



**ORKNEY**  
ISLANDS COUNCIL

# **Annual Accounts 2014/2015**



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## Management Commentary

### Introduction

The purpose of the Annual Accounts is to demonstrate proper stewardship of the Council's financial affairs. This management commentary provides an explanation of the Annual 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 2015 and an overview of the Council's financial position going forward.

### Review of the Year

#### Local Taxation

Orkney Islands Council on 13 February 2014 agreed an estimated General Fund budget of £80.930M and under the Local Government Finance Act 1992 set Council Tax for Band D properties at £1,037 being the same level as for each financial year from 2007-2008 to date. This was the second lowest Council Tax figure in Scotland being some £112 below the Scottish average.

Following confirmation of Scottish Government funding, the General Fund Revenue Budget for 2014-2015 of £80.717M was reported to the Policy and Resources Committee on 15 April 2014. Since that date, additional revenue grant of £0.411M has been received from the Scottish Government and there has been a removal of previous council tax benefits no longer treated as income of £0.628M with a final budget for the year of £80.500M.

On a comparable basis, the actual net cost of General Fund services amounted to some £83.987M, while sources of finance were realised at £80.627M, including a contribution of £4.094M from reserves. Overall, this represents a decrease on General Fund non-earmarked balances of £3.360M but an increase on earmarked balances of £0.546M for the financial year ended 31 March 2015.

Council tax income contributed to this position, with Orkney Islands Council maintaining its position as the top local authority for the collection of council tax in Scotland, with a collection rate of 97.8% in year (97.7% for 2013-2014).

#### Comprehensive Income and Expenditure Statement

The Comprehensive Income and Expenditure Statement on page 33 summarises the total costs of providing Council services and the income available to fund those services. This includes all activities associated with General Fund Services, the Housing Revenue Account and Harbour Authority.

General Fund Services are funded by government grant and council tax revenues and the Movement in Reserves Statement on page 32 shows a movement of £3.360M on General Fund Services in 2014-2015 financial year.

The net cost of services provided by the Council for the year amounted to £91.395M, which after taking into account corporate financing and investment activities resulted in a surplus on the provision of services of £16.782M being realised for the Council as a whole.

Against an original budget to set aside £0.641M of useable reserves during the year, the Council was able to set aside £15.551M representing a favourable outturn of £14.910M.

## Annual Accounts 2014-2015

Principal sources of finance were realised at £86.724M for the year, being Revenue Support Grant of £59.398M, Non-Domestic Rate Income of £9.604M, Council Tax Income of £7.749M and Capital Grants and Contributions of £9.973M.

After taking into account other comprehensive income of £15.267M, overall the activities of the Council returned a surplus of £32.049M to both useable and unusable reserves for the year.

The main source of this surplus can be attributed to £9.973M capital grants to fund capital spend, £12.291M depreciation on fixed assets, £14.388M revaluation gains on fixed assets and an actuarial gain of £0.879M, with corporate financing and investment income of £21.668M being generated principally through the Harbour Authority's Strategic Reserve Fund.

Other Operating Expenditure for the year totalled £0.215M which is attributable to the loss on disposal of fixed assets.

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 £223.997M to £239.548M, being an increase of £15.551M.

Within this, General Fund Reserves amount to £20.954M, including earmarked balances.

Usable reserves include the Harbour Authority fund balance which increased from £196.784M to £214.255M, being an increase of £17.471M 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 £487.6M to £519.6M for the financial year to 31 March 2015, being an increase of £32M or 6.5%. This movement was largely the result of gains on investment income less loss on revaluation of non-current assets.

As at 31 March 2015, Orkney Islands Council carried a debt of £40.0M, as part of its capital financing requirement.

### General Fund Reserves

The Movement in Reserves statement shows an overall net decrease of £2.814M in General Fund Balances for the year, which can be analysed as follows:

	<b>Uncommitted Balances</b>	<b>Earmarked Balances</b>	<b>Total Balances</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Balances brought forward 1 April 2014	(8,627)	(15,141)	(23,768)
Increase in Balances 2014-15	(11,603)	(4,242)	(15,845)
Use of Balances 2014-15	14,963	3,696	18,659
<b>Balances carried forward 31 March 2015</b>	<b>(5,267)</b>	<b>(15,687)</b>	<b>(20,954)</b>

Existing policy is to make a substantial contribution from 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 stabilise 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 2007-2008 levels.

After taking into account funds earmarked for specific projects and other purposes, a balance of £5.267M remains available for general fund purposes, equivalent to 6.5% of General Fund budget for 2014-2015. It is considered prudent for the Council to maintain a general fund balance at this level as a contingency for unforeseen events.

Harbour Authority Account

The Harbour Authority generated a loss of £1.256M from its various harbour operations for the year, including the Scapa Flow Oil Port and Miscellaneous Piers and Harbours Account. In addition to this, investment activities through the Strategic Reserve Fund generated a surplus of £24.901M for the year, after netting off grants and other investment expenditure.

Investment activities include externally managed fund investments plus a range of local investments in the form of property, direct investment and loans to business.

Financial assets at fair value through profit or loss include the following investments held as part of the Strategic Reserve Fund on the Harbour Authority Account:

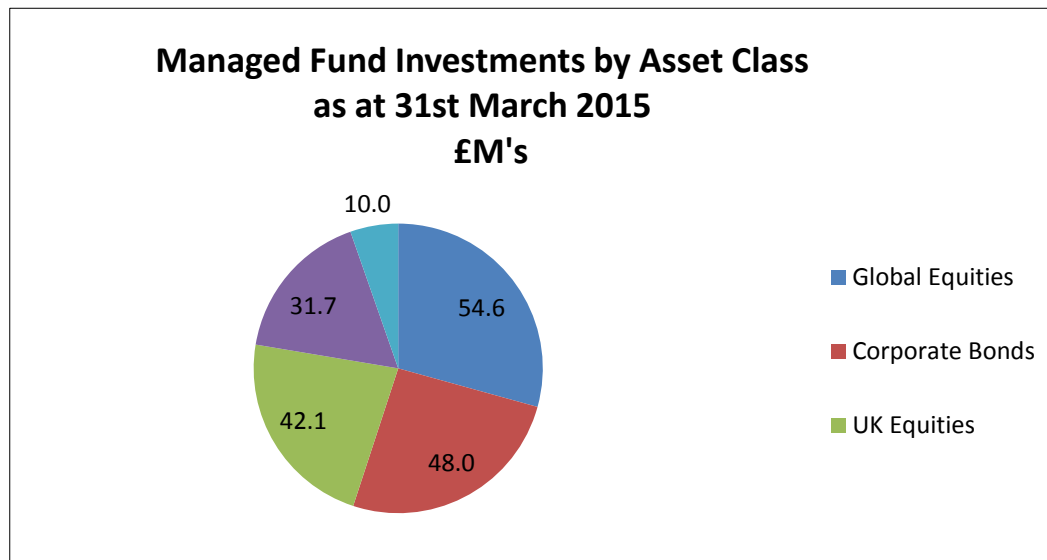
Investments	Market Value £m	Fair Value %
Managed Funds	188.728	97.32
Private Companies	3.418	1.76
Fishing Quota	1.759	0.91
Other	0.013	0.01
<b>Total</b>	<b>193.918</b>	<b>100</b>

Investments managed by external fund managers are collectively referred to as managed fund investments.

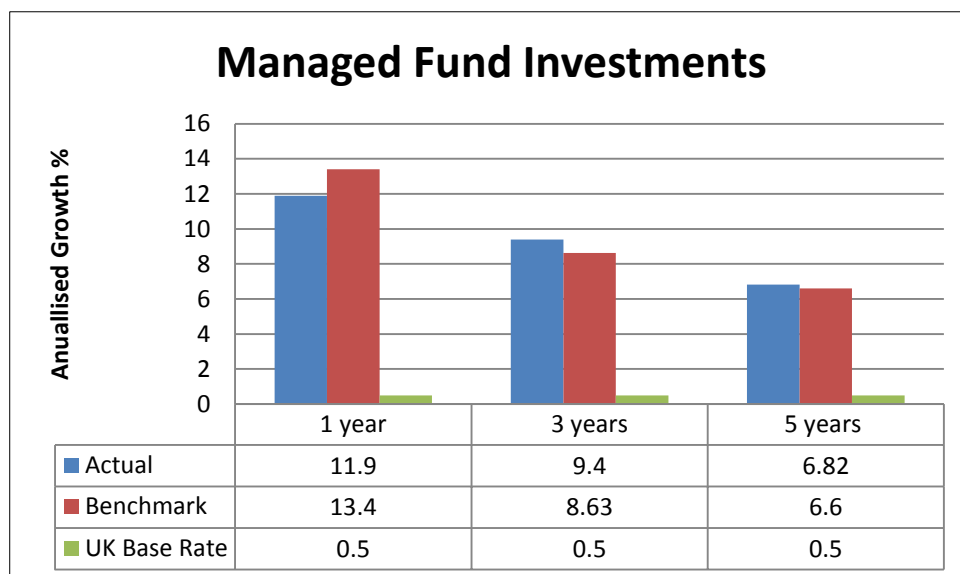
The Council aims to achieve the optimum return on its investments commensurate with proper levels of security and liquidity. The risk appetite of this Council is low in order to give priority to security of its investments. This is in keeping with the nature of the Council’s Strategic Reserve Fund, which is to provide for the benefit of Orkney and its inhabitants, whilst having regard to the Fund’s long term commitments in terms of the decline and decommissioning of the Flotta Oil Terminal in the future.

The prime objective for the managed fund investments is to maintain or increase their real value over time, while at the same time generating an annual return which meets the targets set by the Council. These objectives normally require to be measured over a number of years while acknowledging that abnormal fluctuations in the short term do create a cause for concern.

The undernoted pie chart shows the managed fund investments by asset class as at 31 March 2015:-



The performance of the managed funds investments for the Strategic Reserve Fund are measured on a rolling 3 year average, with the target mandate being to outperform the respective portfolio specific benchmark by a predetermined percentage ranging from 0.6 to 1.4%. The following table indicates how managed fund investments have collectively performed relative to benchmark as at 31 March 2015:



The Strategic Reserve Fund managed funds investments increased to a total of £188.7M, representing a return of 11.9% on the year.

During the year the Council conducted a manager selection exercise which concluded with the appointment of an additional external fund manager to invest part of the Council's managed fund investments held as part of the Strategic Reserve Fund. This allowed the Council to diversify into a UK Property pooled fund as part of an agreed investment strategy to reduce exposure to Equities as an asset class.

After allowing for amounts required by statute and non-statutory proper accounting practice, including the use of reserves during the year, which included net contributions of £3.783M



to support general fund services, the net effect has been an increase of £17.471M on the Harbour Authority Account Reserves for the year.

### Orkney College

The range of higher and further educational activities provided by the College returned a deficit of £0.526M for the year (surplus of £0.977M for 2013-2014). Whilst a large proportion of this accounting deficit can be attributed directly to the requirement to account for the use of fixed assets, it is nevertheless a concern to note that for the second year in succession it has been necessary for the Orkney College to draw on reserves in order to cover operating costs.

After allowing for amounts required by statute and non-statutory proper accounting practice, the net effect was a reduction in reserves of £0.127M. Against an opening balance of £0.122M, the Orkney College has now in effect exhausted all its useable reserves and will require to review its approved budget for financial year 2015-2016 with a view to recovering the shortfall of £0.005M.

It is anticipated that a review of the financial arrangements of the Orkney College will be concluded during the new financial year.

### Housing Revenue Account (HRA)

The HRA returned a deficit on its operations of £2.326M for 2014-2015 (deficit £2.375M for 2013-2014). After allowing for amounts required by statute and non-statutory proper accounting practice, and transfers to/from Reserves, the HRA achieved a break-even position for the year (£0.000M as at 31 March 2014) which was in line with a balanced budget.

### 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 £17.874M 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 £4.354M house build programme, together with the development of £1.846M of harbour infrastructure and £4.473M in respect of a Schools Investment programme.

In addition to these programmes the Council also invested £1.078M in roads and transport, £1.239M in leisure and cultural services, £0.522M in other housing, £1.393M in community social services, £1.351M in other services and £1.618M in investment properties.

Funding of capital expenditure included £1.174M from revenue, £9.889M from government grants, £0.517M from the sale of assets and other receipts, and £1.958M from use of balances.

### Group Accounts

In accordance with the Code of Practice on Local Authority Accounting in the United Kingdom the Council has prepared Group Accounts to reflect its interests in subsidiaries, associates and joint ventures. To comply with the Code, the Council has identified 3 “subsidiary” companies where the Council has a “controlling interest”, as follows:

- Orkney Towage Company Limited.
- Orkney Ferries Limited.
- Pickaquoy Centre Trust.

The Council has also included the results of Hammars Hill Energy Limited as an “associate”, as the Council holds 28% of voting rights which is considered “significant influence”.

The effect of recognising the Council’s interests in subsidiaries and associates on a group basis is a decrease in net worth by £5.451M to £514.161M.

### 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 2014-2015 were approved by Council on 15 April 2014. 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**

The original "approved limit" for capital expenditure during 2014-2015 was £24.320M. However, ambitious timescales being approved for capital projects in previous year’s, required the subsequent re-profiling of £5.913M from 2013-2014 into 2014-2015. During the year further projects were added to the planned programme of works resulting in a revised limit of £32.836M. Since then, further delays have been identified in the delivery of the approved programme of capital works for financial year 2014-2015, including for example late revisions to project specification and design together with unrealistic timescales resulting in projects being referred back to the relevant Service Committee for further consideration in some cases. As a result of further slippage in the approved programme for 2014-2015, it will therefore be necessary to again restate the approved limits in financial year 2015-2016.

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

	Approved Limit £m	Actual £m
Non-HRA	23.129	13.41
HRA	9.707	4.464
<b>Total</b>	<b>32.836</b>	<b>17.874</b>

## 2. Capital Financing Requirement

The actual capital financing requirement for 2014-2015 is well within the overall 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 £m	Actual £m
Non-HRA	2.628	2.855
HRA	5.956	1.521
<b>Total</b>	<b>8.584</b>	<b>4.376</b>

## 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 2015		40
Operational Boundary	60	
Authorised Limit	75	

### 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.

As outlined at Note 8, the Council has also earmarked £15.687M for specific purposes.

The Council revalued non-current assets and recognised a net gain of £11.815M.

### Net Pension Position

The Council is required to comply with the accounting principles as required by International Accounting Standard 19 (IAS19). This requires the cost of retirement benefits to be recognised in the Financial Statements when employees earn them, rather than when the benefits are actually paid as pensions.

The disclosure requirements for pension benefits under IAS19 are detailed in Notes 38 and 39. The appointed actuaries have confirmed a reduction of £2.862M 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 2015 are less favourable than they were at 31 March 2014 largely as a result of the current economic climate. The effect of this has been to increase the assessed pension liability from £35.721M to £38.583M.

The assessment provides only a snapshot as at 31 March 2015 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.

### Events after the Balance Sheet Date

The draft annual accounts were signed by the Head of Finance on 29 June 2015. 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 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 Code apply.

The Council administers the Common Good Fund, which is not a registered charity, 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 surplus of £0.184M for the year.

The total net value of the funds increased from £1.500M to £1.684M.

Copies of the annual accounts of the Charitable Funds are available on the Council website: [www.orkney.gov.uk](http://www.orkney.gov.uk).

### Impact of Economic Climate

#### Management of Treasury Risk

During the 12 months to 31 March 2015, most major financial markets delivered strong returns. This was due in part to increasing investor confidence, together with improving economic and corporate fundamentals, but also a response to the continuation of the exceptionally loose monetary policy that remained a feature in many developed countries for much of the period.

Although the economic and financial environment continues to improve, and in general the Council remains optimistic on the outlook for the global economy, the Council also recognises that further political and economic challenges lie ahead such as the oil price volatility and market uncertainties in China, which could potentially have a negative impact on the value of the Strategic Reserve Fund and the Pension Fund.

### 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 2014-2015 resulting from local demographics, the service requirements of the local population and the potential impact of Welfare Reform. 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 2014-2015 were approved on 13 February 2014. A one-year savings target of £0.836m was approved and achieved in 2014-2015. The Council recognises that the financial challenge is one which will persist over the medium term and as a result the Council's medium term resource strategy identifies a funding gap of £9.5M over the period 2016-2017 to 2019-2020. The Council is therefore continuing to progress a range of work streams in order to facilitate this process for future years. A Change Programme team has been established to harness new technologies and look towards innovative solutions to deliver service efficiencies. Working with services and other stakeholders, the programme team will focus on developing a range of options for change which will deliver recommendations for cost reductions and improvements through changes in business processes, efficiencies and better use of technology and innovation.

It is anticipated that the Council's Innovation Fund (formerly known as 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 develop its longer term financial planning arrangements, which will ensure the Council is pro-active in taking a longer term view to support the identification of key financial risks and facilitate the development of appropriate mitigation strategies.

### Progress on Council Plan Targets

Orkney Islands Council's Council Plan 2013-2018 includes a total of 129 individual action points, associated with 34 targets. Good progress has been made to date in progressing 28 of the individual action points through to completion, with a further 69 actions progressing as planned.

The following are an example of some of the main action points:-

Improved Care Facilities in Orkney: The requirement for a replacement St Peter's House in Stromness has been accepted with an approved capital project added to the capital programme;

A new Children's House: Work to build a new facility commenced during the year, with completion due in 2015-2016;

Welfare Reform: Arrangements were established to administer the Scottish Welfare Fund i.e. Crisis Grants and Community Care Grants;

Planning for growth in our communities: Programmes were developed to take forward a Local Development Plan and a new Development Plan Scheme was published during the year;

Embedding Orkney Health and Care – Governance Arrangements: The Council agreed in principle to adopt the “body corporate” model for the Integrated Joint Board during the year;

Local community participation: The Council undertook to develop a feasibility study and business plan associated with the opportunities for Community Councils to play a greater role in providing some Council Services in their area;

A skilled workforce: The Council undertook to provide 12 work experience placements, 4 modern apprenticeships and 4 graduate trainees each year;

Helping our businesses to adapt and grow: The Council continues to lobby the UK Government, Scottish Government and Europe about CAP Reform and EU Funding to ensure a Highlands and Islands development categorisation of EU funding (which will benefit Orkney); and

Mitigating risk from flood and coastal erosion: The Council accepted the case for a Kirkwall Flood Prevention Scheme, with an approved capital project added to the capital programme.

The most recent monitoring report on the Council's Council Plan for 2013-2018 for the six months ending 31 March 2015, is available at the following link:

[http://www.orkney.gov.uk/Files/Committees-and-Agendas/Policy-and-Resources/2015/23-06-2015/I01\\_Anx1\\_CouncilPlan\\_Monitoring.pdf](http://www.orkney.gov.uk/Files/Committees-and-Agendas/Policy-and-Resources/2015/23-06-2015/I01_Anx1_CouncilPlan_Monitoring.pdf)

### Local Government Benchmarking Framework (LGBF)

The Council is an active participant in the LGBF despite being identified as a significant outlier, along with our counterparties in the other island authorities, in a number of indicators including cost per pupil; self-directed support; residential care and democratic core costs.

The most recent LGBF data for the Council is available at the following link:

<http://scotland.mylowcouncil.info/Data.aspx?id=S12000023&lang=en-GB>

Other Sources of Reference

Orkney Islands Council also produces Annual Performance Reports. The report is in two parts, the first part showing the Council's current progress towards meeting the targets set out within the Council Plan 2013-2018 and the second part shows how well the Council performed against national LGBF indicators. The most recent Annual Performance report 2013-2014 together with more detailed performance information can be found at the Performance Section of the Council's website, which can be found at:

<http://www.orkney.gov.uk/Service-Directory/Performance/annual-performance-reports.htm>

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.


We would wish to take this opportunity to acknowledge the team effort required to produce the accounts and to record our 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.



**Councillor Steven Heddle**  
Council Convener  
23 September 2015



**Alistair Buchan**  
Chief Executive  
23 September 2015



**Gareth Waterson**  
Head of Finance  
23 September 2015

## Statement of Responsibilities for the Annual Accounts

### The Authority's Responsibilities

The authority is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that the proper officer of the authority has responsibility for the administration of those affairs (section 95 of the Local Government (Scotland) Act 1973). In this authority, that officer is the Head of Finance;
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- Ensure the Annual Accounts are prepared in accordance with legislation (The Local Authority Accounts (Scotland) Regulations 2014), and so far as is compatible with that legislation, in accordance with proper accounting practices (section 12 of the Local Government in Scotland Act 2003).
- Approve the Annual Accounts for signature.

I confirm that these Annual Accounts were approved for signature by the Monitoring and Audit Committee on 23 September 2015.

Signed on behalf of Orkney Islands Council



**Councillor Steven Heddle**

Council Convener.

23 September 2015.



The Head of Finance's Responsibilities

The Head of Finance is responsible for the preparation of the authority's Annual Accounts in accordance with proper practices as required by legislation and as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Accounting Code).

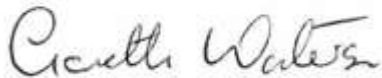
In preparing the Annual Accounts, the Head of Finance, has:

- Selected suitable accounting policies and then applied them consistently;
- Made judgements and estimates that were reasonable and prudent;
- Complied with legislation;
- Complied with the local authority Accounting Code (in so far as it is compatible with legislation).

The Head of Finance has also:

- Kept adequate accounting records which were up to date;
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.

I certify that the financial statements give a true and fair view of the financial position of the local authority and its group at the reporting date and the transactions of the local authority and its group for the year ended 31 March 2015.



**Gareth Waterson, BAcc., CA**

Head of Finance

23 September 2015

## 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.

In addition the Council is responsible for confirming effective corporate governance arrangements exist within the group entities over which it has control.

### 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 principles, 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. Elected 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 Elected 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 2013-2018 (Council 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.

The Council Plan is available on the Council website at:

[http://www.orkney.gov.uk/Files/Council/Council-Plans/Our\\_Plan\\_2013-2018.pdf](http://www.orkney.gov.uk/Files/Council/Council-Plans/Our_Plan_2013-2018.pdf)

The Council 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 Annual Report on the Single Outcome Agreement 2014-2017, covering the period April 2013 – March 2014 was published in December 2014 and is available on our website at:

<http://www.orkneycommunities.co.uk/COMMUNITYPLANNING/documents/single%20outcome%20agreement/soa-annual-report-2013-14.pdf>

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

Service Plans for all Council services for 2013-2014 to 2015-2016 were considered by Service Committees or the Policy and Resources Committee in June 2013 and subsequently approved by the Council in July 2013 and are updated annually.

Council Plan targets and actions are reported to the Senior and 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. Following the introduction in 2013-2014 of Aspireview, the electronic performance monitoring system, reporting on the Council Plan targets moved to quarterly in

2014-2015. Aspireview has made the tracking of outstanding action points much clearer, with up to date information on progress readily available to staff and Members.

Our approach to risk management is well embedded, with a Corporate Risk Register supported by Service Risk Registers. An updated Risk Management Policy and Strategy 2014-2016 and Corporate Risk Register were approved by the Council in October 2014. The Risk Management Policy and Strategy is subject to a two yearly review. The Action Plans for the Corporate Risk Register are reviewed 6 monthly and the register is updated by the Senior and Corporate Management Team annually. 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, business continuity and civil contingencies documentation and regular desktop exercises are carried out.

During 2013-2014 an internal audit focussing on the processes and procedures for risk management was completed. The audit confirmed that the Council fulfils the basic risk management requirements.

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 from the outset.

The Internal Audit Section operates in accordance with the Public Sector Internal Audit Standards. 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. The Chief Internal Auditor reports to the Monitoring and Audit Committee in her own name.

The Chief Internal Auditor has submitted her Internal Audit Annual Report and Assurance Statement for 2014-2015 to the Monitoring and Audit Committee. The annual report invited the Monitoring and Audit Committee to note the report and assurance statement and that, subject to the following exclusions, in general there were adequate and effective controls operating in respect of the areas which were subject to audit review during 2014-2015:-

- The introduction of the Alternate Weekly Waste Collection where there were not sufficient controls in place during the roll out of the scheme;
- Data Protection and Information Governance where progress was noted along with some areas for further improvement to fully comply with the Data Protection Act 1998;
- Recruitment and Selection where it was noted that policies required to be updated; and
- Mobile Phones where it was noted that recommendations from a February 2013 audit report had yet to be implemented.

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, reports 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 the Scheme of Delegation to Officers sets out delegations made to committees, sub committees 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 Scheme of Administration and the Scheme of Delegation to Officers were updated and published following the review of the senior management and committee structures. A review of the Standing Orders was completed and reported to the Policy and Resources Committee on 24 June 2014. A review of governance arrangements will be concluded during 2015. A further review of the Scheme of Administration and Scheme of Delegation to Officers will thereafter be undertaken and reported to the Policy and Resources Committee in late 2015, taking account of the review of governance arrangements.

Our Financial Regulations and Contract Standing Orders are an integral part of the stewardship of the Council. The Financial Regulations were reviewed and updated during the 2013-2014 financial year and recommended for approval at the Policy and Resources Committee meeting held in September 2013. Contract Standing Orders were also reviewed and updated during the 2013-2014 financial year and recommended for approval at the Policy and Resources Committee meeting held in November 2013. The Financial Regulations and Contract Standing Orders are regularly reviewed and updated as required. A revision to the Financial Regulations giving additional delegation to the Head of Finance in respect of fully funded capital expenditure was recommended to the Council by the Policy and Resources Committee meeting of 17 February 2015.

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, Elected 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. Budget monitoring reports are also presented to Service Committees on a regular basis.

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.

The Council recognises that the scope to adopt the previous approach to dealing with reduced grant funding through incremental year on year efficiency savings is reducing and will not be sufficient to deal with the scale of the cost reductions required, particularly over the 2-year period 2016-2017 to 2017-2018, where funding reductions are expected to be significant.

The 2012-2013 annual audit report highlighted that the Council did not have a long term financial strategy in place which would align with Council priorities over the longer term. In

response to this, a Change Programme team has been established to harness new technologies and look towards innovative solutions to deliver service efficiencies. By working with services and other stakeholders, the programme team is focused on developing a range of options for change which will deliver recommendations for cost reductions and improvements through changes in business processes, efficiencies and better use of technology and innovation. A medium term financial strategy is being developed and will be presented to the Policy and Resources Committee in June 2015.

The 2012-2013 follow-up of the national report on Scotland's Public Finances: Addressing the Challenges found that the Council continued to show a good understanding of the financial challenges it faces, and had been proactive in preparing financial plans to manage budget reductions. The Council has a clear understanding of its costs and the impact of efficiency savings on service delivery. It also concluded that senior officials and Elected Members demonstrate ownership of financial plans which they scrutinise before approval.

We have a Code of Conduct for employees and Elected Members adhere to the nationally prescribed Code of Conduct for Elected 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 Elected 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](http://www.orkney.gov.uk/Files/Council/Consultations/PolicyDocs/Revised_Community_Engagement_Guidelines_Feb_2012.pdf)

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 organised by the Learning and Development Service and are also available through the staff information portal and by email circular. The Council also has an e-learning system for delivery of relevant training.

For Elected Members, an extensive induction programme was delivered 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 Elected Members and briefing notes are routinely prepared and distributed to provide Elected Members with up to date information on key strategic and operational issues. Within the Chief Executive's Service Plan there are actions identified to ensure that Elected Members have the skills, knowledge, experience and resources they need to perform their roles well, both as individuals and as a group.

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.

The Council's financial management arrangements do not fully comply with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010) because the Head of Finance as Chief Financial Officer for the Council does not report directly to the Chief Executive and there is some cross over in responsibilities with those held by the Executive Director of Corporate Services. The Council's arrangements do however largely achieve the intended outcomes and, with the exception of management reporting lines and the cross over in responsibilities, comply in all other material respects with the CIPFA Statement on the Role of the Chief Financial Officer. The Head of Finance is a member of the Senior Management Team, is the Council's most senior adviser on all financial matters, is involved in the development of strategic and financial policy matters and has direct access to the Chief Executive and Elected Members. For the year under review the Head of Finance was able to fulfil the requirements of the Chief Financial Officer's role through the arrangements which existed.

### 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. The Council's current process for self-assessment of the Local Code is "evidence led" in that it assesses whether the Council can demonstrate the examples of documentation and processes evidence listed by the CIPFA/SOLACE Framework as evidence of compliance with principles, supporting principles and detailed requirements of the Framework.

Corporate and Service Improvement Action Plans, which addressed areas of weakness and non-compliance with the Local Code of Corporate Governance, including those identified in the Annual Governance Statement for 2013-2014, were submitted to the Monitoring and Audit Committee on 27 November 2014. An addendum to the Corporate Improvement Action Plan was prepared to address areas of weakness and non-compliance with the Local Code of Corporate Governance identified in the Annual Governance Statement for 2013-2014 and was presented to the Monitoring and Audit Committee on 19 February 2015.

Orkney Community Planning Partnership was audited in 2014 as part of the second tranche of a programme of audits that Audit Scotland had been conducting of community planning partnerships on behalf of the Accounts Commission for Scotland. The Audit Scotland community planning audit report was published in November 2014.

A Short Life Working Group including representation from Voluntary Action Orkney, NHS Orkney and members of Orkney Islands Council was formed in December 2014 to consider and recommend to how best to address the findings and recommendations of the community planning audit report. The Steering Group has prepared a short term Development Plan for the Partnership setting out the actions required to establish a new streamlined structure and improved governance arrangements to support it. The actions also included the drafting and approval of actions plans relating to each of the Delivery Partnerships, and the preparation of a draft Local Outcomes Improvement Plan for consultation.

In their Annual Report on the 2013-2014 audit, Audit Scotland observed that based on their observations and audit work their overall conclusion was that the governance arrangements within Orkney Islands Council were operating effectively.

There is a Local Area Network (LAN) for each council, comprising representatives of all the scrutiny bodies who engage with the council. The aim of the shared risk assessment process is to focus scrutiny activity where it is most needed and to determine the most proportionate scrutiny response over a three year period.

The LAN 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; and
4. Scottish Housing Regulator.

The Local Scrutiny Plan (LSP) for the period 2015-16, published in March 2015, is based on the shared risk assessment carried out by the Local Area Network (LAN). The assessment process draws on a range of evidence with the aim of determining any scrutiny activity required and focusing this in the most proportionate way. The Local Scrutiny Plan for 2015-2016 was reported to the Monitoring and Audit Committee on 16 April 2015.

The Chief Internal Auditor presented her Internal Audit Annual Report 2013-2014 and Assurance Statement to the Monitoring and Audit Committee in June 2014. This provided an assurance statement on the effectiveness of the systems of internal control, corporate governance, and risk management, informed by Internal Audit's review work. 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 included below.

### Update on significant governance issues previously reported

It was reported in the 2013-2014 Annual Governance Statement:-

1. That there was recognition across the Council that the small number of staff in certain areas presented difficulties in achieving adequate segregation of duties. The external audit 2013-2014 review of the Council's main financial systems noted that there were officers with privileges to raise rent invoices, change rents and deal with collections. The level of segregation of duties was therefore not adequate and the proposed action for both Revenues and Housing Teams was to segregate the duties and reduce the number of staff that can raise invoices and also restrict this privilege to staff not involved in the rent setting process.

2. A review has been undertaken and increased staff segregation is now in place with ongoing monitoring to ensure that the work can still be completed. The removal of system access privileges is however still to be undertaken pending an evaluation of the ability to complete the necessary work with fewer staff able to input to the system.

3. That the Council has an ambitious capital programme which is challenging the level of project management and professional staff capacity to deliver to expected timeframes. Audit Scotland in their report Major capital investment in councils: A follow-up report identified a number of significant weaknesses where improvements were required.

Work is underway to address these matters through re-prioritising resources, engaging improved project management tools and resources and refreshing internal processes. The Executive Director of Development and Infrastructure, in consultation with the Executive Director of Corporate Services, initiated reviews of governance and resources with a view to reporting on long term requirements.



4. that Orkney Health and Care, an unconstituted partnership, established as a precursor to the Public Bodies (Joint Working) (Scotland) Act 2014 had been identified as lacking clear articulated and written down roles for the partnership board members set out within the current Scheme of Establishment; and a formally agreed protocol for dispute resolution.

The partnership has developed an Integration Scheme and submitted this for approval to the Scottish Government. Formal approval of the Integration Scheme remains outstanding but significant progress has been made and this is now nearing completion. The Orkney Health and Care partnership has been dissolved pending the approval of an Integration Joint Board which is anticipated to meet in an official capacity from autumn 2015.

Internal audit has not yet carried out due diligence work on health and social care integration but will make arrangements for a review to be conducted and reported to the February 2016 committee cycle to give the Monitoring and Audit Committee assurance on the financial and governance arrangements planned to support the Integration Joint Board.

An Integration Programme Board meets monthly to direct progress towards the formal establishment of the Integration Joint Board (IJB) which will continue to be referred to as Orkney Health and Care. The Programme Board is overseeing development of governance arrangements for the IJB including terms of reference, standing orders and financial regulations.

5. that there was a lack of awareness of data protection and information security best practice across some areas of the organisation and that the policy and procedures governing the use of information in compliance with the Data Protection Act 1998 needed to be updated.

A temporary post of Information Governance Officer was established and recruited to and in 2015, the Council recognised the importance of this role by providing funding to create a permanent post. The temporary post holder has been active in increasing awareness of information governance issues across the Council. Document retention schedules have been developed and information security has been improved.

6. that the Audit Scotland follow up report on Arms' Length External Organisations (ALEOs) issued in May 2014 noted that governance arrangements for ALEOs would be strengthened by ensuring service and financial performance is reported in sufficient detail and ensuring Elected Members or officers representing the Council on ALEO boards are clear about their roles and responsibilities.

Monthly management accounts have always been prepared for Orkney Ferries board Elected Members as a matter of course. These management accounts are now being circulated to the members of the Development and Infrastructure Committee.

### 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 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 Convener, 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:-

### Segregation of Duties

It is recognised across the Council that the small number of staff in certain areas presents difficulties in achieving adequate segregation of duties.

### Delivery of the Capital Programme

The Council has an ambitious capital programme which is challenging the level of project management and professional staff capacity to deliver to expected timeframes. A Council commitment is in place to increase staff resources however recruitment of additional staff resource has not yet taken place.

### Information Governance

There is a lack of awareness of data protection and information security best practice across some areas of the Council. There has been progress made in updating policy and procedures governing the use of information in compliance with the Data Protection Act 1998 and with the appointment of an Information Governance Officer there is additional capacity to drive improvements in this area.

### Project Management

Internal Audit work carried out during the year identified that there were weaknesses in the project management for a major service change leading to an inefficient introduction of the new service. The Council has subsequently provided training in project management that was available to staff across the Council with two courses run and a further two project management courses planned for November 2015.

Conclusion

We consider the governance and internal control environment operating during 2014-2015 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 Convener  
23 September 2015



**Alistair Buchan**  
Chief Executive  
23 September 2015

## Independent Auditor's 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 2015 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, the Non Domestic Rates Account, the Harbour Authority Account, the 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 2014-2015 (the 2014-2015 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 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 circumstances of the authority and its group 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 Accounts to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by me in the course of performing the audit. 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 2014-2015 Code of the state of the affairs of the group and of the local authority as at 31 March 2015

and of the income and expenditure of the group and the authority 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 2014-2015 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973, The Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

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 2014; and
- the information given in the Management Commentary 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 has not been prepared in accordance 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.  
23 September 2015.

## Remuneration Report

The Local Authority Accounts (Scotland) Regulations 2014 require 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 Convener 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 Convener of the Council, the Civic Head, Senior Councillors or Councillors. The Convener 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.

The salary that is to be paid to the Leader of the Council is set out in the Regulations. For 2014-2015 the salary for the Leader of Orkney Islands Council is £27,602. 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 £167,679. 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 2014-2015 was to pay four Committee Chairs £19,460 each and three Committee Chairs £17,595 each.

In 2014-2015 Orkney Islands Council had 7 senior councillors excluding the Convener and Vice Convener and the remuneration paid to these 7 councillors totalled £130,625. 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 took effect from 3 May 2007. The policy for setting the detail of the remuneration package to Councillors is delegated to the Chief Executive.

In addition to the Senior Councillors of the Council the Regulations also set out the remuneration payable to councillors with the responsibility of a Convener or a Vice-Convener of a Joint Board such as a Valuation Joint Board. The Regulations require the remuneration to be paid by the Council of which the convener or vice-convener (as the case may be) is a member. The Council is also required to pay any pension contributions arising from the convener or vice-convener 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 on account of their being a Convener or Vice-Convener 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/146 sets the amount of salary for the Chief Executive of Orkney Islands Council for the period 2013 to 2015. Salaries of the Corporate Directors and Heads of Service are also based on Circular CO/146.

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.

## 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 2015, whether or not those amounts were actually paid to, or received by, those persons within that period.

2013-2014	Senior Employees					2014-2015
Total	Name	Post held	Salary, Fees and Allowances	Expenses Allowance Chargeable to UK Income Tax	Scottish Referendum Election Payment	Total
£			£	£	£	£
99,936	Alistair Buchan	Chief Executive	103,304	94	2,500	105,898
86,760	Leslie Manson	Executive Director of Education, Leisure & Housing Services (note 1)	13,121	0	0	13,121
0	Wilfred Weir	Executive Director of Education, Leisure & Housing Services (note 1)	52,876	0	0	52,876
85,012	Gavin Barr	Executive Director Development & Infrastructure	85,867	15	0	85,882
85,012	Gillian Morrison	Executive Director of Corporate Services	85,867	0	0	85,867
71,742	Gareth Waterson	Head of Finance/Section 95 Officer	73,119	29	1,900	75,048
64,603	Fraser Bell	Head of Legal Services	65,206	0	0	65,206
63,136	Dawn Sherwood	Head of IT and Support Services	65,273	0	2,100	67,373
71,151	Caroline Sinclair	Chief Social Work Officer	80,325	0	0	80,325
<b>627,352</b>	<b>Total</b>		<b>624,958</b>	<b>138</b>	<b>6,500</b>	<b>631,596</b>

Note 1: Leslie Manson retired from the post of Executive Director of Education, Leisure & housing on the 9 May 2014. Full year equivalent £85,878. Wilfred Weir was appointed to this post with effect from the 4 August 2014.

4. Remuneration of Senior Councillors.

Under the regulations, remuneration disclosures are to be made for the Convener, 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 2015, whether or not those amounts were actually paid to, or received by, those persons within that period.

2013-2014	Convener and Senior Councillors			2014-2015
Total £	Name	Position held	Salary, Fees and Allowances £	Total £
<b>19,267</b>	Janice Annal	Chair (Education, Leisure & Housing)	19,452	<b>19,452</b>
<b>19,267</b>	Rob Crichton	Chair (Planning)	19,452	<b>19,452</b>
<b>20,488</b>	James Foubister	Vice Convener	20,693	<b>20,693</b>
<b>27,329</b>	Steven Heddle	Convener	27,590	<b>27,590</b>
<b>17,421</b>	Russ Madge	Vice Chair (Orkney Health & Care)	17,588	<b>17,588</b>
<b>17,421</b>	John Richards	Chair (Licensing Sub-committee)	17,588	<b>17,588</b>
<b>17,421</b>	Graham Sinclair	Chair (Board of Orkney Ferries)	17,588	<b>17,588</b>
<b>19,267</b>	James Stockan	Chair (Development & Infrastructure)	19,452	<b>19,452</b>
<b>19,267</b>	David Tullock	Chair (Monitoring & Audit)	19,452	<b>19,452</b>
<b>177,148</b>	<b>Total</b>		<b>178,855</b>	<b>178,855</b>



## 5. Pension Entitlement

Pension benefits for councillors and local government employees are provided through 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, together with any transfer from other pension schemes and not just their current appointment.

The pension entitlements for Senior Employees and Senior Councillors for the year to 31 March 2015 are shown in the following table, together with the contribution made by the Council to each individual's pension during the year. Please follow the link for further information on the Local Government Pension Scheme: <http://scotlgps.2015.org/>

Senior Employees						
Name	Post held	Accrued pension benefits as at 31 March 2015		Change in accrued pension benefits since 31 March 2014		Pension contributions made by Orkney Islands Council during 2014-2015
		Pension £	Lump Sum £	Pension £	Lump Sum £	
Alistair Buchan	Chief Executive	36,443	78,185	2,156	930	22,107
Leslie Manson	Executive Director of Education, Leisure & Housing Services	41,717	102,964	199	110	2,808
Wilfred Weir	Executive Director of Education, Leisure & Housing Services	941	0	941	0	11,315
Gavin Barr	Executive Director Development & Infrastructure	11,887	9,893	1,534	97	18,376
Gillian Morrison	Executive Director of Corporate Services	35,249	79,979	1,762	782	18,376
Gareth Waterson	Head of Finance/Section 95 Officer	24,827	48,815	1,793	765	15,380
Fraser Bell	Head of Legal Services	4,941	0	1,125	0	13,954
Dawn Sherwood	Head of IT and Support Services	13,049	20,009	1,180	195	13,647
Caroline Sinclair	Chief Social Work Officer	18,057	30,508	2,953	2,985	17,190
<b>Total</b>		<b>187,111</b>	<b>370,353</b>	<b>13,643</b>	<b>5,864</b>	<b>133,153</b>

Convener and Senior Councillors						
Name	Post held	Accrued pension benefits as at 31 March 2015 or date of cessation		Change in accrued pension benefits since 31 March 2014		Pension contributions made by Orkney Islands Council during 2014-2015
		Pension £	Lump Sum £	Pension £	Lump Sum £	
Janice Annal	Chair (Education, Leisure & Housing)	2,864	1,327	493	26	4,163
Rob Crichton	Chair (Planning)	2,565	1,242	337	(12)	4,163
James Foubister	Vice Convener	3,019	1,627	518	37	4,428
Steven Heddle	Convener	2,682	1,552	447	57	5,904
Russ Madge	Vice Chair (Orkney Health & Care)	2,535	2,271	215	(47)	3,764
John Richards	Chair (Licensing Sub-committee)	841	0	285	0	3,764
Graham Sinclair	Chair (Board of Orkney Ferries)	2,665	1,542	731	249	3,764
James Stockan	Chair (Development & Infrastructure)	20,468	54,952	482	454	4,163
David Tullock	Chair (Monitoring & Audit)	2,223	1,076	320	5	4,163
<b>Total</b>		<b>39,862</b>	<b>65,589</b>	<b>3,828</b>	<b>769</b>	<b>38,276</b>

Note 1: All senior employees and councillors shown in the tables above are members of the Local Government Pension Scheme (LGPS).

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'.

### 1. Councillors' remuneration

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

2013-2014 £000		2014-2015 £000
377	Salaries	377
18	Mileage	17
1	Conferences and Courses	1
37	Travel Costs	35
13	Subsistence	13
7	Other Allowances and Expenses	6
(18)	Reimbursed Costs	(14)
<b>435</b>	<b>Total</b>	<b>435</b>

The annual return of Councillors' salaries and expenses for 2014-2015 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](http://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](http://www.orkney.gov.uk/Council/Councillors/Councillors-Record-of-Claims.htm).

### 2. 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 2014-2015, in bands of £5,000. This information includes those senior employees who are subject to the fuller disclosure requirements in the tables above.

2013-2014 Number of employees	Remuneration band	2014-2015 Number of employees
0	£105,000 to £109,999	1
0	£100,000 to £104,999	0
1	£95,000 to £99,999	0
0	£90,000 to £94,999	0
3	£85,000 to £89,999	2
0	£80,000 to £84,999	5
0	£75,000 to £79,999	1
5	£70,000 to £74,999	2
6	£65,000 to £69,999	3
8	£60,000 to £64,999	6
10	£55,000 to £59,999	9
14	£50,000 to £54,999	16
<b>47</b>		<b>45</b>

3. 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	
	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15	2013/14	2014/15
							£,000	£,000
£0 - £19,999	0	0	4	0	4	0	52	0
£20,000 - £39,999	0	0	0	0	0	0	0	0
£40,000 - £79,999	0	0	0	0	0	0	0	0
£80,000 - £99,999	0	0	0	0	0	0	0	0
£100,000 - £149,999	0	0	1	0	1	0	125	0
	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>177</b>	<b>0</b>



**Councillor Steven Heddle**  
Council Convener  
23 September 2015



**Alistair Buchan**  
Chief Executive  
23 September 2015

## 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	Capital Fund	HRA Balance	Harbour Reserves	Capital Receipts Reserve	Capital Grants Unapplied	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
<b>Balance as At 1 April 2013</b>	<b>24,917</b>	<b>508</b>	<b>0</b>	<b>197,546</b>	<b>57</b>	<b>20</b>	<b>2,939</b>	<b>225,987</b>	<b>229,206</b>	<b>455,193</b>
<b>Movement in reserves during the year</b>										
Surplus or (deficit) on the provision of services	(5,392)	0	(1,828)	7,158	0	0	0	(62)	0	(62)
Other Comprehensive Income and Expenditure	0	0	0	0	0	0	0	0	32,432	32,432
<b>Total Comprehensive Income and Expenditure</b>	<b>(5,392)</b>	<b>0</b>	<b>(1,828)</b>	<b>7,158</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(62)</b>	<b>32,432</b>	<b>32,370</b>
Adjustments between accounting basis & funding basis under regulations (Note 7)	(5,316)	0	2,118	1,327	(57)	0	0	(1,928)	1,928	0
<b>Net Increase/(Decrease) before Transfers to Earmarked Reserves Statutory and Other Reserves</b>	<b>(10,708)</b>	<b>0</b>	<b>290</b>	<b>8,485</b>	<b>(57)</b>	<b>0</b>	<b>0</b>	<b>(1,990)</b>	<b>34,360</b>	<b>32,370</b>
Transfers to or (from) earmarked reserves Statutory and Other Reserves	9,559	0	(290)	(9,247)	0	0	(22)	0	0	0
<b>Increase/(Decrease) in Year</b>	<b>(1,149)</b>	<b>0</b>	<b>0</b>	<b>(762)</b>	<b>(57)</b>	<b>0</b>	<b>(22)</b>	<b>(1,990)</b>	<b>34,360</b>	<b>32,370</b>
<b>Balance as at 31 March 2014</b>	<b>23,768</b>	<b>508</b>	<b>0</b>	<b>196,784</b>	<b>0</b>	<b>20</b>	<b>2,917</b>	<b>223,997</b>	<b>263,566</b>	<b>487,563</b>
<b>Movement in reserves during the year</b>										
Surplus or (deficit) on provision of services	(6,927)	0	(380)	24,089	0	0	0	16,782	0	16,782
Other Comprehensive Income and Expenditure	0	0	0	0	0	0	0	0	15,267	15,267
<b>Total Comprehensive Income and Expenditure</b>	<b>(6,927)</b>	<b>0</b>	<b>(380)</b>	<b>24,089</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16,782</b>	<b>15,267</b>	<b>32,049</b>
Adjustments between accounting basis & funding basis under regulations (Note 7)	1,334	0	272	(2,837)	0	0	0	(1,231)	1,231	0
<b>Net Increase/(Decrease) before Transfers to Earmarked Reserves Statutory and Other Reserves</b>	<b>(5,593)</b>	<b>0</b>	<b>(108)</b>	<b>21,252</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,551</b>	<b>16,498</b>	<b>32,049</b>
Transfers to or (from) earmarked reserves Statutory and Other Reserves	2,779	0	108	(3,781)	0	0	894	0	0	0
<b>Increase/(Decrease) in Year</b>	<b>(2,814)</b>	<b>0</b>	<b>0</b>	<b>17,471</b>	<b>0</b>	<b>0</b>	<b>894</b>	<b>15,551</b>	<b>16,498</b>	<b>32,049</b>
<b>Balance as at 31 March 2015</b>	<b>20,954</b>	<b>508</b>	<b>0</b>	<b>214,255</b>	<b>0</b>	<b>20</b>	<b>3,811</b>	<b>239,548</b>	<b>280,064</b>	<b>519,612</b>

## 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	2013-2014			2014-2015		
		£000	£000	£000	£000	£000	£000
		Expenditure	Income	Net	Expenditure	Income	Net
Central services		4,857	(266)	4,591	4,064	(301)	3,763
Cultural and Recreation		5,030	(844)	4,186	5,691	(879)	4,812
Education		28,594	(1,207)	27,387	34,107	(1,251)	32,856
Roads and Transportation		16,303	(180)	16,123	16,328	(217)	16,111
Housing Revenue Account		5,368	(2,993)	2,375	5,532	(3,206)	2,326
Harbour Authority		10,031	(6,386)	3,645	8,656	(7,400)	1,256
Housing services		5,577	(4,087)	1,490	5,554	(4,110)	1,444
Community Social Services		22,973	(4,929)	18,044	24,949	(5,020)	19,929
Planning and Development		4,661	(1,498)	3,163	3,872	(1,252)	2,620
Environmental Services		4,444	(939)	3,505	4,297	(845)	3,452
Police Services (\$)		27	0	27	0	0	0
Fire Services (\$)		2	0	2	0	0	0
Corporate and democratic core		2,796	(21)	2,775	2,840	(14)	2,826
Non distributed costs		0	102	102	0	0	0
<b>(Surplus)/Deficit on Continuing Operations</b>		<b>110,663</b>	<b>(23,248)</b>	<b>87,415</b>	<b>115,890</b>	<b>(24,495)</b>	<b>91,395</b>
Other Operating Expenditure	9			6,825			215
Financing and Investment Income and Expenditure	10			(8,110)			(21,668)
Taxation and Non-Specific Grant Income: Other	11			(86,068)			(86,724)
<b>(Surplus)/Deficit on Provision of Services</b>				<b>62</b>			<b>(16,782)</b>
Surplus on revaluation of non current assets	12			(35,308)			(14,388)
Remeasurement of the net Pension Fund Liability/(Assets)	39			2,876			(879)
<b>Other Comprehensive Income and Expenditure</b>				<b>(32,432)</b>			<b>(15,267)</b>
<b>Total Comprehensive Income and Expenditure</b>				<b>(32,370)</b>			<b>(32,049)</b>

Notes:


\$ Police and Fire Rescue Services transferred to the Scottish Government on 1 April 2013.

## Balance Sheet as at 31 March 2015

The balance sheet shows the value as at 31 March 2015 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	31st March 2013 £000	31st March 2014 £000	31st March 2015 £000
Property, Plant & Equipment	12	283,149	321,569	348,158
Heritage Assets	15	762	912	912
Investment Property	13	22,690	30,116	23,385
Intangible Assets	14	433	50	32
Long Term Debtors	16	3,131	3,427	2,260
<b>Long Term Assets</b>		<b>310,165</b>	<b>356,074</b>	<b>374,747</b>
Short Term Investments	16	166,359	174,075	193,918
Inventories	17	650	714	665
Short Term Debtors	19	9,050	8,144	7,652
Cash and Cash Equivalents	20	55,954	38,031	39,553
Assets held for sale	21	1,362	1,047	822
<b>Current Assets</b>		<b>233,375</b>	<b>222,011</b>	<b>242,610</b>
Short Term Borrowing	16	450	10,450	538
Short Term Creditors	22	14,785	11,407	15,822
Provisions	23	0	142	0
Grants receipts in advance		20	0	0
<b>Current Liabilities</b>		<b>15,255</b>	<b>21,999</b>	<b>16,360</b>
Provisions	23	2,802	2,802	2,802
Long Term Borrowing	16	40,000	30,000	40,000
Other Long Term Liabilities	39	30,290	35,721	38,583
<b>Long Term Liabilities</b>		<b>73,092</b>	<b>68,523</b>	<b>81,385</b>
<b>Net Assets</b>		<b>455,193</b>	<b>487,563</b>	<b>519,612</b>
Usable reserves	24	225,987	223,997	239,548
Unusable Reserves	25	229,206	263,566	280,064
<b>Total Reserves</b>		<b>455,193</b>	<b>487,563</b>	<b>519,612</b>

The unaudited accounts were issued on 29 June 2015 and the audited accounts were authorised for issue on 23 September 2015



**Gareth Waterson**

Head of Finance.

23 September 2015.

## 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.

	Notes	2013/14 £000	2014/15 £000
<b>Net surplus or (deficit) on the provision of services</b>		(62)	16,782
Adjustment to surplus or deficit on the provision of services for noncash movements	26	(12,578)	(9,142)
Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	26	357	951
<b>Net Cash flows from Operating activities</b>	26	<b>(12,283)</b>	<b>8,591</b>
<b>Net Cash flows from Investing Activities</b>	27	<b>(5,640)</b>	<b>(6,118)</b>
<b>Net Cash flows from Financing Activities</b>	28	<b>0</b>	<b>(951)</b>
<b>Net increase or decrease in cash and cash equivalents</b>		<b>(17,923)</b>	<b>1,522</b>
Cash and cash equivalents at the beginning of the reporting period		55,954	38,031
<b>Cash and cash equivalents at the end of the reporting period</b>		<b>38,031</b>	<b>39,553</b>

## Notes to the Core Financial Statements

### Note 1 Summary of Significant Accounting Policies

The Financial Statements for the year ended 31 March 2015 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 (SeRCOP), supported by International Financial Reporting Standards and recommendations made by the Local Authority (Scotland) Accounts Advisory Committee (LASAAC). They are designed to give a true and fair view of the financial performance and position of the 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:

- 1. 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
- 2. Going concern** - the going concern concept assumes that the Council will continue in existence for the foreseeable future
- 3. Understandability** – users of the financial statements are assumed to have a reasonable knowledge of accounting and local government
- 4. Relevance** – the information in the financial statements is useful for assessing the Council's stewardship of public funds and for making economic decisions
- 5. 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
- 6. 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
- 7. 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 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 and Estimates and Errors and Prior Period Adjustments

Changes in accounting policies are made only when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the authority's financial position or financial performance. A change in accounting policy requires a prior period adjustment.

Changes in accounting estimates are accounted for prospectively i.e. in the current and future years affected by the change, and do not give rise to a prior year adjustment.

Prior period adjustments arise as a result of a change in accounting policies or to correct a material error. Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period. Where a change in accounting policy is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

### 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.

## Annual Accounts 2014-2015

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 Code of Practice for Local Government Accounting.

### 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 (e.g. 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 3.2% based on the indicative rate of return on high quality corporate bonds.

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.

### Prior Period Adjustments

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

### 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 (e.g., 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.

### **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.

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 (e.g. software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Council.

Internally generated assets are capitalised where it is demonstrable that the project is technically feasible and is intended to be completed (with adequate resources being available) and the Council will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset. Expenditure is capitalised where it can be measured reliably as attributable to the asset and 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 and associates 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.

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 (Council as lessor)**

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

#### **Operating Leases (Council as lessee)**

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



### 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.

### 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 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);
- 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);
- 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 charged in full in the year of acquisition and no charge made in the year of disposal.

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.

### 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 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.

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 and 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**

The Code requires the disclosure of information relating to the impact of an accounting change that will be required by a new standard that has been issued but not yet adopted. This applies to the adoption of the following new or amended standards within the 2015-2016 Code:

- IFRS 13 Fair Value Measurement (May 2011)
- IFRIC 21 Levies
- Annual Improvements to IFRS 2011-2013 Cycle

The Code requires implementation from 1 April 2015 and there is therefore no impact on the 2014-2015 financial statements.

The issues included in the Annual Improvements to IFRSs 2011 – 2013 cycle are:

- IFRS 1: Meaning of effective IFRSs;
- IFRS 3: Scope exceptions for joint ventures;
- IFRS 13: Scope of paragraph 52 (portfolio exception);
- IAS 40: Clarifying the interrelationship of IFRS 3 Business Combinations; and IAS 40 Investment Property when classifying property as investment property or owner-occupied property.

## **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.

#### Note 4 Assumptions made about the Future

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

The items in the Council's Balance Sheet as at 31 March 2015 for which there is significant risks of material adjustment in the forthcoming financial year are as follows:

Item	Uncertainties	Effect if Results differ from Assumption
<b>Property, Plant &amp; Equipment</b>	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 £0.614M for every year that useful lives had to be reduced.
<b>Pensions Liability</b>	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 £30.286M.. During 2014/15, the Council's actuaries advised that the net pensions liability had increased by £2.862M as a result of estimates being revised with an actuarial gain of £25.508M being attributable to updating of the assumptions. See Note 39 where the sensitivities to changes in assumption are set out.
<b>Debt Impairment</b>	At 31 March 2015, the Council had a balance for trade debtors of £7.652M. A review of significant balances suggested that an impairment of doubtful debts of 20.6% (£1.580M) 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 £0.765M 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, being the officer responsible for the Council's financial affairs, signed the Annual Accounts on 23 September 2015. 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 2015, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.



## 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:

2014/15	Usable Reserves				
	General Fund Balance £000	Housing Revenue Account £000	Harbour Reserves £000	Capital Receipts Reserve £000	Movement in Unusable Reserves £000
<b>Adjustments involving the Capital Adjustment Account:</b>					
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</b>					
Charges for depreciation and impairment of non current assets	8,565	1,514	2,020	0	(12,099)
Amortisation of Intangible Assets	18	0	0	0	(18)
Revaluation losses on Property Plant and Equipment	595	1,785	41	0	(2,421)
Movements in the Market Value of Investment Properties	0	0	(2,539)	0	2,539
Capital grants and contributions	(6,401)	(2,545)	(1,027)	0	9,973
Revenue expenditure funded from capital under statute	0	0	0	0	0
Carrying amount of non current assets sold	305	227	116	0	(648)
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</b>					
Statutory Provision for the Financing of Capital Investment	(3,361)	(446)	(459)	0	4,266
Capital expenditure charged against the General Fund and HRA balances	(1,812)	(137)	(1,183)	0	3,132
<b>Adjustments involving the Capital Receipts Reserve:</b>					
Use of the Capital Receipts Reserve to finance new capital expenditure	0	0	0	(433)	433
Proceeds From Sale of Non Current Assets	(270)	(153)	(10)	433	0
<b>Adjustments involving the Financial Instruments Adjustment Account:</b>					
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	(43)	0	43
<b>Adjustments involving the Pensions Reserve:</b>					
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 39)	10,029	78	709	0	(10,816)
Employer's pensions contributions and direct payments to pensioners payable in the year	(6,561)	(51)	(463)	0	7,075
<b>Adjustment involving the Accumulating Compensated Absences Adjustment Account</b>					
Adjustments in relation to Short-term compensated absences	227	0	1	0	(228)
<b>Total Adjustments</b>	<b>1,334</b>	<b>272</b>	<b>(2,837)</b>	<b>0</b>	<b>1,231</b>

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2013/14	Usable Reserves				
	General Fund Balance £000	Housing Revenue Account £000	Harbour Reserves £000	Capital Receipts Reserve £000	Movement in Unusable Reserves £000
<b>Adjustments involving the Capital Adjustment Account:</b>					
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</b>					
Charges for depreciation and impairment of non current assets	19,619	1,492	924	0	(22,035)
Amortisation of Intangible Assets	453	0	0	0	(453)
Revaluation losses on Property Plant and Equipment	(16,287)	1,981	1,422	0	12,884
Movements in the Market Value of Investment Properties	0	0	967	0	(967)
Capital grants and contributions	(5,478)	(1,150)	(2,606)	0	9,234
Revenue expenditure funded from capital under statute	64	0	0	0	(64)
Carrying amount of non current assets sold	5,835	603	1,105	0	(7,543)
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</b>					
Statutory Provision for the Financing of Capital Investment	(2,866)	(315)	(253)	0	3,434
Capital expenditure charged against the General Fund and HRA balances	(8,763)	(32)	(288)	0	9,083
<b>Adjustments involving the Capital Receipts Reserve:</b>					
Use of the Capital Receipts Reserve to finance new capital expenditure	0	0	0	(775)	775
Proceeds From Sale of Non Current Assets	(161)	(482)	(75)	718	0
<b>Adjustment involving the Major Repairs Reserve:</b>					
Use of the Major Repairs Reserve to finance new capital expenditure	0	0	0	0	0
<b>Adjustments involving the Financial Instruments Adjustment Account:</b>					
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	(29)	0	29
<b>Adjustments involving the Pensions Reserve:</b>					
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 39)	8,630	77	573	0	(9,280)
Employer's pensions contributions and direct payments to pensioners payable in the year	(6,255)	(56)	(414)	0	6,725
<b>Adjustment involving the Accumulating Compensated Absences Adjustment Account</b>					
Adjustments in relation to Short-term compensated absences	(107)	0	1	0	106
<b>Total Adjustments</b>	<b>(5,316)</b>	<b>2,118</b>	<b>1,327</b>	<b>(57)</b>	<b>1,928</b>

## 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 2014-2015.

	2013-14			2014-15			
	Balance at 31-Mar-13 £000	Transfers Out 2013-14 £000	Transfers In 2013-14 £000	Balance at 31-Mar-14 £000	Transfers Out 2014-15 £000	Transfers In 2014-15 £000	Balance at 31-Mar-15 £000
Repairs & Renewals Fund	2,939	(615)	593	2,917	(230)	1,124	3,811
<b>Revenue statutory funds</b>	<b>2,939</b>	<b>(615)</b>	<b>593</b>	<b>2,917</b>	<b>(230)</b>	<b>1,124</b>	<b>3,811</b>
Capital Fund	508	0	0	508	0	0	508
<b>Capital statutory funds</b>	<b>508</b>	<b>0</b>	<b>0</b>	<b>508</b>	<b>0</b>	<b>0</b>	<b>508</b>
<b>Total</b>	<b>3,447</b>	<b>(615)</b>	<b>593</b>	<b>3,425</b>	<b>(230)</b>	<b>1,124</b>	<b>4,319</b>

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 held by the General Fund of Orkney Islands Council. In particular, funds in respect of general repairs and renewals and ferry replacement.

## 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.

	2013-14			Balance at 31 March 2014 £000	2014-15		
	Balance at 31 March 2013 £000	Transfers In 2013/14 £000	Transfers Out 2013/14 £000		Transfers In 2014/15 £000	Transfers Out 2014/15 £000	Balance at 31 March 2015 £000
<b>General Fund:</b>							
Devolved School Management Fund	188	0	(44)	144	0	(40)	104
Orkney College	267	0	(145)	122	0	(127)	(5)
SIP Life Cycle Fund	172	623	0	795	623	0	1,418
Training Fund	374	0	0	374	0	0	374
Care Facility Fund	421	0	0	421	0	0	421
Energy Efficiency Fund	147	0	(45)	102	0	(23)	79
Innovation Fund (previously Spend to Save Fund)	1,984	5	(285)	1,704	1,000	(511)	2,193
Renewable Energy Fund	6,911	0	(1,928)	4,983	20	(1,274)	3,729
Recreation & Cultural Services Project Fund	225	75	0	300	45	(65)	280
Conservation Grants Fund	8	0	(8)	0	0	0	0
Development Grants Fund	2,201	220	(30)	2,391	0	(318)	2,073
Sustainable Communities Fund	65	0	(38)	27	33	0	60
Community Planning Fund	15	0	(15)	0	0	0	0
Roads Project Fund	512	0	(159)	353	0	(123)	230
Pathfinder Project Fund	1,764	0	(227)	1,537	0	(149)	1,388
Outwith Orkney Placements Fund	1,036	1,444	(606)	1,874	41	(1,066)	849
Welfare Fund	0	14	0	14	9	0	23
Local Works & Services Contingency Fund	0	0	0	0	200	0	200
Insurance Fund	0	0	0	0	1,006	0	1,006
Bellwin Scheme Fund	0	0	0	0	160	0	160
Workforce Management Fund	0	0	0	0	1,000	0	1,000
Portal Development Fund	0	0	0	0	105	0	105
<b>Total General Fund</b>	<b>16,290</b>	<b>2,381</b>	<b>(3,530)</b>	<b>15,141</b>	<b>4,242</b>	<b>(3,696)</b>	<b>15,687</b>
<b>Total Earmarked Reserves</b>	<b>16,290</b>	<b>2,381</b>	<b>(3,530)</b>	<b>15,141</b>	<b>4,242</b>	<b>(3,696)</b>	<b>15,687</b>

The unallocated balance of £5.267 million is approximately 6.5% of the Council's annual running costs.

## Note 9 Other Operating Expenditure

	2013/14 £000	2014/15 £000
(Gains)/losses on the disposal of non current assets	6,825	215
	<b>6,825</b>	<b>215</b>

**Note 10 Financing and Investment Income and Expenditure**

	<b>2013/14</b> <b>£000</b>	<b>2014/15</b> <b>£000</b>
Interest payable and similar charges	1,394	1,349
Pensions net interest cost	1,389	1,581
Interest receivable and similar income	(13,440)	(22,200)
Income and expenditure in relation to investment properties and changes in their fair value	3,524	(2,919)
Other investment income	(977)	521
<b>Total</b>	<b>(8,110)</b>	<b>(21,668)</b>

**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 2014-2015.

	<b>2013/14</b> <b>£000</b>	<b>2014/15</b> <b>£000</b>
Council Tax Income	7,604	7,749
NDR Redistribution	8,827	9,604
Non-ringfenced government grants	60,403	59,398
Capital Grants	9,234	9,973
<b>Total Taxation and Non-Specific Grant Income</b>	<b>86,068</b>	<b>86,724</b>

## Note 12 Property, Plant and Equipment

Property, Plant & Equipment (PP&E)								
	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
<b>Cost or Valuation</b>								
Balance as At 1 April 2014	43,349	174,423	129,569	38,424	4,530	16,415	1,639	<b>408,349</b>
Adjustments between cost/value & depreciation/impairment	0	(59)	0	0	0	(28)	0	<b>(87)</b>
Adjusted opening balance	<b>43,349</b>	<b>174,364</b>	<b>129,569</b>	<b>38,424</b>	<b>4,530</b>	<b>16,387</b>	<b>1,639</b>	<b>408,262</b>
Additions (Note 34)	244	4,119	1,394	1,670	1	9,119	0	<b>16,547</b>
Revaluation increases/decreases to Revaluation Reserve	(65)	14,428	0	0	65	0	0	<b>14,428</b>
Revaluation increases/decreases to Surplus or Deficit on the Provision of Services	(1,795)	(1,468)	0	(1,824)	0	0	0	<b>(5,087)</b>
Derecognition - Disposals	(163)	(122)	0	(164)	0	(70)	0	<b>(519)</b>
Reclassifications & Transfers	3,469	13,313	10,410	0	(65)	(17,039)	0	<b>10,088</b>
<b>Balance as at 31 March 2015</b>	<b>45,039</b>	<b>204,634</b>	<b>141,373</b>	<b>38,106</b>	<b>4,531</b>	<b>8,397</b>	<b>1,639</b>	<b>443,719</b>
<b>Depreciation and Impairment</b>								
Balance as At 1 April 2014	2,841	1,820	52,078	28,101	1,372	490	78	<b>86,780</b>
Adjustments between cost/value & depreciation/impairment	(35)	118	4	(179)	0	(429)	0	<b>(521)</b>
Adjusted opening balance	2,806	1,938	52,082	27,922	1,372	61	78	<b>86,259</b>
Depreciation Charge	1,441	4,995	3,799	2,181	(466)	258	36	<b>12,244</b>
Depreciation written out on Revaluation Reserve	0	0	0	0	0	0	0	<b>0</b>
Depreciation written out on Revaluation taken to Surplus or Deficit on the Provision of Services	0	(842)	0	(1,824)	0	0	0	<b>(2,666)</b>
Impairment losses/reversals to Surplus or Deficit on the Provision of Services	(9)	(98)	0	0	0	0	0	<b>(107)</b>
Derecognition - Disposals	(11)	(1)	0	(157)	0	0	0	<b>(169)</b>
Reclassifications & Transfers	0	49	0	0	0	(49)	0	<b>0</b>
<b>Balance as at 31 March 2015</b>	<b>4,227</b>	<b>6,041</b>	<b>55,881</b>	<b>28,122</b>	<b>906</b>	<b>270</b>	<b>114</b>	<b>95,561</b>
<b>Net Book Value</b>								
<b>Balance as at 31 March 2015</b>	<b>40,812</b>	<b>198,593</b>	<b>85,492</b>	<b>9,984</b>	<b>3,625</b>	<b>8,127</b>	<b>1,525</b>	<b>348,158</b>
<b>Balance as at 31 March 2014</b>	<b>40,508</b>	<b>172,603</b>	<b>77,491</b>	<b>10,323</b>	<b>3,158</b>	<b>15,925</b>	<b>1,561</b>	<b>321,569</b>

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Property, Plant & Equipment (PP&E)								
	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
<b>Cost or Valuation</b>								
Balance as At 1 April 2013	41,665	114,843	127,633	34,369	4,509	46,719	1,651	371,389
Additions (Note 34)	941	1,255	3,329	2,867	16	18,618	0	27,026
Revaluation increases/decreases to Revaluation Reserve	(1)	25,331	0	1,630	2	0	18	26,980
Revaluation increases/decreases to Surplus or Deficit on the Provision of Services	(1,984)	4,079	(1,425)	(130)	3	0	0	543
Derecognition - Disposals	(488)	(8,104)	(235)	(493)	0	0	(30)	(9,350)
Reclassifications & Transfers	3,216	37,019	267	181	0	(49,043)	0	(8,360)
Reclassified from Held for Sale	0	0	0	0	0	121	0	121
<b>At 31 March 2014</b>	<b>43,349</b>	<b>174,423</b>	<b>129,569</b>	<b>38,424</b>	<b>4,530</b>	<b>16,415</b>	<b>1,639</b>	<b>408,349</b>
<b>Depreciation and Impairment</b>								
Balance as At 1 April 2013	1,393	9,851	50,146	25,331	1,342	61	116	88,240
Adjusted opening balance	1,393	9,851	50,146	25,331	1,342	61	116	88,240
Depreciation Charge	1,488	4,403	3,409	3,210	56	0	55	12,621
Depreciation written out on Revaluation Reserve	(2)	(8,208)	0	0	0	0	(25)	(8,235)
Depreciation written out on Revaluation taken to Surplus or Deficit on the Provision of Services	(3)	(1,865)	(1,256)	(128)	(26)	0	(68)	(3,346)
Impairment losses/reversals to Revaluation Reserve	0	0	0	0	0	429	0	429
Derecognition - Disposals	(35)	(2,348)	(221)	(493)	0	0	0	(3,097)
Reclassifications & Transfers	0	(13)	0	181	0	0	0	168
<b>At 31 March 2014</b>	<b>2,841</b>	<b>1,820</b>	<b>52,078</b>	<b>28,101</b>	<b>1,372</b>	<b>490</b>	<b>78</b>	<b>86,780</b>
<b>Net Book Value</b>								
<b>Balance as at 31 March 2014</b>	<b>40,508</b>	<b>172,603</b>	<b>77,491</b>	<b>10,323</b>	<b>3,158</b>	<b>15,925</b>	<b>1,561</b>	<b>321,569</b>
<b>Balance as at 31 March 2013</b>	<b>40,272</b>	<b>104,992</b>	<b>77,487</b>	<b>9,038</b>	<b>3,167</b>	<b>46,658</b>	<b>1,535</b>	<b>283,149</b>

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.

2014-2015	Council Dwellings £000	Investment Properties £000	Buildings £000	Infra-structure Assets £000	Vehicles, Plant & Equipment £000	Community Assets £000	Intangible Assets £000	PP&E Under Construction £000	Surplus Assets £000	Total Assets £000
Historic Cost	0	0	0	85,913	11,364	3,107	32	8,186	2,321	110,923
<b>NBV of assets valued at:</b>										
31 March 2011	0	0	0	0	0	0	0	0	0	0
31 March 2012	37,576	0	0	0	0	0	0	0	0	37,576
31 March 2013	2,696	23,090	0	0	0	0	0	0	0	25,786
31 March 2014	236	7,026	172,603	0	0	0	0	0	0	179,865
31 March 2015	355	(6,731)	25,535	0	0	0	0	0	0	19,159
<b>Total</b>	<b>40,863</b>	<b>23,385</b>	<b>198,138</b>	<b>85,913</b>	<b>11,364</b>	<b>3,107</b>	<b>32</b>	<b>8,186</b>	<b>2,321</b>	<b>373,309</b>

**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-Mar-14 £000	31-Mar-15 £000
Rental income from investment property	(1,303)	(1,284)
Direct operating expenses arising from investment property	2,830	805
'Net Gain/Loss included in Financing & Investment Income in the CIES'	<b>1,527</b>	<b>(479)</b>
Proceeds from sale	(75)	(10)
Carrying amount of investment properties sold	1,105	109
(Surplus)/deficit on sale of Investment Properties:	<b>1,030</b>	<b>99</b>
Changes in Fair Value of Investment Properties	967	(2,539)
	<b>3,524</b>	<b>(2,919)</b>

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 movement on investment properties during the year is as follows:

	31-Mar-14 £000	31-Mar-15 £000
<b>Balance at start of the year</b>	<b>22,690</b>	<b>30,116</b>
Additions:		
- Purchases	957	1,327
Disposals	(1,105)	(109)
Net gains/losses from fair value adjustments	(967)	2,539
Transfers:		
-to/from Property, Plant and Equipment	8,541	(10,488)
<b>Balance at end of the year</b>	<b>30,116</b>	<b>23,385</b>



## 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:

	2013-14		2014-15	
	Other Assets	Total	Other Assets	Total
	£000	£000	£000	£000
<b>Balance at start of year:</b>				
Gross carrying amounts	2,798	2,798	2,157	2,157
Accumulated amortisation	(2,365)	(2,365)	(2,107)	(2,107)
Net carrying amount at start of year	<b>433</b>	<b>433</b>	<b>50</b>	<b>50</b>
Additions:				
- Purchases	71	71	0	0
	<b>504</b>	<b>504</b>	<b>50</b>	<b>50</b>
Assets Reclassification	(181)	(181)	0	0
Other Disposals	(531)	(531)	0	0
Reversals of past impairment losses written back to the Surplus/Deficit on the provision of Service	530	530	0	0
Amortisation for the period	(453)	(453)	(18)	(18)
Other Changes	181	181	0	0
Net carrying amount at end of year	<b>50</b>	<b>50</b>	<b>32</b>	<b>32</b>
Comprising:				
Gross carrying amounts	2,157	2,157	2,157	2,157
Accumulated amortisation	(2,107)	(2,107)	(2,125)	(2,125)
	<b>50</b>	<b>50</b>	<b>32</b>	<b>32</b>

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:-

2013-2014 Total £000		2014-2015 Total £000
762	<b>Restated Cost or valuation at start of year</b>	912
50	Additions	0
100	Revaluation gains (losses) other	0
<b>912</b>	<b>Cost or Valuation at year-end</b>	<b>912</b>

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.

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 166 Heritage Assets that are considered to have a significant value in the Asset Register for 2014-2015.

## 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		
	01 April 2013 £000	31 March 2014 £000	31 March 2015 £000	01 April 2013 £000	31 March 2014 £000	31 March 2015 £000
<b>Investments</b>						
Financial assets at fair value through profit and loss	0	0	0	166,359	174,075	193,918
<b>Total investments</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>166,359</b>	<b>174,075</b>	<b>193,918</b>
<b>Debtors</b>						
Loans and receivables	3,131	3,427	2,260	0	0	0
Financial assets carried at contract amounts	0	0	0	9,050	8,144	7,652
<b>Total Debtors</b>	<b>3,131</b>	<b>3,427</b>	<b>2,260</b>	<b>9,050</b>	<b>8,144</b>	<b>7,652</b>
<b>Borrowings</b>						
Financial liabilities at amortised cost	40,000	30,000	40,000	450	10,450	538
<b>Total borrowings</b>	<b>40,000</b>	<b>30,000</b>	<b>40,000</b>	<b>450</b>	<b>10,450</b>	<b>538</b>
Financial liabilities carried at contract amount	0	0	0	14,785	11,407	15,822
<b>Total creditors</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,785</b>	<b>11,407</b>	<b>15,822</b>

Financial assets at fair value through profit or loss include the following investments held as part of the Strategic Reserve Fund on the Harbour Authority Account:

Investments	Market Value £m	Fair Value %
Managed Funds	188.728	97.32
Private Companies	3.418	1.76
Fishing Quota	1.759	0.91
Other	0.013	0.01
<b>Total</b>	<b>193.918</b>	<b>100</b>

Loans and receivables include loans to local developers, including a loan to Orkney Islands Property Development Limited of £1.080 million, loans to fishing boats and housing loans to individuals where a specific entitlement criteria has been met.

Financial liabilities at amortised cost are Public Works Loans Board debt and interest due.

Financial liabilities carried at contract amount are short term creditors (see Note 22)

#### 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".

	2014/15				
	Financial liabilities at amortised cost	Financial Assets: loans and receivables	Available-for-sale financial assets	At fair value through profit and loss	Total
	£000	£000	£000	£000	£000
Interest expense (including finance lease interest)	1,305	0	0	0	<b>1,305</b>
Impairment losses	0	14	304	0	<b>318</b>
Fee expense	43	5	0	607	<b>655</b>
<b>Total expense in (surplus) or deficit on the Provision of Services</b>	<b>1,348</b>	<b>19</b>	<b>304</b>	<b>607</b>	<b>2,278</b>
Interest income	(261)	(63)	0	0	<b>(324)</b>
Interest income accrued on impaired financial assets	0	(43)	0	0	<b>(43)</b>
Dividend Income	0	0	(103)	0	<b>(103)</b>
Other income	0	0	0	(21,681)	<b>(21,681)</b>
<b>Total income in (Surplus) or Deficit on the Provision of Services</b>	<b>(261)</b>	<b>(106)</b>	<b>(103)</b>	<b>(21,681)</b>	<b>(22,151)</b>
<b>(Surplus) or deficit arising on revaluation of available-for-sale financial assets (in other comprehensive income and expenditure)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net (gain)/loss for the year (in the total comprehensive income and expenditure)</b>	<b>1,087</b>	<b>(87)</b>	<b>201</b>	<b>(21,074)</b>	<b>(19,873)</b>

	2013/14				
	Financial Assets				
	Financial liabilities measured at amortised cost £000	Financial Assets: loans and receivables £000	Available-for-sale assets £000	At Fair Value through Profit and Loss £000	Total £000
Interest expense (including finance lease interest)	1,348	0	1	0	1,349
Impairment losses	0	66	1,567	0	1,633
Fee expense	40	5	0	474	519
<b>Total expense in (surplus) or deficit on the Provision of Services</b>	<b>1,388</b>	<b>71</b>	<b>1,568</b>	<b>474</b>	<b>3,501</b>
Interest income	(473)	(68)	0	0	(541)
Interest income accrued on impaired financial assets	0	(29)	0	0	(29)
Increases in fair value	0	0	0	0	0
Dividend Income	0	0	(221)	0	(221)
Other income	0	0	0	(9,896)	(9,896)
<b>Total income in (Surplus) or Deficit on the Provision of Services</b>	<b>(473)</b>	<b>(97)</b>	<b>(221)</b>	<b>(9,896)</b>	<b>(10,687)</b>
Gains on revaluation	0	0	0	0	0
<b>(Surplus) or deficit arising on revaluation of available-for-sale financial assets (in other comprehensive income and expenditure)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net (gain)/loss for the year (in the total comprehensive income and expenditure)</b>	<b>915</b>	<b>(26)</b>	<b>1,347</b>	<b>(9,422)</b>	<b>(7,186)</b>

### 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 2015 of 2.72% 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.

The fair values calculated are as follows:

	31/03/2014		31/03/2015	
	Carrying amount	Fair value	Carrying amount	Fair value
	£000	£000	£000	£000
Financial liabilities	40,000	41,029	40,000	45,793

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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 2015) arising from a commitment to pay interest to lenders above current market rates.

	31/03/2014		31/03/2015	
	Carrying amount £000	Fair value £000	Carrying amount £000	Fair value £000
Long-term debtors less provision	2,886	2,886	2,260	2,260

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

	2013-14	2014-15
	£000	£000
Stocks and Stores	714	665
<b>Total</b>	<b>714</b>	<b>665</b>

### Note 18 Construction Contracts

The following significant contracts for capital investment have been entered into by Orkney Islands Council and extend beyond 31 March 2015:

Project Name	Purpose	Approx Value £000	Anticipated Completion
House Build Programme - Phase 2	Construction of new HRA properties	6,061	June 2016
New Children's Home	Construction of new residential home	355	July 2015
Hatston Enterprise Area	Construction of new site developments	481	June 2015
Lifestyle Facility, Pickaquooy	Construction of new day care facility	160	July 2015
New Evie Primary School	Construction of new school facility	2,628	Sept 2016

### Note 19 Short-term Debtors

	2013-14 £000	2014-15 £000
NDR & Council Tax	241	665
Rents	221	401
Value Added Tax	762	1,142
Trade debtors	6,842	5,396
NHS Bodies	78	48
<b>Total</b>	<b>8,144</b>	<b>7,652</b>

## 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.

	2013-14 £000	2014-15 £000
Cash and Bank balances	9	82
Short Term Investments (considered to be Cash Equivalents)	25,000	33,000
Short Term Deposits (considered to be Cash Equivalents)	13,022	6,471
<b>Total</b>	<b>38,031</b>	<b>39,553</b>

## 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-Mar-14 £000	31-Mar-15 £000
<b>Balance outstanding at start of year</b>	<b>1,362</b>	<b>1,047</b>
<b>Assets newly classified as held for sale:</b>		
Additions	0	57
Transferred from /(to) Non-Current Assets during year	(121)	0
Revaluation Gains/(losses) taken to Surplus or deficit on the provision of services	(3)	0
Revaluation gains/(losses) other	(7)	(40)
Impairment Losses	0	(39)
<b>Assets declassified as held for sale:</b>		
Assets sold Cost	(184)	(189)
Other Disposals	0	(14)
<b>Balance outstanding at year-end</b>	<b>1,047</b>	<b>822</b>

## Note 22 Short-term Creditors

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

	2013-14 £000	2014-15 £000
NHS Bodies	2	0
NDR & Council Tax	119	121
HRA	102	304
Accumulated Absences	2,245	2,473
Receipts in advance	445	298
Trade creditors	6,712	9,909
Other	1,782	2,717
<b>Total Short Term Creditors</b>	<b>11,407</b>	<b>15,822</b>

**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 2014	Increase in provision during year	Utilised during year	Unused Amounts Reversed	Interest earned	Balance as at 31 March 2015
	£000	£000	£000	£000	£000	£000
Other	2,944	0	142	0	0	2,802
	<b>2,944</b>	<b>0</b>	<b>142</b>	<b>0</b>	<b>0</b>	<b>2,802</b>
<b>Current Provisions</b>	142	0	142	0	0	0
<b>Long Term Provisions</b>	2,802	0	0	0	0	2,802
	<b>2,944</b>	<b>0</b>	<b>142</b>	<b>0</b>	<b>0</b>	<b>2,802</b>

Other

A provision of £0.142M was identified in 2013-2014 in respect of the terms and conditions of harbour related staff and was utilised during 2014-2015.

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 2015 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 2014 £m		31 March 2015 £m
23.768	General Fund Balance	20.954
0.000	Housing Revenue Account Balance	0.000
0.020	Capital Receipts Reserve	0.020
0.508	Other Statutory Funds	0.508
196.784	Harbours	214.255
2.917	Repairs and Renewals Fund	3.811
<b>223.997</b>	<b>Total usable reserves</b>	<b>239.548</b>

## Note 25 Unusable Reserves

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

1. 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.
2. 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 2014 £000	31 March 2015 £000
Capital Adjustment Account	228,218	235,997
Financial Instruments Adjustment Account	(194)	(151)
Revaluation Reserve	73,508	85,274
Pensions Reserve	(35,721)	(38,583)
Employee Statutory Adjustment Account	(2,245)	(2,473)
<b>Total Unusable Reserves</b>	<b>263,566</b>	<b>280,064</b>

## 1. 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 2014 £000	31 March 2015 £000
<b>Balance at 1 April</b>	42,981	73,508
Upward revaluation of assets	35,308	14,388
Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	<b>78,289</b>	<b>87,896</b>
Difference between fair value depreciation and historical cost depreciation	(1,311)	(2,370)
Revaluation balances on assets scrapped or disposed of	(3,470)	(252)
<b>Balance at 31 March</b>	<b>73,508</b>	<b>85,274</b>

## 2. 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.

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 2014		31 March 2015	
	£000	£000	£000	£000
<b>Balance at 1 April</b>		<b>219,089</b>		<b>228,218</b>
<b>Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:</b>				
Charges for depreciation and impairment of non-current assets	(22,488)		(12,117)	
Revaluation losses on Property, Plant and Equipment	12,884		(2,421)	
Revenue expenditure funded from capital under statute	(64)		0	
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	(4,073)		(396)	
		<b>(13,741)</b>		<b>(14,934)</b>
Adjusting amounts written out of the Revaluation Reserve		1,311		2,370
<b>Net written out amount of the cost of non-current assets consumed in the year</b>		<b>(12,430)</b>		<b>(12,564)</b>
<b>Capital financing applied in the year:</b>				
Use of the Capital Receipts Reserve to finance new capital expenditure	775		433	
Loans Lease principal repayments	3,434		4,266	
Application of grants to capital financing from the Capital Grants Unapplied Account	9,234		9,973	
Capital expenditure charged against the General Fund and HRA balances	9,083		3,132	
		<b>22,526</b>		<b>17,804</b>
Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement		(967)		2,539
<b>Balance at 31 March</b>		<b>228,218</b>		<b>235,997</b>

### 3. 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 2014	31 March 2015
	£000	£000
<b>Balance at 1 April</b>	<b>(223)</b>	<b>(194)</b>
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	29	43
<b>Balance at 31 March</b>	<b>(194)</b>	<b>(151)</b>

#### 4. 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 been set aside by the time the benefits come to be paid.

	31 March 2014 £000	31 March 2015 £000
<b>Balance at 1 April</b>	<b>(30,290)</b>	<b>(35,721)</b>
Remeasurement of the net Pension Fund liability/(asset)	(2,876)	879
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	(9,280)	(10,816)
Employers Pensions contributions and direct payments to pensioners payable in the year	6,725	7,075
<b>Balance at 31 March</b>	<b>(35,721)</b>	<b>(38,583)</b>

#### 5. 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 2014 £000	31 March 2015 £000
<b>Balance at 1 April</b>	<b>(2,351)</b>	<b>(2,245)</b>
Amounts accrued at the end of the current year	106	(228)
<b>Balance at 31 March</b>	<b>(2,245)</b>	<b>(2,473)</b>

**Note 26 Cash Flow Statement: Operating Activities**

	2013-14 £000	2014-15 £000
<b>Adjustment to surplus or deficit on the provision of services for noncash movements</b>		
Depreciation and Impairment losses	22,035	12,099
Revaluation Gains	(12,884)	2,421
Amortisation (included with depreciation above)	453	18
(Increase)/Decrease in Stock	(64)	49
(Increase)/Decrease in Debtors	756	1,709
Increase/(decrease) in impairment provision for bad debts	142	(142)
Increase/(Decrease) in Creditors	(1,326)	3,427
Movements in the Pension Reserve not relating to actuarial changes	2,555	3,741
Carrying amount of non-current assets sold	7,543	648
Investment Income not involving movement of cash	(9,446)	(22,440)
Contributions to Other Reserves/Provisions	(23,309)	(8,133)
Movement in value of investment properties-included above in impairment & downward revaluations (& non-sale de-recognitions)	967	(2,539)
	<b>(12,578)</b>	<b>(9,142)</b>
<b>Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities</b>		
Purchase of short-term (not considered to be cash equivalents) and long-term investments (includes investments in associates, joint ventures and subsidiaries)	169,898	33,762
Proceeds from short-term (not considered to be cash equivalents) and long-term investments (includes investments in associates, joint ventures and subsidiaries)	(169,541)	(32,811)
	<b>357</b>	<b>951</b>

**Note 27 Cash Flow Statement: Investing Activities**

	2013-14 £000	2014-15 £000
Purchase of PP&E, investment property and intangible assets	30,440	18,045
Purchase of Short Term Investments (not considered to be cash equivalents)	(15,786)	(547)
Other Payments for Investing Activities	1,579	368
Proceeds from the sale of PP&E, investment property and intangible assets	(718)	(433)
Capital Grants and Contributions Received	(9,384)	(10,854)
Other Receipts from Investing Activities	(491)	(461)
<b>Net Cash flows from Investing Activities</b>	<b>5,640</b>	<b>6,118</b>

**Note 28 Cash Flow Statement: Financing Activities**

	2013-14 £000	2014-15 £000
Cash receipts from Short and Long Term Borrowing	0	(10,000)
Other Receipts form Financing Activities	0	(361)
Repayment of Short and Long Term borrowing	0	10,000
Other payments for Financing Activities	0	1,312
<b>Net Cash flows from Financing Activities</b>	<b>0</b>	<b>951</b>

## Note 29 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 Annual 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 2014-15	Education	Leisure & Cultural	Community Social Services	Roads	Transport	Environ. Services	Housing Revenue Account	Harbours	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Fees, charges & other income	684	559	2,078	103	38	830	3,206	7,377	14,875
Government grants	220	71	237	0	5	15	0	0	548
Other grants & contributions	649	314	3,521	146	58	0	218	1,287	6,193
<b>Total Income</b>	<b>1,553</b>	<b>944</b>	<b>5,836</b>	<b>249</b>	<b>101</b>	<b>845</b>	<b>3,424</b>	<b>8,664</b>	<b>21,616</b>
Employee expenses	19,690	1,812	15,484	0	836	539	298	2,678	41,337
Other service expenses	9,555	2,930	6,876	3,946	8,481	3,458	2,157	3,978	41,381
Support service recharges	950	441	1,043	228	208	236	455	340	3,901
<b>Total Expenditure</b>	<b>30,195</b>	<b>5,183</b>	<b>23,403</b>	<b>4,174</b>	<b>9,525</b>	<b>4,233</b>	<b>2,910</b>	<b>6,996</b>	<b>86,619</b>
<b>Net Expenditure</b>	<b>28,642</b>	<b>4,239</b>	<b>17,567</b>	<b>3,925</b>	<b>9,424</b>	<b>3,388</b>	<b>(514)</b>	<b>(1,668)</b>	<b>65,003</b>

Service Area income and expenditure analysis 2013-14	Education	Leisure & Cultural	Community Social Services	Roads	Transport	Environ. Services	Housing Revenue Account	Harbours	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Fees, charges & other income	853	608	2,256	117	47	931	2,993	6,386	14,191
Government grants	186	37	47	0	3	4	0	0	277
Other grants & contributions	211	199	3,259	172	0	36	222	3,207	7,306
<b>Total Income</b>	<b>1,250</b>	<b>844</b>	<b>5,562</b>	<b>289</b>	<b>50</b>	<b>971</b>	<b>3,215</b>	<b>9,593</b>	<b>21,774</b>
Employee expenses	19,141	1,844	14,829	(60)	726	509	314	2,688	39,991
Other service expenses	9,032	2,845	8,207	4,181	8,315	3,392	2,478	5,421	43,871
Support service recharges	798	441	969	186	231	171	423	298	3,517
<b>Total Expenditure</b>	<b>28,971</b>	<b>5,130</b>	<b>24,005</b>	<b>4,307</b>	<b>9,272</b>	<b>4,072</b>	<b>3,215</b>	<b>8,407</b>	<b>87,379</b>
<b>Net Expenditure</b>	<b>27,721</b>	<b>4,286</b>	<b>18,443</b>	<b>4,018</b>	<b>9,222</b>	<b>3,101</b>	<b>0</b>	<b>(1,186)</b>	<b>65,605</b>

## 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**.

	2013-14 £m	2014-15 £m
Net expenditure in the Service Analysis	65.605	65.003
Net expenditure of services and support services not included in the Analysis	9.047	16.558
Amounts in the Comprehensive Income and Expenditure Statement not reported to management in the Analysis	25.170	16.065
Amounts included in the Analysis not included in the Comprehensive Income and Expenditure Statement	(12.407)	(6.231)
<b>Cost of Services</b>	<b>87.415</b>	<b>91.395</b>

## 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**:

2014-15	Service Analysis £000	Services and Support Services not in Analysis £000	Amounts not reported to management for decision making £000	Amounts not included in I&E £000	Cost of Services £000	Corporate Amounts £000	Total £000
Government Grants	548	4,315	0	0	4,863	70,672	<b>75,535</b>
Other Grants, Reimbursements & Contributions	5,874	4,276	0	0	10,150	1,326	<b>11,476</b>
Rents & Lettings	3,969	352	0	0	4,321	1,231	<b>5,552</b>
Sales	1,231	40	0	0	1,271	123	<b>1,394</b>
Investment Income	0	0	0	0	0	22,299	<b>22,299</b>
Interest & Loans	42	0	0	0	42	219	<b>261</b>
Fees & Charges	9,633	1,612	0	0	11,245	1,263	<b>12,508</b>
Miscellaneous Income	319	107	(9,719)	0	(9,293)	373	<b>(8,920)</b>
Apportioned Income	0	(2,344)	0	0	(2,344)	0	<b>(2,344)</b>
Capital Grants & Contributions	0	0	0	0	0	9,973	<b>9,973</b>
Income from Council Tax	0	0	0	0	0	7,797	<b>7,797</b>
<b>Total Income</b>	<b>21,616</b>	<b>8,358</b>	<b>(9,719)</b>	<b>0</b>	<b>20,255</b>	<b>115,276</b>	<b>135,531</b>
Staff Costs	41,336	11,480	2,269	0	55,085	3,278	<b>58,363</b>
Property Costs	9,064	1,255	0	0	10,319	1,058	<b>11,377</b>
Supplies & Services	3,383	1,571	0	0	4,954	1,189	<b>6,143</b>
Transport Costs	4,405	232	0	0	4,637	112	<b>4,749</b>
Administration Costs	1,041	1,346	0	0	2,387	120	<b>2,507</b>
Apportioned Costs	3,902	(7,732)	0	0	(3,830)	311	<b>(3,519)</b>
Third Party Payments	15,166	955	0	0	16,121	80	<b>16,201</b>
Transfer Payments	1,989	5,696	0	0	7,685	34	<b>7,719</b>
Miscellaneous Expenditure	5,266	4,941	(10,215)	0	(8)	(70)	<b>(78)</b>
Finance and Capital Charges	0	0	0	0	0	0	<b>0</b>
Depreciation and Impairment	1,067	5,172	14,292	(6,231)	14,300	(594)	<b>13,706</b>
Gain or Loss on Disposal of Fixed Assets	0	0	0	0	0	0	<b>0</b>
Accounting for Pensions	0	0	0	0	0	1,581	<b>1,581</b>
<b>Total expenditure</b>	<b>86,619</b>	<b>24,916</b>	<b>6,346</b>	<b>(6,231)</b>	<b>111,650</b>	<b>7,099</b>	<b>118,749</b>
<b>(Surplus) or deficit on the provision of services</b>	<b>65,003</b>	<b>16,558</b>	<b>16,065</b>	<b>(6,231)</b>	<b>91,395</b>	<b>(108,177)</b>	<b>(16,782)</b>



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2013-14	Directorate Analysis £000	Services and Support Services not in Analysis £000	Amounts not reported to management for decision making £000	Amounts not included in I&E £000	Cost of Services £000	Corporate Amounts £000	Total £000
Government Grants	277	4,173	0	0	4,450	71,237	<b>75,687</b>
Other Grants, Reimbursements & Contributions	3,005	2,005	0	0	5,010	0	<b>5,010</b>
Rents & Lettings	3,756	359	0	0	4,115	1,222	<b>5,337</b>
Sales	1,232	43	0	0	1,275	0	<b>1,275</b>
Investment Income	0	0	0	0	0	10,124	<b>10,124</b>
Interest & Loans	53	0	0	0	53	927	<b>980</b>
Fees & Charges	8,770	1,583	0	0	10,353	1,540	<b>11,893</b>
Miscellaneous Income	4,682	12,945	(17,190)	0	437	2	<b>439</b>
Capital Grants & Contributions	0	5,372	0	0	5,372	9,234	<b>14,606</b>
Income from Council Tax	0	0	0	0	0	8,380	<b>8,380</b>
<b>Total Income</b>	<b>21,775</b>	<b>26,480</b>	<b>(17,190)</b>	<b>0</b>	<b>31,065</b>	<b>102,666</b>	<b>133,731</b>
Staff Costs	39,992	11,259	(108)	0	51,143	3,118	<b>54,261</b>
Property Costs	8,797	1,293	0	0	10,090	1,314	<b>11,404</b>
Supplies & Services	3,388	1,507	0	0	4,895	463	<b>5,358</b>
Transport Costs	4,245	227	0	0	4,472	151	<b>4,623</b>
Administration Costs	902	1,211	0	0	2,113	160	<b>2,273</b>
Apportioned Costs	3,516	0	0	0	3,516	69	<b>3,585</b>
Third Party Payments	13,971	1,129	0	0	15,100	649	<b>15,749</b>
Transfer Payments	1,737	7,073	0	0	8,810	(29)	<b>8,781</b>
Miscellaneous Expenditure	8,500	1,310	(3,810)	0	6,000	7	<b>6,007</b>
Finance and Capital Charges	2,005	3,600	0	(12,407)	(6,802)	1,416	<b>(5,386)</b>
Depreciation and Impairment	327	6,816	10,834	0	17,977	(219)	<b>17,758</b>
Gain or Loss on Disposal of Fixed Assets	0	0	0	0	0	6,825	<b>6,825</b>
Accounting for Pensions	0	102	1,064	0	1,166	1,389	<b>2,555</b>
<b>Total expenditure</b>	<b>87,380</b>	<b>35,527</b>	<b>7,980</b>	<b>(12,407)</b>	<b>118,480</b>	<b>15,313</b>	<b>133,793</b>
<b>(Surplus) or deficit on the provision of services</b>	<b>65,605</b>	<b>9,047</b>	<b>25,170</b>	<b>(12,407)</b>	<b>87,415</b>	<b>(87,353)</b>	<b>62</b>

### 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 2014-2015 the value of this service amounted to £0.065M (2013-2014 £0.077M).

The Council collects Non-Domestic Rates on behalf of the Scottish Government. For 2014-2015 £9.604M was collected (2013-2014 £8.827M).

### Note 32 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 2014-2015 were as follows:-



	2013/2014 £000	2014/2015 £000
Orkney Islands Council	184	190
Pension Fund	21	23
Charities	2	2
	<b>207</b>	<b>215</b>

### Note 33 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 29 on amounts reported for resource allocation decisions.

#### 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.

#### 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.

#### 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.

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	2013-14			2014-15		
	Receipts	Payments	Debtor / (Creditor)	Receipts	Payments	Debtor / (Creditor)
	£m	£m	£m	£m	£m	£m
<b>Scottish Government</b>						
Revenue Grants Being payments made in support of Revenue Expenditure	59.627	0.000	0.000	59.398	0.000	0.000
Capital Grants Being payments made in support of Capital Expenditure	6.122	0.000	0.000	9.217	0.000	0.000
<b>Companies and Joint Boards</b>						
Orkney Towage Company Limited Being payments made for the provision of Towage Services	1.159	0.415	4.378	1.190	0.771	3.425
Orkney Ferries Limited Being payments made in support of the Ferry Services	0.031	6.925	0.664	0.023	7.041	0.705
Pickaquoy Centre Trust	0.434	0.953	0.126	0.332	0.840	0.003
Orkney and Shetland Valuation Joint Board Being payments of annual requisition to Joint Boards	0.000	0.278	0.021	0.000	0.274	0.024
<b>Orkney Islands Pension Fund</b>						
Being payments of employers contributions in respect of employees	0.000	6.183	0.000	0.000	6.533	(0.904)

## Note 34 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.

<b>Capital Expenditure and Capital Financing</b>	<b>2013-14 £000</b>	<b>2014-15 £000</b>
Opening Capital Financing Requirement	<b>30,898</b>	<b>36,540</b>
Property, Plant and Equipment	27,026	16,547
Investment Properties	957	1,327
Intangible Assets	71	0
Heritage Assets	50	0
Revenue Expenditure Funded from Capital under Statute	64	0
	<b>28,168</b>	<b>17,874</b>
<b>Sources of finance</b>		
Capital receipts	(775)	(433)
Government grants and other contributions	(9,234)	(9,973)
<b>Sums set aside from revenue:</b>		
Direct revenue contributions:		
General	(8,763)	(1,812)
HRA	(32)	(137)
Harbours	(288)	(1,183)
Loans fund principal	(3,434)	(4,266)
	<b>(22,526)</b>	<b>(17,804)</b>
<b>Closing Capital Finance Requirement</b>	<b>36,540</b>	<b>36,610</b>
<b>Explanation of movements in year</b>		
Increase in underlying need to borrow (unsupported by government financial assistance)	(3,434)	70
<b>Increase/(decrease) in Capital Financing Requirement</b>	<b>(3,434)</b>	<b>70</b>

At 31 March 2015 the Council had commitments on capital contracts for projects of £9.685 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 35 Leases**Orkney Islands Council as LesseeOperating 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 £0.126m (2013-2014 £0.120m).

Future minimum payments are set out below:-

	2013/14	2014/15
	Land and buildings	Land and buildings
	£000	£000
Minimum lease rentals payable:		
No later than 1 year	113	116
Later than 1 year and no later than 5 years	394	397
Later than 5 years	2,506	2,485
	<b>3,013</b>	<b>2,998</b>

Orkney Islands Council as LessorOperating 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 £1.811m (2013-2014 £1.788m). No contingent rents were recognised.

Future minimum lease income is set out below:-

	2013/14	2014/15
	Land and buildings	Land and buildings
	£000	£000
Minimum lease rentals receivable:		
No later than 1 year	1,589	1,650
Later than 1 year and no later than 5 years	4,476	4,301
Later than 5 years	16,565	17,361
	<b>22,630</b>	<b>23,312</b>

### **Note 36 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 Notes 12, 14, 15 and 21 reconciling the movement over the year in the Property, Plant and Equipment, Intangible, Heritage and Assets Held For Sale balances.

### **Note 37 Capitalisation of Borrowing Costs**

The Council does not capitalise its borrowing costs.

### **Note 38 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. Employer contributions are set on the basis of periodic reviews by the Government Actuary. Throughout the year the council's rate of contribution as employer was 14.9% (14.9% in 2013-2014) and the employee rate is tiered and ranges from 6.4% to 11.6% (6.4% to 11.2% in 2013-2014). Employer contribution rates for 2015-16 will increase to 17.2% with effect from 1 September 2015. The council paid £1.730 million (£1.660 million in 2013-2014) for employer's contributions to the Scottish Public Pensions Agency. £0.316 million of expenditure (£0.310 million in 2013-2014) was charged to service revenue accounts in respect of "added years" pension enhancement termination benefits, representing 2.72% of employees' pensionable pay (2.78% in 2013-2014).

### **Note 39 Defined Benefit Pension Schemes**

#### **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:**

- The Local Government Pension Scheme, administered locally by Orkney Islands Council - this is a funded defined benefit scheme, meaning that the Authority and employees pay contributions into a fund, calculated at a level intended to balance the pension's liabilities with investment assets.
- Arrangements for the award of discretionary post-retirement 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 liabilities, and cash has to be generated to meet actual pension payments as they eventually fall due.

The principal risks to the Authority of the scheme are the longevity assumptions, statutory changes to the scheme, structural changes to the scheme (i.e. large-scale withdrawals from the scheme), changes to inflation, bond yields and the performance of the equity investments held by the scheme. These are mitigated to a certain extent by the statutory requirements to charge to the General Fund and Housing Revenue Account the amounts required by statute as described in the accounting policies note.

### Transactions relating to post-employment benefits

The Council recognises the cost of retirement benefits in the reported cost of service when they are earned by employees, rather than when the benefits are eventually paid as pensions.

However, the charge the Council is required to make against council tax is based on the cash payable in the year, so the real cost of post-employment/retirement benefits is reversed out of the General Fund via the Movement on Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund balance via the Movement in Reserves Statement during the year:

2013-2014 £m		2014-2015 £m
<b>Comprehensive Income and Expenditure Statement</b>		
<i>Cost of Services:</i>		
7.789	Current service cost	9.235
0.102	Past service cost including curtailments	0.000
<i>Included within financing and investment income and expenditure:</i>		
1.389	Net Interest Expense	1.581
<b>9.280</b>	<b>Total of LGPS post-employment benefits charged to the surplus or deficit on the provision of services</b>	<b>10.816</b>
<i>Included within other comprehensive income and expenditure:</i>		
0.000	Changes in demographic assumptions	(2.825)
9.213	Changes in financial assumptions	28.631
0.062	Other experience	(1.177)
(6.399)	Return on assets excluding amounts included in net interest	(25.508)
<b>2.876</b>	<b>Remeasurement of the net Pension Fund Liability/(Assets)</b>	<b>(0.879)</b>
<b>Movement in reserves statement:</b>		
<i>Adjustments between accounting and funding basis under regulations:</i>		
(9.280)	Reversal of net charges made to surplus or deficit on the provision of services for post-employment benefits in accordance with the code	(10.816)
(2.876)	Reversal of re-measurement of net defined benefit liability	0.879
<b>Actual amount charged against the General Fund balance for pensions in the year:</b>		
6.725	Employer contributions and direct payments payable in the year	7.075
<b>(5.431)</b>	<b>Net charge to the General Fund Summary</b>	<b>(2.862)</b>

### Pension Assets and Liabilities recognised in the Balance Sheet

	31 March 2014 £m	31 March 2015 £m
Fair value of scheme assets	198.693	236.021
Fair value of scheme liabilities	(234.414)	(274.604)
<b>Council's share of (deficit) or surplus in the scheme</b>	<b>(35.721)</b>	<b>(38.583)</b>

**Asset and Liabilities in Relation to Post-Employment Benefits**

Reconciliation of Movements in the Fair Value of Scheme Assets:

2013-2014 £m		2014-2015 £m
<b>180.782</b>	<b>Opening balance at 1 April</b>	<b>198.693</b>
8.209	Interest Income	8.606
	<i>Cashflows:-</i>	
1.763	Member contributions	1.886
6.138	Employer contributions	6.479
0.587	Contributions in respect of unfunded benefits	0.596
(4.598)	Benefits paid: other	(5.151)
(0.587)	Benefits paid: unfunded	(0.596)
	<i>Remeasurements:-</i>	
6.399	Return on Plan Assets, excl. net interest expense	25.508
<b>198.693</b>	<b>Closing balance at 31 March</b>	<b>236.021</b>

Reconciliation of Present Value of the Scheme Liabilities:

2013-2014 £m		2014-2015 £m
201.499	Present Value of Funded Liabilities	224.767
9.573	Present Value of Unfunded Liabilities	9.647
<b>211.072</b>	<b>Opening balance at 1 April</b>	<b>234.414</b>
7.789	Current service cost	9.235
0.102	Past service cost including curtailments	0.000
9.598	Interest cost	10.187
	<i>Cashflows:-</i>	
1.763	Member contributions	1.886
(4.598)	Estimated benefits paid: other	(5.151)
(0.587)	Estimated benefits paid: unfunded	(0.596)
	<i>Remeasurements:-</i>	
0.000	Changes in demographic assumptions	(2.825)
9.213	Changes in financial assumptions	28.631
0.062	Other experience	(1.177)
<b>234.414</b>		<b>274.604</b>
224.767	Present Value of Funded Liabilities	265.145
9.647	Present Value of Unfunded Liabilities	9.459
<b>234.414</b>	<b>Closing balance at 31 March</b>	<b>274.604</b>

## Analysis of Pension Fund's Assets

The below asset values are at bid value as required by IAS19.

2013-2014 £m			2014-2015 £m	
<b>Equities:</b>				
38.640	19%	Consumer	46.369	20%
27.717	14%	Manufacturing	38.428	16%
10.678	5%	Energy and Utilities	10.628	5%
38.847	20%	Financial Institutions	45.915	19%
9.732	5%	Health and Care	11.357	5%
13.825	7%	Information Technology	18.425	8%
4.882	3%	Other	0.000	0%
0.000	0%	<b>Bonds:</b>	0.000	0%
0.000	0%	<b>Private Equity:</b>	0.000	0%
0.000	0%	<b>Property:</b>	0.000	0%
<b>Investment Funds and Unit Trusts:</b>				
25.372	13%	Equities	29.162	12%
24.133	12%	Bonds	33.751	14%
0.000	0%	<b>Derivatives:</b>	0.000	0%
4.867	2%	<b>Cash and Cash Equivalents:</b>	1.986	1%
<b>198.693</b>	<b>100%</b>	<b>Total Assets</b>	<b>236.021</b>	<b>100%</b>

## Basis for Estimating Assets and Liabilities

Liabilities have been assessed on an actuarial basis using the projected unit method, an estimate of the pensions that will be payable in the future years dependent on assumptions about mortality rates, salary levels, etc. 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 2014-2015, and the council's share of the Pension Fund's defined benefit obligation (scheme liabilities) and scheme assets as at 31 March 2015:

31 March 2014		31 March 2015
4.30%	Discount rate for defined benefit obligation	3.20%
5.10%	Rate of increase in salaries	4.30%
2.80%	Rate of increase in pensions	2.40%
Mortality assumptions:		
Longevity at age 65 for current pensioners:		
23.0 years	Men	22.4 years
25.8 years	Women	23.8 years
Longevity at age 65 for future pensioners:		
24.9 years	Men	25 years
27.7 years	Women	27 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%

The estimation of the defined benefit obligation is sensitive to the actuarial assumptions set out in the table above. The sensitivity analyses below have been determined based on reasonably possible changes to the assumptions occurring at the end of the reporting period



and assumes for each change that the assumption analysed changes while all the other assumptions remain constant. The longevity assumptions, for example, assume that life expectancy increases or decreases for men and women. In practice this is unlikely to occur, and changes in some of the assumptions may be interrelated. The estimations in the sensitivity analysis have followed the accounting policies for the scheme, i.e. on an actuarial basis using the projected unit credit method.

Change in assumptions as at 31 March 2015:	Approximate increase to Employer %	Approximate Monetary Amount £m
0.5% decrease in Real Discount Rate	11%	30,286
1 year increase in member life expectancy	3%	8,238
0.5% increase in the Salary Increase Rate	4%	12,145
0.5% increase in the Pension Increase Rate	6%	17,303

Orkney Islands Council Pension Fund does not have an asset and liability matching strategy.

### Impact on the Authority's Cash Flows

The objectives of the scheme are to keep employers' contributions at as constant a rate as possible. The Council has agreed a strategy with the scheme's actuary to achieve a funding level of 100% over the next 20 years. Funding levels are monitored on an annual basis. The next triennial valuation is due to be completed as at 31 March 2017.

The Fund is taking account of recent national changes to the Local Government Pension Scheme in Scotland such as the move from 1 April 2015 to a new Career Average Revalued Earning Scheme (CARE) for future accruals.

The Authority anticipates paying £6.437m in contributions to the scheme in 2015-2016.

The weighted average duration of the defined benefit obligation for scheme members was 19.9 years in 2014-2015.

### 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](http://www.orkney.gov.uk).

### Note 40 Contingent Liabilities

Contingent liabilities are possible obligations that arise from past events whose existence will only be confirmed by the occurrence or non-occurrence of one or more uncertain future events.

The Council is responsible under environmental and planning legislation for the ongoing monitoring and if required maintenance and reinstatement of current and former landfill and quarry sites. As at 31 March 2015, no financial provision has been made in respect of the future reinstatement of these landfill or quarry sites. However, the council recognises that there may be a contingent liability in respect of current and former landfill and quarry sites operated by the council. The timing of liabilities in respect of current and former landfill and quarry sites is uncertain and the associated costs cannot be reliably estimated at this time.

There may be claims submitted against the Council in relation to a judgement by the European Court of Justice on holiday pay. The judgement was that all pay elements intrinsically linked to the performance of the tasks being carried out under the terms of the contract of employment should be included in the calculation of holiday pay. The actual cost and timing of any claims cannot be estimated with reasonable accuracy and consequently no specific provision has been made in the financial statements in respect of any such claims. Guidance on this issue is being developed by COSLA which will allow the full financial impact to be assessed.

The Council's risk register includes one pension risk relating to participation of its subsidiaries, Orkney Towage Company Ltd and Orkney Ferries Ltd in the Merchant Navy Officers Pensions Fund (MNOFP). If either of the Council subsidiaries cease to employ active members of this Pension Fund, the Council could become liable to the MNOFP for the immediate payment of a share of the deficit on the fund (a so called Section 75 debt) estimated at £13m.

## **Note 41 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 £25M of its surplus balances to individual institutions at any one time.

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.

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2014-2015	Amount at 31 March 2015 £m	Historical experience of non-payment adjusted for market conditions at 31 March 2015 %	Adjustment for Market Conditions at 31/03/15 %	Estimated maximum exposure to default and uncollectability at 31 March 2015 £m
Deposits with financial institutions and local authorities	39.471	0.000	0.000	0.000
Customers (sundry income)	9.353	5.000	16.900	1.580
<b>Total</b>	<b>48.824</b>			<b>1.580</b>

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.

The Authority does not generally allow credit for customers, such that £1.998M of the £4.363M balance is past its due date for payment. The past due but not impaired amount can be analysed by age as follows:

31 March 2014 £m		31 March 2015 £m
0.352	Less than three months	0.266
0.514	Three to six months	0.172
0.251	Six months to one year	0.155
1.688	More than one year	1.405
<b>2.805</b>	<b>Sundry income debtors balance</b>	<b>1.998</b>

### 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 2015 the outstanding value of loans advanced by the council was £0.215 million (£0.190 million as at 31 March 2014).

### 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:

	31/03/2014 £m	31/03/2015 £m
Between one and two years	10	5
Between two and five years	10	10
More Than 5 Years	20	25
	<b>40</b>	<b>40</b>

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

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 regularly reviews the level of grant support it provides to local authority's, 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 2014-2015, with all other variables held constant.

	<b>31/03/2014</b>	<b>31/03/2015</b>
	<b>£000</b>	<b>£000</b>
Increase in interest receivable on variable rate investments	(26)	(395)
Impact on Surplus or Deficit on the Provision of Services	<b>(26)</b>	<b>(395)</b>
Decrease in fair value of fixed rate investment assets	826	818
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)	<b>826</b>	<b>818</b>

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 £193.918M of investments as at 31 March 2015 in the form of equity shares and bonds, including £3.418M in a local wind energy company. 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 £9.696M 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.

**Note 42 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 2015 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

2013-2014		2014-2015		
		Registered Charitable Trusts	Non Registered Trusts	Total
£000		£000	£000	£000
<b>Income</b>				
(48)	Interest on Investments etc.	(2)	(57)	(59)
<b>Expenditure</b>				
88	General Expenditure	43	53	96
<b>40</b>	<b>(Surplus)/Deficit for the Year</b>	<b>41</b>	<b>(4)</b>	<b>37</b>

## Balance Sheet as at 31 March 2015

31 March 2014		31 March 2015			
		Note	Registered Charitable Trusts £000	Non Registered Trusts £000	Total £000
839	Short-term Deposits with Orkney Islands Council		146	687	833
(6)	Current Liabilities		(26)	(11)	(37)
<b>833</b>	<b>Total Assets less Liabilities</b>		<b>120</b>	<b>676</b>	<b>796</b>
	<b>Represented by</b>				
834	Trust Fund Balances		120	676	796
<b>834</b>	<b>Total Net Worth</b>	(ii)	<b>120</b>	<b>676</b>	<b>796</b>

## 1. 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	SC044607
Sheriff Thoms Bequest	SC044607	St Peter's House Comforts Fund	SC044607
Baron Stewart Moncrieff's	SC044607	Queens Own Highlanders	SC044607
Frances Taylor's Bequest	SC044607	Lord Lieutenants Orkney Relief Fund	SC044607
James Cumming's Bequest	SC044607	PC Flett's Amenities Bequest	SC044607
Miss M J Peace's Bequest	SC044607	PC Flett's Cursiter Bequest	SC044607
William Orkney Reid's Bursary Fund	SC044607	Mrs Flett's Bequest	SC044607
Baikie Bursary	SC044607		

The trustees made an application to the Office of the Scottish Charity Regulator (OSCR) for approval of a re-organisation scheme to transfer the assets of the Orkney Educational Trust to the Orkney Islands General Charitable Trust, a registered Scottish charity (SC044607). The aim of the re-organisation is intended to obtain greater administration efficiencies and reduced costs as a result of synergy obtained from the reorganisation. Approval of the reorganisation was granted by OSCR on 16 June 2015.

## 2. Trust Fund Balances

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

	£000
<b>Orkney Educational Trust</b> Various bursary awards made to individuals for further education opportunities, and in the promotion of sport, visual arts, music and drama.	53
<b>Sheriff Thoms Bequest</b> The restoration of St Magnus Cathedral.	19
<b>William Orkney Reid's Bursary Fund</b> To assist the education of any promising pupils of Kirkwall Grammar School.	11
<b>County Home Comforts Fund</b> To promote the social welfare and comfort of residents of the County Home subsequently renamed as St Rognvald's House, Kirkwall, Orkney.	10
<b>St Peter's House Comforts Fund</b> To promote the social welfare and comfort of residents of St Peters House, Stromness, Orkney.	16
<b>Others</b> 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.	11
<b>Total</b>	<b>120</b>

## Note 43 Common Good Fund

Common Good Funds were inherited from the former Burgh Councils 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.

2013-2014 Total £000		2014-2015 Total £000
<b>Income</b>		
(34)	Interest on Investments etc.	(33)
0	Transfer to revaluation reserve	(219)
<b>Expenditure</b>		
33	General Expenditure	30
<b>(1)</b>	<b>(Surplus)/Deficit for the Year</b>	<b>(222)</b>

31 March 2014 Total £000	Balance Sheet	31 March 2015		
		£000	£000	Total £000
	<b>Investments</b>	<b>Stromness</b>	<b>Kirkwall</b>	
27	Property	35	211	246
224	Capital Deposits	50	174	224
<b>TOTAL LONG TERM ASSETS</b>				
<b>Current Assets</b>				
415	Loans Fund Deposit	68	349	417
0	<b>Less Current Liabilities</b>	0	0	0
<b>NET CURRENT ASSETS</b>				
<b>666</b>	<b>NET ASSETS</b>	<b>153</b>	<b>734</b>	<b>887</b>
<b>Represented by:</b>				
224	Capital Reserve	50	174	224
442	Revenue Reserve	69	375	444
0	Revaluation Reserve	34	185	219
<b>666</b>	<b>ACCUMULATED FUNDS</b>	<b>153</b>	<b>734</b>	<b>887</b>

### NOTES

#### Accounting Policies

The accounts have been prepared in accordance with "the Code". Asset valuations were carried out by the Orkney and Shetland Valuation Joint Board on properties held as Common Good property in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Local Authority in the United Kingdom (The Code), otherwise known as the Statement of Recommended Practice (SORP). All valuations undertaken having regard to IFRS as applied to the Public Sector and in accordance with the Royal Institution of Chartered Surveyors Valuation Standards (The Red Book).

The result of these valuations was an increase in property value to £0.234M (2013-2014: £0.027M).



## 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.

2013-2014 £m		2014-2015	
		£m	£m
	<i>Expenditure:</i>		
1.246	Repairs and maintenance	1.609	
0.641	Supervision and management	0.618	
3.473	Depreciation and impairment of non-current assets	3.299	
0.008	Increase or (decrease) in the allowance for bad debts	0.006	
5.368			5.532
	<i>Income:</i>		
(2.967)	Dwelling rents	(3.155)	
(0.008)	Non-dwelling rents	(0.016)	
(0.018)	Other income	(0.035)	
(2.993)			(3.206)
<b>2.375</b>	<b>Net cost of HRA services as included in the comprehensive income and expenditure statement</b>		<b>2.326</b>
	<i>HRA share of the operating income and expenditure included in the comprehensive income and expenditure statement:</i>		
(1.150)	Capital Grants	(2.545)	
0.121	(Gain) or loss on sale of HRA non-current assets	0.074	
0.469	Interest payable and similar charges	0.514	
0.013	Pensions interest cost and expected return on pensions assets	0.011	
			(1.946)
<b>1.828</b>	<b>(Surplus) or deficit for the year on HRA services</b>		<b>0.380</b>



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.

2013-2014 £m		2014-2015			
		£m	£m	£m	£m
0.000	Balance on the HRA at the end of the previous year				0.000
1.828	(Surplus) or deficit for the year on the HRA income and expenditure statement			0.380	
	<i>Adjustments between accounting basis and funding basis under regulations:</i>				
(0.121)	Reverse out gain or (loss) on sale of HRA non-current assets		(0.074)		
	HRA share of contributions to or (from) the Pension Reserve:				
(0.077)	Reverse out net charges made for post-employment benefits in accordance with IAS19	(0.078)			
0.056	Pensions cost chargeable for the year in accordance with statutory provisions: employer's contributions payable to Orkney Islands Council Pension Fund	0.051			
(0.021)	HRA share of contributions to or (from) the Pension Reserve		(0.027)		
0.000	HRA share of contributions to or (from) the Employee Statutory Adjustment Account		0.000		
0.032	Capital expenditure funded by the HRA		0.137		
	Transfer to or (from) the Capital Adjustment Account:				
(3.473)	Reverse out depreciation and impairment gains on non-current assets	(3.299)			
1.150	Reverse out credits made for capital grants	2.545			
0.315	Loans fund principal contribution from the HRA	0.446			
(2.008)	Transfer to or (from) the Capital Adjustment Account		(0.308)		
(2.118)	Total of adjustments between accounting basis and funding basis under regulations			(0.272)	
<b>(0.290)</b>	<b>Net (increase) or decrease before transfers to or from reserves</b>			<b>0.108</b>	
(0.290)	Transfers to or (from) reserves			0.108	
<b>0.000</b>	<b>(Increase) or decrease in the year on the HRA</b>				<b>0.000</b>
<b>0.000</b>	<b>Balance on the HRA at the end of the current year</b>				<b>0.000</b>

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 911 dwellings during 2014-2015 (889 in 2013-2014) after allowing for 26 new build additions, no purchases and 4 sales. The following shows an analysis of these dwellings by type.

2013-2014 Number at 31 March 2014	Type of dwelling	2014-2015 Number at 31 March 2015
31	One-apartment	31
295	Two-apartment	313
301	Three-apartment	306
246	Four-apartment	246
15	Five-apartment	14
1	Six-apartment	1
<b>889</b>	<b>Total</b>	<b>911</b>

**2. The amount of rent arrears**

At 31 March 2015 total rent arrears amounted to £0.201M (£0.159M at 31 March 2014). This is 6.6% of the total value of rents due at 31 March 2015.

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

In the financial year 2014-2015 the rental bad debt provision has increased by £0.018M (£0.009M increase during 2013-2014). The provision to cover the potential loss of income stands at £0.060M at 31 March 2015. This is 2.45% 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 £0.044M (£0.102M during 2013-2014).

## 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.

2013-2014 £m		2014-2015 £m
9.810	Gross council tax levied	9.941
(0.776)	Council Tax Reduction Scheme	(0.755)
(1.339)	Other discounts and reductions	(1.352)
(0.036)	Write-off of uncollectable debts and allowance for impairment	(0.024)
(0.055)	Adjustment to previous years’ council tax	(0.061)
<b>7.604</b>	<b>Transfer to the General Fund</b>	<b>7.749</b>

### 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 2014-2015 was £1,037 (unchanged from 2013-2014).

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

2014-2015							
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

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### Calculation of the council tax base

2014-2015	Number of dwellings	Number of exemptions	Disabled relief	Discounts of 25%	Discounts of 50%	Council Tax Reduction	Total equivalent dwellings	Ratio to Band D	Band D equivalents
@	0	0	6	(1)	0	0	5	5 : 9	3
Band A	2,477	(282)	9	(264)	(143)	(350)	1,447	6 : 9	965
Band B	2,824	(127)	8	(273)	(93)	(337)	2,002	7 : 9	1,557
Band C	2,291	(76)	(5)	(183)	(60)	(190)	1,777	8 : 9	1,580
Band D	1,690	(34)	(2)	(102)	(34)	(70)	1,448	9 : 9	1,448
Band E	1,211	(20)	(15)	(48)	(17)	(9)	1,102	11 : 9	1,347
Band F	273	(2)	(1)	(7)	(4)	0	259	13 : 9	374
Band G	20	(1)	0	0	0	(2)	17	15 : 9	28
Band H	4	0	0	0	0	0	4	18 : 9	8
<b>Total</b>	<b>10,790</b>	<b>(542)</b>	<b>0</b>	<b>(878)</b>	<b>(351)</b>	<b>(958)</b>	<b>8,061</b>		<b>7,310</b>

Class 17 and 24 dwellings	0
<b>Sub-total</b>	<b>7,310</b>
Provision for non-payment and future award of discounts and reliefs	(31)
<b>Council tax base</b>	<b>7,279</b>

@ denotes additional relief for disabled persons occupying Band A properties.

## 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.

2013-2014 £m		2014-2015 £m
11.973	Gross rates levied	12.457
(3.321)	Reliefs and other deductions	(3.606)
(0.030)	Write-offs of uncollectable debts and allowance for impairment	(0.027)
<b>8.622</b>	<b>Net non-domestic rate income</b>	<b>8.824</b>
(0.318)	Adjustment to previous years' non-domestic rates	(0.203)
<b>0.523</b>	<b>Contribution (to) or from the national non-domestic rate pool</b>	<b>0.983</b>
<b>8.827</b>	<b>Transfer to comprehensive income and expenditure statement</b>	<b>9.604</b>

### 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 Scottish Ministers. For 2014-2015 the charge was 47.1 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 £35,000 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 1.1 pence in the pound was added as per the Non-domestic Rates (Levying) (Scotland) Regulations 2014 as amended.

Analysis of Orkney Islands Council's rateable values:

2014-2015		£m	£m
Rateable value at 1 April 2014:	commercial	7.103	
	industrial and freight transport	4.279	
	others	14.587	
			<b>25.969</b>
Running roll (full-year rateable value)			0.038
<b>Rateable value at 31 March 2015</b>			<b>26.007</b>
Wholly exempt subjects			(0.421)
<b>Net rateable value at 31 March 2015</b>			<b>25.586</b>

## 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.

2013-2014 £m Net		2014-2015		
		£m Expenditure	£m Income	£m Net
3.442	Scapa Flow Oil Port	3.250	(1.964)	1.286
0.203	Miscellaneous Piers and Harbours	5.406	(5.436)	(0.030)
<b>3.645</b>		<b>8.656</b>	<b>(7.400)</b>	<b>1.256</b>
<b>3.645</b>	<b>Net cost of Harbour Services as included in the comprehensive income and expenditure statement</b>			<b>1.256</b>
	<i>Harbours share of the operating income and expenditure included in the comprehensive income and expenditure statement:</i>			
(2.606)	Capital Grants			(1.027)
1.030	(Gain) or loss on sale of Harbour Authority assets			0.106
0.242	Interest payable and similar charges			0.373
(9.561)	Harbours Investment Income			(24.901)
0.092	Pensions interest cost and expected return on pensions assets			0.104
<b>(7.158)</b>	<b>(Surplus) or deficit for the year on Harbour Authority</b>			<b>(24.089)</b>

### 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.

2013-2014 £m		2014-2015			
		£m	£m	£m	£m
(197.546)	Balance on the Harbour Authority at the end of the previous year				(196.784)
(7.158)	(Surplus) or deficit for the year on the Harbour income and expenditure statement			(24.089)	
	<i>Adjustments between accounting basis and funding basis under regulations:</i>				
0.029	Difference between any other item of income and expenditure determined in accordance with the Code and determined in accordance with statutory Harbour requirements		0.043		
(1.030)	Reverse out gain or (loss) on sale of Harbour non-current assets		(0.106)		
	Harbour share of contributions to or (from) the Pension Reserve:				
(0.573)	Reverse out net charges made for post-employment benefits in accordance with IAS19	(0.709)			
0.414	Pensions cost chargeable for the year in accordance with statutory provisions: employer's contributions payable to Orkney Islands Council Pension Fund	0.463			
(0.159)	Harbour share of contributions to or (from) the Pension Reserve		(0.246)		
(0.001)	Harbour share of contributions to or (from) the Employee Statutory Adjustment Account		(0.001)		
0.288	Capital expenditure funded by the Harbour Authority		1.183		
	Transfer to or (from) the Capital Adjustment Account:				
(3.313)	Reverse out depreciation and impairment losses on non-current assets	0.478			
2.606	Reverse out credits made for capital grants	1.027			
0.253	Loans fund principal contribution from the Harbour Authority	0.459			
(0.454)	Transfer to or (from) the Capital Adjustment Account		1.964		
(1.327)	Total of adjustments between accounting basis and funding basis under regulations			2.837	
<b>(8.485)</b>	<b>Net (increase) or decrease before transfers to or from reserves</b>			<b>(21.252)</b>	
9.247	Transfers to or (from) reserves			3.781	
<b>0.762</b>	<b>(Increase) or decrease in the year on the Harbour Authority</b>				<b>(17.471)</b>
<b>(196.784)</b>	<b>Balance on the Harbour authority at the end of the current year</b>				<b>(214.255)</b>

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

	2013-2014			Balance at 31 March 2014	2014-2015		
	Balance at 1 April 2013	Transfers out 2013-2014	Transfers in 2013-2014		Transfers out 2014-2015	Transfers in 2014-2015	Balance at 31 March 2015
<b>Harbour Balances</b>	£m	£m	£m	£m	£m	£m	£m
Strategic Reserve Fund	139.792	(10.691)	10.736	139.837	(6.565)	23.040	156.312
Flotta Terminal Decline & Decommissioning Fund	36.880	(3.207)	0.692	34.365	(1.195)	0.101	33.271
Conservation Fund	0.192	(0.005)	0.002	0.189	(0.005)	0.001	0.185
Talented Performers Fund	0.060	0.000	0.001	0.061	0.000	0.000	0.061
Travel Fund	0.099	0.000	0.001	0.100	0.000	0.001	0.101
Fisheries Fund	6.752	0.000	0.346	7.098	0.000	0.161	7.259
Orkney Memorial Fund	0.660	(0.048)	0.007	0.619	(0.029)	0.004	0.594
Talented Young Persons Fund	0.022	(0.003)	0.000	0.019	(0.002)	0.000	0.017
Miscellaneous Piers Reserve Fund	4.188	(0.100)	1.287	5.375	(0.098)	1.403	6.680
Renewable Energy Fund	8.901	(0.001)	0.221	9.121	0.000	0.654	9.775
<b>Harbour Fund Balances</b>	<b>197.546</b>	<b>(14.055)</b>	<b>13.293</b>	<b>196.784</b>	<b>(7.894)</b>	<b>25.365</b>	<b>214.255</b>



## Orkney College Account

### Orkney College Revenue Account income and expenditure statement

Orkney 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.

2013-2014		2014-2015	
£m		£m	£m
	<i>Expenditure:</i>		
3.118	Staff Costs	3.278	
0.449	Property Costs	0.456	
0.470	Supplies & Services	0.587	
0.151	Transport Costs	0.112	
0.160	Administration Costs	0.119	
0.069	Apportioned Costs	0.077	
(1.150)	Depreciation and impairment of non-current assets	0.274	
3.267			4.903
	<i>Income:</i>		
(2.783)	Grants	(2.895)	
(1.459)	Fees & Charges	(1.350)	
(0.002)	Other income	(0.137)	
(4.244)			(4.382)
<b>(0.977)</b>	<b>Net cost of Orkney College services as included in the comprehensive income and expenditure statement</b>		<b>0.521</b>
	<i>Orkney College share of the operating income and expenditure included in the comprehensive income and expenditure statement:</i>		
(0.055)	Capital Grants		(0.059)
0.063	Pensions interest cost and expected return on pensions assets		0.064
<b>(0.969)</b>	<b>(Surplus) or deficit for the year on Orkney College</b>		<b>0.526</b>

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.

2013-2014 £m		2014-2015			
		£m	£m	£m	£m
(0.267)	Balance on the College at the end of the previous year				(0.122)
(0.969)	(Surplus) or deficit for the year on the College income and expenditure statement			0.526	
	<i>Adjustments between accounting basis and funding basis under regulations:</i>				
	College share of contributions to or (from) the Pension Reserve:				
(0.392)	Reverse out net charges made for post-employment benefits in accordance with IAS19	(0.443)			
0.284	Pensions cost chargeable for the year in accordance with statutory provisions: employer's contributions payable to Orkney Islands Council Pension Fund	0.290			
(0.108)	College share of contributions to or (from) the Pension Reserve		(0.153)		
(0.002)	College share of contributions to or (from) the Employee Statutory Adjustment Account		(0.031)		
0.019	Capital expenditure funded by the College		0.000		
	Transfer to or (from) the Capital Adjustment Account:				
0.055	Reverse out credits made for capital grants	0.059			
1.150	Reverse out depreciation and impairment losses on non-current assets	(0.274)			
1.205	Transfer to or (from) the Capital Adjustment Account		(0.215)		
1.114	Total of adjustments between accounting basis and funding basis under regulations			(0.399)	
<b>0.145</b>	<b>Net (increase) or decrease before transfers to or from reserves</b>			<b>0.127</b>	
<b>0.145</b>	<b>(Increase) or decrease in the year on the College</b>				<b>0.127</b>
<b>(0.122)</b>	<b>Balance on the College at the end of the current year</b>				<b>0.005</b>

## Group Accounts

### Statement of Group Accounting Policies

The Code of Practice on Local Authority Accounting in the United Kingdom 2010-2011 (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 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 2015 represents the consolidation of the balances and transactions of the Council, its subsidiaries and associate.

The group accounting policies are those specified for the single entity financial statements. The financial reporting framework that has been applied in the preparation of the group members is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). The new standards adopted in 2014-2015 include IFRS 10 Consolidated financial statements, IFRS 11 Joint arrangements, IFRS 12 Disclosures of interests in other entities and IAS 28 Investments in associates and joint ventures. These standards affect the group financial statements and include a change to the definition of control. The accounting policies of all group members are materially the same as those of the single entity; except for the calculation of holiday accruals which has led to an adjustment in the Group Comprehensive Income and Expenditure Statement and in the Group Balance Sheet.

### 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 associate. The Group Accounts consolidate the results of the Council with four other entities.

<b>Name of Combining Entity</b>	<b>Method of Accounting</b>
Orkney Towage Company Limited	Subsidiary
Orkney Ferries Limited	Subsidiary
Pickaquoy Centre Trust	Subsidiary
Hammars Hill Energy Ltd	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). Following the adoption of the new Accounting Standards in 2014-2015, and the new definition of 'control', the Council has included the results of the Pickaquoy Centre Trust as a "subsidiary" on the basis that the Council has power over the investee; exposure, or rights, to variable returns from its involvement with the investee; and the ability to use its power over the investee to affect the amount of the investor's returns. This has changed from 2013-2014 in which the results of the Pickaquoy Centre Trust were included as an "associate" because the Council was deemed to have a "power to participate" in their financial and operating policies. Consolidation was made at a rate of 100% of the financial transactions and balances of the Pickaquoy Centre Trust. Comparative information has been restated within the Financial Statements where applicable.

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

## Annual Accounts 2014-15

The Council has included the results of Hammars Hill Energy Ltd as an “associate” within the Group Accounts, as the Council holds 28% of voting rights which is considered “significant influence”. The Council’s policy is to account for shareholdings in an associate to a round percentage calculation of the number of shares it holds in the entity. The Council holds 1,103,200 shares in the Company.

The associate organisation was consolidated on the following basis:-

Name of Combining Entity	Method of Combining	2013/14 %	2014/15 %
Hammars Hill Energy Ltd	Equity Method	28	28

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 2015 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". The "associate" had been included using the equity method – the Council’s share of the net assets or liabilities of the "associate" is incorporated and adjusted each year by the Council's share of the entity’s results (recognised in the Group Income & Expenditure Statement), and its share of other gains and losses.

For each of the subsidiaries, the Council has a share in a net liability. The negative balances arise from the Loss on Activities and 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).

During the financial year, as a result of the adoption of IFRS 10, the definition of control has been revised within the Code of Practice on Local Authority Accounting in the United Kingdom for the purpose of group accounting.

Using defined criteria the Council has assessed that the method of Accounting for the Pickaquoy Centre Trust should change from being one of an Associate to that of being a Subsidiary

The outcome of this change is that the accounting convention for the Pickaquoy Centre Trust has changed from being on an equity method to an acquisition basis. The effect of which is that the group accounts now aggregate all financial balances of the Pickaquoy Centre Trust (including assets, income liabilities and expenditure).

Prior year comparatives have been revised where relevant to do so.

A restatement of the investment in Hammars Hill has reduced both the reserves and net assets on the Group’s Balance Sheet by £0.020 million.

The effect of inclusion of the above bodies on the Group Balance Sheet is to reduce both Reserves and Net Assets by £5.451 million representing the Council’s share of the net liabilities in these entities.

All of the above subsidiaries and the associate consider it appropriate that their Annual Accounts should follow the “going concern” basis of accounting.

## Group Movement in Reserves

For the Year Ended 31 March 2015

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 associate reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the group's 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
<b>Restated Balance at 1 April 2014</b>	<b>23,768</b>	<b>0</b>	<b>3,445</b>	<b>196,784</b>	<b>223,997</b>	<b>263,566</b>	<b>487,563</b>	<b>(2,150)</b>	<b>485,413</b>	<b>485,413</b>
Movement in reserves during the year	0	0	0		0	0	0	0	0	0
Surplus or (deficit) on provision of services	(6,927)	(380)	0	24,089	16,782	0	16,782	(830)	15,952	15,952
Other Comprehensive Expenditure and Income	0	0	0	0	0	15,267	15,267	(155)	15,112	15,112
<b>Total Comprehensive Expenditure and Income</b>	<b>(6,927)</b>	<b>(380)</b>	<b>0</b>	<b>24,089</b>	<b>16,782</b>	<b>15,267</b>	<b>32,049</b>	<b>(985)</b>	<b>31,064</b>	<b>31,064</b>
Adjustments between Group accounts and Authority accounts	0	0	0	0	0	0	0	0	0	0
<b>Net Increase / Decrease before Transfers</b>	<b>(6,927)</b>	<b>(380)</b>	<b>0</b>	<b>24,089</b>	<b>16,782</b>	<b>15,267</b>	<b>32,049</b>	<b>(985)</b>	<b>31,064</b>	<b>31,064</b>
Adjustments between accounting basis & funding basis under regulations	1,334	272	0	(2,837)	(1,231)	1,231	0	0	0	0
<b>Net Increase / Decrease before Transfers to Earmarked Reserves</b>	<b>(5,593)</b>	<b>(108)</b>	<b>0</b>	<b>21,252</b>	<b>15,551</b>	<b>16,498</b>	<b>32,049</b>	<b>(985)</b>	<b>31,064</b>	<b>31,064</b>
Transfers to / from Earmarked Reserves	2,779	108	894	(3,781)	0	0	0	0	0	0
<b>Increase / Decrease in Year</b>	<b>(2,814)</b>	<b>0</b>	<b>894</b>	<b>17,471</b>	<b>15,551</b>	<b>16,498</b>	<b>32,049</b>	<b>(985)</b>	<b>31,064</b>	<b>31,064</b>
Adjustment for investment in Hammars Hill	0	0	0	0	0	0	0	(2,316)	(2,316)	(2,316)
<b>Balance at 31 March 2015</b>	<b>20,954</b>	<b>0</b>	<b>4,339</b>	<b>214,255</b>	<b>239,548</b>	<b>280,064</b>	<b>519,612</b>	<b>(5,451)</b>	<b>514,161</b>	<b>514,161</b>

	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
<b>Restated Balance at 1 April 2013</b>	<b>24,917</b>	<b>0</b>	<b>3,524</b>	<b>197,546</b>	<b>225,987</b>	<b>229,206</b>	<b>455,193</b>	<b>(38)</b>	<b>455,155</b>	<b>455,155</b>
Movement in reserves during the year	0	0	0	0	0	0	0	0	0	0
Surplus or (deficit) on provision of services	(5,392)	(1,828)	0	7,158	(62)		(62)	(1,743)	(1,805)	(1,805)
Other Comprehensive Expenditure and Income	0	0	0	0	0	32,432	32,432	(349)	32,083	32,083
<b>Total Comprehensive Expenditure and Income</b>	<b>(5,392)</b>	<b>(1,828)</b>	<b>0</b>	<b>7,158</b>	<b>(62)</b>	<b>32,432</b>	<b>32,370</b>	<b>(2,092)</b>	<b>30,278</b>	<b>30,278</b>
Adjustments between Group accounts and Authority accounts	0	0	0	0	0	0	0	0	0	0
<b>Net Increase / Decrease before Transfers</b>	<b>(5,392)</b>	<b>(1,828)</b>	<b>0</b>	<b>7,158</b>	<b>(62)</b>	<b>32,432</b>	<b>32,370</b>	<b>(2,092)</b>	<b>30,278</b>	<b>30,278</b>
Adjustments between accounting basis & funding basis under regulations	(5,316)	2,118	(57)	1,327	(1,928)	1,928	0	0	0	0
<b>Net Increase / Decrease before Transfers to Earmarked Reserves</b>	<b>(10,708)</b>	<b>290</b>	<b>(57)</b>	<b>8,485</b>	<b>(1,990)</b>	<b>34,360</b>	<b>32,370</b>	<b>(2,092)</b>	<b>30,278</b>	<b>30,278</b>
Transfers to / from Earmarked Reserves	9,559	(290)	(22)	(9,247)	0	0	0	0	0	0
<b>Increase / Decrease in Year</b>	<b>(1,149)</b>	<b>0</b>	<b>(79)</b>	<b>(762)</b>	<b>(1,990)</b>	<b>34,360</b>	<b>32,370</b>	<b>(2,092)</b>	<b>30,278</b>	<b>30,278</b>
<b>Balance at 31 March 2014</b>	<b>23,768</b>	<b>0</b>	<b>3,445</b>	<b>196,784</b>	<b>223,997</b>	<b>263,566</b>	<b>487,563</b>	<b>(2,130)</b>	<b>485,433</b>	<b>485,433</b>
Adjustment for Investment in Hammars Hill	0	0	0	0	0	0	0	(20)	0	0
<b>Restated Opening Balance at 1 April 2014</b>	<b>23,768</b>	<b>0</b>	<b>3,445</b>	<b>196,784</b>	<b>223,997</b>	<b>263,566</b>	<b>487,563</b>	<b>(2,150)</b>	<b>485,413</b>	<b>485,413</b>

## Group Comprehensive Income and Expenditure Statement for the year ended 31 March 2015

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.

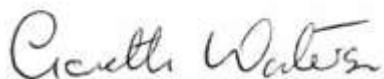
	Notes	2013-2014			Restated 2013-14			2014-2015		
		£000 Expenditure	£000 Income	£000 Net	£000 Expenditure	£000 Income	£000 Net	£000 Expenditure	£000 Income	£000 Net
Central Services		4,857	(266)	4,591	4,857	(266)	4,591	4,064	(301)	3,763
Cultural and Recreation		5,030	(844)	4,186	7,003	(2,844)	4,159	7,782	(2,854)	4,928
Education		28,594	(1,207)	27,387	28,594	(1,207)	27,387	34,107	(1,251)	32,856
Roads and Transportation		18,993	(2,851)	16,142	25,918	(9,776)	16,142	26,164	(9,930)	16,234
Housing Revenue Account		5,368	(2,993)	2,375	5,368	(2,993)	2,375	5,532	(3,206)	2,326
Harbour Authority		11,204	(5,742)	5,462	12,791	(7,329)	5,462	11,463	(9,190)	2,273
Housing services		5,577	(4,087)	1,490	5,577	(4,087)	1,490	5,554	(4,110)	1,444
Community Social Services		22,973	(4,929)	18,044	22,973	(4,929)	18,044	24,949	(5,020)	19,929
Planning and Development		4,661	(1,498)	3,163	4,661	(1,498)	3,163	3,872	(1,252)	2,620
Environmental Services		4,444	(939)	3,505	4,444	(939)	3,505	4,297	(845)	3,452
Police Services		27	0	27	27	0	27	0	0	0
Fire Services		2	0	2	2	0	2	0	0	0
Corporate and democratic core		2,796	(21)	2,775	2,796	(21)	2,775	2,840	(14)	2,826
Non distributed costs		0	102	102	0	102	102	0	0	0
<b>Surplus/Deficit on Continuing Operations</b>	<b>5</b>	<b>114,526</b>	<b>(25,275)</b>	<b>89,251</b>	<b>125,011</b>	<b>(35,787)</b>	<b>89,224</b>	<b>130,624</b>	<b>(37,973)</b>	<b>92,651</b>
Other Operating Expenditure				6,825			6,825			214
Financing and Investment Income and Expenditure	<b>7</b>			(8,150)			(8,150)			(21,886)
Taxation and Non-Specific Grant Income				(86,068)			(86,068)			(86,724)
Associates and Joint Ventures accounted for on an equity basis	<b>6</b>			(54)			(27)			(206)
Tax Expense				1			1			(1)
<b>Group(Surplus) or Deficit</b>				<b>1,805</b>			<b>1,805</b>			<b>(15,952)</b>
Surplus or deficit on revaluation of non-current assets				(35,667)			(35,667)			(14,388)
Actuarial gains / losses on pension assets / liabilities				3,480			3,584			(724)
Share of other Comprehensive Expenditure & Income of associates & joint ventures	<b>10</b>			104			0			0
<b>Other Comprehensive Income and Expenditure</b>				<b>(32,083)</b>			<b>(32,083)</b>			<b>(15,112)</b>
<b>Total Comprehensive Income and Expenditure</b>	<b>8</b>			<b>(30,278)</b>			<b>(30,278)</b>			<b>(31,064)</b>



Group Balance Sheet As At 31 March 2015

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. Group Reserves have two categories of underlying other reserves. The first category is usable reserves, the second category is those that the authority is not able to use to provide services and the final category is the group's share in the reserves of its consolidated subsidiaries and associate. Further details relating to these categories can be found on page 34 to 88.

	31 March 2014	Movement	Restated 31 March 2014	31 March 2015
	£000		£000	£000
Property, Plant & Equipment	324,881	376	325,257	351,611
Heritage Assets	912	0	912	912
Investment Property	30,116	0	30,116	22,905
Intangible Assets	50	0	50	32
Long Term Debtors	3,427	0	3,427	2,260
Investments in associates and joint ventures	377	837	1,214	1,421
<b>Long Term Assets</b>	<b>359,763</b>	<b>1,213</b>	<b>360,976</b>	<b>379,141</b>
Short Term Investments	174,075	(1,103)	172,972	190,498
Inventories	1,001	41	1,042	927
Short Term Debtors	5,261	(365)	4,896	4,315
Cash and Cash Equivalents	39,024	506	39,530	41,285
Assets held for sale	1,047	0	1,047	822
<b>Current Assets</b>	<b>220,408</b>	<b>(921)</b>	<b>219,487</b>	<b>237,847</b>
Short Term Borrowing	10,450	0	10,450	538
Short Term Creditors	12,588	(98)	12,490	17,320
Provisions	142	0	142	0
Capital Grants Receipts in Advance	0	0	0	0
<b>Current Liabilities</b>	<b>23,180</b>	<b>(98)</b>	<b>23,082</b>	<b>17,858</b>
Long Term Creditors	0	75	75	53
Provisions	2,802	0	2,802	2,802
Long Term Borrowing	30,934	0	30,934	40,000
Other Long Term Liabilities	37,821	335	38,156	42,114
Long Term Investments in Associates	0	0	0	0
<b>Long Term Liabilities</b>	<b>71,557</b>	<b>410</b>	<b>71,967</b>	<b>84,969</b>
<b>Net Assets</b>	<b>485,434</b>	<b>(20)</b>	<b>485,414</b>	<b>514,161</b>
Group Reserves	485,434	(20)	485,414	514,161
<b>Total Reserves</b>	<b>485,434</b>	<b>(20)</b>	<b>485,414</b>	<b>514,161</b>



**Gareth Waterson, BAcc., CA**

Head of Finance.

23 September 2015.



Group Cash Flow Statement at 31 March 2015

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	2013/14 £000	Restated 2013/14 £000	2014/15 £000
<b>Net surplus or deficit on the provision of services</b>		(1,805)	(1,823)	15,526
Adjustment to surplus or deficit on the provision of services for noncash movements	11	(11,265)	(10,835)	(7,580)
Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	11	357	357	951
<b>Net Cash flows from Operating Activities</b>		<b>(12,767)</b>	<b>(12,301)</b>	<b>8,897</b>
<b>Net Cash flows from Investing Activities</b>	12	<b>(5,732)</b>	<b>(6,006)</b>	<b>(6,168)</b>
<b>Net Cash flows from Financing Activities</b>	13	<b>0</b>	<b>0</b>	<b>(945)</b>
<b>Net Cash flows from Taxation</b>		<b>0</b>	<b>0</b>	<b>(1)</b>
<b>Net increase or decrease in cash and cash equivalents</b>		<b>(18,499)</b>	<b>(18,307)</b>	<b>1,783</b>
Cash and cash equivalents at the beginning of the reporting period		57,495	57,809	39,502
<b>Cash and cash equivalents at the end of the reporting period</b>		<b>38,996</b>	<b>39,502</b>	<b>41,285</b>

Notes to the Financial Statements

For the Year Ended 31 March 2015

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 36 to 50 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 80 to 84. The subsidiaries have accounting policies for pensions accounting that are consistent with those of the Council.

Value Added Tax

VAT paid by the Pickaquoy Centre Trust 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 non-current 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.

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 in full in the year of acquisition and no charge made in the year of disposal. 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.

**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.

**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 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 operate tugs within and around the Orkney Islands. The Council is the principle shareholder in the company holding all 501 £1 ordinary 'A' shares, and all 499 £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 all 5 seats on the board, with each director entitled to one vote.

The net liabilities of the company as at 31 March 2015 were £0.690M compared to £0.185M at 31 March 2014. The loss before taxation for the period to 31 March 2015 was (£0.927M) compared to a loss of (£1.808M) for the period to 31 March 2014. In 2014-2015, Orkney Islands Council contributed £0.771M or 46% 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 2015. 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 1961 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 5 seats on the board, with each director entitled to one vote.

## Annual Accounts 2014-15

The net liability of the company at 31 March 2015 was £2.457M compared to £2.204M at 31 March 2014. There was no profit or loss before taxation for the period to 31 March 2015 or the period to 31 March 2014. In 2014-2015, Orkney Islands Council contributed £7.041M or 72.5% of the company's income. 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 2015. Copies of these accounts can be obtained from Orkney Islands Council, School Place, Kirkwall, Orkney, KW15 1NY.

### Pickaquoy Centre Trust

The Pickaquoy Centre Trust is a charitable trust formed in 1999 and is registered in Scotland. Its principal place of business is The Pickaquoy 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. Councillors and Council Officials hold 5 of the 12 seats on the board, with each trustee entitled to one vote.

In 2014-2015, Orkney Islands Council contributed £0.816M or 40.1% of the company's income and its share of the year-end net liabilities of £0.144M (2013-2014 net assets £0.275M) are included in the Group Balance Sheet.

The latest set of audited accounts is for the year to 31 March 2015. When available, copies of these accounts can be obtained from The Pickaquoy Centre, Muddisdale Loan, Kirkwall KW15 1LR.

### Hammars Hill Energy Ltd

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

Hammars 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 28% of shares in the company and is therefore classed as "exerting a dominant or significant influence".

The latest set of audited accounts is for the year to 31 December 2014. Copies of these accounts can be obtained from Hammars Hill Energy Ltd, Savigarth, Evie KW17 SPQ.

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

Council's Share of Hammars Hill Energy Ltd	2013/14 28.00% £M	2014/15 28.00% £M
Turnover	0.547	0.521
Profit/(Loss) before tax	0.136	0.474
Interest Payable/Receivable	Nil	0.005
Taxation	(0.027)	(0.078)
<b>Profit/(Loss) after tax</b>	<b>0.109</b>	<b>0.396</b>
Fixed Assets	1.493	1.382
Current Assets	0.244	0.311
Liabilities due within one year	(0.372)	(0.156)
Liabilities due after one year or more	(0.131)	(0.117)
<b>Net Assets / Liabilities</b>	<b>1.234</b>	<b>1.420</b>
Contingent Liabilities	None	None
Capital Commitments	None	None

### 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 £5.451 million representing the Council's share of the net liabilities in these entities.

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 Cheese Company Limited	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, the Orkney Towage Company Limited and the Pickaquoy Centre Trust had the following effect on the BVACOP service analysis as set out in the single entity Comprehensive Income and Expenditure Statement.

	2013/14			2014/15		
	£000 Expenditure	£000 Income	£000 Net	£000 Expenditure	£000 Income	£000 Net
Roads and Transportation	9,615	(9,596)	19	9,836	(9,713)	123
Harbour Authority	2,760	(943)	1,817	2,807	(1,790)	1,017
Cultural, environmental, regulatory and planning services *	0	0	0	2,091	(1,975)	116
<b>Total</b>	<b>12,375</b>	<b>(10,539)</b>	<b>1,836</b>	<b>14,734</b>	<b>(13,478)</b>	<b>1,256</b>

\* 2013-2014 are restated amounts due to implementing IFRS 10's prescribed method of identifying control leading to the Pickaquoy Trust being fully consolidated requiring restatement of prior year comparable values.

6. Share of Operating Results of Associates & Joint Ventures

	2013/14		2014/15	
	Net Income Expenditure £000	Expenditure £000	Income £000	Net Income Expenditure £000
Associate accounted for on an equity basis	(27)	494	(700)	(206)
<b>Total</b>	<b>(27)</b>	<b>494</b>	<b>(700)</b>	<b>(206)</b>

\* 2013-2014 are restated amounts due to implementing IFRS 10's prescribed method of identifying control leading to the Pickaquoy Trust being fully consolidated requiring restatement of prior year comparable values.

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

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

<b>Subsidiaries</b>	<b>2013/14 £000</b>	<b>2014/15 £000</b>
Interest Income	(40)	(8)
Pension Interest	0	(210)
<b>Total Group Entities</b>	<b>(40)</b>	<b>(218)</b>

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).

	<b>2013/14 £000</b>	<b>2014/15 £000</b>
<b>Deficit/ (Surplus) for the year on the Authority Income and Expenditure Statement</b>	(32,370)	(32,049)
Deficit/(Surplus) for the year attributable to group entities	2,092	985
<b>Deficit/ (Surplus) for the year on the Group Income and Expenditure Statement</b>	<b>(30,278)</b>	<b>(31,064)</b>

9. Pension Costs

Orkney Islands Council, Orkney Ferries Limited, the Orkney Towage Company Limited and the Pickaquoy Centre Trust 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.

	<b>31 March 2014 Total £000</b>	<b>Council £000</b>	<b>Group Entities £000</b>	<b>31 March 2015 Total £000</b>
Fair Value of Employer Assets	216,057	236,021	23,153	259,174
Present value of funded liabilities	(245,023)	(265,145)	(26,547)	(291,692)
<b>Net (Under)/Overfunding in Funded Plans</b>	<b>(28,966)</b>	<b>(29,124)</b>	<b>(3,394)</b>	<b>(32,518)</b>
Present Value of Unfunded Liabilities	(9,789)	(9,459)	(137)	(9,596)
<b>Net Asset/(Liability)</b>	<b>(38,755)</b>	<b>(38,583)</b>	<b>(3,531)</b>	<b>(42,114)</b>

## 10. Other Pension Costs

A number of employees of Orkney Islands Council, Orkney Towage and Orkney Ferries are not members of the Council's pension scheme. Most of them participate in one of the Merchant Navy Pension Funds.

### Merchant Navy Officers Pension Plan (MNOPP)

Some employees from Orkney Towage contribute to this defined contribution pension plan. The employer contribution rate is 5.1%. Contributions payable in the year amounted to £1,918.

### Merchant Navy Officers Pension Fund (MNOPF)

The MNOPF is closed to new members however some existing employees may qualify to contribute to the MNOPF, a defined benefit scheme, with contribution rates of between 12.2% and 20.0%. The Council, Orkney Towage and Orkney Ferries made company contributions to this fund of £132,044 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 March 2012, the pre-78 (old) section of MNOPF had a surplus of assets over liabilities, while the post-78 (new) section had a deficit. The trustees of the new section may in future request further deficit contributions depending on the results of future actuarial valuations of the fund.

### Merchant Navy Rating Pension Fund (MNRPF)

Some employees may qualify to contribute to the MNRPF, a defined benefit scheme, with a contribution rate of 11.9%. Orkney Ferries made company contributions to this fund of £1,395 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. The trustees have requested deficit contributions from each employer, and the company has made additional contributions. The additional contributions are subject to change, dependent on the results of future actuarial valuations of the fund.



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

	2013/14 £000	2014/15 £000
<b>Adjustment to surplus or deficit on the provision of services for noncash movements</b>		
Depreciation	23,283	12,895
Impairment & downward revaluations (& non-sale de-recognition)	(12,884)	2,421
(Increase)/Decrease in Stock	(124)	114
(Increase)/Decrease in Debtors	554	1,921
Increase/(Decrease) in impairment provision for bad debts	142	(142)
Increase/(Decrease) in Creditors	(200)	3,727
Payments to Pension fund	2,630	3,944
Carrying amount of non-current assets sold	7,552	652
Investment Income not involving the movement of cash	(9,446)	(22,440)
Contributions to Other Reserves/Provisions	(23,309)	(8,133)
Movement in value of investment properties-included above in Impairment & downward revaluations (& non-sale de-recognition)	967	(2,539)
	<b>(10,835)</b>	<b>(7,580)</b>
<b>Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities</b>		
Purchase of short-term (not considered to be cash equivalents) and long-term investments (includes investments in associates, joint ventures and subsidiaries)	169,898	33,762
Proceeds from short-term (not considered to be cash equivalents) and long-term investments (includes investments in associates, joint ventures and subsidiaries)	(169,541)	(32,811)
	<b>357</b>	<b>951</b>

12. Cash Flow from Investing Activities

	2013/14 £000	2014/15 £000
Purchase of PP&E, investment property and intangible assets	30,805	18,112
Purchase of Short Term Investments (not considered to be cash equivalents)	(15,786)	(547)
Other Payments for Investing Activities	1,579	368
Proceeds from the sale of PP&E, investment property and intangible assets	(725)	(434)
Proceeds from Short Term Investments (Not considered to be cash)	0	0
Proceeds from Long Term Investments	0	(16)
Capital Grants and Contributions Received	(9,384)	(10,854)
Other Receipts from Investing Activities	(483)	(461)
<b>Net Cash flows from Investing Activities</b>	<b>6,006</b>	<b>6,168</b>

13. Cash Flow from Financing Activities

	2013/14 £000	2014/15 £000
Cash Receipts from Short and Long Term Borrowing	0	(10,000)
Other Receipts from Financing Activities	0	(367)
Cash payments for the reduction of the outstanding liability	0	0
Repayment of Short and Long Term Borrowing	0	10,000
Other payments for Financing Activities	0	1,312
<b>Net Cash flows from Financing Activities</b>	<b>0</b>	<b>945</b>

## Glossary of Terms

### AAA Fitch Rating

Highest credit quality - 'AAA' ratings denote the lowest expectation of credit risk. They are assigned only in case of exceptionally strong capacity for timely payment of financial commitments. This capacity is highly unlikely to be adversely affected by foreseeable events.

### AA Fitch Rating

Very high credit quality - 'AA' ratings denote a very low expectation of credit risk. They indicate very strong capacity for timely payment of financial commitments. This capacity is not significantly vulnerable to foreseeable events.

### A Fitch Rating

High credit quality - 'A' ratings denote a low expectation of credit risk. The capacity for timely payment of financial commitments is considered strong. This capacity may, nevertheless, be more vulnerable to changes in circumstances or in economic conditions than is the case for higher ratings.

### Accounting Period

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

### Accruals

Sums included in the final accounts to recognise revenue and capital income and expenditure earned or incurred in the financial year, but for which actual payment had not been received or made as at 31 March

### Actuarial Gains And Losses

For a defined benefit pension scheme, the changes in actuarial surpluses or deficits that arise because:

- Events have not coincided with the actuarial assumptions made for the last valuation (experience gains and losses); or
- The actuarial assumptions have changed

### Asset

An item having value to the authority in monetary terms. Assets are categorised as either current or non-current

- A current asset will be consumed or cease to have material value within the next financial year (e.g. cash and stock);
- Non-current asset provides benefits to the Authority and to the services it provides for a period of more than one year and may be tangible e.g. a community centre, or intangible, e.g. computer software licences.

### Audit of Accounts

An independent examination of the Authority's financial affairs.

### Balance Sheet

A statement of the recorded assets, liabilities and other balances at the end of the accounting period.

### Borrowing

Using cash provided by another party to pay for expenditure, on the basis of an agreement to repay the cash at a future point, usually incurring additional interest charges over and above the original amount.

### Budget

The forecast of net revenue and capital expenditure over the accounting period.

### Capital Expenditure

Expenditure on the acquisition of a fixed asset, which will be used in providing services beyond the current accounting period, or expenditure which adds to and not merely maintains the value of an existing fixed asset.

### Capital Financing

Funds raised to pay for capital expenditure. There are various methods of financing capital expenditure including borrowing, leasing, direct revenue financing, usable capital receipts, capital grants, capital contributions, revenue reserves and earmarked reserves.

### Capital Programme

The capital schemes the Authority intends to carry out over a specific period of time.

### Capital Receipt

The proceeds from the disposal of land or other fixed assets. Proportions of capital receipts can be used to finance new capital expenditure, within rules set down by the government but they cannot be used to finance revenue expenditure.

### Claw-Back

Where average council house rents are set higher than the government's prescribed average limit rent, used in the calculation of rent rebates, the percentage difference reduces the amount of rent rebate subsidy due to the authority, i.e. it is "clawed-back" by the government.

### Cipfa

The Chartered Institute of Public Finance and Accountancy

### Collection Fund

A separate fund that records the income and expenditure relating to Council Tax and non-domestic rates.

### Community Assets

Assets that the Authority intends to hold in perpetuity, that have no determinable useful life and that may have restrictions on their disposal. Examples of community assets are parks and historical buildings.

### Comprehensive Income and Expenditure Statement

The account of the Authority that reports the net cost for the year of the functions for which it is responsible and demonstrates how that cost has been financed from precepts, grants and other income.

Consistency

The concept that the accounting treatment of like items within an accounting period and from one period to the next are the same.

Contingent Asset

A contingent asset is a possible asset arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Authority's accounts.

Contingent Liability

A contingent liability is either:

- A possible obligation arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the Authority's control; or
- A present obligation arising from past events where it is not probable that a transfer of economic benefits will be required, or the amount of the obligation cannot be measured with sufficient reliability.

Corporate and Democratic Core

The corporate and democratic core comprises all activities that local authorities engage in specifically because they are elected, multi-purpose authorities. The cost of these activities are thus over and above those which would be incurred by a series of independent single purpose, nominated bodies managing the same services. There is therefore no logical basis for apportioning these costs to services.

Creditor

Amount owed by the Authority for work done, goods received or services rendered within the accounting period, but for which payment has not been made by the end of that accounting period.

Current Service Cost (Pensions)

The increase in the present value of a defined benefits pension scheme's liabilities, expected to arise from employee service in the current period.

Debtor

Amount owed to the Authority for works done, goods received or services rendered within the accounting period, but for which payment has not been received by the end of that accounting period.

Defined Benefit Pension Scheme

Pension schemes in which the benefits received by the participants are independent of the contributions paid and are not directly related to the investments of the scheme.

Depreciation

The measure of the cost of wearing out, consumption or other reduction in the useful economic life of the Authority's fixed assets during the accounting period, whether from use, the passage of time or obsolescence through technical or other changes.

### Discretionary Benefits (Pensions)

Retirement benefits, which the employer has no legal, contractual or constructive obligation to award and are awarded under the Authority's discretionary powers such as the Local Government (Discretionary Payments) Regulations 1996.

### Equity

The Authority's value of total assets less total liabilities.

### Events after the Balance Sheet Date

Events after the Balance Sheet date are those events, favourable or unfavourable, that occur between the Balance Sheet date and the date when the Statement of Accounts is authorised for issue.

### Expected Return on Pension Assets

For a funded defined benefit scheme, this is the average rate of return, including both income and changes in fair value but net of scheme expenses, which is expected over the remaining life of the related obligation on the actual assets held by the scheme.

### Fair Value

The fair value of an asset is the price at which it could be exchanged in an arm's length transaction.

### Finance Lease

A lease that transfers substantially all of the risks and rewards of ownership of a fixed asset to the lessee.

### Going Concern

The concept that the Annual Accounts is prepared on the assumption that the Authority will continue in operational existence for the foreseeable future.

### Government Grants

Grants made by the government towards either revenue or capital expenditure in return for past or future compliance with certain conditions relating to the activities of the Authority. These grants may be specific to a particular scheme or may support the revenue spend of the Authority in general.

### Housing Benefits

A system of financial assistance to individuals towards certain housing costs administered by authorities and subsidised by central government.

### Housing Revenue Account (Hra)

A separate account to the General Fund, which includes the income and expenditure arising from the provision of housing accommodation by the Authority.

### Impairment

A reduction in the value of a fixed asset to below its recoverable amount, the higher of the asset's fair value less costs to sell and its value in use.

### Infrastructure Assets

Fixed assets belonging to the Authority that cannot be transferred or sold, on which expenditure is only recoverable by the continued use of the asset created. Examples are highways, footpaths and bridges.

### Intangible Assets

An intangible (non-physical) item may be defined as an asset when access to the future economic benefits it represents is controlled by the reporting entity. This Authority's intangible assets comprise computer software licences.

### Interest Cost (Pensions)

For a defined benefit scheme, the expected increase during the period of the present value of the scheme liabilities because the benefits are one period closer to settlement.

### Investments (Pension Fund)

The investments of the Pension Fund will be accounted for in the statements of that fund. However, authorities are also required to disclose, as part of the disclosure requirements relating to retirement benefits, the attributable share of the pension scheme assets associated with their underlying obligations.

### Liability

A liability is where the Authority owes payment to an individual or another organisation. • A current liability is an amount which will become payable or could be called in within the next accounting period, e.g. creditors or cash overdrawn. A deferred liability is an amount which by arrangement is payable beyond the next year at some point in the future or to be paid off by an annual sum over a period of time.

### Liquid Resources

Current asset investments that are readily disposable by the Authority without disrupting its business and are either:

- Readily convertible to known amounts of cash at or close to the carrying amount; or
- Traded in an active market

### Long-Term Contract

A contract entered into for the design, manufacture or construction of a single substantial asset or the provision of a service (or a combination of assets or services which together constitute a single project), where the time taken to substantially complete the contract is such that the contract activity falls into more than one accounting period.

### Materiality

The concept that the Annual Accounts should include all amounts which, if omitted, or mis-stated, could be expected to lead to a distortion of the financial statements and ultimately mislead a user of the accounts.

### Minimum Revenue Provision (Mrp)

The minimum amount which must be charged to the revenue account each year in order to provide for the repayment of loans and other amounts borrowed by the Authority.

### Net Book Value

The amount at which fixed assets are included in the Balance Sheet, i.e. their historical costs or current value less the cumulative amounts provided for depreciation.

Net Debt

The Authority's borrowings less cash and liquid resources.

Non-Distributed Costs

These are overheads for which no user now benefits and as such are not apportioned to services

Non-Domestic Rates (Ndr)

The Non-Domestic Rate is a levy on businesses, based on a national rate in the pound set by central government and multiplied by the assessed rateable value of the premises they occupy. In England it is collected by the Authority on behalf of itself, central government and major preceptors. In Scotland it is collected by the Authority on behalf of central government and then redistributed back to support the cost of services.

Non-Operational Assets

Fixed assets held by the Authority but not directly occupied, used or consumed in the delivery of services. Examples are investment properties, assets under construction or assets surplus to requirements pending sale or redevelopment.

Operating Lease

A lease where the ownership of the fixed asset remains with the lessor.

Operational Assets

Fixed assets held and occupied, used or consumed by the Authority in the pursuit of its strategy and in the direct delivery of those services for which it has either a statutory or discretionary responsibility.

Past Service Cost (Pensions)

For a defined benefit pension scheme, the increase in the present value of the scheme liabilities related to employee service in prior periods arising in the current period as a result of the introduction of, or improvement to retirement benefits.

Pension Scheme Liabilities

The liabilities of a defined benefit pension scheme for outgoings due after the valuation date. Scheme liabilities measured during the projected unit method reflect the benefits that the employer is committed to provide for service up to the valuation date.

Precept

The levy made by precepting authorities by billing authorities, requiring the latter to collect income from Council Tax on their behalf.

Prior Year Adjustment

Material adjustments applicable to previous years arising from changes in accounting policies or from the correction of fundamental errors. This does not include normal recurring corrections or adjustments of accounting estimates made in prior years.

Provision

An amount put aside in the accounts for future liabilities or losses which are certain or very likely to occur but the amounts or dates of when they will arise are uncertain.

### Public Works Loan Board (Pwlb)

A Central Government Agency, which provides loans for one year and above to authorities at interest rates only slightly higher than those at which the government can borrow itself.

### Rateable Value

The annual assumed rental of a hereditament, which is used for NNDR purposes.

### Related Parties

There is a detailed definition of related parties in FRS 8. For the Council's purposes related parties are deemed to include the Authority's members, the Chief Executive, its Directors and their close family and household members.

### Related Party Transactions

The Statement Of Recommended Practice requires the disclosure of any material transactions between the Authority and related parties to ensure that stakeholders are aware when these transactions occur and the amount and implications of such.

### Remuneration

All sums paid to or receivable by an employee and sums due by way of expenses allowances (as far as those sums are chargeable to UK income tax) and the money value of any other benefits. Received other than in cash. Pension contributions payable by the employer are excluded.

### Reserves

The accumulation of surpluses, deficits and appropriations over past years. Reserves of a revenue nature are available and can be spent or earmarked at the discretion of the Authority. Some capital reserves such as the fixed asset restatement account cannot be used to meet current expenditure.

### Residual Value

The net realisable value of an asset at the end of its useful life.

### Retirement Benefits

All forms of consideration given by an employer in exchange for services rendered by employees that are payable after the completion of employment.

### Revenue Expenditure

The day-to-day expenses of providing services.

### Revenue Expenditure Capitalised Under Statute (Refcus)

Expenditure which ordinarily would be revenue, but is statutorily defined as capital. Examples of REFCUS include grants of a capital nature to voluntary organisations and back pay expenditure capitalised under Secretary of State Direction

### Revenue Support Grant

A grant paid by Central Government to authorities, contributing towards the general cost of their services.



Stocks

Items of raw materials and stores an authority has procured and holds in expectation of future use. Examples are consumable stores, raw materials and products and services in intermediate stages of completion.

Temporary Borrowing

Money borrowed for a period of less than one year.

Trust Funds

Funds administered by the Authority for such purposes as prizes, charities, specific projects and on behalf of minors.

Useful Economic Life (Uel)

The period over which the Authority will derive benefits from the use of a fixed asset.



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