

SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE

12 JUNE 2014

FINAL OUTTURN AND STATEMENT OF ACCOUNTS 2013-2014

Report from: Mick Hayward, Treasurer to the Joint Committee

Summary

The report addresses the requirement for the Joint Committee to approve the draft Statement of Accounts for the 2013-2014 financial year.

1. Budget and Policy Framework

1.1 The Accounts and Audit Regulations 2003 and the Memorandum of Agreement require the annual return and statement of accounts to be approved by the Joint Committee by 30 June 2014.

2. Final Outturn 2013-2014

2.1 The Joint Committee approved a balanced budget for 2013/2014.

2.2 The table below provides further details on the outturn and partner contributions.

STG OUTTURN v BUDGET

	2013-14 Budget £0s	Q3 Forecast £0s	2013-14 Actual £0s
Total expenditure	1,424,125	1,374,941	1,320,289
Increased Reserves - IT Reserve	0	5,000	5,000
Fee income	(1,096,576)	(1,005,498)	(986,059)
Use of Reserves – IT Reserve	0	(46,894)	(46,894)
Partner contributions (public protection)	(327,549)	(327,549)	(327,549)
Net Surplus transferred to reserve	0	(0)	(35,213)
Contributions – Public Protection			
- Gravesham (20%)			66,510
- Swale (27%)			88,438
- Medway (53%)			173,601

- 2.3 The director's annual report will provide explanations for the variances between the outturn figures and the approved budget.
- 2.4 The October 2010 Building Control Charging Regulations allow the Joint Committee to set there own charging policy (rather than regulated fees), however the Joint Committee is required to demonstrate 'breakeven' on chargeable works over a period of time.
- 2.5 Whilst the partnership has achieved a surplus for the past two years, it made a deficit in 2010-2011 which has resulted in an overall deficit for the partnership since October 2010; this can be seen in the table below and is inline with current regulations as explained in 2.4

Cumulative Surplus / (deficit) on chargeable works	Oct 10 – Mar 11 (£)	11-12 (£) No Variance	12-13 (£)	13-14 (£)	Total (£)
- Gravesham (20%)	(10,695.74)	0	1,551.89	7,042.45	(2,101.40)
- Swale (27%)	(14,439.25)	0	2,095.05	9,507.30	(2,836.90)
- Medway (53%)	(28,343.71)	0	4,112.52	18,662.50	(5,568.69)
Total	(53,478.70)	0	7,759.46	35,212.25	(10,506.99)

3. Statement of Accounts

- 3.1 The draft statements of accounts are attached at Appendix 1 for the boards approval. These include
- 3.1.1 Section 1 – Statement of Accounts
- 3.1.2 Section 2 – Governance Statement
This section summarises the expectation on the Joint Committee in the way it manages the Partnership.
- 3.1.3 Section 3 – External auditor's certificate and opinion
To be completed in due course by the external auditor with any issues reported back to the Joint Committee.
- 3.1.4 Section 4 – Annual Internal Audit Report
The accounts of the Partnership are currently hosted by Medway Council and maintained on Medway's financial systems. As such there

was no bespoke internal audit of the Partnership in 2013-14 but the Audit Service Manager is able to provide the necessary certification on the basis of work undertaken on Medway's systems.

3.2 The format of the accounts complies with the 'limited assurance' audit approach explained in the appendices to this report. Following approval of these draft accounts by the Joint Committee the external audit will commence including the opportunity for the general public to inspect the financial records. In due course the external auditor will report back to the Joint Committee on his findings.

3.3 Other financial information required by the external auditors.

4. Financial Implications

4.1 The Audit Commission has appointed PKF Littlejohn as the partnerships auditor.

4.2 These are contained within the body of this report.

5. Legal Implications

5.1 There is a legal requirement for the Joint Committee to approve the draft Statement of Accounts by 30 June 2014.

6. Recommendations

6.1 That the Joint Committee:

- (a) notes the outturn for 2013-14 and respective partner contributions as presented in section 2.2 of the report.
- (b) approves the Statement of Accounts, as presented at Appendix 1,
- (c) requests that the Chairman and the Monitoring Officer of the South Thames Gateway Building Control Partnership sign the Statement of Accounts as appropriate.

7. Suggested Reasons for Decisions

7.1 Joint Committee has a key role in monitoring the performance of the Partnership and is required to approve the Statement of Accounts.

Lead officer contact

Mick Hayward, S151 Officer, South Thames Gateway Building Control Partnership, Compass Centre, Chatham Maritime, Kent, ME4 4YH
Tel: 01634 332220

Background Papers:

Business Plan 2012-2017 Report to the South Thames Gateway Building Control Joint Committee Thursday 13 June 2013

<http://www2.swale.gov.uk/dso/viewagenda.asp?uid=1641>

2013/2014 Proposed Audit Timetable Report to the South Thames Gateway Building Control Joint Committee Thursday 20 March 2014

<http://web.gravesham.gov.uk/democracy/ieListDocuments.aspx?CId=280&MIId=2083&Ver=4>

**SOUTH THAMES GATEWAY
(STG)
BUILDING CONTROL
PARTNERSHIP**

**ANNUAL RETURN
2013/14**

Section 1 – Statement of accounts

SOUTH THAMES GATEWAY BUILDING CONTROL PARTNERSHIP

	Year ending	
	31 March 2013 £'s	31 March 2014 £'s
Balances brought forward	(44,894)	(54,653)
Contributions from constituent authorities - Local Taxation	(351,772)	(327,549)
Total other receipts	(988,346)	(986,059)
Staff costs	1,042,605	1,008,270
Loan Interest	0	0
Total other payments	287,752	312,019
Balances carried forward	(54,653)	(47,972)
Total cash and short term investments (see note)	0	0
Total reserves (ICT replacement & General Reserve)	54,653	47,972
Total fixed / long term assets	0	0
Total borrowings	0	0

Note:- The Partnership's accounts are hosted by Medway Council and as such the Partnership does not have its own cash / bank balances. At 31 March 2014 the Partnership were owed by the Council £69,885.78 in respect of its notional cash balance.

<p>I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly presents receipts and payments, as the case may be. Signed by the Responsible Financial Officer</p> <p><i>Mick Hayward</i></p> <p>.....</p> <p>Date <i>22 May 2014</i></p> <p>.....</p>	<p>I confirm that these accounting statements were approved by the body on:</p> <p>Date:</p> <p>and recorded as minute reference:</p> <p>Ref:</p> <p>Signed by Chair of meeting approving these accounting statements:</p> <p>.....</p> <p>Date</p>
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Section 2 – Annual governance statement

We acknowledge, as the members of STG Building Control Joint Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

- We have approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practice.
- We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
- We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the Partnership to conduct its business or on its finances.
- We have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
- We have carried out an assessment of the risks facing the Partnership and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
- We have maintained throughout the year an adequate and effective system of internal audit of the Partnership's accounting records and control systems and carried out a review of its effectiveness.
- We have taken appropriate action on all matters raised in reports from internal and external audit.
- We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Partnership and, where appropriate, have included them in the statement of accounts.

This annual governance statement is approved by the joint committee and recorded as minute reference Dated

Signed on behalf of the Partnership Joint Committee

Signed by (Chair) Date

Signed by..... (Clerk) Date.....

Section 4 – Annual internal audit report

Note - The accounts of the Partnership are currently hosted by Medway Council and maintained on Medway's financial systems. As such the head of internal audit is able to provide the necessary certification on the basis of work undertaken on Medway's systems.

The Council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

Internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and, alongside, are the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed? Yes / No / Not covered
Appropriate books of account have been properly kept throughout the year	Yes
The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for	Yes
The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	Yes
Expected income was fully received, based on correct prices, properly recorded and promptly banked and VAT was appropriately accounted for	Yes
Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for	Yes
Salaries to employees and allowances to members were paid in accordance with approvals and PAYE and NI requirements properly applied	Yes
Asset and investment registers were complete and accurate and properly maintained	Yes
Periodic and year end bank reconciliations were properly carried out	Yes
Year end accounts were prepared on the correct accounting basis (receipts and payments, income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded	Yes

Audit Services Manager, Medway Council

Signature

A. Russell

Date: 23 May 2014

Other Financial Information Required by the External Auditor.

Reconciliation between Carry forward Balance and Cash Balance.

	£'s	<u>£'s</u>
2013-2014 Balance Carry forward		<u>47,972</u>
Less:		
Debtors	3,484	
Payments in Advances	<u>10,647</u>	
Total Deductions		14,131
Add:		
Creditors	2,000	
Receipts in Advance	<u>34,045</u>	
Total Additions		<u>36,045</u>
Total Cash and balances		<u>69,886</u>