotiating a withdrawal from the MNOF which would require the Council to guarantee the future liabilities of both Orkney Towage Company Limited and Orkney Ferries Limited to the MNOF but this would avoid payment of the Section 75 debt. The withdrawal agreement has not yet been concluded.

Note 24 Usable reserves

Usable reserves are those reserves the council is able to apply to fund expenditure or reduce taxation, and comprise both capital and revenue reserves. Movements in the revenue reserves during the year are outlined in the **movement in reserves statement**, however a summary is shown below.

31 March 2012		31 March 2013
£m		£m
22.808	General Fund Balance	24.917
0.000	Housing Revenue Account Balance	0.000
0.407	Capital Receipts Reserve	0.077
0.508	Other Statutory Funds	0.508
188.224	Harbours	197.546
3.691	Repairs and Renewals Fund	2.939
215.638	Total usable reserves	225.987

Note 25 Unusable reserves

Unusable reserves are those reserves that the council is not able to utilise to provide services, and comprise:

(i) Reserves that hold unrealised gains and losses, in relation to the revaluation of property, plant and equipment where amounts will only become available to provide services (or limit resources in the case of losses) once the gains or losses are realised as the assets are disposed of.

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(ii) Adjustment accounts that deal with situations where income and expenditure are recognised according to statutory regulations against the General Fund Balance and the Housing Revenue Account Balance on a different basis from that expected by generally accepted accounting practices. These adjustment accounts will carry either a debit balance (showing that the council is required by statute to fund its expenditure more slowly than accounting standards would expect) or a credit balance (where the council has set resources aside under statute earlier than accounting standards require). The adjustment accounts effectively offset the General Fund Balance and the Housing Revenue Account Balance to give the council more or less spending power in the short term than proper accounting practices would allow. The adjustment accounts comprise the Capital Adjustment Account, the Financial Instruments Adjustment Account, the Pension Reserve and the Employee Statutory Adjustment Account.

Summary of unusable reserves

	31 March 2013 £,000	31 March 2012 £,000
Capital Adjustment Account	219,489	187,736
Financial Instruments Adjustment Account	(223)	(350)
Revaluation Reserve	42,981	44,510
Pensions Reserve	(30,290)	(24,033)
Employee Statutory Adjustment Account	(2,351)	(2,404)
Total Unusable Reserves	229,606	205,459

(i) Movement in the year: Revaluation Reserve

The Revaluation Reserve contains the gains made by the council arising from increases in the value of its non-current assets. The balance is reduced when assets with accumulated gains are (i) revalued downwards or impaired and the gains are lost, (ii) used in the provision of services and the gains are consumed through depreciation or (iii) disposed of and the gains are realised. The Revaluation Reserve contains only revaluation gains accumulated since 1 April 2007, which was the date that the Revaluation Reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

	31 March 2013 £,000	31 March 2012 £,000
Balance at 1 April	44,510	31,321
Upward revaluation of assets	264	16,786
Downward revaluation of assets and impairment losses not charged to the Surplus/Deficit on the Provision of Services	(196)	(3,086)
Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	44,578	45,021
Difference between fair value depreciation and historical cost depreciation	(1,597)	(511)
Balance at 31 March	42,981	44,510

(ii) Movement in the year: Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions or regulations. The Capital Adjustment Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the comprehensive income and expenditure statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Capital Adjustment Account is credited with the amounts set aside by the council as finance for the costs of acquisition, construction and enhancement.

The Capital Adjustment Account contains accumulated gains and losses on investment properties and gains recognised on donated assets that have yet to be consumed by the council.

The Capital Adjustment Account also contains revaluation gains accumulated on property, plant and equipment before 1 April 2007. The Revaluation Reserve was created to hold such gains arising from 1 April 2007 onwards.

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Note 7 provides details of the source of all the transactions posted to the Capital Adjustment Account, apart from those involving the Revaluation Reserve.

	31 March 2013		31 March 2012	
	£,000	£,000	£,000	£,000
Balance at 1 April		187,736		138,251
Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:				
Charges for depreciation and impairment of non current assets	(10,997)		(8,516)	
Revaluation losses on Property, Plant and Equipment	(5,068)		7,913	
Revenue expenditure funded from capital under statute	(197)		(235)	
Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(938)		(2,556)	
		(17,200)		(3,394)
Adjusting amounts written out of the Revaluation Reserve		1,597		3,597
Net written out amount of the cost of non current assets consumed in the year		(15,603)		203
Capital financing applied in the year:				
Use of the Capital Receipts Reserve to finance new capital expenditure	910		2,302	
Use of the Major Repairs Reserve to finance new capital expenditure	0		8,000	
Loans Lease principal repayments	4,657		8,853	
Application of grants to capital financing from the Capital Grants Unapplied Account	32,209		28,081	
Capital expenditure charged against the General Fund and HRA balances	6,071		1,615	
		43,847		48,851
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement		3,509		431
Balance at 31 March		219,489		187,736

(iii) Movement in the year: Financial Instruments Adjustment Account

The Financial Instruments Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for income and expenses relating to certain financial instruments, and for bearing losses or benefiting from gains in accordance with statutory provisions. The council uses the Financial Instruments Adjustment Account to manage "soft loans" that were on the council's balance sheet at 31 March 2007. Soft loans are loans advanced by the council at nil or below prevailing interest rates. Generally accepted accounting practices require that the discounted interest rate is recognised as a reduction in the fair value of the loan, with the difference being debited to the comprehensive income and expenditure statement as service expenditure. However, statutory arrangements [or regulations] require that, for soft loans on the council's balance sheet at 31 March 2007, the reduction in value and corresponding charge to be reversed, so that there is no impact on the General Fund Balance.

	31 March	31 March
	2013	2012
	£,000	£,000
Balance at 1 April	(350)	(421)
Amount by which finance costs charged to the Comprehensive Income and Expenditure Statement are different from finance costs chargeable in the year in accordance with statutory requirements	127	71
Balance at 31 March	(223)	(350)

(iv) Movement in the year: Pension Reserve

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 or regulations. The council accounts for post-employment benefits in the comprehensive income and expenditure statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the council 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. The statutory arrangements will ensure that funding will have

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been set aside by the time the benefits come to be paid. Employers' contribution rates and contribution strategy will be reviewed following the next formal pension fund valuation as at 31 March 2014.

	31 March 2013	31 March 2012
	£,000	£,000
Balance at 1 April	(24,033)	(15,669)
Actuarial gains or losses on pensions assets and liabilities	(6,985)	(10,299)
Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	728	1,935
Balance at 31 March	(30,290)	(24,033)

(v) Movement in the year: Employee Statutory Adjustment Account

The Employee Statutory Adjustment Account absorbs the differences that would otherwise arise on the General Fund Balance 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 the General Fund Balance is neutralised by transfers to or from the Employee Statutory Adjustment Account.

	31 March 2013	31 March 2012
	£,000	£,000
Balance at 1 April	(2,404)	(2,256)
Amounts accrued at the end of the current year	53	(148)
Balance at 31 March	(2,351)	(2,404)

Note 26 Cash flow statement: operating activities – adjustments to the net provision of services for non-cash movements

	2012-13 £,000	2011-12 £,000
Adjustment to surplus or deficit on the provision of services for noncash movements		
Depreciation	10,569	8,289
Impairment & downward revaluations (& non-sale de-recognitions)	5,068	(7,913)
Amortisation (included with depreciation above)	428	227
(Increase)/Decrease in Stock	34	6
(Increase)/Decrease in Debtors	(261)	(1,872)
Increase/(decrease) in impairment provision for bad debts	(84)	192
Increase/(Decrease) in Creditors	178	(201)
Movements in the Pension Reserve not relating to actuarial changes	(728)	(1,935)
Carrying amount of non-current assets sold	1,134	2,556
Investment Income not involving movement of cash	(16,601)	(5,367)
Contributions to Other Reserves/Provisions	(42,985)	(7,443)
Movement in value of investment properties-included above in impairment & downward revaluations (& non-sale de-recognitions)	(3,509)	(431)
	(46,757)	(13,892)
Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities		
Purchase of short-term (not considered to be cash equivalents) and long-term investments (includes investments in associates, joint ventures and subsidiaries)	91,552	223,134
Proceeds from short-term (not considered to be cash equivalents) and long-term investments (includes investments in associates, joint ventures and subsidiaries)	(91,189)	(222,806)
	363	328

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Note 27 Cash flow statement: investing activities

	2012-13	2011-12
	£,000	£,000
Purchase of PP&E, investment property and intangible assets	46,413	39,292
Purchase of Short Term Investments (not considered to be cash equivalents)	(10,073)	21,572
Other Payments for Investing Activities	1,092	932
Proceeds from the sale of PP&E, investment property and intangible assets	(560)	(1,179)
Proceeds from Long Term Investments	0	(29,478)
Capital Grants and Contributions Received	(31,396)	(28,131)
Other Receipts from Investing Activities	(475)	(785)
Net Cash flows from Investing Activities	5,001	2,223

Note 28 Amounts reported for resource allocation decisions

The standard service groups shown on the face of the comprehensive income and expenditure statement are those specified by CIPFA's Service Reporting Code of Practice (SeRCOP) and are designed to make comparisons between local authorities' accounts more meaningful. However, the standard service groups do not reflect the local management of service delivery and budgetary responsibilities as determined by the Council.

The management of Orkney Islands Council is led by the Chief Executive and the operational structure of the Council is divided into eight main service areas, each led by a Head of Service. Financial reports to management are prepared on a different basis from the accounting policies used in the statement of accounts. In particular:

- no charges are made in relation to capital expenditure (whereas depreciation, revaluation and impairment losses in excess of the balance on the Revaluation Reserve and amortisations are charged to services in the comprehensive income and expenditure statement);
- the cost of retirement benefits is based on cash flows (payment of employer's pensions contributions) rather than the current service cost of benefits accrued in the year;
- expenditure on support services is budgeted for centrally and is not charged to service areas.

The income and expenditure of the Council's main service areas, as reported to management, for the financial year is as follows:

Service Area income and expenditure analysis 2012-13	Education	Leisure & Cultural	Community Social Services	Roads	Transport	Environmental Services	Housing Revenue Account	Harbours	Total
	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Fees, charges & other income	788	695	2,158	137	47	834	2,711	6,484	13,854
Government grants	182	6	27	0	87	12	0	0	314
Other grants & contributions	150	180	2,677	13	0	0	1,705	1,920	6,645
Total Income	1,120	881	4,862	150	134	846	4,416	8,404	20,813
Employee expenses	19,035	2,004	14,673	34	727	569	325	2,578	39,945
Other service expenses	8,813	2,722	5,704	4,330	7,816	3,236	3,630	3,881	40,132
Support service recharges	900	409	1,006	139	219	130	461	265	3,529
Total Expenditure	28,748	5,135	21,383	4,503	8,762	3,935	4,416	6,724	83,606
Net Expenditure	27,628	4,254	16,521	4,353	8,628	3,089	0	(1,680)	62,793

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Service Area income and expenditure analysis 2011-12	Education	Leisure & Cultural	Community Social Services	Roads	Transport	Environmental Services	Housing Revenue Account	Harbours	Total
	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Fees, charges & other income	740	710	2,246	137	43	792	2,405	6,610	13,683
Government grants	169	0	17	28	75	2	0	0	291
Other grants & contributions	178	240	2,613	13	0	5	30	1,451	4,530
Total Income	1,087	950	4,876	178	118	799	2,435	8,061	18,504
Employee expenses	19,428	2,221	14,706	91	356	578	457	2,529	40,366
Other service expenses	8,175	2,612	5,360	3,352	8,690	3,069	2,159	4,460	37,877
Support service recharges	771	371	968	204	162	149	379	362	3,366
Total Expenditure	28,374	5,204	21,034	3,647	9,208	3,796	2,995	7,351	81,609
Net Expenditure	27,287	4,254	16,158	3,469	9,090	2,997	560	(710)	63,105

Reconciliation of service area income and expenditure to the net cost of services in the comprehensive income and expenditure statement

The following table shows how the figures in the above analysis of service area income and expenditure reconcile to the amounts included in the **comprehensive income and expenditure statement**.

	2012-13	2011-12
	£m	£m
Net expenditure in the [Directorate] Analysis	62.793	63.105
Net expenditure of services and support services not included in the Analysis	16.238	8.140
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis	9.504	4.752
Amounts included in the Analysis not included in the Comprehensive Income and Expenditure Statement	(1.597)	(1.036)
Cost of Services	86.938	74.961

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Reconciliation to subjective analysis of income and expenditure

This table shows how the figures in the above analysis of service area income and expenditure reconcile to a subjective analysis of the surplus or deficit on the provision of services as included in the **comprehensive income and expenditure statement**.

	Directorate Analysis	Services and Support Services not in Analysis	Amounts not reported to management for decision making	Amounts not included in I&E	Cost of Services	Corporate Amounts	Total
2012-13	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Government Grants	315	5,794	0	0	6,109	74,610	80,719
Other Grants, Reimbursements & Contributions	2,900	3,232	0	0	6,132	0	6,132
Rents & Lettings	3,405	429	0	0	3,834	941	4,775
Sales	1,129	42	0	0	1,171	0	1,171
Investment Income	0	0	0	0	0	16,203	16,203
Interest & Loans	65	0	0	0	65	2,643	2,708
Fees & Charges	8,965	708	0	0	9,673	1,427	11,100
Miscellaneous Income	4,034	(5)	(3,625)	0	404	0	404
Capital Grants & Contributions	0	5,560	0	0	5,560	32,229	37,789
Income from Council Tax	0	0	0	0	0	8,288	8,288
Total Income	20,813	15,760	(3,625)	0	32,948	136,341	169,289
Staff Costs	39,946	11,023	(45)	0	50,924	2,843	53,767
Property Costs	8,194	1,238	0	0	9,432	1,320	10,752
Supplies & Services	3,141	2,018	0	0	5,159	1,574	6,733
Transport Costs	4,428	190	0	0	4,618	114	4,732
Administration Costs	934	1,275	0	0	2,209	130	2,339
Apportioned Costs	3,529	0	0	0	3,529	64	3,593
Third Party Payments	12,674	3,230	0	0	15,904	445	16,349
Transfer Payments	1,570	7,834	0	0	9,406	1,228	10,632
Miscellaneous Expenditure	6,711	(857)	(756)	0	5,098	0	5,098
Finance and Capital Charges	560	5,307	0	(1,597)	4,270	1,181	5,451
Depreciation and Impairment	1,919	675	7,084	0	9,678	(898)	8,780
Gain or Loss on Disposal of Fixed Assets	0	0	0	0	0	574	574
Accounting for Pensions	0	65	(404)	0	(339)	(389)	(728)
Total expenditure	83,606	31,998	5,879	(1,597)	119,888	8,186	128,072
(Surplus) or deficit on the provision of services	62,793	16,238	9,504	(1,597)	86,940	(128,155)	(41,217)

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2011-12	Directorate Analysis	Services and Support Services not in Analysis	Amounts not reported to management for decision making	Amounts not included in I&E	Cost of Services	Corporate Amounts	Total
	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Government Grants	291	5,247	0	0	5,538	73,118	78,656
Other Grants, Reimbursements & Contributions	3,000	2,995	0	0	5,995	0	5,995
Rents & Lettings	3,089	372	0	0	3,461	1,237	4,698
Sales	1,165	44	0	0	1,209	0	1,209
Investment Income	0	0	0	0	0	5,532	5,532
Interest & Loans	41	0	0	0	41	1,101	1,142
Fees & Charges	9,100	862	0	0	9,962	1,184	11,146
Miscellaneous Income	1,818	(54)	(1,451)	0	313	1,543	1,856
Capital Grants & Contributions	0	5,373	0	0	5,373	28,081	33,454
Income from Council Tax	0	0	0	0	0	7,983	7,983
Total Income	18,504	14,839	(1,451)	0	31,892	119,779	151,671
Staff Costs	40,366	11,807	(2)	0	52,171	3,073	55,244
Property Costs	7,411	1,672	0	0	9,083	1,061	10,144
Supplies & Services	3,056	1,696	0	0	4,752	688	5,440
Transport Costs	4,278	181	0	0	4,459	131	4,590
Administration Costs	931	1,358	0	0	2,289	150	2,439
Apportioned Costs	3,365	0	0	0	3,365	60	3,425
Third Party Payments	14,206	2,956	0	0	17,162	422	17,584
Transfer Payments	1,563	6,584	0	0	8,147	494	8,641
Miscellaneous Expenditure	5,698	312	0	0	6,010	0	6,010
Finance and Capital Charges	752	9,794	0	(1,037)	9,509	1,259	10,768
Depreciation and Impairment	(17)	(14,338)	4,988	0	(9,367)	(191)	(9,558)
Gain or Loss on Disposal of Fixed Assets	0	0	0	0	0	1,366	1,366
Accounting for Pensions	0	958	(1,685)	0	(727)	(1,208)	(1,935)
Total expenditure	81,609	22,980	3,301	(1,037)	106,853	7,305	114,158
(Surplus) or deficit on the provision of services	63,105	8,141	4,752	(1,037)	74,961	(112,474)	(37,513)

Note 29 Acquired and Discontinued Operations

The Council has no acquired or discontinued operations in the year to 31 March 2013.

Note 30 Trading operations

Following a review of the Council's trading operations it was reaffirmed that no significant trading operations existed which required the establishment of separate trading accounts.

Note 31 Agency Services

The Council is required by legislation to provide a collection service for Scottish Water whereby it collects water and waste charges in conjunction with collection of Council Tax. The legislation stipulates the minimum amount Scottish Water must pay by way of commission for this service. For 2012/13 the value of this service amounted to £0.075 million (2011/12 £0.074 million).

Note 32 Road Charging Schemes Under the Transport (Scotland) Act 2001

The Council does not operate a road charging or workplace charging scheme.

Note 33 Pooled Budgets

The Council has not entered into any pooled budget arrangements during the year to 31 March 2013.

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Note 34 Members Allowances

These details are included in the Remuneration Report on pages 18 to 25.

Note 35 Officers Remuneration

These details are included in the Remuneration Report on pages 18 to 25.

Note 36 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 2012-2013 were £0.205 million (£0.217 million in 2011-2012). In addition to this fees of £0.002 million (£0.002 million in 2011-2012) were paid to Audit Scotland in respect of non-audit activity for independent examination of charity accounts.

Note 37 Capital Grants Receipts in Advance

The council has received a capital grant that has yet to be recognised as income. This is because this grant has conditions attached to it that remain outstanding, and which would require the monies to be returned to the grantor. The balance at 31 March 2013 is as follows:

31 March 2012		31 March 2013
£m	<i>Capital Grants Receipts in Advance</i>	£m
0.038	Scottish Government - Telecare Funding	0.000
0.000	Scottish Government - Stromness Town Heritage	0.000
0.020	LIDL Store – Proposed Road Works	0.020
0.032	HITRANS – North Ronaldsay Airfield Works	0.000
0.090	Total Capital Grants Receipts in Advance	0.020

Note 38 Related parties

The council's related parties are those bodies or individuals that have the potential to control or significantly influence the council, or to be controlled or significantly influenced by the council. The council 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 council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the council.

Scottish Government

The Scottish Government has effective control over the general operations of the council, being responsible for providing the statutory framework within which the council operates. The Scottish Government provides the majority of the council's funding in the form of grants and prescribes the terms of many of the transactions that the council has with other parties (such as council tax bills and housing benefits). Grants received from the Scottish Government are set out in the subjective analysis in note 28 on amounts reported for resource allocation decisions. Grant receipts outstanding at 31 March 2013 are shown in note 37.

Companies and Joint Boards

The Council is deemed to have significant influence or control over a number of wholly owned companies or Joint Boards. Further details of which can be found in the group accounts which are set out within these statements.

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Councillors' and Officers

The Council can on occasion transact with individuals or businesses that are owned by elected councillors or employees, but these are neither considered to be material by value or by nature.

All elected councillors' and senior officers are required to declare any related party interests in a formal Register of Interests, which are available for inspection upon request.

The operation of a car loan scheme which was available to assist officers of the council in the discharge of their duties is deemed to be a related party transaction. This scheme is no longer active.

Pension fund

The Council is the administering authority and scheduled body for the Orkney Islands Council Pension Fund. The related party transactions being in respect of the membership of the pension fund by council employees.

	2012-13			2011-12		
	Receipts	Payments	Debtor / (Creditor)	Receipts	Payments	Debtor / (Creditor)
	£m	£m	£m	£m	£m	£m
<u>Scottish Government</u>						
Revenue Grants	62.374			63.457		
Being payments made in support of Revenue Expenditure						
Capital Grants	26.572			23.641		
Being payments made in support of Capital Expenditure						
<u>Companies and Joint Boards</u>						
Orkney Towage Company Limited		0.691	(0.079)		0.973	(0.080)
Being payments made for the provision of Towage Services						
Orkney Ferries Limited		6.397	(0.666)		6.740	(1.074)
Being payments made in support of the Ferry Services						
Northern Joint Police Board		1.279	0.099		1.094	0.165
Highlands and Islands Fire Board		1.675	0.003		1.778	(0.190)
Orkney and Shetland Valuation Joint Board		0.287	(0.006)		0.287	0.007
Being payments of annual requisition to Joint Boards						
<u>Officers</u>						
Being advances and repayments of Car Loans	0.001			0.006		
<u>Orkney Islands Pension Fund</u>						
Being payments of employers contributions in respect of employees		5.956			6.705	

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Notes to the Core Financial Statements

Note 39 Capital expenditure and capital financing

The total amount of capital expenditure incurred in the year is shown in the table below, together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Authority, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Authority that has yet to be financed. The CFR is analysed in the second part of this note

Capital Expenditure and Capital Financing	2012-13	2011-12
	£,000	£,000
Opening Capital Financing Requirement	26,671	35,862
Property, Plant and Equipment	46,445	38,480
Investment Properties	934	746
Intangible Assets	495	287
Other	3	0
Revenue Expenditure Funded from Capital under Statute	197	235
	48,074	39,748
Sources of finance		
Capital receipts	(910)	(2,302)
Government grants and other contributions	(32,209)	(28,081)
Major Repairs Allowance	0	(8,000)
Sums set aside from revenue:		
Direct revenue contributions:		
General	(4,539)	(60)
HRA	(1,026)	(853)
Developers Contributions S106	(506)	(702)
Loans fund principal	(4,657)	(8,941)
	(43,847)	(48,939)
Closing Capital Finance Requirement	30,898	26,671
Explanation of movements in year		
Increase in underlying need to borrowing (unsupported by government financial assistance)	(4,657)	(8,941)
Increase/(decrease) in Capital Financing Requirement	(4,657)	(8,941)

At 31 March 2013 the Council had commitments on capital contracts for non-housing projects of £22.632 million. This expenditure will be funded from a combination of government grants, external borrowing, and income from selling assets and contributions from revenue budgets.

Note 40 Leases

Orkney Islands Council as Lessee

Operating Leases

The Council has acquired properties by entering into operating leases.

The expenditure charged to the Comprehensive Income and Expenditure Statement during the year in relation to these leases was £0.481m (2011/12 £0.537m).

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Future minimum payments are set out below:-

	2012/13		2011/12	
	Land and buildings	Vehicles, plant and equipment	Land and buildings	Vehicles, plant and equipment
	£,000	£,000	£,000	£,000
Minimum lease rentals payable:				
No later than 1 year	94	0	86	0
Later than 1 year and no later than 5 years	366	0	340	0
Later than 5 years	2,345	0	2,412	0
	2,805	0	2,838	0

Orkney Islands Council as Lessor
Operating Leases

The Council leases out property and equipment under operating leases for the following purposes:-

- for the provision of community services, such as sports facilities, tourism services and community centres; or
- for economic development purposes to provide suitable affordable accommodation for local businesses.

The total value of rental income recognised during the period was £1.704m (2011/12 £1.917m). No contingent rents were recognised.

Future minimum lease income is set out below:-

	2012/13		2011/12	
	Land and buildings	Vehicles, plant and equipment	Land and buildings	Vehicles, plant and equipment
	£,000	£,000	£,000	£,000
Minimum lease rentals payable:				
No later than 1 year	1,689	0	1,628	0
Later than 1 year and no later than 5 years	4,806	0	3,834	0
Later than 5 years	17,648	0	15,772	0
	24,143	0	21,234	0

Note 41 Private Finance Initiatives and Similar Contracts

The Council has not entered into any PFI or similar arrangements during the year to 31 March 2013.

Note 42 Impairment Losses

The Code requires disclosure by class of assets of the amounts for impairment losses and impairment reversals charged to the Surplus or Deficit on the Provision of Services and to Other Comprehensive Income and Expenditure. These disclosures are consolidated in Note 12 reconciling the movement over the year in the Property, Plant and Equipment and Intangible Asset balances.

Note 43 Capitalisation of Borrowing Costs

The Council does not capitalise its borrowing costs.

Note 44 Termination benefits

See note 8 of the remuneration report for the number of exit packages and total cost per band.

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Notes to the Core Financial Statements

Note 45 Pension schemes accounted for as defined contribution schemes

The Scottish Teachers' Superannuation Scheme is a contributory pension scheme administered and regulated by the Scottish Public Pensions Agency (an executive agency of the Scottish Government) on behalf of the Scottish Ministers. The Scottish Teachers' Superannuation Scheme is a defined benefit scheme but, as it is not possible to identify each participating council's share of the underlying liabilities on a consistent and reasonable basis, the Scottish Teachers' Superannuation Scheme is accounted for as if it were a defined contribution scheme. Throughout the year the council's rate of contribution as employer was 14.9% (14.9% in 2011-2012) and the employee rate is tiered and ranges from 6.4% to 10.6% (6.4% in 2011-2012). The council paid £1.646 million (£1.664 million in 2011-2012) for employer's contributions to the Scottish Public Pensions Agency. £0.305 million of expenditure (£0.292 million in 2011-2012) was charged to service revenue accounts in respect of "added years" pension enhancement termination benefits, representing 2.76% of employees' pensionable pay (2.62% in 2011-2012).

Note 46 Defined benefit pension schemes

(i) Participation in pension schemes

As part of the terms and conditions of employment of its employees, the council makes contributions towards the cost of post-employment benefits. Although these benefits are not actually payable until employees retire, the council has a commitment to make the payments, and this commitment needs to be disclosed at the time that employees earn their future entitlement.

The council participates in two pension schemes: one which is exclusive to teachers and one which is open to all other employees. The pension scheme for teachers – the Scottish Teachers' Superannuation Scheme – is explained in note 45 whilst this note relates exclusively to the pension scheme for all other employees – the Local Government Pension Scheme.

The Local Government Pension Scheme in Scotland (LGPS) is a funded, defined benefit, statutory occupational pension scheme. It is regulated by the Scottish Public Pensions Agency (an executive agency of the Scottish Government), but is administered locally by fund administering authorities through regional pension funds. Orkney Islands Council is the fund administering authority. As a funded scheme, the council and employees pay contributions into the fund, calculated at a level intended to balance the scheme's pension liabilities with the scheme's investment assets. The statutory nature of the fund means that the post-employment benefits are defined and set out in law.

The council has additional liabilities for unfunded discretionary pension payments outside the main schemes such as arrangements for the award of discretionary post-employment benefits upon early retirement. This is an unfunded defined benefit arrangement, under which liabilities are recognised when awards are made. However, there are no investment assets built up to meet these pension liabilities, and cash has to be generated to meet actual pension payments as they eventually fall due.

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(ii) Transactions relating to post-employment benefits

The following transactions have been made in the **comprehensive income and expenditure statement** and the General Fund Balance via the **movement in reserves statement** during the year:

2011-2012		2012-2013
£m		£m
	<i>Included within net cost of services:</i>	
5.633	Current service cost	6.138
0.162	Past service cost	0.000
0.796	Losses or (gains) on curtailments and settlements	0.065
	<i>Included within financing and investment income and expenditure:</i>	
8.896	Interest cost	8.520
(10.104)	Expected return on scheme assets	(8.909)
5.383	Total of LGPS post-employment benefits charged to the surplus or deficit on the provision of services	5.814
	<i>Included within other comprehensive income and expenditure:</i>	
10.299	Actuarial losses or (gains)	6.985
15.682	Total of LGPS post-employment benefits charged to the comprehensive income and expenditure statement	12.799
	<i>Movement in reserves statement:</i>	
10.299	Actuarial losses or (gains)	6.985
5.383	Reversal of items relating to post-employment benefits debited or credited to the surplus or deficit on the provision of services in the comprehensive income and expenditure statement	5.814
(7.318)	Employer contributions and direct payments to pensioners payable in the year	(6.542)
8.364	Movement in the year on the Pension Reserve	6.257

The cumulative amount of actuarial gains and losses recognised in the **comprehensive income and expenditure statement** as at 31 March 2013 is a loss of £27.702 million (£20.717 million at 31 March 2012).

(iii) Assets and liabilities relating to post-employment benefits

Orkney Islands Council's share of the defined benefit obligation (that is, the scheme liabilities) and of the scheme assets in the Pension Fund has been assessed by Hymans Robertson LLP, the Fund's independent actuaries. The assessment indicates that, as at 31 March 2013, the defined benefit obligation exceeded scheme assets by £30.290 million (£24.033 million as at 31 March 2012). The defined benefit obligation is valued on an actuarial basis using the "projected unit credit" method, which estimates the pensions that will be payable in future years (dependent on assumptions about mortality rates, salary levels and other factors) discounted to their present value. The discount rate used at 31 March 2013 was 4.5% based on the indicative rate of return on high quality corporate bonds. Scheme assets are valued at fair value which, in the case of marketable securities, is market value using the current bid price. Where no market price is available, the fair value of scheme assets is estimated. The valuations are based on the latest formal valuation of the Pension Fund which was carried out as at 31 March 2011.

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Notes to the Core Financial Statements

The common position for employers participating in the Pension Fund is that, based on a snapshot valuation as at 31 March 2013, a net pension liability is disclosed as a result of prevailing market conditions at that date. The net pension liability of £30.290 million represents an increase of £6.257 million between 31 March 2012 and 31 March 2013. The net pension liability has a substantial impact on the net worth of the council as recorded in the **balance sheet**. However, statutory arrangements for funding the deficit mean that the financial position of the council remains assured. The deficit on the Pension Fund will be made good by increased contributions over the remaining working life of employees, as assessed by the Fund's actuaries.

The total contributions expected to be made by the council to the Pension Fund in the forthcoming year to 31 March 2014 are £5.957 million.

Local government legislation provides that local authorities have an obligation to meet the expenditure of the joint boards of which they are constituent members. As a consequence, Orkney Islands Council has additional liabilities arising from the pension scheme deficits of the Northern Joint Police Board, the Highlands and Islands Fire Board and the Orkney and Shetland Valuation Joint Board. In accordance with accounting regulations, the group accounts as set out on pages 92 to 109 include a share of the post-employment benefits transactions, defined benefit obligations and scheme assets of these joint boards. Further information can be found in the annual report and accounts of each joint board.

(iv) Movement in defined benefit obligation (scheme liabilities)

The following is a reconciliation of the 2012-2013 opening and closing balances of the present value of Orkney Islands Council's Pension Fund's defined benefit obligation (that is, scheme liabilities).

2011-2012		2012-2013
£m		£m
160.052	Opening balance at 1 April 2012	175.983
5.633	Current service cost	6.138
8.896	Interest cost	8.520
1.867	Member contributions	1.763
3.593	Actuarial losses or (gains)	23.519
0.162	Past service cost	0.000
0.796	Losses or (gains) on curtailment	0.065
(0.613)	Estimated benefits paid: unfunded	(0.586)
(4.403)	Estimated benefits paid: other	(4.330)
175.983	Closing balance at 31 March 2013	211.072

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(v) Movement in scheme assets

The following is a reconciliation of the 2012-2013 opening and closing balances of the fair value of Orkney Islands Council's Pension Fund's scheme assets.

2011-2012		2012-2013
£m		£m
144.383	Opening balance at 1 April 2012	151.950
10.104	Expected return on scheme assets	8.909
1.867	Member contributions	1.763
6.705	Employer contributions	5.956
0.613	Contributions in respect of unfunded benefits	0.586
(6.706)	Actuarial losses or (gains)	16.534
(0.613)	Estimated benefits paid: unfunded	(0.586)
(4.403)	Estimated benefits paid: other	(4.330)
151.950	Closing balance at 31 March 2013	180.782

The expected return on scheme assets is determined by considering the expected returns available on the assets underlying the current investment policy as provided by the administering authority. Expected yields on fixed interest investments are based on gross redemption yields as at the balance sheet date. Expected returns on equity investments reflect long-term real rates of return experienced in the respective markets.

The actual return on scheme assets in 2012-2013 was £25.464 million (£3.497 million in 2011-2012).

(vi) Scheme history: analysis of defined benefit obligation and scheme assets

The council's share of the accumulated deficit or surplus in the scheme is shown below, for each of the last five years:

	31 March 2009	31 March 2010	31 March 2011	31 March 2012	31 March 2013
	£m	£m	£m	£m	£m
Fair value of scheme assets	83.949	125.054	144.383	151.950	180.782
Fair value of scheme liabilities	(104.155)	(179.757)	(160.052)	(175.983)	(211.072)
Council's share of (deficit) or surplus in the scheme	(20.206)	(54.703)	(15.669)	(24.033)	(30.290)

Statement of Accounts 2012-2013 Notes to the Core Financial Statements

Basis for estimating assets and liabilities

The following table shows the principal assumptions used by Hymans Robertson LLP, the Fund's independent actuaries, to estimate the council's post-employment benefits transactions for 2012-2013, and the council's share of the Pension Fund's defined benefit obligation (scheme liabilities) and scheme assets as at 31 March 2013:

31 March 2012		31 March 2013
4.8%	Discount rate for defined benefit obligation	4.5%
	Long-term expected rate of return on scheme assets:	
6.2%	Equity instruments	4.5%
3.8%	Debt instruments	4.5%
4.4%	Property	4.5%
3.5%	All other assets	4.5%
4.8%	Rate of increase in salaries*	5.1%
2.5%	Rate of increase in pensions	2.8%
2.5%	Rate of inflation	2.8%
	Mortality assumptions:	
	Longevity at age 65 for current pensioners:	
23.0 years	Men	23.0 years
25.8 years	Women	25.8 years
	Longevity at age 65 for future pensioners:	
24.9 years	Men	24.9 years
27.7 years	Women	27.7 years
	Commutation assumptions - percentage of the maximum additional tax-free cash (per HM Revenue & Customs limits) converted from annual pension into retirement lump sum:	
50%	for pre-April 2009 service	50%
75%	for post-April 2009 service	75%

*Salary increases are assumed to be 1% pa nominal for the years to 31 March 2012 and 31 March 2013, reverting to 5.1% pa thereafter.

History of experience gains and losses

The actuarial gains and losses identified as movements on the Pension Reserve in each of the last five years can be analysed into the following categories, measured as a percentage of assets or liabilities at each year-end:

	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
	%	%	%	%	%
Experience gains and (losses) on Assets	(31.6)	(6.8)	4.04	(4.4%)	9.1%
Experience gains and (losses) on Liabilities	0.1	(0.7)	(0.24)	(0.1%)	0.0%

(v) Statutory Accounts

It is a statutory requirement to publish a separate Annual Report and Accounts for the Orkney Islands Council Pension Fund. A copy of the annual report and accounts is available on the Council website: www.orkney.gov.uk.

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Notes to the Core Financial Statements

Note 47 Contingent liabilities

The Council has no material contingent liabilities as at 31 March 2013.

Note 48 Contingent assets

The Council has no material contingent assets as at 31 March 2013.

Note 49 Nature and extent of risks arising from Financial Instruments

The Authority's activities expose it to a variety of financial risks:

- credit risk – the possibility that other parties might fail to pay amounts due to the Authority
- liquidity risk – the possibility that the Authority might not have funds available to meet its commitments to make payments
- market risk – the possibility that financial loss might arise for the Authority as a result of changes in such measures as interest rates and stock market movements.

The council's management of treasury risks actively works to minimise the council's exposure to the unpredictability of financial markets and to protect the financial resources available to fund services. The council has fully adopted CIPFA's Code of Treasury Management Practices and has written principles for overall risk management as well as written policies and procedures covering specific areas such as credit risk, liquidity risk and market risk.

Credit Risk

Credit risk arises from the short-term lending of surplus funds to financial institutions and local authorities, as well as credit exposures to the council's customers. It is the policy of the council to place deposits only with a limited number of high quality banks, building societies and money market funds whose credit rating is independently assessed as sufficiently secure by the council's treasury advisers and to restrict lending to a prudent maximum amount for each entity.

Deposits are not made with banks and financial institutions unless they are rated independently with minimum score of A1/P1/F1 short term debt ratings with Moodys, Standard & Poors or Fitch. The authority has a policy of not lending more than £20M of its surplus balances to individual institutions at any one time (£40M for part nationalised financial institutions).

The following analysis summarises the council's potential maximum exposure to credit risk, based on past experience and current market conditions. No credit limits were exceeded during the financial year and the council expects full repayment on the due date of deposits placed with its counterparties.

2012-2013	Amount at 31 March 2013	Historical experience of non-payment adjusted for market conditions at 31 March 2013	Adjustment for Market Conditions at 31/03/13	Estimated maximum exposure to default and uncollectability at 31 March 2013
	£m	%	%	£m
Deposits with financial institutions and local authorities	55.804	0.0	0.0	0.000
Customers (sundry income)	10.785	5.0	16.09	1.735
Total	66.589			1.735

No credit limits were exceeded during the reporting period and the authority does not expect any losses from non-performance by any of its counterparties in relation to deposits and bonds.

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Notes to the Core Financial Statements

The Authority does not generally allow credit for customers, such that £2.526M of the £4.227M balance is past its due date for payment. The past due but not impaired amount can be analysed by age as follows:

31 March 2012		31 March 2013
£m		£m
0.380	Less than three months	0.335
0.293	Three to six months	0.225
0.189	Six months to one year	0.155
1.664	More than one year	1.721
2.526	Sundry income debtors balance	2.436

Collateral

Orkney Islands Council acts as the lender of last resort for housing loans. In such cases the council takes a standard security over the property. As at 31 March 2013 the outstanding value of loans advanced by the council was £0.200 million (£0.217 million as at 31 March 2012).

Liquidity risk

The authority has a cash flow management system that seeks to ensure that cash is available as needed. If unexpected movements happen, the authority has ready access to borrowings from the money markets and the Public Works Loans Board. There is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. Instead, the risk is that the authority will be bound to replenish a significant proportion of its borrowings at a time of unfavourable interest rates. The authority sets limits on the proportion of its fixed rate borrowing during specified periods.

The maturity analysis of the principal element of borrowing is as follows:

	31/03/13	31/03/12
	£m	£m
Between one and two years	10	0
Between two and five years	10	15
More Than 5 Years	20	25
	40	40

As the authority also maintains a temporary loans portfolio, with lending of surplus funds on the money markets as an integral part of its day to day cash flow management activities, there is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments.

Market risk: interest rate risk

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

- borrowings at variable rates – the interest expense charged to the Surplus or Deficit on the Provision of Services will rise
- borrowings at fixed rates – the fair value of the liabilities borrowings will fall
- investments at variable rates – the interest income credited to the Surplus or Deficit on the Provision of Services will rise
- investments at fixed rates – the fair value of the assets will fall

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Borrowings are not carried at fair value, so nominal gains and losses on fixed rate borrowings would not impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure. However, changes in interest payable and receivable on variable rate borrowings and investments will be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund Balance £ for £. Movements in the fair value of fixed rate investments that have a quoted market price will be reflected in Other Comprehensive Income and Expenditure.

The authority's investment strategy aims to manage interest rate risk by maintaining a number of discrete investment portfolios which are managed by external fund managers. The separation of equity and cash/bond investments in this way effectively minimises the council's exposure to interest rate movements. The risk of loss remains with the authority. In the longer term, the Scottish Government reviews the level of grant support it provides to local authority's every three years, which may result in additional support being provided to recognise the impact of changes in interest rates on the local authority's finances.

To illustrate the notional impact of changes in interest rates upon the council, the following table shows the financial effect if rates had been 1% higher during 2012-2013, with all other variables held constant.

	31/03/13	31/03/12
	£,000	£,000
Increase in interest receivable on variable rate investments	-28	-696
Impact on Surplus or Deficit on the Provision of Services	-28	-696
Decrease in fair value of fixed rate investment assets	638	52
Decrease in fair value of fixed rate borrowings liabilities (no impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure)	638	52

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

Market risk: price risk

The authority held £144.241M of investments as at 31 March 2013 in the form of equity shares and bonds, including £2.601M in a number of joint ventures and in local industry. The authority is consequently exposed to losses arising from movement in the price of the shares.

The authority's investment strategy limits its exposure to price movements by diversifying its investment portfolio through the use of external fund managers, investment guidelines, benchmarks and targets.

These clearly defined shares are all classified as 'for profit or sale', meaning that all movements in price will impact directly on the income and expenditure statement. A general shift of 5% in the general price of shares (positive or negative) would have resulted in a £7.212M gain or loss being recognised in the income and expenditure statement.

Market risk: foreign exchange risk

The Council does not lend or borrow in foreign currencies and has no exposure to gains or losses arising from movements in exchange rates.

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Notes to the Core Financial Statements

Note 50 Charitable and Non Charitable Trust Funds

This section of the Annual Accounts shows the summary of transactions relating to the Charitable and Non charitable Trust Funds administered by Orkney Islands Council as sole trustee. A summary of the balances held at 31 March 2013 and how these balances were invested is also detailed. Orkney Islands Council administers these Funds and separately accounts for them. They do not form part of the Council's single entity balance sheet, although under s222 of the Local Government (Scotland) Act 1973, the property of the Trust Funds "vest[s] in" the relevant local authority. However they are included in the annual accounts of the Council as a note to the core financial statements.

Many of the sundry trusts are registered with the Office of the Scottish Charity Regulator (OSCR) as charities. Details of these are shown in Note (i) below.

Summary Income and Expenditure Statement

2011-2012		2012-2013		
£000		Registered Charitable Trusts £000	Non Registered Trusts £000	Total £000
Income				
(52)	Interest on Investments etc.	(8)	(43)	(51)
Expenditure				
64	General Expenditure	37	32	69
12	(Surplus)/Deficit for the Year	29	(11)	18

Balance Sheet as at 31 March 2013

31 March 2012		31 March 2013			
£000		Note	Registered Charitable Trusts £000	Non Registered Trusts £000	Total £000
2	Property		2	0	2
884	Short-term Deposits with Orkney Islands Council		213	655	868
(1)	Current Liabilities		(3)	0	(3)
885	Total Assets less Liabilities		212	655	867
885	Trust Fund Balances		212	655	867
885	Total Net Worth	(ii)	212	655	867

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(i) Registered as Charities

The table below details the names and Scottish Charity number of each of the charitable trust funds which are registered with the OSCR. The Council has prepared Charities SORP compliant financial statements on a receipts and payments basis for submission to OSCR.

Orkney Educational Trust	SC019752	County Home Comforts Fund	SC019765
Sheriff Thoms Bequest	SC019753	St Peter's House Comforts Fund	SC019766
Baron Stewart Moncrieff's	SC019754	North Ronaldsay Common Good	SC014973
Frances Taylor's Bequest	SC019755	Orkney Destitution Relief Committee	SC003598
James Cumming's Bequest	SC019756	Rev D Webster's Bequest	SC003598
Mrs Robina Heddle's Bequest	SC019757	Miss Maggie A Sutherland Bequest	SC003598
Ms Annie Peace's Bequest	SC019758	Anderson Trust	SC003598
William Orkney Reid's Bursary Fund	SC019761	Queens Own Highlanders	SC003598
Baikie Bursary	SC019762	Lord Lieutenants Orkney Relief Fund	SC003598
Mowat Bequest	SC019763	PC Flett's Amenities Bequest	SC003598
Mrs Flett's Bequest	SC019764	PC Flett's Cursiter Bequest	SC003598

(ii) Trust Fund Balances

The largest funds registered with OSCR and administered by the Council, and their purposes are as follows:

	£000
Orkney Educational Trust	62
Various bursary awards made to individuals for further education opportunities, and in the promotion of sport, visual arts, music and drama.	
Sheriff Thoms Bequest	21
The restoration of St Magnus Cathedral.	
William Orkney Reid's Bursary Fund	11
To assist the education of any promising pupils of Kirkwall Grammar School.	
County Home Comforts Fund	26
To promote the social welfare and comfort of residents of the County Home subsequently renamed as St Rognvald's House, Kirkwall, Orkney.	
St Peter's House Comforts Fund	27
To promote the social welfare and comfort of residents of St Peters House, Stromness, Orkney.	
PC Flett's Bequest	45
Improvement of amenities in Kirkwall	
Others	
For various purposes including the upkeep of lairs, financial assistance to poor and infirm persons, the provision of prizes to school pupils, and other charitable activities.	20
Total	212

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Notes to the Core Financial Statements

Note 51 Common Good Fund

Common Good Funds were inherited from the former Burgh Council's at reorganisation of local government in 1975. Common Good funds are held for the benefit of residents of the former Burghs of Stromness and Kirkwall.

The assets of the Funds are the properties of these former Burghs and monies are invested with the Council's Loans Fund. The Funds expenditure is mainly on the maintenance of properties and on grants made to local organisations, while the Funds income comes from property rentals and interest generated on investments.

2011-2012		2012-2013	
Total		Total	
£000		£000	
	Income		
(32)	Interest on Investments etc.	(39)	
(25)	Gain on Sale of Fixed Asset	0	
	Expenditure		
35	General Expenditure	30	
(22)	(Surplus)/Deficit for the Year	(9)	

Balance Sheet as at 31 March 2013

31 March 2012		31 March 2013		
Total		Stromness	Kirkwall	Total
£000		£000	£000	£000
27	Investments Property	1	26	27
224	Capital Deposits	50	174	224
251	TOTAL LONG TERM ASSETS			
	Current Assets			
405	Loans Fund Deposit	58	356	414
0	Less Current Liabilities	0	0	0
405	NET CURRENT ASSETS			
656	NET ASSETS	109	556	665
	Represented by			
224	Capital Reserve	50	174	224
432	Revenue Reserve	59	382	441
656	ACCUMULATED FUNDS	109	556	665

NOTES

Accounting Policies

The accounts have been prepared in accordance with the Charities SORP with the exception of property held as fixed assets which are valued at historic cost.

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Housing Revenue Account

Housing Revenue Account income and expenditure statement

The Housing Revenue Account (HRA) reflects a statutory obligation to maintain a revenue account for local authority housing provision in accordance with the Housing (Scotland) Act 1987. The Housing Revenue Account income and expenditure statement shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. Councils charge rents to cover expenditure in accordance with regulations; this may be different from the accounting cost. The increase or decrease in the year, on the basis on which rents are raised, is shown in the **movement on the Housing Revenue Account statement**.

2011-2012		2012-2013	
£m		£m	£m
	<i>Expenditure:</i>		
1.034	Repairs and maintenance	1.243	
0.748	Supervision and management	0.619	
(7.316)	Depreciation and impairment of non-current assets	4.900	
0.008	Increase or (decrease) in the allowance for bad debts	(0.015)	
<u>(5.526)</u>			6.747
	<i>Income:</i>		
(2.363)	Dwelling rents	(2.685)	
(0.020)	Non-dwelling rents	(0.007)	
(0.052)	Other income	(0.019)	
<u>(2.435)</u>			(2.711)
(7.961)	Net cost of HRA services as included in the comprehensive income and expenditure statement		4.036
	<i>HRA share of the operating income and expenditure included in the comprehensive income and expenditure statement:</i>		
0.000	Capital Grants		(1.126)
0.969	(Gain) or loss on sale of HRA non-current assets		0.030
0.261	Interest payable and similar charges		0.501
(0.014)	Pensions interest cost and expected return on pensions assets		0.003
<u>(6.745)</u>	(Surplus) or deficit for the year on HRA services		<u>3.444</u>

Statement of Accounts 2012-2013

Housing Revenue Account

Movement on the Housing Revenue Account statement

This statement shows the movement in the year on the Housing Revenue Account (HRA) Balance. The surplus or deficit for the year on the HRA income and expenditure statement represents the true economic cost of providing the council's HRA services, more details of which are shown in the HRA income and expenditure statement itself. The adjustments between accounting basis and funding basis under regulations detail the adjustments that are made to the HRA income and expenditure, as recognised by the council in the year in accordance with proper accounting practice, to the statutory amounts required to be charged to the HRA Balance for dwellings rent setting purposes.

2011-2012		2012-2013			
£m		£m	£m	£m	£m
(0.560)	Balance on the HRA at the end of the previous year				0.000
(6.745)	(Surplus) or deficit for the year on the HRA income and expenditure statement			3.444	
	<i>Adjustments between accounting basis and funding basis under regulations:</i>				
(0.969)	Reverse out gain or (loss) on sale of HRA non-current assets		(0.030)		
	HRA share of contributions to or (from) the Pension Reserve:				
(0.054)	Reverse out net charges made for post-employment benefits in accordance with IAS19	(0.055)			
0.089	Pensions cost chargeable for the year in accordance with statutory provisions: employer's contributions payable to Orkney Islands Council Pension Fund	0.055			
0.035	HRA share of contributions to or (from) the Pension Reserve		0.000		
(0.002)	HRA share of contributions to or (from) the Employee Statutory Adjustment Account		0.007		
0.853	Capital expenditure funded by the HRA		1.026		
	Transfer to or (from) the Capital Adjustment Account:				
7.316	Reverse out depreciation and impairment gains on non-current assets	(4.900)			
0.000	Reverse out credits made for capital grants	1.126			
0.072	Loans fund principal contribution from the HRA	0.276			
7.388	Transfer to or (from) the Capital Adjustment Account		(3.498)		
7.305	Total of adjustments between accounting basis and funding basis under regulations			(2.495)	
0.560	Net (increase) or decrease before transfers to or from reserves			0.949	
0.000	Transfers to or (from) reserves			(0.949)	
0.560	(Increase) or decrease in the year on the HRA				0.000
0.000	Balance on the HRA at the end of the current year				0.000

Statement of Accounts 2012-2013 Housing Revenue Account

Notes to the Housing Revenue Account income and expenditure statement

1. The number and types of dwelling in the council's housing stock

The Council was responsible for managing 870 dwellings during 2012-2013 (828 in 2011-2012) after allowing for 56 new build additions, 1 purchase, 6 sales and the transfer of 9 as held for sale. The following shows an analysis of these dwellings by type.

2011-2012		2012-2013	
Number at 31 March 2012	Type of dwelling	Number at 31 March 2013	
31	One-apartment	31	
284	Two-apartment	286	
259	Three-apartment	289	
238	Four-apartment	247	
15	Five-apartment	16	
1	Six-apartment	1	
828	Total	870	

2. The amount of rent arrears

At 31 March 2013 total rent arrears amounted to £0.112M (£0.094M at 31 March 2012). This is 4.3% of the total value of rents due at 31 March 2013.

3. The provision considered to be necessary in respect of uncollectable rent arrears

in the financial year 2012-2013 the rental bad debt provision has been decreased by £0.006M (£0.002M decrease during 2011-2012). The provision to cover the potential loss of income stands at £0.034M at 31 March 2013. This is 1.3% of the total value of rents due at that date.

4. The total value of uncollectable void rents

The total value of uncollectable void rents for Council dwellings that were not let during the year was £106k (£33k during 2011-2012).

5. The nature and amount of any exceptional or prior year items not disclosed in the statement

NIL.

Statement of Accounts 2012-2013 Council Tax Income Account

Councils raise taxes from residents by way of a property tax – the council tax – which is based on property values. Each dwelling house in a local authority area is placed into one of eight valuation bands, “A” to “H”. The council declares an annual charge for band D properties and all other properties are charged a proportion of this – lower valued properties pay less, higher valued properties pay more. The council tax income account shows the gross income raised from council taxes levied and deductions made under statute. The resultant net income is transferred to the council’s comprehensive income and expenditure statement.

2011-2012		2012-2013	
£m		£m	
9.500	Gross council tax levied	9.688	
(1.447)	Other discounts and reductions	(1.317)	
0.008	Write-off of uncollectable debts and allowance for impairment	(0.030)	
(0.078)	Adjustment to previous years’ council tax	(0.053)	
7.983	Transfer to the comprehensive income and expenditure statement	8.288	

Calculation of the council tax

Dwellings are valued by the Assessor and placed within valuation bands ranging from the lowest “A” to the highest “H”. The council tax base is the number of chargeable dwellings across all valuation bands (adjusted for dwellings where discounts apply), after providing for non-payment, expressed as an equivalent number of band D dwellings. The band D council tax charge is calculated using the council tax base and this in turn fixes the charge for each of the other bands, which are based on pre-determined proportions relative to the band D charge. The band D charge for 2012-2013 was £1,037 (unchanged from 2011-2012).

A discount of 25% on the council tax is made where there are fewer than two residents of a property. Discounts of 50% are made for unoccupied property for a period of up to six months. Certain persons are disregarded for Council Tax purposes, including people who are in detention, students and people who are severely mentally impaired. Reductions in council tax payable are also available for people with disabilities.

Charges for water and sewerage services are the responsibility of Scottish Water. Orkney Islands Council collects total monies and makes a precept payment to Scottish Water on the basis of collection levels based on a pre-determined formula. The figures below exclude the water and sewerage charges.

Annual council tax charges

2012-2013	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
	£691.33	£806.56	£921.78	£1,037.00	£1,267.44	£1,497.89	£1,728.33	£2,074.00

**Statement of Accounts 2012-2013
Council Tax Income Account**

Calculation of the council tax base

2012-2013	Number of dwellings	Number of exemptions	Disabled relief	Discounts of 25%	Discounts of 50%	Total equivalent dwellings	Ratio to Band D	Band D equivalents
@	0	0	5	(1)	0	4	5 : 9	2
Band A	2,534	(259)	8	(281)	(133)	1,869	6 : 9	1,246
Band B	2,774	(112)	8	(256)	(90)	2,324	7 : 9	1,808
Band C	2,166	(68)	1	(169)	(53)	1,877	8 : 9	1,668
Band D	1,643	(40)	(3)	(90)	(29)	1,481	9 : 9	1,481
Band E	1,154	(16)	(19)	(42)	(17)	1,060	11 : 9	1,296
Band F	240	0	0	(8)	(5)	227	13 : 9	328
Band G	20	(1)	0	(1)	0	18	15 : 9	30
Band H	3	0	0	0	0	3	18 : 9	6
Total	10,534	(496)	0	(848)	(327)	8,863		7,865
						Class 17 and 24 dwellings		0
						Sub-total		7,865
						Provision for non-payment and future award of discounts and reliefs		(66)
						Council tax base		7,799

@ denotes additional relief for disabled persons occupying Band A properties

Statement of Accounts 2012-2013

Non Domestic Rates Account

This account is an agent's statement that reflects the statutory obligation for those councils who issue bills to non-domestic rate payers to maintain a separate **non-domestic rate account**. The account shows the rates collected from non-domestic rate payers during the year. Any difference between the rates collected and the amount the council is guaranteed to receive under the national pooling arrangements is adjusted via the Scottish Government's general revenue grant to the council. Non-domestic rate income is redistributed from the national non-domestic rate pool in proportion to the resident population of each council area, and therefore bears no direct relationship with the amount charged or collected by those councils.

2011-2012		2012-2013	
£m		£m	
10.637	Gross rates levied	11.399	
(2.539)	Reliefs and other deductions	(3.000)	
(0.034)	Write-offs of uncollectable debts and allowance for impairment	(0.028)	
8.064	Net non-domestic rate income	8.371	
(0.054)	Adjustment to previous years' non-domestic rates	(0.182)	
(0.288)	Contribution (to) or from the national non-domestic rate pool	0.014	
7.722	Transfer to comprehensive income and expenditure statement	8.203	

The nature and amount of each rate fixed

The non-domestic rates charge for each subject is determined by the rateable value placed upon it by the Assessor, multiplied by the rate per pound (the "rate poundage"). The national non-domestic rates poundage is set each year by the First Minister for Scotland. For 2012-2013 the charge was 45.0 pence in the pound. From 1 April 2010 the Scottish Government amended the existing Small Business Bonus Scheme (SBBS). Under the SBBS properties with a rateable value up to and including £10,000 are entitled to a 100% reduction in their business rates. Properties with a rateable value of between £10,001 and £12,000 receive a 50% reduction and properties with a rateable value of between £12,001 and £18,000 receive a 25% reduction. This allows a business with two or more properties with a combined rateable value of under £25,000 to qualify for relief. The relief is 25% for properties with an individual rateable value less than £18,000. For properties with a rateable value over £35,000 a supplement of 0.8 pence in the pound was added as per the Non-domestic Rates (Levying) (Scotland) Regulations 2004 as amended.

Analysis of Orkney Islands Council's rateable values

2012-2013	£m	£m
Rateable value at 1 April 2012:		
commercial	6.765	
industrial and freight transport	4.119	
others	13.967	
		24.851
Running roll (full-year rateable value)		0.281
Rateable value at 31 March 2013		25.132
Wholly exempt subjects		(0.419)
Net rateable value at 31 March 2013		24.713

Statement of Accounts 2012-2013 Harbour Authority Account

Harbour Authority Revenue Account income and expenditure statement

The Orkney County Council Act 1974 permitted the Council to establish a harbour authority account. The trading position from harbour operations is reflected within the council's cost of services. Over the years, surpluses have been carried to a Harbour Authority Account Fund and balances largely managed by external fund managers.

2011-2012		2012-2013		
£m		£m	£m	£m
<i>Net</i>		<i>Expenditure</i>	<i>Income</i>	<i>Net</i>
1.647	Scapa Flow Oil Port	3.797	(1.736)	2.061
0.640	Miscellaneous Piers and Harbours	4.110	(4.748)	(0.638)
2.287		7.907	(6.484)	1.423
2.287	Net cost of Harbour Services as included in the comprehensive income and expenditure statement			1.423
	<i>Harbours share of the operating income and expenditure included in the comprehensive income and expenditure statement:</i>			
0.000	Capital Grants			(7.201)
0.087	(Gain) or loss on sale of Harbour Authority assets			0.035
0.043	Interest payable and similar charges			0.119
(6.004)	Harbours Investment Income			(17.679)
(0.070)	Pensions interest cost and expected return on pensions assets			0.024
(3.657)	(Surplus) or deficit for the year on Harbour Authority			(23.279)

Statement of Accounts 2012-2013 Harbour Authority Account

Movement on the Harbour Authority Revenue Account statement

This statement shows the movement in the year on the Harbour Authority Revenue Account Balance. The surplus or deficit for the year on the Harbour income and expenditure statement represents the true economic cost of providing the council's Harbour Authority, more details of which are shown in the Harbour income and expenditure statement itself. The adjustments between accounting basis and funding basis under regulations detail the adjustments that are made to the Harbour income and expenditure, as recognised by the council in the year in accordance with proper accounting practice, to the statutory amounts required to be charged to the Harbour Balance.

2011-2012		2012-2013			
£m		£m	£m	£m	£m
(189.013)	Balance on the Harbour Authority at the end of the previous year				(188.224)
(3.657)	(Surplus) or deficit for the year on the Harbour income and expenditure statement			(23.279)	
	<i>Adjustments between accounting basis and funding basis under regulations:</i>				
(0.071)	Difference between any other item of income and expenditure determined in accordance with the Code and determined in accordance with statutory Harbour requirements		0.127		
(0.087)	Reverse out gain or (loss) on sale of Harbour non-current assets		(0.035)		
	Harbour share of contributions to or (from) the Pension Reserve:				
(0.257)	Reverse out net charges made for post-employment benefits in accordance with IAS19	(0.394)			
0.424	Pensions cost chargeable for the year in accordance with statutory provisions: employer's contributions payable to Orkney Islands Council Pension Fund	0.395			
0.167	Harbour share of contributions to or (from) the Pension Reserve		0.001		
0.005	Harbour share of contributions to or (from) the Employee Statutory Adjustment Account		0.039		
0.702	Capital expenditure funded by the Harbour Authority		0.506		
	Transfer to or (from) the Capital Adjustment Account:				
(1.411)	Reverse out depreciation and impairment losses on non-current assets	(0.564)			
0.000	Reverse out credits made for capital grants	7.201			
0.000	Loans fund principal contribution from the Harbour Authority	0.057			
(1.411)	Transfer to or (from) the Capital Adjustment Account		6.694		
(0.695)	Total of adjustments between accounting basis and funding basis under regulations			7.332	
(4.352)	Net (increase) or decrease before transfers to or from reserves			(15.947)	
5.141	Transfers to or (from) reserves			6.625	
0.789	(Increase) or decrease in the year on the Harbour Authority				(9.322)
(188.224)	Balance on the Harbour authority at the end of the current year				197.546

Statement of Accounts 2012-2013 Harbour Authority Account

The Harbour Authority fund balance is represented by the following earmarked funds:-

	2011-2012			2012-2013			Balance at 31 March 2013
	Balance at 1 April 2011	Transfers out 2011-2012	Transfers in 2011-2012	Balance at 31 March 2012	Transfers out 2012-2013	Transfers in 2012-2013	
Harbour Balances	£m	£m	£m	£m	£m	£m	£m
Strategic Reserve Fund	134.489	(7.264)	5.950	133.175	(9.807)	16.424	139.792
Flotta Terminal Decline & Decommissioning Fund	38.303	(1.451)	0.902	37.754	(1.682)	0.808	36.880
Conservation Fund	0.193	(0.007)	0.003	0.189	(0.000)	0.003	0.192
Talented Performers Fund	0.059	(0.000)	0.001	0.060	(0.001)	0.001	0.060
Travel Fund	0.095	(0.000)	0.002	0.097	(0.000)	0.002	0.099
Fisheries Fund	6.261	(0.000)	0.329	6.590	(0.008)	0.170	6.752
Orkney Memorial Fund	0.684	(0.022)	0.011	0.673	(0.026)	0.013	0.660
Talented Young Persons Fund	0.026	(0.003)	0.000	0.023	(0.002)	0.001	0.022
Miscellaneous Piers Reserve Fund	1.797	(0.000)	0.710	2.507	(0.000)	1.681	4.188
Renewable Energy Fund	7.106	(0.000)	0.050	7.156	(0.000)	1.745	8.901
Harbour Fund Balances	189.013	(8.747)	7.958	188.224	(11.526)	20.848	197.546

Statement of Accounts 2012-2013 Orkney College Account

Orkney College Revenue Account income and expenditure statement

The Islands Council provides further and higher education provision through the Orkney College using a devolved Board of Management arrangement. The Orkney College is funded by direct grant from the Scottish Funding Council (SFC). The trading position from these activities is reflected within the council's comprehensive income and expenditure statement as part of financing and investment expenditure.

2011-2012		2012-2013	
£m		£m	£m
	<i>Expenditure:</i>		
3.073	Staff Costs	2.843	
0.362	Property Costs	0.423	
0.681	Supplies & Services	1.425	
0.131	Transport Costs	0.114	
0.150	Administration Costs	0.130	
0.060	Apportioned Costs	0.064	
0.183	Depreciation and impairment of non-current assets	0.184	
4.640			5.183
	<i>Income:</i>		
(3.033)	Grants	(4.033)	
(1.541)	Fees & Charges	(1.190)	
(0.002)	Other income	(0.000)	
(4.576)			(5.223)
0.064	Net cost of Orkney College services as included in the comprehensive income and expenditure statement		(0.040)
	<i>Orkney College share of the operating income and expenditure included in the comprehensive income and expenditure statement:</i>		
(0.050)	Pensions interest cost and expected return on pensions assets		0.017
0.014	(Surplus) or deficit for the year on Orkney College		(0.023)

Statement of Accounts 2012-2013 Orkney College Account

Movement on the Orkney College Revenue Account statement

This statement shows the movement in the year on the Orkney College Revenue Account Balance. The surplus or deficit for the year on the Orkney College income and expenditure statement represents the true economic cost of providing the council's Further and Higher Education services, more details of which are shown in the Orkney College income and expenditure statement itself. The adjustments between accounting basis and funding basis under regulations detail the adjustments that are made to the Orkney College income and expenditure, as recognised by the council in the year in accordance with proper accounting practice, to the statutory amounts required to be charged to the Orkney College Balance.

2011-2012		2012-2013			
£m		£m	£m	£m	£m
0.000	Balance on the College at the end of the previous year				(0.073)
0.014	(Surplus) or deficit for the year on the College income and expenditure statement			(0.023)	
	<i>Adjustments between accounting basis and funding basis under regulations:</i>				
	College share of contributions to or (from) the Pension Reserve:				
(0.184)	Reverse out net charges made for post-employment benefits in accordance with IAS19	(0.279)			
0.304	Pensions cost chargeable for the year in accordance with statutory provisions: employer's contributions payable to Orkney Islands Council Pension Fund	0.279			
0.120	College share of contributions to or (from) the Pension Reserve		0.000		
(0.025)	College share of contributions to or (from) the Employee Statutory Adjustment Account		0.013		
	Transfer to or (from) the Capital Adjustment Account:				
(0.182)	Reverse out depreciation and impairment losses on non-current assets	(0.184)			
(0.182)	Transfer to or (from) the Capital Adjustment Account		(0.184)		
(0.087)	Total of adjustments between accounting basis and funding basis under regulations			(0.171)	
(0.073)	Net (increase) or decrease before transfers to or from reserves			(0.194)	
(0.073)	(Increase) or decrease in the year on the College				(0.194)
(0.073)	Balance on the College at the end of the current year				(0.267)

Statement of Accounts 2012-2013

Group Accounts

Statement of Group Accounting Policies

The Code of Practice on Local Authority Accounting in the United Kingdom 2010-11 (the Code) placed a requirement on authorities to consider all their interests in external organisations including limited companies and other statutory organisations. This includes other local authorities or similar bodies defined in section 106 of the Local Government (Scotland) Act 1973 e.g. statutory bodies such as Police, Fire and Valuation Boards.

Authorities are required to prepare a full set of group accounts in addition to their own Council's accounts where they have a material interest in such entities. The group Financial Statements to 31 March 2013 represents the consolidation of the balances and transactions of the Council, its subsidiaries and associates.

The group accounting policies are those specified for the single entity financial statements; where materially different accounting policies of group members have been aligned to those of the single entity. The accounting policies of all group members are materially the same as those of the single entity; except in the following cases:-

- Where group members are not required to prepare their financial statements on an IFRS basis consolidation adjustments have been made.

Combining Entities

A full set of group accounts, in addition to the Council's accounts, has been prepared which incorporates material balances from identified subsidiaries and associates. The Group Accounts consolidate the results of the Council with six other entities.

Name of Combining Entity	Method of Accounting
Orkney Towage Company Limited	Subsidiary
Orkney Ferries Limited	Subsidiary
Pickaquoy Centre Trust	Associate
Hammars Hill Energy Ltd	Associate
Northern Joint Police Board	Associate
Highlands and Islands Fire Board	Associate

To comply with the Code, the Council has identified a number of companies where the Council has a "controlling interest" - these are termed "subsidiaries". The Council holds 100% of the shares in 2 Companies (Orkney Towage Company Limited and Orkney Ferries Limited).

Under accounting standards, the council is required to include the results of organisations termed as "associates", or "joint ventures" because it has a "significant influence" over financial and operating policies.

The Council requires to include the results of the Pickaquoy Centre Trust as an "associate" because it has a "power to participate" in their financial and operating policies. The Northern Joint Police Board and Highlands and Islands Fire Board entities are included within the Group Accounts under the wider definition of an "associate" although the Council holds less than 20% of voting rights that is normally presumed to confer significant influence. The Council has no shares in, or ownership of, any of these three organisations, which are entirely independent of the Council under law and for taxation.

In addition, the Council is now required to include the results of Hammars Hill Energy Ltd as an "associate" within the Group Accounts, as the Council holds 26% of voting rights which is considered "significant influence". The Council holds one million shares in the Company.

Orkney Islands Council's share of each associate net assets or liabilities is calculated in a variety of methods. "Associate" organisations were consolidated on the following basis:-

Name of Combining Entity	Method of Combining	2012/13	2011/12
		%	%
Pickaquoy Centre Trust	Power to Participate	100.00	100.00
Hammars Hill Energy Ltd	Significant Influence	26.00	26.00
Northern Joint Police Board	% Revenue Contribution	5.44	4.80
Highlands and Islands Fire Board	% Revenue Contribution	7.70	8.03

Statement of Accounts 2012-2013 Group Accounts

Further details for each entity are provided in the notes to the Group Accounts.

Basis of Combination and Going Concern

In line with the principles contained within the Code, the Group Financial Statement for the year ended 31 March 2013 has been prepared on the basis of a full consolidation of the financial transactions and balances of the Council and its subsidiaries.

"Subsidiaries" have been accounted for under the accounting convention of the "acquisition basis". All "associates" have been included using the equity method – the Council's share of the net assets or liabilities of each "associate" is incorporated and adjusted each year by the Council's share of the entities' results (recognised in the Group Income & Expenditure Statement), and its share of other gains and losses.

For three of the six entities, the Council has a share in a net liability. The negative balances arise from the inclusion of liabilities related to the defined benefit pension schemes as required by IAS 19 (i.e. their pension liability to pay retirement benefits in the long term). There is a significant negative net worth in the case of the Police and Fire Joint Boards.

The effect of inclusion of the above bodies on the Group Balance Sheet is to reduce both Reserves and Net Assets by £24.715 million, representing the Council's share of the net liabilities in these entities. As above, this reflects the combined pension liability of these organisations, particularly those recorded for the Police and Firemen's Pension Schemes.

All of the above associates consider it appropriate that their Statement of Accounts should follow the "going concern" basis of accounting. Statutory arrangements with the Scottish Government for the funding of the Northern Joint Police Board deficit and with the constituent local authorities for the deficit of the Highlands and Islands Fire Board mean that the financial position of these entities remains assured.

Other Events

During the period since 31 March 2013, until the date the Statement of Accounts was authorised, the Police and Fire Reform Act came into force and this saw the transfer of Police and Fire bodies from local to central government.

Statement of Accounts 2012-2013 Group Accounts

Group Movement in Reserves FOR THE YEAR ENDED 31 MARCH 2013

This statement shows the movement in the year on the different reserves held by the group, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure or reduce local taxation), unusable reserves and the group share of subsidiaries and associates reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the groups services, more details of which are shown in the Group Comprehensive Income and Expenditure Statement.

	General Fund Balance	HRA Balance	Other Reserves	Harbour Reserves	Total Usable Reserves	Unusable Reserves	Total Authority Reserves	Authority's share of subsidiaries & associates	Total Reserves Attributable to Authority	Total Group Reserves
	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Balance at 31 March 2012	8,627	0	18,787	188,224	215,638	205,459	421,097	(19,626)	401,471	401,471
Surplus or (deficit) on provision of services	20,467	(3,444)	0	21,856	38,879	0	38,879		38,879	38,879
Other Comprehensive Expenditure and Income	0	0	0	0	0	(6,721)	(6,721)	0	(6,721)	(6,721)
Total Comprehensive Expenditure and Income	20,467	(3,444)	0	21,856	38,879	(6,721)	32,158	0	32,158	32,158
Adjustments between Group accounts and Authority accounts	914	0	0	1,424	2,338	0	2,338	(2,338)	0	0
Net Increase / Decrease before Transfers	21,381	(3,444)	0	23,280	41,217	(6,721)	34,496	(2,338)	32,158	32,158
Adjustments between accounting basis & funding basis under regulations	(25,700)	2,495	(330)	(7,333)	(30,868)	30,868	0	0	0	0
Net Increase / Decrease before Transfers to Earmarked Reserves	(4,319)	(949)	(330)	15,497	10,349	24,147	34,496	(2,338)	32,158	32,158
Transfers to / from Earmarked Reserves	4,319	949	1,357	(6,625)	0	0	0	(2,751)	(2,751)	(2,751)
Increase / Decrease in Year	0	0	1,027	9,322	10,349	24,147	34,496	(5,089)	29,407	29,407
Balance at 31 March 2013	8,627	0	19,814	197,546	225,987	229,606	455,593	(24,715)	430,878	430,878

**Statement of Accounts 2012-2013
Group Accounts**

	General Fund Balance	HRA Balance	Other Reserves	Harbour Reserves	Total Usable Reserves	Unusable Reserves	Total Authority Reserves	Authority's share of subsidiaries & associates	Total Reserves Attributable to Authority	Total Group Reserves
	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Balance at 31 March 2011	8,544	560	27,754	189,013	225,871	151,226	377,097	(13,960)	363,137	363,137
Surplus or (deficit) on provision of services	26,540	6,745	0	2,389	35,674	0	35,674	0	35,674	35,674
Other Comprehensive Expenditure and Income	0	0	0	0	0	6,487	6,487	0	6,487	6,487
Total Comprehensive Expenditure and Income	26,540	6,745	0	2,389	35,674	6,487	42,161	0	42,161	42,161
Adjustments between Group accounts and Authority accounts	571	0	0	1,268	1,839	0	1,839	(1,839)	0	0
Net Increase / Decrease before Transfers	27,111	6,745	0	3,657	37,513	6,487	44,000	(1,839)	42,161	42,161
Adjustments between accounting basis & funding basis under regulations	(32,013)	(7,305)	(9,123)	695	(47,746)	47,746	0	0	0	0
Net Increase / Decrease before Transfers to Earmarked Reserves	(4,902)	(560)	(9,123)	4,352	(10,233)	54,233	44,000	(1,839)	42,161	42,161
Transfers to / from Earmarked Reserves	4,985	0	156	(5,141)	0	0	0	(3,827)	(3,827)	(3,827)
Increase / Decrease in Year	83	(560)	(8,967)	(789)	(10,233)	54,233	44,000	(5,666)	38,334	38,334
Balance at 31 March 2012	8,627	0	18,787	188,224	215,638	205,459	421,097	(19,626)	401,471	401,471

Statement of Accounts 2012-2013 Group Accounts

Group Comprehensive Income and Expenditure Statement for the year ended 31 March 2013

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

	Notes	2012-2013			2011-2012		
		£,000	£,000	£,000	£,000	£,000	£,000
		Expenditure	Income	Net	Expenditure	Income	Net
Central services		2,723	(1,364)	1,359	4,633	(1,179)	3,454
Cultural and Recreation		5,634	(880)	4,754	4,681	(928)	3,753
Education		31,016	(1,119)	29,897	30,168	(1,086)	29,082
Roads and Transportation		18,094	(3,168)	14,926	17,821	(2,910)	14,911
Housing Revenue Account		6,747	(2,711)	4,036	(5,526)	(2,435)	(7,961)
Harbour Authority		8,676	(5,828)	2,848	9,352	(5,797)	3,555
Housing services		6,130	(4,560)	1,570	5,354	(4,078)	1,276
Community Social Services		22,151	(4,742)	17,409	20,939	(4,819)	16,120
Planning and Development		5,416	(2,814)	2,602	4,892	(2,585)	2,307
Environmental Services		4,426	(861)	3,565	4,210	(815)	3,395
Police Services		1,279	0	1,279	1,148	0	1,148
Fire Services		1,675	0	1,675	1,779	0	1,779
Corporate and democratic core		2,292	0	2,292	2,429	0	2,429
Non distributed costs		0	65	65	0	958	958
Surplus/Deficit on Continuing Operations	5	116,259	(27,982)	88,277	101,880	(25,674)	76,206
Other Operating Expenditure				574			1,366
Financing and Investment Income and Expenditure	7			(16,618)			(6,599)
Taxation and Non-Specific Grant Income				(111,094)			(107,243)
Associates and Joint Ventures accounted for on an equity basis	6			(55)			596
Tax Expense				37			
Group(Surplus) or Deficit				(38,879)			(35,674)
Surplus or deficit on revaluation of non current assets				(264)			(16,786)
Actuarial gains / losses on pension assets / liabilities				6,985			10,299
Share of other Comprehensive Expenditure & Income of associates & joint ventures	10			(869)			(3,742)
Other Comprehensive Income and Expenditure				5,852			(10,229)
Total Comprehensive Income and Expenditure	8			(33,027)			(45,903)

Statement of Accounts 2012-2013
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Group Balance Sheet As At 31 March 2013

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the group. The net assets of the group (assets less liabilities) are matched by the reserves held by the group. Reserves are reported in three categories. The first category of reserves are usable reserves, i.e. those reserves that the authority may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the Capital Receipts Reserve that may only be used to fund capital expenditure or repay debt). The second category of reserves is those that the authority is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'. The final category is the group's share in the reserves of its consolidated subsidiaries and associates.

Notes	31 March 2013 £,000	31 March 2012 £,000	31 March 2011 £,000
Property, Plant & Equipment	287,481	257,805	206,397
Investment Property	23,090	19,980	18,491
Intangible Assets	433	366	306
Long Term Debtors	3,131	3,015	3,371
Investments in associates and joint ventures	10,412	8,001	7,612
Long Term Assets	324,547	289,167	236,177
Short Term Investments	166,359	149,612	173,707
Inventories	886	920	941
Short Term Debtors	7,553	7,034	5,788
Cash and Cash Equivalents	57,495	67,220	45,567
Assets held for sale	1,362	352	439
Current Assets	233,655	225,138	226,442
Short Term Borrowing	450	0	0
Short Term Creditors	16,693	14,834	14,349
Provisions	0	84	84
Capital Grants Receipts in Advance	20	90	360
Current Liabilities	17,163	15,008	14,793
Provisions	2,802	2,802	2,802
Long Term Borrowing	40,000	40,000	40,000
Other Long Term Liabilities	32,696	25,633	16,178
Long Term Investments in Associates	34,663	29,391	25,709
Long Term Liabilities	110,161	97,826	84,689
Net Assets	430,878	401,471	363,137
Group Reserves	430,878	401,471	363,137
Total Reserves	430,878	401,471	363,137



Gareth Waterson, BAcc., CA
 Head of Finance
 26 September 2013

Statement of Accounts 2012-2013
Group Accounts

Group Cash Flow Statement at 31 March 2013

The Cash Flow Statement shows the changes in cash and cash equivalents of the group during the reporting period. The statement shows how the group 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 group are funded by way of taxation and grant income or from the recipients of services provided by the group. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the groups future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the group.

	Notes	2012/13 £,000	2011/12 £,000
Net surplus or (deficit) on the provision of services		38,879	35,674
Adjustment to surplus or deficit on the provision of services for noncash movements	11	(53,968)	(16,572)
Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	11	363	328
Net cash flows from operating activities		(14,726)	19,430
Net Cash flows from Investing Activities	12	5,001	2,223
Net increase or decrease in cash and cash equivalents		(9,725)	21,653
Cash and cash equivalents at the beginning of the reporting period		67,220	45,567
Cash and cash equivalents at the end of the reporting period		57,495	67,220

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Notes to the Financial Statements

For the Year Ended 31 March 2013

The notes required for the accounts of Orkney Islands Council itself are disclosed separately in the preceding pages. The following notes provide material additional amounts and details in relation to the other combining entities. The accounting regulations require specific disclosures about the combining entities and the nature of their business.

1. Disclosure of Differences with Main Statement of Accounting Policies

The financial statements in the Group Accounts of Orkney Islands Council are prepared in accordance with the accounting policies set out on pages 30 to 41 with the additions and exceptions shown in the following section.

Group Income and Expenditure Statement

Retirement Benefits

In common with Orkney Islands Council, the subsidiaries participate in the Council's Pension Scheme. This is explained on pages 70 to 74. The subsidiaries have accounting policies for pensions accounting that are consistent with those of the Council.

Police and fire fighters have separate pension arrangements. The Police Pension Scheme and the Firemen's Pension Scheme are unfunded and therefore net pension payments are charged to the income and expenditure statement in the year in which payment is made. The Police and Fire Joint Boards have used the same assumptions as those used by Orkney Islands Council in their separate calculations to arrive at their net pension liability i.e. price increases, salary increases, pension increases and discount rates.

Value Added Tax

VAT paid by the Pickaquoy Centre Trust Limited is accounted for within "net cost of service" to the extent that it is irrecoverable from H.M. Revenue and Customs.

Proceeds from Disposals of Fixed Assets

Profits and losses on the disposal of fixed assets are credited or debited to the Group Income & Expenditure Statement in a separate line. In the case of proceeds for the Council's assets, these are taken to the Usable Capital Receipts Reserve. Amounts in respect of Council assets are appropriated to the Capital Adjustment Account. For the share of proceeds for associates, these are taken instead to the Group Income and Expenditure Reserve.

Group Balance Sheet

Valuation of Fixed Assets

The basis of valuation across the combining entities is in accordance with International Financial Reporting Standards (IFRS). Operational assets are shown at the lower of net replacement cost or net realisable value in existing use. There are no material inconsistencies with the policies adopted by Orkney Islands Council.

Depreciation

Categories of assets	Useful Life
Buildings	10 – 100 years
Infrastructure	Up to 200 years
Plant & Equipment, Furniture & Fittings	3 – 15 years
Vehicles	3 – 15 years

Depreciation is charged using either the reducing balance method or the straight line method. The difference in methods does not have a material effect on the results of the Group given the levels of assets held out with the Council.

Statement of Accounts 2012-2013

Group Accounts

Stock

Stock is valued at the lower of cost or net realisable value. The difference in valuation methods does not have a material effect on the Group given the levels of stockholdings.

Goodwill

Goodwill is written off in full against profits on acquisition. The 2004 SORP required group accounts for accounting periods ending on or after 31 March 2008, as such no goodwill was written off (£Nil in 2012).

2. Combining Entities

The Subsidiaries have been consolidated on a line by line basis. To permit consolidation, the Profit and Loss Accounts of the subsidiary entities have been presented in accordance with the CIPFA Service Reporting Code of Practice (SeRCOP) Service Expenditure Analysis. The following section provides some additional information on the relationship between the Council and each subsidiary. The Council would ensure an orderly winding up any of each subsidiary should the businesses cease.

Orkney Towage Company Limited

Orkney Towage Company Ltd is a company incorporated in 1976 under the terms of the Companies Acts to operated tugs within and around the Orkney Islands. The Council is the principle shareholder in the company holding all 1000 £1 ordinary 'A' shares, and all 1000 £1 ordinary 'B' shares representing 100% of the issued share capital. Under accounting standards, the Council has a controlling interest in this company, and is therefore included in the group accounts as a subsidiary. Councillors and Council Officials hold 6 of the 9 seats on the board, with each director entitled to one vote.

The net assets of the company as at 31 March 2013 were £1.381M compared to £2.931M at 31 March 2012. The loss before taxation for the period to 31 March 2013 was £0.820M compared to a loss of £1.197M for the period to 31 March 2012. In 2012-13, Orkney Islands Council contributed £0.691M or 62.4% of the company's turnover. No dividend payments were due to, or received by, the Council in respect of its investment.

The latest set of audited accounts is for the year to 31 March 2013. Copies of these accounts can be obtained from Orkney Islands Council, School Place, Kirkwall, Orkney, KW15 1NY.

Orkney Ferries Limited

Orkney Ferries Ltd is a company incorporated in 1987 under the terms of the Companies Acts to provide sea transport to the North and South Isles of Orkney. The Council is the principle shareholder in the company holding all 7,500,000 £1 ordinary shares, representing 100% of the issued share capital. Under accounting standards, the Council has a controlling interest in this company, and it is therefore included in the group accounts as a subsidiary. Councillors and Council Officials hold all 7 seats on the board, with each director entitled to one vote.

The net liability of the company at 31 March 2013 was £1.715M compared to £1.047M at 31 March 2012. There was no profit or loss before taxation for the period to 31 March 2013 or the period to 31 March 2012. In 2012-13, Orkney Islands Council contributed £6.702M or 69.9% of the company's turnover. Orkney Ferries is deficit funded, where by, any surpluses or deficits earned by the Company will be repaid to, or recovered from the Council. No dividend payments were due to, or received by, the Council in respect of its investment.

The latest set of audited accounts is for the year to 31 March 2013. Copies of these accounts can be obtained from Orkney Islands Council, School Place, Kirkwall, Orkney, KW15 1NY.

Statement of Accounts 2012-2013

Group Accounts

Pickaquooy Centre Trust

The Pickaquooy Centre Trust is a company limited by trust formed in 1999 and is registered in Scotland. Its principal place of business is The Pickaquooy Centre, Muddisdale Loan, Kirkwall KW15 1LR. The Trust provides leisure facilities within Orkney Islands Council's area to the general public. The objectives of the Trust are to provide facilities for recreation, sport, cultural and other leisure activities for the benefit of the community in Orkney. Any surplus generated by the charity is applied solely to its continuation and development. The Pickaquooy Centre Trust is included in the Council's Group Accounts, because the Council has ultimately been prepared to accept the risk of cash shortfalls in the entity, and as such it was ultimately exercising significant influence over it. Councillors and Council Officials hold 5 of the 11 seats on the board, with each trustee entitled to one vote.

In 2012-13, Orkney Islands Council contributed £0.716M or 48.2% of the company's turnover and its share of the year-end net assets of £0.210M (2011-12 £0.221M) are included in the Group Balance Sheet.

The latest set of audited accounts is for the year to 31 March 2013. When available, copies of these accounts can be obtained from The Pickaquooy Centre, Muddisdale Loan, Kirkwall KW15 1LR.

The following additional disclosures are required under accounting regulations for the Pickaquooy Centre Trust because the Council's share of the net assets of the Company exceeds 25%.

	2012/13	2011/12
Council's Share of Pickaquooy Centre Trust Limited	100.00%	100.00%
	£M	£M
Turnover	1.485	1.355
Profit/(Loss) before tax	0.91	0.118
Interest Payable/Receivable	Nil	Nil
Taxation	Nil	Nil
Profit/(Loss) after tax	0.91	0.118
Fixed Assets	0.187	0.071
Current Assets	0.599	0.541
Liabilities due within one year	(0.365)	(0.273)
Liabilities due after one year or more	(0.211)	(0.118)
Net Assets / Liabilities	0.210	0.221
Contingent Liabilities	None	None
Capital Commitments	None	None

Statement of Accounts 2012-2013 Group Accounts

Hammar's Hill Energy Ltd

Hammar's Hill Energy Ltd is a private limited company incorporated in 2006. Its principal activity is that of wind farm developer and electricity generator.

Hammar's Hill Energy Ltd is included in the Council's Group Accounts as, although no Council Member sit on the Board of Directors, the Council hold 26% of shares in the company and is therefore classed as "exerting a dominant or significant influence".

In 2012-13, the value of Orkney Islands Council's shareholding in the company rose to £2.6M and its share of the year-end net assets of £4.244M (2011-12 £NIL) are included in the Group Balance Sheet.

The latest set of audited accounts is for the year to 31 December 2012. When available, copies of these accounts can be obtained from Hammar's Hill Energy Ltd, Savigarth, Evie KW17 SPQ.

The following additional disclosures are required under accounting regulations for Hammar's Hill Energy Ltd as the Council's share of the net assets of the Company exceeds 25%.

	2012/13	2011/12
Council's Share of Hammar's Hill Energy Ltd	26.00%	26.00%
	£M	£M
Turnover	0.449	0.507
Profit/(Loss) before tax	0.183	0.237
Interest Payable/Receivable	Nil	Nil
Taxation	(0.37)	(0.74)
Profit/(Loss) after tax	0.146	0.162
Fixed Assets	1.444	1.525
Current Assets	0.680	0.630
Liabilities due within one year	(0.150)	(0.146)
Liabilities due after one year or more	(0.871)	(0.925)
Net Assets / Liabilities	1.103	1.084
Contingent Liabilities	None	None
Capital Commitments	None	None

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Group Accounts

Northern Joint Police Board

Northern Joint Police Board is the statutory body established under the Local Government Reorganisation in 1975, and provides a vast range of policing services on behalf of the 4 local authorities in the Highlands and Islands of Scotland. In 2012-13, Orkney Islands Council contributed £1.264M or 5.44% of the Board's estimated running costs and its share of the year-end net liability of £379.024M (2011-12 £348.215M) is included in the Group Balance Sheet. Copies of its accounts may be obtained from the Highland Council.

The following additional disclosures are required under accounting regulations.

	2012/13	2011/12
Council's Share of Northern Joint Police Board	5.4%	4.8%
	£M	£M
Turnover	0.760	0.754
Fixed Assets	2.898	2.531
Current Assets	0.698	0.740
Liabilities due within one year	(0.690)	(0.432)
Liabilities due after one year or more	(23.525)	(19.553)
Net Liabilities	(20.619)	(16.714)
Contingent Liabilities	None	None
Capital Commitments	None	None

Highlands and Islands Fire Board

Highlands and Islands Fire Board is the statutory body established under the Local Government Reorganisation in 1975, and provides fire services on behalf of the 4 local authorities in the Highlands and Islands of Scotland. In 2012-13, Orkney Islands Council contributed £1.675M or 7.70% of the Board's estimated running costs and its share of the year-end net liability of £65.681M (2011-12 £60.739M) is included in the Group Balance Sheet. Copies of its accounts may be obtained from the Highland Council.

The following additional disclosures are required under accounting regulations.

	2012/13	2011/12
Council's Share of Highlands and Islands Fire Board	7.70%	8.03%
	£M	£M
Turnover	0.240	0.271
Fixed Assets	3.623	3.698
Current Assets	0.242	0.420
Liabilities due within one year	(0.328)	(0.377)
Liabilities due after one year or more	(8.595)	(8.618)
Net Liabilities	(5.058)	(4.877)
Contingent Liabilities	None	None
Capital Commitments	None	None

Statement of Accounts 2012-2013 Group Accounts

3. Financial Impact of Consolidation

The effect of inclusion of the above bodies on the Group Balance Sheet is to reduce both Reserves and Net Assets by £24.715M representing the Council's share of the net liabilities in these entities. As above, this reflects the combined pension liability of these organisations, particularly those recorded for the Police and Firemen's Pension Schemes.

4. Non-Material Interest in Subsidiaries, Associates and Joint Committees

The following bodies have not been consolidated into the group accounts as they are considered immaterial to the understanding of the accounts or where the Council does not exert a dominant or significant influence on the Company.

Name of considered entity	Reason for exclusion from Group Accounts
Orkney Meat Limited (Current status - Active proposal to strike off)	The Council does not exert a dominant or significant influence on the Company.
Orkney Cheese Company Limited	The Council does not exert a dominant or significant influence on the Company.
Orkney Herring Company Limited (Current status - In liquidation)	The Council does not exert a dominant or significant influence on the Company.
Orkney Islands Property Development Limited	The Council does not exert a dominant or significant influence on the Company.
Orkney and Shetland Joint Valuation Board	Not material to Group Accounts
Common Good Fund	Not material to Group Accounts
Weyland Farms Limited	Not material to Group Accounts
HiTrans	Not material to Group Accounts
Charitable Trusts	Not material to Group Accounts
SEEMIS Limited Liability Partnership	Not material to Group Accounts
Community Co-op's	Not material to Group Accounts

5. Surplus/Deficit on Continuing Operations of Subsidiaries

The inclusion of Orkney Ferries Limited and the Orkney Towage Company Limited had the following effect on the BVACOP service analysis as set out in the single entity **Comprehensive Income and Expenditure Statement**.

	2012/13			2011/12		
	£,000	£,000	£,000	£,000	£,000	£,000
	Expenditure	Income	Net	Expenditure	Income	Net
Roads and Transportation	2,798	(2,884)	(86)	2,591	(2,614)	(23)
Harbour Authority	769	656	1,425	455	813	1,268
Total	3,567	(2,228)	1,339	3,046	(1,801)	1,245

6. Share of Operating Results of Associates & Joint Ventures

	2012/13		2011/12	
	£,000	£,000	£,000	£,000
	Expenditure	Income	Net Income Expenditure	Net Income Expenditure
Cultural, environmental, regulatory and planning services	1,642	(2,081)	(439)	(98)
Police	4,003	(3,962)	41	445
Fire Service	2,632	(2,289)	343	249
Total	8,277	(8,332)	(55)	596

Statement of Accounts 2012-2013 Group Accounts

7. Financing and Investment Income and Expenditure Attributable to Group Entities

The inclusion of Orkney Ferries Limited and the Orkney Towage Company Limited had the following effect on the SeRCOP service analysis as set out in the single entity **Comprehensive Income and Expenditure Statement**.

	2012/13	2011/12
<u>Subsidiaries</u>	£,000	£,000
Interest Income	(12)	(2)
Total Group Entities	(12)	(2)

8. Reconciliation of the deficit / (Surplus) on the Authority's single entity Income and Expenditure Statement to the Group Income and Expenditure Statement deficit / (surplus).

	2012/13	2011/12
	£,000	£,000
Deficit/ (Surplus) for the year on the Authority Income and Expenditure Statement	(34,496)	(44,000)
Deficit/(Surplus) for the year attributable to group entities:	1,748	(1,903)
Deficit/ (Surplus) for the year on the Group Income and Expenditure Statement	(33,027)	(45,903)

9. Pension Costs

Orkney Islands Council, Orkney Ferries Limited, and the Orkney Towage Company Limited are members of the Local Government Pension Scheme – a defined benefit scheme that offers retirement benefits to employees under the terms and conditions of employment. Although these benefits will not actually be payable until employees retire, the group has a commitment to make the payments that need to be disclosed at the time employees earn their future entitlement. The net liability of the Council and its subsidiaries is detailed below.

	IFRS Council	Group Entities	31 March 2013 Total	31 March 2012 Total	31 March 2011 Total
	£,000	£,000	£,000	£,000	£,000
Fair Value of Employer Assets	180,782	15,754	196,536	165,084	157,877
Present value of funded liabilities	(201,499)	(18,023)	(219,552)	(181,459)	(165,633)
Net (Under)/Overfunding in Funded Plans	(20,717)	(2,269)	(22,986)	(16,375)	(7,756)
Present Value of Unfunded Liabilities	(9,573)	(137)	(9,710)	(9,258)	(8,422)
Net Asset/(Liability)	(30,290)	(2,406)	(32,696)	(25,633)	(16,178)

Other Pension Costs

A number of employees are not members of the Council's pension scheme. Most of them participate in one of the Merchant Navy Pension Funds.

Merchant Navy Ratings Pension Plan (MNRPP)

Some employees contribute to this defined contribution pension plan. The contribution rate is 5.1%. Contributions payable in the year amounted to £1,645.

Merchant Navy Officers Pension Fund (MNOFP)

The MNOFP is closed to new members however some existing employees may qualify to contribute to the MNOFP, a defined benefit scheme, with a contribution rate of 15.5%. The group made contributions to this fund of £96,052 in the year. It is a multiple employer scheme and the company is unable to identify its share of the underlying assets and liabilities. As at the last full valuation, reported in spring 2010, the pre-78 (old) section of MNOFP had a surplus of assets over liabilities of £223M, while the post-78 (new) section had a deficit of £309M. The trustees of the new section have requested further deficit contributions from each employer. The additional contributions accrued by the Orkney Towage during the current year totalled £254,536 (2012: £Nil).

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Merchant Navy Rating Pension Fund (MNRPF)

Some employees may qualify to contribute to the MNRPF, a defined benefit scheme, with a contribution rate of 15.5%. The group made contributions to this fund of £1,959 in the year. It is a multiple employer scheme and the group is unable to identify its share of the underlying assets and liabilities. As at the last full valuation in March 2011, the MNRPF had a deficit of assets over liabilities of £212M.

10. Share of other Comprehensive Expenditure & Income of associates & joint ventures

	2012/13	2011/12
	£,000	£,000
Surplus or deficit on revaluation of non current assets	(9)	(409)
Other Gains and Losses	17	51
Actuarial gains / losses on pension assets / liabilities	861	4,100
Total	869	3,742

11. Analysis of Adjustments to Surplus/Deficit on the Provision of Services

	2012/13	2011/12
	£,000	£,000
Adjustment to surplus or deficit on the provision of services for noncash movements		
Depreciation	9,363	8,619
Impairment & downward revaluations (& non-sale de-recognition)	5,518	(7,913)
(Increase)/Decrease in Stock	34	21
(Increase)/Decrease in Debtors	(1,352)	(1,388)
Increase/(decrease) in impairment provision for bad debts	0	192
Increase/(Decrease) in Creditors	3,616	436
Payments to Pension fund	(1,273)	(3,458)
Carrying amount of non-current assets sold	1,134	2,556
Investment Income not involving the movement of cash	(16,850)	(5,369)
Contributions to Other Reserves/Provisions	(50,649)	(9,837)
Movement in value of investment properties-included above in Impairment & downward revaluations (& non-sale de-recognition)	(3,509)	(431)
	(53,968)	(16,572)
Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities		
Purchase of short-term (not considered to be cash equivalents) and long-term investments (includes investments in associates, joint ventures and subsidiaries)	91,552	223,134
Proceeds from short-term (not considered to be cash equivalents) and long-term investments (includes investments in associates, joint ventures and subsidiaries)	(91,189)	(222,806)
	363	328

Statement of Accounts 2012-2013
Group Accounts

12. Cash Flow from Investing Activities

	2012/13	2011/12
	£,000	£,000
Purchase of PP&E, investment property and intangible assets	46,413	39,292
Purchase of Short Term Investments (not considered to be cash equivalents)	(10,073)	21,572
Other Payments for Investing Activities	1,092	932
Proceeds from the sale of PP&E, investment property and intangible assets	(560)	(1,179)
Proceeds from Long Term Investments	0	(29,478)
Capital Grants and Contributions Received	(31,396)	(28,131)
Other Receipts from Investing Activities	(475)	(785)
Net Cash flows from Investing Activities	5,001	2,223

Note 13 Amounts reported for resource allocation decisions

An analysis of income and expenditure of the Groups main service areas, as reported to management, for the financial year is shown in note 28 of the single entity accounts.

The figures in the analysis of service area income and expenditure for the single entity accounts reconcile to the amounts included in the **group comprehensive income and expenditure statement as follows:**

	2012-13	2011-12
	£m	£m
Net expenditure in the [Directorate] Analysis	62.793	63.105
Net expenditure of services and support services not included in the Analysis	16.238	8.140
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis	10.843	5.997
Amounts included in the Analysis not included in the Comprehensive Income and Expenditure Statement	(1.597)	(1.036)
Cost of Services	88.277	76.206

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Reconciliation to subjective analysis of income and expenditure

This table shows how the figures in the above analysis of service area income and expenditure reconcile to a subjective analysis of the surplus or deficit on the provision of services as included in the **group comprehensive income and expenditure statement**.

	Directorate Analysis	Services and Support Services not in Analysis	Amounts not reported to management for decision making	Amounts not included in I&E	Cost of Services	Corporate Amounts	Total
2012-13	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Government Grants	315	5,794	0	0	6,109	74,610	80,719
Other Grants, Reimbursements & Contributions	2,900	3,232	0	0	6,132	0	6,132
Rents & Lettings	3,405	429	0	0	3,834	941	4,775
Sales	1,129	42	0	0	1,171	0	1,171
Investment Income	0	0	0	0	0	16,203	16,203
Interest & Loans	65	0	0	0	65	2,643	2,708
Fees & Charges	8,965	708	0	0	9,673	1,427	11,100
Miscellaneous Income	4,034	(5)	(3,625)	0	404	0	404
Capital Grants & Contributions	0	5,560	0	0	5,560	32,229	37,789
Income from Council Tax	0	0	0	0	0	8,288	8,288
Total Income	20,813	15,760	(3,625)	0	32,948	136,341	169,289
Staff Costs	39,946	11,023	(45)	0	50,924	2,843	53,767
Property Costs	8,194	1,238	0	0	9,432	1,320	10,752
Supplies & Services	3,141	2,018	0	0	5,159	1,574	6,733
Transport Costs	4,428	190	0	0	4,618	114	4,732
Administration Costs	934	1,275	0	0	2,209	130	2,339
Apportioned Costs	3,529	0	0	0	3,529	64	3,593
Third Party Payments	12,674	3,230	0	0	15,904	445	16,349
Transfer Payments	1,570	7,836	0	0	9,406	1,228	10,634
Miscellaneous Expenditure	6,711	(857)	(756)	0	5,098	0	5,098
Finance and Capital Charges	560	5,307	0	(1,597)	4,270	1,181	5,451
Depreciation and Impairment	1,919	675	7,084	0	9,678	(898)	8,780
Gain or Loss on Disposal of Fixed Assets	0	0	0	0	0	574	574
Accounting for Pensions	0	65	(404)	0	(339)	(389)	(728)
Total expenditure	83,606	32,000	5,879	(1,597)	119,888	8,186	128,074
Surplus or deficit on the provision of services	62,793	16,240	9,504	(1,597)	86,940	(128,155)	(41,215)

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	Directorate Analysis	Services and Support Services not in Analysis	Amounts not reported to management for decision making	Amounts not included in I&E	Cost of Services	Corporate Amounts	Total
2011-12	£,000	£,000	£,000	£,000	£,000	£,000	£,000
Government Grants	291	5,247	0	0	5,538	73,118	78,656
Other Grants, Reimbursements & Contributions	3,000	2,995	0	0	5,995	0	5,995
Rents & Lettings	3,089	372	0	0	3,461	1,237	4,698
Sales	1,165	44	0	0	1,209	0	1,209
Investment Income	0	0	0	0	0	5,532	5,532
Interest & Loans	41	0	0	0	41	1,101	1,142
Fees & Charges	9,100	862	3,045	0	13,007	1,184	14,191
Miscellaneous Income	1,818	(54)	(1,451)	0	313	1,543	1,856
Capital Grants & Contributions	0	5,373	0	0	5,373	28,081	33,454
Income from Council Tax	0	0	0	0	0	7,983	7,983
Total Income	18,504	14,839	1,594	0	34,937	119,779	154,716
Staff Costs	40,366	11,807	(2)	0	52,171	3,073	55,244
Property Costs	7,411	1,672	0	0	9,083	1,061	10,144
Supplies & Services	3,056	1,696	0	0	4,752	688	5,440
Transport Costs	4,278	181	0	0	4,459	131	4,590
Administration Costs	931	1,358	0	0	2,289	150	2,439
Apportioned Costs	3,365	0	0	0	3,365	60	3,425
Third Party Payments	14,206	2,956	4,290	0	21,452	1,016	22,468
Transfer Payments	1,563	6,584	0	0	8,147	494	8,641
Miscellaneous Expenditure	5,698	312	0	0	6,010	0	6,010
Finance and Capital Charges	752	9,794	0	(1,037)	9,509	1,259	10,768
Depreciation and Impairment	(17)	(14,338)	4,988	0	(9,367)	(191)	(9,558)
Gain or Loss on Disposal of Fixed Assets	0	0	0	0	0	1,366	1,366
Accounting for Pensions	0	958	(1,685)	0	(727)	(1,208)	(1,935)
Total expenditure	81,609	22,980	7,591	(1,037)	111,143	7,899	119,042
Surplus or deficit on the provision of services	63,105	8,141	5,997	(1,037)	76,206	(111,880)	(35,674)



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