

Notes for guidance for completing: RA (Revenue Account) Budget Return, 2024-25

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INTRODUCTION

These notes provide instructions on the completion of form RA. The form is for completion by Welsh county and county borough councils, Welsh police and crime commissioners, Welsh fire authorities and Welsh national park authorities.

The figures reported on the RA forms will be made available to the Welsh Local Government Association, for use in discussions with central government. Extracts from the information supplied will be published in "Welsh Local Government Financial Statistics" produced by the Welsh Government and the information is also supplied to IPF, to form the basis of their publication "Finance and General Statistics".

The returns provide essential data for a number of different purposes connected to local government finance activity. The information will be used to calculate service totals for Indicator Based Assessments. The information is also used extensively in response to Assembly Questions, in dealing with ministerial correspondence, and for more general monitoring purposes and is also supplied to other government departments, for example in the production of National Accounts.

Enquiries about the return, spreadsheet or any other aspect of this exercise may be addressed to:

Local Government Financial Statistics
Knowledge and Analytical Services
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Telephone: Bruce Anderson – 0300 025 9169 or Frank Kelly – 0300 025 5673

E-mail: Lgfs.Transfer@gov.wales

This form is closely aligned to the Chartered Institute of Public Finance & Accountancy (CIPFA) Service Reporting Code of Practice (SeRCOP), which is updated annually. In particular this form draws on the divisions of service set out in Section 3 of the SeRCOP (the Service Expenditure Analysis). Any queries relating to the code should be sent to the CIPFA Statistical Information Service at: financeandgeneral@ipf.co.uk or by phone to 020 8667 1144.

COMPLETION OF THE FORMS

General

Entries should be recorded on an accruals basis, i.e. they should relate to expenditure budgeted to be incurred in respect of the financial year to which the form relates, regardless of when the transactions actually occurred. Expenditure relating to a programme of work over a number of years should only be recorded for the period covered by the form.

Administration costs

All lines should include a recharged allocation of management and support services costs together with any central support services recharges. This is consistent with the CIPFA Service Reporting Code of Practice (SeRCOP).

Whenever there is a need to apportion costs over more than one division of service, reference should be made to CIPFA current guidance on the principles of cost apportionment contained in Appendix 2 of the Service Reporting Code of Practice.

Income

All non-grant income, for example that raised through sales, fees and charges, allowances for the cost of collection of Non-Domestic rates and recharges from other services should be netted off the expenditure figures recorded on this return. Do not treat specific and special government grants as income. All expenditure should include that financed by such grants.

Trading operations and agency/contracted out services

Where another department or organisation within the local authority, either as a trading operation or otherwise, or a contractor under the arrangements for compulsory competitive tendering, provides a service on behalf of a service department, the charges for the service should be entered on the appropriate line. Thus, for example, a charge for the use of an internal grounds maintenance operation made on residential care homes for the elderly should appear as running expenses on line 40, 'adult social services - older people (aged 65 and over) including older mentally ill.

Additionally, if the surplus or deficit on any trading operation is expected to be significant, then that surplus or deficit should be disaggregated between the service lines against which the users of the trading operation are recorded. Non-significant balances need not be disaggregated, and in general, should be recorded at line 129. The exception is where a trading operation applies to a single service only, in which case the balances can be recorded against that service on the appropriate line.

In deciding whether a trading account balance is significant, consideration should be given to whether disaggregation of that balance would have a material effect on the expenditure reported at any mandatory division of service or on any comparative expenditure data, particularly figures which may be used in local or national performance indicators.

The costs related to services provided in this way will therefore be made up of the charge to the user, plus in the case of a trading operation with significant balances, an apportionment of that balance.

If the local authority trading operation involves any direct dealings with external sources, for example a theatre trading directly with the public, then the surplus or deficit should be recorded on a relevant line.

Expenditure carried out jointly with other authorities

Authorities providing a service as part of a joint arrangement should each record at the appropriate service line only their share of the joint expenditure, net of income but including any expenditure financed by any relevant share of grant. The lead authority for the area should also record only its own share of expenditure and its own share of grant.

Where a lead authority maintains the accounts on behalf of an external joint committee, any grant received by that lead authority should not be disaggregated between contributing authorities, instead it should be recorded by that lead authority only. The lead authority should record all the expenditure of the committee including that funded by the grant, but net of any contributions from the other authorities involved. The other authorities involved should only record their own contributions as expenditure.

Where a lead authority maintains the accounts of a local authority function, for example emergency planning, any grant received by the lead authority and the expenditure funded by the grant should be disaggregated appropriately between the authorities involved. The lead authority should agree the disaggregation with the other authorities, in order that they can complete the form as required. This also applies to a function carried out jointly between local authorities and non-local authority bodies, for example the NHS.

Leased assets and schemes financed by private finance initiatives

Payments made in respect of the financing costs of leasing arrangements, including those associated with schemes financed by private finance initiatives should be excluded from the service analysis of the form, and should instead be recorded on line 139 or 140. Any annual operating costs in respect of schemes financed by private finance initiatives should be included within the service analysis, in the appropriate lines.

Carbon Reduction Commitment (CRC) transactions

CRC allowances should be charged to services on a reasonable basis that fairly reflects the production of CRC carbon emissions. Since the calculation of carbon emissions is primarily based on energy bills, it is recommended that the cost of CRC allowances is charged (apportioned) to services in accordance with the method of apportionment used to allocate other energy cost charges, as part of premises costs. Whichever method is used it must meet the apportionment principles set out in Section 2 of SeRCOP.

Prices

The information on the form must be at outturn prices. Authorities who budget at the November price base should convert their budget estimates to outturn prices before completing column 4 of the form.

VAT

Include any irrecoverable input VAT with respect to revenue services. Irrecoverable VAT which is directly attributable to the supply of VAT exempt revenue services should be recorded on the relevant service line; any other irrecoverable input VAT with respect to revenue service should be included under "other adjustments" (line 130).

Total expenditure

Several measures of total revenue expenditure are calculated on the main RA form. The most used are gross revenue expenditure, net revenue expenditure and budget requirement.

Gross revenue expenditure is all local authority revenue expenditure, including debt-financing costs, less income from sales, fees and charges and other non-grant sources. The term 'gross' is used because it includes all expenditure financed by specific and special government grants.

Net revenue expenditure is gross revenue expenditure less all specific and special government grants, while the budget requirement *also* excludes use of, or transfers to local authority reserves.

Alternatively the budget requirement is the total amount of revenue expenditure to be financed from council tax together with central government general support, which is revenue support grant, re-distributed Non-Domestic rate income and police grant.

SUBJECTIVE ANALYSIS

In general, the subjective analysis of expenditure is based on expenditure on a net current basis, that is including any expenditure to be financed by specific and special government grants, but excluding that to be financed by income from non-grant sources (for example from fees and charges). These data are to be recorded in column 4.

Specific and special government grants relating to the expenditure should be recorded in column 7.

RA Column 4 Budget estimates (at outturn prices)

Expenditure should be recorded including that financed by specific and special government grants, but excluding that financed from non-grant sources. This will include employee costs, running expenses (for example premises costs, transport costs, supplies and services), but will be net of sales, fees and charges.

Figures should include an estimate for both departmental and central support services recharges. Whenever there is a need to apportion costs over more than one division of service, reference should be made to CIPFA current guidance on the principles of cost apportionment contained in Appendix 2 of the Service Reporting Code of Practice.

Figures should exclude notional capital charges and RECS.

RA Column 7 Grants

The grants which fund the expenditure should be recorded as NEGATIVE amounts in column 7 and should exclude any local authority match funding.

Specific and special government grants are defined to be those grants paid directly by the Welsh Government or UK government departments, the European Union, by Welsh Government sponsored / non-departmental public bodies or by the National Lottery to enable the local authority to provide a service. Do not treat as grants the income from these bodies, which are used to reimburse local authorities for work carried out on their behalf. It is appropriate to assume that such arrangements will have a net budget of zero.

IAS 19: Employee benefits

Following IAS 19 the Accounting Code requires liabilities for short term accumulating compensated absences (e.g. untaken annual leave entitlement) to be recognised in the accounts. Regulations have been made to prevent such liabilities impacting on the Council Tax Requirement. It is recognised that authorities may not have calculated such liabilities at this stage in the implementation of the Accounting Code. **All authorities should therefore ignore such liabilities in completing RA.**

OBJECTIVE ANALYSIS

HIGHWAYS AND TRANSPORT SERVICES

General (lines 25 to 37)

Exclude all construction and structural maintenance costs that are capital expenditure, that is, those which are recorded in a capital account, including those instances where these are paid for by a contribution from a revenue account (which should be recorded only at line 141). In determining whether the expenditure should be treated as capital or otherwise, authorities should make reference to capital accounting guidance and should bear in mind whether the work has created or enhanced the life of any asset.

Additionally exclude capital financing costs falling on the revenue account where these are associated with past capital expenditure on roads' construction and structural maintenance. These should be recorded at lines 133 and 135.

Line 25 Transport planning, policy and strategy

Include the costs of:

- formulation and maintenance of transport plans and policy
- research and data collection in respect of traffic levels, accidents and impacts of highways development
- roads issues relating to planning applications and developers' contributions to network improvement
- adoption of roads
- Monitoring of street works.

Line 26 Structural maintenance

Include the following structural maintenance costs in respect of public roads, footways, cycle tracks and other public rights of way that are recorded *solely* as revenue expenditure, picking up any related work assessment costs:

- the reconstruction of roads including overlaying, resurfacing, surface dressing and remedial earthworks
- the replacement and structural maintenance of drainage structures
- the replacement and repair of all fences, walls and barriers
- third party liability claims related to structural defects on roads, footpaths, etc.
- Bridges (as SeRCOP).

Line 27 Capital charges relating to construction projects

Include non-capitalised expenditure on construction of roads and bridges in column 4.

Line 28 Environment, safety and routine maintenance

Include revenue costs associated with the following:

Routine Repairs

- ad-hoc, unplanned patching and minor repairs
- cleaning of fences, walls and barriers
- testing, rodding, jetting and cleaning of drains, gullies, grips, ditches, and carriageway drainage on structures
- cleaning, repair or replacement of street furniture not included under other activities, for example, fencing or bollards designed to restrict access
- cleaning of bridges and other structures
- Routine inspections.

Safety Maintenance Repairs

- maintenance and replacement of existing road markings and studs
- Cleaning, repair and replacement of existing traffic signs, signals, pelican and zebra crossings, illuminated bollards and communications equipment.

Environmental Maintenance

- tree and verge maintenance
- Carriageway sweeping, including litter and hazard removal (noting the exception below).

Include any net surplus / deficit of directly owned or part owned tolled bridges, roads and tunnels.

Exclude expenditure on street cleaning arising from section 89(1)(a) and (c) and section 89(2)(a) of the Environmental Protection Act 1990, which should be recorded on line 58.

Line 29.1 Street lighting (including energy costs)

Include the costs of streetlights, including their maintenance, inspection and energy costs. Include the costs of extra seasonal lighting (such as Christmas lights) and the costs of lighting pedestrian subways and highway tunnels.

Line 29.2 Winter service

Include the costs of keeping roads free from snow and ice, including:

- salting
- urea treatment
- snow ploughing
- snow fencing
- Standby arrangements.

Include weather forecasting costs, the maintenance and energy costs for under-road heating and the maintenance and operation of ice detecting equipment, but not its supply or installation, which should be included in the costs of the larger construction project that the installation of the new equipment was associated with.

Line 30 Traffic management and road safety

Include the costs of specific **traffic management** schemes, including:

- planning and scheme design, for example urban safety management schemes, home zones, new pedestrian crossings, new cycle tracks and new traffic calming measures
- monitoring of traffic including CCTV monitoring cameras
- area traffic control centres.

Include expenditure on safe routes including school crossing patrols and safety related to travelling to school. Also include other expenditure on schemes providing safe routes to school, work or places of leisure, etc.

Include the costs of publicity, training and other initiatives to improve **road safety education**, including:

- Contributions to the Royal Society for the Prevention of Accidents
- Cycling / motorcycling proficiency courses
- Liaison with schools
- Road safety literature
- Rehabilitation courses for motor offenders
- School crossing patrols

- Expenditure on safe route schemes (such as to school, to work, etc.)
- Congestion charging.

Exclude costs of traffic management aspects of larger construction or structural maintenance projects. These should be included as part of the costs of the larger scheme.

Line 32 Parking services

Include the following:

- expenditure, net of income in respect of off-street and on-street parking, including parking meters, staffing costs, barrier and security equipment and enforcement of excess charges
- traffic wardens employed on parking duties (not police)
- car parking expenditure authorised by statutes other than the Highways Act, for example in national parks or in comprehensive development areas, including staffing costs, barrier and security equipment and enforcement of excess charges
- any expenditure on lorry areas
- transfers to and from surpluses or deficits in the parking meters surplus account (which forms part of reserves)
- Expenditure, net of income, from the operation of the decriminalised parking regimes and residents' and businesses' parking permit schemes.

Line 36.1 Public transport

Include the following costs:

- Payments to train operating companies and local bus services, as defined by the Transport Act 1985
- Revenue support to park and ride operators that use bus and rail services
- Revenue support to ferry operators including surpluses or deficits relating to directly or part owned harbours, airports and ferry operations
- public transport co-ordination costs, including the provision of general information to the travelling public such as timetables; revenue costs of investing in the public transport infrastructure, for example in bus stations and bus shelters and liaison with transport providers and the travelling public
- Include expenditure associated with providing concessionary fares schemes for children and older persons; the blind and disabled, including services such as "dial-a-ride" and "taxicard". Also include administrative costs associated with providing concessionary fares.

Exclude school transport costs which are charged to the education budget, and concessions for children agreed as part of a tender for a contracted subsidised service.

Line 37 Airports, harbours and toll facilities

Include surpluses or deficits from directly or part owned docks, jetties, ports and *commercial* piers.

Exclude any costs of fishery responsibilities, for example the costs of fishery harbours, and fishery responsibilities at more generic harbours. These costs should be recorded on line 61. Also *exclude* any costs of pleasure piers. These should be recorded on line 49.

CHILDREN'S SOCIAL CARE

Line 38.6 Children's Centres/Flying Start and Early Years

Includes the cost of children's centres, costs devolved to individual children's centres, the cost of local authority provided or commissioned services, and management costs relating to children's centres. Include salary costs of any qualified teachers and/or early years professional staff employed by children's centres.

Exclude other early education funding (including funding through the free entitlement, as that is covered elsewhere). Also exclude the cost of services provided in kind by other statutory providers (for example health services or Jobcentre Plus).

Line 39.2 Children Looked After

Include the costs of looking after children for continuous periods in excess of 24 hours.

Residential care

Include expenditure on residential care in voluntary children's and registered children's homes as defined in the Children Act 1989. This includes:

- Community homes
- Respite care in children's homes
- Associated independent visitor costs and relevant contact payments under sections 20 to 34 of the Children Act 1989
- Homes where education is provided, but does not attract schools budget funds
- Boarding schools
- Include the social care share of the costs of community homes with education provision and the social care element of accommodating children with special education needs in schools where the education element is chargeable against schools budget.

Fostering services

Include all fees and allowances paid to foster carers and the costs of social worker and other support staff who support foster carers. Include:

- Mainstay placements
- Link placements
- Permanence placements
- Temporary/respite fostering
- Associated independent visitor costs and relevant contact payments under sections 20 to 34 of the Children Act 1989.

Exclude:

- Remand fostering (line 39.4)
- Foster care placements with a relative or a friend (Line 39.2)
- Social work costs related directly to the fostered children (Line 39.44)
- Short breaks for looked after disabled children (Line 39.3).

Adoption services

Include adoption allowances paid and other staff and overhead costs associated with adoption including the costs of social workers seeking new and supporting existing adoptive parents. Also include costs related to adoption support, such as the cost of therapeutic services.

Special guardianship support

Include financial support paid to special guardianship families under the Special Guardianship Regulations 2005 and other staff and overhead costs associated with special guardianship orders.

Short breaks (respite) for disabled children looked after

Include all provision for short breaks (respite) services for disabled children who are deemed looked after. Include:

- Short breaks utilising a residential setting
- Family-based overnight and day care short-break services – including those provided through contract and family link carers

- Sitting or sessional short-break services in the child's home, or supporting the child to access activities in the community.

Exclude any break exceeding 28 days' continuous care and costs associated with providing disabled children's access to residential universal services.

Children placed with family and friends

Includes costs on the authority's children placed with family and friends functions under the Children Act 1989.

Education of children looked after

Include costs on the services provided to promote the education of children looked after by the authority (e.g. looked after children education service teams and training for designated teachers). Exclude Individual support for children looked after – include it within other children looked after services. Exclude any funding delegated to schools for looked after children.

Leaving care support services

Include here the authority's leaving care support services functions under the Children (Leaving Care) Act 2000.

Asylum seekers

Include expenditure of those asylum seeking children who are looked after.

Other children looked after services

Include support to looked after children and young people:

- In NHS/other establishments providing nursing/medical care
- Residential, respite and emergency nights in residential beds at family centres
- In lodgings or hostels
- In mother and baby homes
- Living independently in flats or bed and breakfast establishments or with friends
- In residential employment
- Independent visitor costs and relevant contact payments under sections 20/34 of the Children Act 1989 not included under Residential Care or 'Fostering services'
- In secure accommodation welfare (as set out at Legal Aid, Sentencing and Punishment of Offenders Act)
- Advocacy services for children looked after.

Line 39.3 Family Support Services

Include statutory services provided to children in need and voluntary aid to other children.

Direct payments

Include the value of direct payments made to 16- and 17-year-olds who are disabled under s17(10) of the Children Act 1989, payments made to the carers (e.g. parents) of disabled children aged under 18 and payments made to 16- and 17-year-olds who act as carers for the purchase of care services. Also include the costs of administering the payments.

Short breaks (respite) for disabled children

Include all provision for short-breaks (respite) services for disabled children in need but not looked after. Include the costs of:

- Short breaks utilising a residential setting – including overnight stays, day care and sessional visits
- Family-based overnight and day care short-break services – including those provided through contract and family link carers
- Sitting or sessional short break services in the child's home, or supporting the child to access activities in the community.

Other support for disabled children

Include Children's Services' contribution to equipment and adaptations, such as:

- Adaptations to homes to help children remain at home
- Disability equipment for children, including wheelchairs
- Special telephones for the use of children
- Other communications and community equipment
- Stores, delivery and other associated costs.

Exclude contributions by the Housing service, the Adult Social Care service and local NHS services.

Targeted family support

Targeted family support services are those focused on particular vulnerable families, including but not limited to families receiving support through the Families First programme.

Include spending in the following areas that were previously captured under separate lines in this data collection:

- **Contribution to the health care of individual children** - This is expenditure where there is a need to support a child. This includes non-statutory innovative initiatives or pilot programmes. These could be funded privately, by the local authority, or jointly by the local authority and the primary care trust
- **Home care services** - This is home care provided to help look after a child at home; for example, home helps, domiciliary care assistants, and support or payments to voluntary workers or organisations providing home care services. Also include the costs of administration of home care for children
- **Intensive family interventions** - Include expenditure for providing intensive family interventions which support the programme led by the Integrated Family Support Services to turn around the lives of troubled families. Common characteristics include each family having access to a dedicated practitioner who delivers support and co-ordinates the work of other agencies, ensuring that a support/care plan is in place which outlines actions and timescales. These interventions commonly include pre- and post-measurements of how circumstances for the family have changed.

Also include:

- Payments or gifts in kind to safeguard and promote the welfare of children in need
- Community support workers (peripatetic support staff who supervise children at risk, children in need, and learning in the community, and liaise with other agencies, CPNs, etc.), outreach workers, family support or aid workers, and others working with those families but whose duties do not fit the home care definition
- Expenditure on support for carers rather than clients (including young carers) that is not included in any of the other divisions of service
- Family contact supervision
- Residence orders paid for.

Exclude home care services provided for short breaks for disabled children.

Universal family support

Universal family support is open to all, regardless of their family circumstances or perceptions of vulnerability. This includes support provided in the community for children who do not have a particular need that has been already identified (but who may be in a disadvantaged group), such as home-school liaison services funded by the local authority, peer-to-peer support services, such as Homestart, and relationship support.

Line 39.4 Youth Justice

Include the costs of services related to young offenders including youth offending teams:

- Costs of providing or purchasing secure accommodation for children who pose a risk to themselves or to others, or who have a security requirement placed on them for youth justice reasons under s53 of the

Children and Young Persons Act 1933. Include all other remand facilities for a young offender, e.g. under s97 of the Crime and Disorder Act 1998

- Costs of social services staff and support facilities for youth offender teams under the Crime and Disorder Act 1998
 - Community services costs
 - Remand fostering costs, i.e. payments to carers and supervision costs where a court has made an order that an alleged young offender should be held securely in the community rather than being placed in an institution
 - Bail support schemes
 - Other youth justice costs.

Line 39.44 Safeguarding Children and Young People's Services

Social work (including LA functions in relation to child protection)

Social workers are directly involved with the care of children and with the commissioning of services for children. Include most of the direct social work costs (except those detailed below). Also include the processes for assessing need, determining and defining the service to be provided and reviewing the quality of and continued relevance of that care for children. Also include:

- Field social work costs (include hospital social workers)
- Occupational therapy services to children
- Relevant support staff costs
- Child protection social work costs.

Exclude social work costs in support of foster carers and adoptive families as these are captured elsewhere.

Commissioning and children's services strategy

Include spending on overall commissioning within Children's and Young People's Services, such as the cost of a central commissioning function. Also include any additional expenditure on services that are bought in from outside the local authority to support the central commissioning function. Where joint commissioning units have been set up, e.g. between the local authority and the primary care trust, include the overall costs of maintaining the joint unit. Also include:

- **Strategic management - Include the relevant director of children's services (such part as attributed to the children's social services function) and his or her personal administrative support**
- **Children's and young people's plan** - Include costs of developing, conducting and analysing the results of a needs assessment against the five Every Child Matters outcomes
- **Partnership costs** - Include multi-agency working – contributions from the local authority to partnership manager and other costs. It would not include pooled budget contributions for specific front-line services
- **Central commissioning function** - Understanding and assessing needs such as the collection and analysis of relevant data, participation with stakeholders (particularly children, young people and families) and development of needs assessments (including joint strategic needs assessments).
- **Complaints procedures - Include the relevant costs of the complaints procedure required by the Children Act 1989.**

Exclude the costs of the actual services commissioned as well as any social worker costs related to commissioning as these are captured elsewhere. Also exclude costs of commissioning services specifically for children's centres.

For the children's services strategy element, include partnership costs for multi-agency working, i.e. contributions from the authority to partnership manager and other costs. Do not include pooled budget contributions for specific front-line services. Include spending on statutory regulatory duties related to children's services that are not included in 'Service strategy and other educational functions'.

Local safeguarding children board

Includes costs of the authority's local safeguarding children board functions under the Children Act 2004 and The Local Safeguarding Children Boards (Wales) Regulations 2006.

Line 39.45 Asylum Seekers

Include services to children and families.

Assessment and case management

The process of receiving referrals, assessing need, defining eligibility and arranging for packages of care to be provided and reviewing the quality and continued relevance of that care for children and families. It includes field social work costs (including hospital social worker), other social care staff based in primary healthcare settings, occupational therapy services to children and families and relevant support staff costs.

Children

Include the costs of finding accommodation, ensuring education, etc., including the costs of peripatetic support workers and grants to voluntary organisations that support children. (NB: this excludes asylum-seeking children who meet the definition of Children Looked After).

Families

Include giving advice and assisting with accommodation, including the costs of peripatetic support workers and grants to voluntary organisations that support asylum-seeking families.

Line 39.47 Services for Young People

Services for young people (aged 13 to 19) encompasses all local authority expenditure on the provision of educational and recreational leisure-time activities, including youth work and delivery of their duties to support young people to participate in education or training.

Targeted services for young people

Targeted services are those focused on supporting early intervention for vulnerable young people, including but not limited to those at risk of teenage pregnancy, substance misuse, youth crime and not being in education, employment or training. Include those services that are targeted towards supporting individual young people on a one-to-one basis (e.g. counselling), groups of young people (for example young people at risk of gang involvement) or specific localities (for example detached youth work in areas that have high instances of anti-social behaviour). Include:

- Youth work
- Activities for young people
- Services to support young people's participation in education or training
- Substance misuse services
- Teenage pregnancy services
- Discretionary awards
- Student support.

Universal services for young people

Universal and open access services are open to all young people, regardless of their circumstances or perception of vulnerability. Include:

- Youth work
- Activities for young people
- Services to support young people's participation in education or training
- Substance misuse services
- Teenage pregnancy services
- Discretionary awards; and student support.

Exclude lone adults, this should be recorded in line 46.

Line 39.5 Other children's and families' services

Include other spend that cannot be placed under another specific heading but contributes to overall spending on children's and young people's services. Also include grants to voluntary organisations that cannot be specifically placed under another children's heading, counselling services and generic services in support of children that abuse substances not included elsewhere.

ADULT SOCIAL CARE

Line 39.8 Service strategy – adult social care

This category has been very narrowly defined for Adults social services to ensure that amounts recorded by each authority are comparable.

Include the relevant director of social services and his or her personal administrative support, and the relevant costs of the complaints procedure required by the NHS & Community Care Act 1990.

Line 40 Older people (aged 65 or over) including older mentally ill

Include costs of all services relating to older persons (that is persons aged 65 and over), including:

- assessment and care management
- nursing care and residential care placements
- supported and other accommodation
- direct payments
- home care
- day care
- equipment and adaptations
- meals
- Other services to older people.

These costs should include those relating to persons aged 65 or over with a physical disability or sensory impairment; learning difficulties; mental health needs, HIV/AIDS; or substance abuse problems.

Line 41 Adults aged under 65 with a physical disability or sensory impairment

Include costs of all services relating to adults aged under 65 with a physical disability or sensory impairment, including:

- assessment and care management
- nursing care and residential care placements
- supported and other accommodation
- direct payments
- home care
- day care (including supported employment)
- equipment and adaptations
- meals
- Other services to adults aged under 65 with a physical disability or sensory impairment.

These costs should exclude those relating to children or persons aged 65 or over with a physical disability or a sensory impairment, which should be included in lines 38.6-39.5 or 40 as appropriate.

Line 42 Adults aged under 65 with learning disabilities

Include costs of all services relating to adults aged under 65 with learning difficulties, including:

- assessment and care management
- nursing care and residential care placements
- supported and other accommodation
- direct payments
- home care
- day care (including supported employment)
- equipment and adaptations
- meals
- Other services to adults aged under 65 with learning difficulties.

These costs should exclude those relating to children or persons aged 65 and over with learning difficulties, which should be included in lines 39.2-39.5 or 40 as appropriate.

Line 43 Adults aged under 65 with mental health needs

Include costs of all services relating to adults aged under 65 with mental health needs, including:

- assessment and care management
- nursing care and residential care placements
- supported and other accommodation
- direct payments
- home care
- day care (including supported employment)
- equipment and adaptations
- meals
- Other services to adults aged under 65 with mental health needs.

These costs should exclude those relating to children or persons aged 65 or over with mental health needs, which should be included in lines 38.6-39.5 or 40 as appropriate.

Exclude the costs of providing accommodation in council owned housing, which is charged to the council fund by the housing revenue account. These charges, together with any grant funding for reimbursing housing costs, should be recorded on line 85.

Line 46 Other adult social services

Include costs of all services relating to all other adult social services, including:

- assessment and care management
- adults aged under 65 with HIV/AIDS
- adults aged under 65 with substance abuse problems
- all other social services not accounted for in lines 38.6 to 43 inclusive
- Lone adult asylum seekers.

CULTURAL SERVICES

Line 47 Culture and heritage

Include expenditure in respect of:

- all museums and galleries with permanent or transient collections open to the public
- museum services and grants to independent museums

- all local authorities' premises whose main purpose is as theatres, halls, arts centres, etc.
- all grants and contributions made for the specific purpose of supporting and promoting arts activities, in all premises, irrespective of their primary ownership or use
- all art activities, facilities and societies, both amateur and professional, covering dance, drama, music (orchestras, operatics, etc.), crafts, arts festivals, the visual arts (including photography, purchases of works of art, the costs of artists in residence, and temporary exhibitions)
- Archives and records.

Income earned from visitors should be netted off against expenditure.

Also include expenditure in respect of conservation of the historic environment, for example:

- the repair and maintenance of historic buildings and ancient monuments owned by the local authority, including urgent works (but not the costs of notification of such works which should be recorded on line 66)
- advice on the conservation of historic parks, gardens, battlefields, listed buildings, etc.
- the costs of compulsory purchase orders (net of income from the sale of properties so acquired)
- Any initiatives or services designed to develop and maintain an awareness of local history.

Include grants to voluntary groups and special events to celebrate historical events.

Exclude *planning* costs associated with conservation of the historic environment, such as listed building / conservation area consent applications, repair notices and planning policy costs, which should be recorded on lines 66 and 67.

Line 48 Library service

The Public Libraries and Museums Act 1964 requires local authorities to provide a library service. Include expenditure on this statutory service in this line.

Include premises, staff and other costs associated with the provision of permanent libraries.

Include expenditure on libraries that operate from vans, buses, trailers or any other mobile base, and services provided to any house-bound library service users.

Include reference and information services to users with various research needs, including the costs of archives and records which are *not* kept under the Local Government (Records) Act 1962. (The costs of archives and records which *are* kept under this act should be recorded in line 47).

Include expenditure and income on specific community library services, for example that associated with the hiring out of rooms for local clubs and meetings, the offering of drop-in centres, the hosting of community events like exhibitions and bring-and-buy fetes.

Any fees for overdue books or other services should be netted off against expenditure.

Line 49 Recreation and sport

Include expenditure net of income from indoor sports and recreation facilities, for example:

- indoor swimming pools
- sports halls
- leisure centres
- Any attached baths, laundry services, hydrotherapy pools, etc.

Include any outdoor provision attached to an indoor facility, for example an outside five-a-side football area attached to a leisure centre.

Include outdoor sports and recreation facilities, for example:

- outdoor pools or lidos
- running tracks

- playing fields and sports grounds, including football pitches (except those used purely for educational purposes)
- golf courses
- pitch and putt courses, etc.
- Foreshore and associated promenade and piers that cannot be placed in another division of service.

If such outdoor facilities are within the boundary of a larger community park and do not represent a material share of the total expenditure of the park, it is not necessary to disaggregate the costs from those of the park itself. In such cases, record all costs as part of those associated with the park on line 50.

If any of these facilities are run as a trading operation, for example a municipal golf course, include the details of the trading account on this line. Also include appropriate charges made by any internal trading units, for example grounds maintenance, including an appropriate share of any significant trading balance.

Include expenditure on community centres, public halls and similar premises provided for residents of an area or community to use. These facilities are normally hired for a charge, which should be netted off the expenditure. *Exclude* premises used mainly for arts events, e.g. exhibitions and concerts and those mainly for the use of council housing tenants that relate to the housing revenue account.

Include costs associated with the development of sport in the community, including outreach work, such as:

- sports development officers and associated travelling costs
- provision of local coaching, training and sports sessions
- planning, marketing and staging of sports events
- purchasing and maintenance of equipment
- school, community and volunteer initiatives
- holiday play schemes for children
- Grants made by the local authority to voluntary or other groups associated with sports development.

Include expenditure on the foreshore, that is the land between the high water limit and the coastline proper, and the associated promenade and piers, *where it does not fall in another division of service*. For example, toilets will be recorded under environmental health expenditure, and cleaning as street cleaning expenditure, not foreshore.

Line 50 Open spaces

This line should not be used to record any expenditure of the National Park authorities, which should be recorded on lines 107.1 to 107.8.

It should also exclude payments from county or county borough councils to National Parks. Such transactions should be recorded on line 122.

Include county or county borough council expenditure in respect of the following:

- country parks
- picnic areas
- camping and caravan sites
- play areas, nature corners and sports facilities that are an integral part of a park
- allotments
- Footpaths, bridleways and towpaths (including maintaining a map of, and enforcing, public rights of way).

Exclude expenditure on travellers sites, which should be recorded on line 85, and the costs of clearing of litter and refuse, under section 89(1)(c) of the Environmental Protection Act 1990 - this should be recorded as street cleansing expenditure on line 58.

Line 51 Tourism

Include expenditure applied to encourage people to visit the area as allowed by section 144 of the Development of Tourism Act 1969. This will include the costs of:

- developing policies to promote tourism in the area
- promoting and advertising the area to potential visitors
- contributions to the Wales tourist board
- grants and loans given to support organisations offering attractions or other tourist related facilities
- Information offices and bureaux for the provision of information to visitors, including the costs of providing any literature for visitors, for example maps, tourist guides and 'what's-on' leaflets, etc.

ENVIRONMENTAL SERVICES

Line 52 Cemetery, cremation and mortuary services

Include all expenditure and income related to cemeteries and crematoria, including contributions and administrative support to joint cemetery boards and joint crematoria boards established under the Local Government Act 1972.

Include the cost of mortuary and post-mortem services. The Public Health Act 1936 requires some authorities to maintain mortuary services. The authority may charge another body, such as a police force, for its use of the mortuary and post-mortem services offered. Similarly, the authority may choose to buy in such services, for example, a local hospital.

Also include maintenance costs of a churchyard following its closure by a parochial church under the Local Government Act 1972.

Line 53 Coast protection

Include all *revenue* expenditure on coast protection, for example that incurred to protect coastal areas against erosion and sea encroachment.

Line 54 Regulatory services: Environmental Health (including food safety and housing standards)

Include all services to promote and protect public health. Including food safety; housing standards; pollution reduction; health and safety at work; port health; pest control; public health; public conveniences and licencing.

Include all expenditure and income relating to the aim of reducing the incidence of food and water based poisoning as required by the following:

- the Food and Environment Protection Act 1985
- the Food Safety Act 1990
- the Water Industry Act 1991
- the Food Safety (General Food Hygiene) Regulations 1995
- the Food Safety (Temperature Control) Regulations 1995
- EC 852 - 2004.

Include the costs of:

- regular inspections of food premises
- routine inspection and testing of food samples
- monitoring drinking water
- running food hygiene courses for people who handle food at work
- the operation of a 'good hygiene' certificate scheme

- Investigations into food poisoning outbreaks.

Include all costs associated with work to ensure that the residents of private sector accommodation live in safe and sanitary conditions. Activities include:

- inspections in response to complaints from residents
- checks on the quality of houses of multiple occupation
- checks on conditions at travellers' sites
- Inspections of hotels, guest and boarding houses.

Include expenditure on health and safety at work inspections, investigations of notified incidents and enforcement work. The work will mostly be undertaken under the Health and Safety at Work Act 1974. The precise areas covered are detailed in the Enforcing Authority regulations (SI 746 1977) and include shops; offices; some warehouses and some other commercial premises, e.g. launderettes.

Include all the expenditure (net of income) in providing rodent and other pest (wasps etc.) control activity services.

Include all pollution reduction costs.

- Include the costs of any action under the Noise and Statutory Nuisance Act 1993, or the Noise Act 1996 to reduce noise pollution, for example noisy party patrols, investigating complaints and where necessary the cost of seizing noisy equipment. Also include the costs of any action under the Light Pollution Powers under the Clean Neighbours Act 2005
- Include the costs of carrying out responsibilities under the Environmental Protection Act 1990, the Clean Air Act 1993 and Part IV or the Environment Act 1995 in the relation to the reduction of air pollution. Also include the costs of work on the air quality management plan
- The Environment Act 1995 requires local authorities to have a formal strategy to identify and deal with contaminated land. Include the costs of preparing and implementing this strategy including the costs of identifying contaminated land, assessing the degree of contamination, maintaining a register of contaminated land, monitoring levels of contamination, and assessing the health risks associated with contaminated land
- Include regular monitoring of water quality
- Include publicity costs, telephone hotlines and the costs of court actions in respect of anti-fly tipping work. Exclude the removal of fly-tipped waste, which should be included on line 58 (if cleared from the streets) or more generally line 63.1.

Include port health expenditure (net of income), including port health levies, for example checks on the fitness of food and animals in transit at ports and airports, and the issuing of de-ratting certificates.

Include the costs of running, cleaning and maintaining public toilets.

Include all public health expenditure; such as that on:

- animal welfare and dog control
- cesspool emptying
- contributions to sewerage schemes
- temporary caravan sites including temporary travellers' sites, and the checking on the condition and hygiene of such sites
- health education activity, e.g. the distribution of leaflets and exhibitions, etc.
- Control of infectious diseases under the Public Health (Control of Diseases) Act 1984 and associated 1988 regulations.

Record the expenditure of all licensing activity that is not classed as democratic representation and management. Include costs in respect of:

- public entertainment licensing
- licensing hackney carriages
- licensing private hire vehicle
- licensing theatres and cinemas
- skip licensing
- scaffold licensing
- hoarding licensing
- handling applications for felling licenses
- Animal licensing.

Exclude street cleansing expenditure that is not chargeable to the highways department, which should be recorded on line 58. Also exclude the costs associated with Trading Standards, which should be recorded in line 62.

Line 58 Street cleansing (not chargeable to highways)

Include the sweeping and removal of litter from land, litter bins, etc. that is required to comply with the Environmental Protection Act 1990. This Act sets standards of cleanliness that councils must maintain for 11 different categories of land, ranging from shopping centres to towpaths that the public have rights of access to.

Include the collection from the streets of illegally fly-tipped rubbish or dead animals, graffiti removal and the cleansing of foreshores.

Exclude street cleaning for highway purposes, i.e. keeping the carriageway clear of litter for road safety purposes - this should be recorded under highways expenditure.

Line 59.2 Community safety (safety services)

Include community safety expenditure that cannot be clearly and properly allocated to a specific service, for example:

- lighting in non-highway areas (except HRA items)
- provision of safety railings
- Provision of home safety advice.

Line 59.3 Community safety (CCTV)

Exclude any items that can be coded to a specific service or the HRA. For example, CCTV cameras in car parks should be entered in line 32 'parking services'. Cameras providing security to schools should be accounted for in Education.

Line 59.4 Community safety (crime reduction excluding CCTV)

Include community safety (crime reduction) expenditure that cannot be clearly or properly allocated to a specific service. Include:

- fees paid to police forces to secure extra police officers for a particular area
- Providing crime prevention advice.

Line 60 Flood defence and land drainage

Include:

- revenue expenditure on the construction, alteration, improvement, repair, maintenance, demolition and removal of flood defences

- routine maintenance of watercourses
- the costs related to the maintenance and testing of any flood warning system
- the provision of advice and information to the public
- Include any own local authority expenditure related to internal drainage works, including any incurred in respect of removing obstructions in the watercourse, also include liaison costs involving the environment agency.

Exclude the costs of levies to the Environment Agency in respect of the local flood defence committees. These are to be recorded on line 123. Also *exclude* the costs of levies to the Internal Drainage Boards and to the Environment Agency acting as an Internal Drainage Board in respect of land drainage work. These are to be recorded on line 124 and 125 respectively.

Line 61 Agriculture and fisheries services

Include any surpluses / deficits related to fishery harbours as defined by section 21 and schedule 4 of the Sea Fishery Industry Act 1951 and fisheries' expenditure at all other ports.

Include the costs (net of income) of supporting agriculture, notably those associated with the provision and maintenance of farms and smallholdings for rent including rent collection costs.

Line 62 Regulatory Services - Trading Standards

Local authority trading standards services discharge the statutory duties of those local authorities designated as "weights and measures authorities" to enforce a wide range of legislation aimed at protecting consumers and legitimate businesses and preventing unfair commercial practices.

Activities include the following core elements:

Consumer pricing

Includes inspection, advice and enforcement activity to ensure prices are accurately displayed where required and that consumers are not misled as to the price of goods, services or accommodation.

Fair trading

Includes activity under a wide range of legislation aimed at protecting consumers and legitimate businesses and preventing unfair commercial practices.

Activities include:

- investigation and enforcement based on complaints or intelligence
- good trader schemes and controls on door-to door selling activity
- Provision of legal advice to businesses and to individual members of the public.

Food labelling

Includes inspection; advice to businesses; sampling and other activities aimed at ensuring that food sold is correctly labelled and meets compositional standards where applicable.

Product safety

Includes inspection; advice to businesses; sampling and other activities aimed at ensuring that products placed on the market are safe.

Weights and measures

Includes inspection and enforcement activity aimed at ensuring that weighing and measuring equipment used for trade is accurate and that goods sold by quantity are correct.

Exclude administration of the Public Health/Hygiene Acts, which should be recorded on line 54 and building control, which should be recorded on line 65.

Line 63.1 Waste collection

Include all expenditure on the collection of household waste from private dwellings, community skips, nursing and residential care homes and schools. Include all types of waste including bulky items and clinical

or hazardous waste. Income earned from these collections should be netted off expenditure. Also include waste strategy costs for preparing, monitoring and reviewing the joint waste strategy.

Exclude expenditure on the collection of trade waste (line 63.3) or expenditure on the separate collection of recyclable waste or compostable waste (line 63.4).

Line 63.2 Waste disposal

Include the costs of household waste disposal including landfill, incineration, centralised composting, salvage/recycling and new technologies, etc. in this service division. Do not include expenditure on the treatment of recyclable waste or compostable waste – these are to be included under Recycling below.

Include the costs of:

- operating transfer stations, including transport to disposal sites
- operating civic amenity sites (household recycling centres) including transport costs
- preparing, monitoring and reviewing the joint waste strategy
- the cost of restoration and monitoring of closed landfill sites
- Trading of landfill allowances.

Line 63.3 Trade waste

Include the costs of collecting refuse from commercial properties. Include disposal payments to waste disposal authorities for the disposal of trade waste. Income earned from collecting refuse should also be netted off expenditure.

Line 63.4 Recycling

Include all of the costs of collecting items separately (e.g. doorstep collections or recycling banks. Also include the costs of processing recyclable or compostable waste and the costs of material sorting (material recovery facilities – MRFs). Include the costs of re-processing; where recyclables are used as secondary raw materials; and composting/organic reprocessing such as windrow composting; in-vessel composting or anaerobic digestion. Include the cost of new recycling technologies. Include the payment of reuse and recycling credits and income from disposal credits or the sale of recyclables. Costs shown here may be direct costs or payments to contractors.

Exclude the costs of processing recycled waste except for those which are borne solely by the waste collection authority (WCA) and cannot be attributed to the waste disposal authority (WDA).

Line 63.5 Waste minimisation

Include the costs of initiatives and actions to encourage the minimisation of waste through the reuse, exchange and shared use of goods. Include the costs of initiatives and actions to prevent/reduce waste through consumer purchasing. Exclude costs of recycling (above).

Line 63.6 Climate change costs

A division of service for costs associated with the Climate Change Act 2008.

PLANNING AND DEVELOPMENT

Line 65 Building control

Include all expenditure related to the role of local authorities in the monitoring and enforcement of building regulations. Record expenditure *net* of any income to be earned from any of these activities.

Include costs associated with local authorities' responsibilities under the Building Act 1984 to vet plans for new buildings and to make site visits to monitor compliance with health and safety and building regulations. These relate to:

- section 18 - building over a sewer
- section 21 - provision for drainage

- section 24 - provision of exits
- Section 25 - provision of water supplies.

Include the costs of enforcing building regulations and serving notices in the interests of public health and safety, including the costs of any subsequent court action and cost recovery action.

Include the giving of pre-submission advice and the administration of legislation related to:

- dangerous structures
- access for disabled people
- Street naming and numbering.

Include services that may be offered, such as:

- structural design
- fire safety auditing
- energy auditing
- Planning conditions checks and enforcement.

Line 66 Development control

Include all activities and costs related to the local authority's role in development control under town and country planning legislation. Record expenditure *net* of any income to be earned from any of these activities.

Include the costs of dealing with *applications made to the local authority under town and country planning legislation*, whether or not the authority determines those applications.

Include the costs of handling *enquiries* from developers, consultants and local residents on development control matters, particularly those made in advance of the submission of an application.

Include the costs of dealing with *applications for consent to display advertisements* under the Town and Country Planning (Control of Advertisements) Regulations 1992 (as amended).

Include the costs of handling planning *appeals*, that is, appeals under section 78, advertisement appeals and listed building appeals.

Include the costs of *environmental assessment of planning applications* if these are required under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999.

Include the costs associated with *tree and forestry regulations*. Also include the costs of *enforcement* such as handling complaints about development, investigating alleged breaches of planning control and taking enforcement action.

Include the costs of regulation of *other special topics such as minerals and waste control*, not referred to above.

Line 67 Planning policy

Include the costs of responding to consultations and involvement in planning policy matters, from other authorities and bodies, including any regional planning organisations.

Include expenditure on the preparation, approval and adoption of, or the review, amendment or repeal and replacement of any part of the *statutory development plan*. Include any costs in respect of relevant:

- surveys
- public inquiries
- research
- monitoring and analysis
- public participation or objection
- Sustainable development strategies.

Include costs associated with the preparation and approval, adoption, or review of any *non-statutory development plan*, policy statement or any other kind of general supplementary planning guidance.

Line 68 Environmental initiatives

Include all costs related to protecting or improving the natural environment.

Include the costs of the preparation and carrying out of:

- local authority agenda 21 strategy
- bio-diversity action plan
- environmental audits (include the collection of statistics relating to these audits)
- reports on the state of the environment
- Environmental management strategies under the label of agenda 21 activities.

Include costs associated with environmental education such as those in respect of projects with schools and colleges, the production of education packs and leaflets and the promotion of planning policies.

Include any grants paid by the local authority to bodies involved in environmental initiatives.

Include the costs of:

- carrying out any surveys and the preparation and implementation of any schemes for the purposes of environmental improvement
- surveys of derelict and / or contaminated sites and the preparation and implementation of schemes for their reclamation and other similar projects
- work in connection with (and including management of) sites of special scientific interest or sites of nature conservation interest, buildings of architectural or historic interest, ancient monuments and sites of archaeological interest (and any other archaeology costs) and the preparation of schemes for their conservation and enhancement
- Woodland grant schemes.

Exclude the costs of countryside recreation and management, which should be included on line 50.

Line 69 Economic development

Include the costs of the handling of financial incentives to persuade firms to set up or expand business in the area; for example giving grants, making loans and providing guarantees. Also include grants to voluntary organisations that provide support and advice to business and enterprise and any costs of advisory services provided by the local authority.

Include costs of training initiatives provided for local people directly by the local authority and grants to voluntary organisations that provide training.

Include:

- the costs of work associated with regeneration activities
- economic research costs such as surveys of need, collation of information on economic analysis, including census data, and specific investigations into areas where new policy is being developed
- costs associated with the development of conference and shopping centres
- the costs of providing input into and advice on European policy matters, including work related to attracting European and lottery funding
- the costs of promoting development in the authority's area by means of general publicity including:
 - the preparation of exhibitions, promotional literature, audio visual aids and area guides
 - the supply of information about the area
 - advertising development opportunities

- Organising promotional events such as seminars and workshops, particularly to maintain or attract employment.
- the costs of letting subsidised individual or commercial units to businesses, including start-up businesses
- The costs associated with the provision of facilities for markets, erection and taking down of stalls and collection of rents from the market traders.

If any aspect of this service is run as a trading operation, include any surpluses and deficits in respect of the trading account on this line.

Exclude tourism publicity, the costs for which should be shown on line 51.

Line 69.1 Economic research

Include the costs of:

- need surveys
- collation of information on economic analysis, including census data
- Specific investigations into areas where new policy is being developed.

Line 69.2 Business support

Include the costs of:

- premises development
- grants/loans and guarantees
- Support to business and enterprise.

Line 70 Community development

It is recognised that the area of community development is still developing under the new duty to promote well-being in the area under the Local Government Act 2000. As such, it is possible that there will be some overlap between this category of expenditure and other services, in particular economic development (line 69), community safety (line 59.2 to 59.4) and housing (lines 74 to 85). In such cases, local authorities are asked to record any expenditure which can be attributed to these services against the relevant headings, leaving only those costs which cannot be attributed to a specific service in this line.

Include costs specifically associated with the new duty of improving and promoting the well-being of the community, including **general** community regeneration expenditure. More specifically this will include the costs of:

- community development officers
- community strategy formulation
- projects on issues such as social inclusion
- initiatives to build community structures
- Grants paid to local development trusts.

where such costs cannot be attributed to specific services such as economic development; community safety or housing.

Include expenditure financed by schemes where the expenditure *cannot* be recorded against a specific service. Record the grants themselves in column 7.

COURTS SERVICES

Line 72 Coroners' court services

Include all costs associated with the coroners' court service including the costs of:

- the coroner and his/her deputies
- coroners' offices expenses
- premises costs
- inquests
- juries where required
- Post-mortems.

The costs of the mortuary service are recorded on line 52. In cases where the mortuary service charges the coroner for the use of its services, the charges should be recorded as expenditure in this line, and netted off the figure in line 52.

Where coroners' courts are jointly financed by several local authorities, the *lead authority* should record the total expenditure of the committee in this line, *net* of contributions from the other authorities. The other authorities should record only their own contribution to the arrangement as expenditure in this line.

Line 73 Other court services

Include courts related expenditure that does not fit into the coroners' category. For example, some authorities retain and maintain judges residences for use, in return for a rent (which should be netted off the expenditure), by judges when they hold courts in their area.

HOUSING GENERAL FUND

Line 74 Housing strategy

Include the costs of:

- reviewing housing needs, for example a housing condition survey
- the preparation of strategic plans for example a home energy conservation plan
- making bids to central government for funding
- preparing joint ventures
- Liaison with external bodies.

The amounts applicable to this line should apply to council fund housing only. A share of housing strategy costs based on a relevant apportionment between costs applicable to an authority's own stock, and other stock, should be charged to the housing revenue account.

Line 75 Enabling

Include all costs associated with the enabling function of the authority including RSLs.

Specifically show day-to-day liaison cost and nomination fees paid, except where related to homelessness.

Line 75.1 Licensing of private sector landlords

Include all costs associated with the licensing of HMOs and selective licensing of private sector landlords.

Line 75.2 Contributions to the HRA

Include any provision for contribution to the HRA from the council fund in respect of items maintained by the HRA that will benefit the wider community, for example:

- Play and other recreational areas
- Grassed areas
- Gardens
- Community centres
- Play schemes.

Line 75.3 HRA related pension costs

Include costs here if you are in the view that you cannot, under current regulations, charge current service (pensions) costs to the HRA. You should however, ensure that you charge the HRA with the appropriate charges for pensions in accordance with statutory requirements.

Line 76 Housing advice

Under the Housing Act 1996, each council has to provide a housing advice service to people housed privately. Include costs and appropriate overhead costs where staff are employed solely or substantially to do this duty in this line. Do not include advice covering homelessness, which should be shown under the homelessness section.

Clearly some advice will be given to non-council tenants by staff in area council housing offices, which will be routinely charged to the housing revenue account (HRA). Where this is the case, the council should *only* charge this advice to the council fund where *additional* resources have been provided within area housing offices *specifically* to serve private tenants.

Line 77 Housing advances

Include costs of administering advances to individuals to purchase their property under section 435 of the Housing Act 1985.

Record the expenditure net of any income in the form of mortgage interest payments paid by individuals receiving the advances.

Line 78 Private sector housing renewal

Include the administration of financial support for repairs and improvements including:

- home improvement grants
- houses in multiple occupancy (HMO) grant issued under the Management of HMO regulations 1990
- Grants Agency arrangements
- Home insulation grants under Part XV of the Housing Act 1985.

Exclude the grants themselves, which are classed as capital expenditure, and should not feature on any line of this form.

Include revenue expenditure on renewal activity including:

- renewal areas (under Part VII of the Local Government and Housing Act 1989)
- housing action areas (under Part VIII of the Housing Act 1985)
- general improvement areas (under Part VIII of the Housing Act 1985)
- Group repair schemes (under Part I of the Housing Grants, Construction and Regeneration Act 1996 and Part VIII of the Local Government Housing Act 1989).

Include costs to protect the safety, health or welfare of occupants of HMOs; in cases where the landlord will not take appropriate action, in for example issuing management orders on dwellings, including enforcement action such as prohibition orders and improvement notices.

Include expenditure on slum clearance, for example the costs of making the demolition order, declaring and consulting on clearance areas and any compulsory purchase activity necessary.

Include all other costs associated with neighbourhood regeneration.

Line 79 Homelessness

Include payments to privately owned/managed hotels or guesthouses for the provision of bed and breakfast accommodation.

Include the cost of hostels that are used to house the homeless.

Include the costs of leasing dwellings to house homeless people where the local authority holds the lease, including leases on privately owned dwellings and those owned by registered social landlords. Also include any associated costs, for example the provision of furniture, and any maintenance or refurbishment costs.

Include any other expenditure on housing for homeless people including payments to / for:

- hotels with self-contained annexes
- leased premises where the council is not the leaseholder
- acting as management agents for registered social landlords
- nomination fees to registered social landlords regarding homeless people
- landlord bond schemes
- mediation services
- Welfare and prevention of homelessness.

Include all the costs of administering the homeless function, that is, the receipt of requests for help and the allocation of spaces.

Record expenditure net of income from rent allowances and non-HRA rent rebates credited to the homelessness account from the housing benefit account.

Exclude housing benefit expenditure, which should be recorded elsewhere.

Line 80 Housing benefits payments

Include all expenditure on rent allowances including the element financed by specific government grant from the Department for Work and Pensions, which itself should be recorded in column 7. Note that rent allowances are paid to the tenants of private landlords and registered social landlords.

Include all expenditure on any rent rebates paid to council tenants of non-HRA dwellings. Where the person is homeless, the expenditure should be treated as income to the homelessness function and netted off the figure recorded against line 79.

The cost of any discretionary enhancements to statutory rent rebates paid, for example those paid to war widows, are borne by the council fund. Include these costs here.

Also include rent rebates granted to HRA tenants paid through the General Fund Revenue Account. Overpaid housing benefit from HRA tenants should be credited to the General Fund by netting off from the expenditure figure. The grant income should be reported on RA(G) line 407.

Exclude housing benefit administration costs, which should be recorded on line 81 'housing benefit administration'.

Line 81 Housing benefit administration

All housing benefit administration costs are borne by the council fund, including the costs of administering rent rebates to council tenants. Record the costs of assessing and paying all housing benefits, regardless of where the payment itself is accounted for, including the element financed by specific government grant from the Department for Work and Pensions, which itself should be recorded in column 7.

Estimates should be made of the split of grant between housing benefit and council tax benefit.

Line 82 Other welfare services

Include expenditure of welfare services provided in sheltered housing where such services are provided by *housing* staff (e.g. wardens) as opposed to *social services* staff, for example:

- assistance with mobility
- assistance at meal times
- assistance with personal appearance and hygiene
- Administration of medication and nursing care.

Line 83 Supporting people

Welfare services provided under the Supporting People programme defined under the Local Government Act 2000. Include preventative housing-related support, tenancy or housing-related support services to new and existing tenants or householders (particularly those rehoused who are homeless or vulnerable for other reasons). The housing-related support services element of any service which is partially or fully funded by the Supporting People grant.

If authorities identify expenditure in occasional or ancillary services within Social Services divisions as Supporting People expenditure, then the expenditure should be recorded on the appropriate Social Service lines.

Line 85 Other council property

Include the costs of providing *permanent* sites for travellers to be accommodated and the costs of any other non-housing revenue account property used for housing purposes. *Exclude* the costs of checking on the condition and hygiene of travellers' sites. These fall under environmental health and should be recorded on line 54. Also *exclude* property held as non-housing secure tenancies, for example school and leisure centre caretakers' residences.

Also record the cost of the rent officer service here, including the amount of expenditure supported by the specific government grant covering rent officers' expenses. Record the grants themselves in column 7.

Include costs for other council property where the property is held under powers other than S74 of the LGHA 1989, but is used for council housing purposes.

Include expenditure charged to the council fund by the housing revenue account (HRA) in respect of the provision of housing for asylum seekers. Where these costs are covered by grants paid into the council fund by the Home Office, record the grants themselves in column 7. *Include only those costs that relate to the provision of accommodation by the housing department.* The assessment and arrangement of accommodation, together with accommodation provided in social services establishments (for example when placing unaccompanied asylum seeking children in children's homes) and payments to voluntary organisations are regarded as *social services costs*. These should be excluded from this line and recorded in line 39.45.

CENTRAL SERVICES TO THE PUBLIC

Line 89 Local tax collection

Council tax reduction scheme payments (excluding that amount financed by council tax reduction scheme grant) - include the actual payments in respect of council tax reduction scheme. Exceptionally, include only the net cost to the authority of council tax reduction scheme payments, that is, excluding all costs financed by council tax reduction scheme grant (included in RSG) from the Welsh Government.

Council tax reduction scheme administration costs - Record the costs in respect of administering payments of council tax reduction scheme, including that element of costs financed by any specific grant. Record the grants themselves in column 7.

Authorities which administer housing benefit and council tax reduction schemes together should estimate their expenditure on administering each benefit, and enter appropriately.

Net cost of NDR collection not covered by an allowance - Include only that expenditure incurred in excess of the allowance made against contributions to the NDR pool (or any credit if actual expenditure is less than the allowance), noting that the allowance should not then be treated as a government grant.

Exclude losses on rate collection (for example from bankruptcies, absconders, etc.).

Council tax collection costs including costs of council tax discounts for early payments - include the costs of collection of council tax, including any provision made for the costs of discounts granted by the authority for prompt payment of council tax.

Discounts should be recorded as local authority expenditure as opposed to a reduced receipt of council tax and costs should be applied in the year to which prompt payment relates. For example, if a taxpayer paid

council tax for year 2 during year 1 at a £100 discount, the authority should record £100 of expenditure in year 2.

Line 89.1 Registration of births, deaths and marriages

The costs of these services normally exceed the fees earned from the Registrar General and from members of the public for registrations, certificates and copies. Income should be netted off against expenditure.

Line 90 Elections

Record provision for all election costs, including those where the local authorities act as agents to administer parish council elections, general elections, elections to the National Assembly for Wales and European elections. Include costs of maintaining the electoral register.

Line 91 Emergency planning

Include expenditure associated with arrangements to provide integrated emergency planning under the Civil Contingencies Act 2004, including that financed by the specific government grant from the Cabinet Office. The grant itself should be recorded in column 7. These arrangements of emergency include civil emergency and disaster planning and support as well as the maintenance of emergency networks and the conducting of exercises.

Where one authority takes responsibility for the receipt of grant from the Cabinet Office in respect of a group of authorities, the grant itself should be recorded in column 7 as if it had been allocated separately to each relevant authority, along with the expenditure incurred by that authority, in columns 4 to 6.

Line 92.1 Local land charges

Include the costs of maintaining the register of local land charges and dealing with requests for certificates of search and other enquiries should be recorded here, along with income from charges made.

Line 92.2 General grants, bequests and donations

Record general grants, bequests and donations, noting that most grants given by local authorities are related to specific services and should be recorded under the appropriate service heading. For example record any grants paid by the authority which are not related to any of the functions of the authority and which are given under powers that are not service-specific, such as grants to support Citizen's Advice Bureau.

Line 92.3 Local welfare assistance schemes

The UK Welfare Reform Act 2012 will take effect from April 2013. The Act introduces two new benefits:

- Universal Credit - this will replace a number of income-based benefits, such as Jobseeker's allowance, Housing benefit and tax credits
- Personal Independence Payment - Personal Independence Payment will replace Disability Living Allowance.

Line 102.11 POLICE SERVICES

After receiving feedback from police authorities on changes to their financial reporting procedures all sub totals for police services have been amalgamated to a single line, as police authorities are no longer bound by SERCOP SEA structure on which our form layouts are based and it is therefore no longer feasible to collect this data.

In 2020-21 CIPFA added this paragraph:

"ALL POLICE SERVICE COSTS MAY NOW BE RECORDED AS ONE SERVICE DIVISION. PLEASE INCLUDE FIGURES FOR ANY OF THE SERVICES INCLUDED IN THE PREVIOUS SERVICE DIVISIONS BELOW."

- Local policing
- Service to victims and witnesses of crime
- Operational support
- Intelligence

- Dealing with the public
- Criminal justice arrangements
- Road policing
- Investigation
- Investigative support
- National policing

Any other expenditure should be recorded elsewhere, in accordance with SERCOP guidance, section 2.

Line 107.11 FIRE AND RESCUE SERVICES

After receiving feedback from fire authorities on changes to their financial reporting procedures all sub totals for fire and rescue services have been amalgamated to a single line as fire authorities are no longer bound by SERCOP SEA structure on which our form layouts are based and it is therefore no longer feasible to collect this data.

NATIONAL PARKS

Line 107.1 Conservation of the Natural Environment

This covers expenditure and income related to conservation activities on land, water and coastal areas:

- farmed land conservation and maintenance (including sited properties) irrespective of ownership. Conservation-related support of and liaison with farmers in their capacity as local business entities (and not recreational landowners). Provision of related advice. Environmental land management schemes
- moorland conservation and maintenance (including sited properties) irrespective of ownership. Conservation-related support of and liaison with farmers in their capacity as local business entities (and not recreational landowners), provision of related advice
- wetlands and water conservation and maintenance of lakes, rivers, waterways and wetlands
- coast conservation, maintenance and stewardship. Activity on dunes, beaches and other coastal areas
- conservation and maintenance of wooded areas. Forest design plans and new planting, include specialist forestry teams and workers but not more general estate/field teams. Excludes tree preservation orders (see Development control)
- All conservation issues relating to bio-diversity, habitats and species. Include species-related projects, e.g. ospreys and red squirrels. Support to bio-diversity and wildlife-related partners.

Line 107.2 Conservation of Cultural Heritage

Include expenditure and income related to conservation activities regarding culturally significant buildings and sites, along with local culture and traditions generally:

- buildings conservation and maintenance of historic buildings owned either by the NPA or privately. Provision of conservation related advice and all aspects of archaeologically based work
- all costs associated with schemes designed to enhance the conservation of cultural heritage
- costs relating to the designation of conservation areas and their management, excluding direct development control issues
- Local culture and traditions costs associated with the recognition, celebration and promotion of local goods, culture and traditions.

Line 107.3 Recreation Management and Transport

Include public rights of way, all costs associated with maintaining and enforcing the definitive map of rights of way, also include the provision of related advice:

- all costs associated with maintenance and upkeep of national trails, managing access to open access land, dealing with temporary closures and the local access forums
- visitor management and facilities, visitor policy development and visitor facilities other than tourist information/visitor centres

- specialist recreational activity management e.g. trails management and recreational green road driving
- car parks all activity associated with parking. Public transport schemes run directly by the NPA or subsidies to other local schemes in support of transport-enabling initiatives including integrated transport and ticketing schemes
- Traffic management Traffic regulation orders and other traffic management activities.

Line 107.4 Promoting Understanding

Expenditure and income related to promoting public understanding of the Special qualities of national parks. All activity associated with tourist information centres and visitor centres including any retail activity:

- education and study centres, educational services and centres focusing on academic or vocational study or the delivery of specific information about the NPA. Include any subcontracted service delivery via, for example, the field studies council or other similar bodies
- information and interpretation services costs associated with providing or maintaining local information points. Include the production of interpretation boards and signage and general information
- Public relations - all centrally controlled and produced bulletins, press releases and other public relations work in support of the NPA's public profile.

Line 107.5 Rangers, Estates and Volunteers

Expenditure and income related to the public face of service provision:

- all costs associated with the work of the ranger teams unless specifically costed to another subdivision
- All costs associated with the work of the estate/field teams unless specifically costed to another subdivision. Exclude forestry workers, which should be included in line 107.1. Include all costs associated with volunteers.

Line 107.6 Development control

Include expenditure and income related to the development control process and its enforcement:

- handling enquiries from developers, consultants and local residents on development control matters, especially those made in advance of the submission of an application
- dealing with applications under the town and country planning regulations. See SeRCOP for a full list of applications
- monitoring and enforcement to ensure compliance with planning regulations and decisions, handling complaints about development, investigating alleged breaches of planning control and taking enforcement action, prosecutions and associated legal proceedings
- enforcement appeals, collection of statistics in relation to enforcement and enforcement appeals
- s215 notices to compel landowners to tidy up land. Regulation of other special topics, e.g. minerals/waste control
- All other development control activity not defined above.

Line 107.7 Forward planning and communities

Expenditure and income related to strategic planning and community development activities:

All costs associated with the production of:

- the National Park management plan; Statutory development plans; Local studies and plans; Minerals policy; Sustainable development fund including all expenditure funded by sustainable development grant and its associated grant income
- Other environmental initiatives and community development including the costs of initiatives to build community structures rather than the more physical structures above.

It is important to note that not all community expenditure should be recorded here; instead it should be allocated to the appropriate division of service. Costs will include:

- specific community development initiatives
- social inclusion
- projects with community groups
- projects with voluntary groups and associations
- promoting e-functionality in the community
- Neighbourhood resources.

Line 107.8 Specialist Ring-fenced Accounts

Expenditure and income related to ring-fenced accounts for specialised purposes, as dictated locally.

OTHER CENTRAL SERVICES

Line 114 Other services including adjustment to capital charges in respect of recharged administration and support

Where possible, all costs, including central support service costs, should be attributed to specific service lines on the form, in accordance with the Service Reporting Code of Practice. If, exceptionally, there is expenditure that cannot be so attributed, it should be recorded here. A test on the level of expenditure recorded against this line will be carried out on receipt of the data, and any significant amounts will be queried with the authority.

CORPORATE AND DEMOCRATIC CORE

Line 115 Corporate management

All costs should be entered *net* of any material contributions from the housing revenue account (HRA) to corporate management.

Include activities and costs, which provide the infrastructure to allow services to be provided, whether by the authority or not, and the information which is required for public accountability. Activities that relate to the provision of services, even indirectly, are *overheads on those services*. Corporate management costs therefore *include* the following:

- the cost of the functions of the individual who is designated to be the head of the paid service (frequently the chief executive), except any which are concerned with the direct management of services or the provision of advice and support to members
- the cost of maintaining statutory registers, for example of politically sensitive posts, unused land, payments to members and members' interests (but specifically excluding the costs of the electoral register, which should be recorded in line 90)
- the cost of providing information required by members of the public in the exercise of statutory rights, except if it is about a specific service in which case the cost is charged to that service
- the cost of completing, submitting and / or publishing corporate information such as corporate service staffing returns, statements of accounts, annual reports, public performance reports and local performance plans
- the cost of estimating, negotiating, accounting for and allocating corporate level resources such as general capital funding and other sources of capital finance, precepts, block grants and taxes
- the cost of statutory external audit including value for money work
- the costs of external inspections
- The costs of treasury management and bank charges

The following should be *excluded* from corporate management:

- the cost of work done by external auditors that would otherwise be done within the authority or by separate contractors, for example consultancy work, which should be charged to the appropriate service,

along with work done by an external auditor to audit grant claims (although the latter may be charged to corporate management if the grant claim is of a corporate nature)

- bank charges that apply to accounts operated on a de-centralised basis, for example those held by schools, should be charged to the service of the account holder
- internal audit costs; accountancy work costs; personnel policy costs
- The set up costs of corporate initiatives (for example the introduction of a new IT system) which again should be charged as overhead costs to the services that benefit.

Line 116 Democratic representation and management

All costs should be entered *net* of any material contributions from the housing revenue account to democratic representation and management.

Include the costs of all aspects of members' activities on behalf of the authority, including corporate, programme and service policy making and more general activities relating to governance and the representation of local interests. This will include the costs of meetings of the council, of policy and service committees, of joint officer/member working groups and of cabinets or similar executive groups.

Include all activities that members undertake as local representatives or to represent local interests as follows:

- preparing, making, defending and opposing proposals for local government reorganisation, changes of functions, boundary changes, local legislation and attending government committees on behalf of the authority or the local area
- making appointments to other public bodies and responding to their requests for information and advice, including advising voluntary bodies
- following up particular issues raised by constituents
- attending conferences and meetings organised by local authority associations and similar organisations
- Civic ceremonials, including mayor making, the granting of freedom, town twinning and civic regalia.

Include all costs associated with officer advice and support to members as follows:

- office support services, including typing; mail handling; library and IT support
- professional advice and support, for example in challenging proposals which would adversely affect the council
- monitoring and reporting on whether proposals, actions or omissions give rise to breaches of law or mal-administration under section 114 of the Local Government Finance Act 1988 and section 5 of the Local Government and Housing Act 1989
- other procedural and legal advice relating to the conduct of meetings
- preparation of agendas and minutes
- attendance by officers at meetings of the council; of policy and service committees; of joint officer/member working groups and of cabinets or similar executive groups involving members
- production of specific papers for members and / or for meetings involving members (although production of papers produced for service management reasons which then go to members as background should be charged to the service)
- Following up queries or answering questions raised by members.

Include all members' allowances and expenses, including telephone calls, postage, equipment costs, hospitality, accommodation costs, training, conference fees, etc.

Include subscriptions to local authority associations.

Line 117 Non-Distributed Costs – Retirement benefits

Column 4 figure should include elements of retirement benefits that are not allocated to services. In pre IAS 19 / FRS 17 editions of SERCOP the following elements of retirement benefits were treated as unapportionable central overheads:

- the whole amount of any past service contribution to meet a pension fund deficit, however arising
- the amount of any reduction in contribution to apply a pension fund surplus
- Charges (however calculated) for added years and early retirement.

Line 117.1 Non-Distributed Costs - Costs of unused shares of IT facilities & other assets

- the costs associated with unused shares of IT facilities
- The costs of shares of other long term unused but unrealisable assets.

These headings related to unused shares of IT and other long-term unused assets and cover the cost of, for example computer mainframes and integrated systems that are unused as a result of loss of work caused by either compulsory competitive tendering or the loss of a function or area of work. These costs are included within NDC to reflect the reality that there is no service to charge the costs on to because those costs relate to unused capacity (IT or otherwise).

However, where services are using the capacity, whether by choice or otherwise, they should be bearing a fair share of the cost. Similarly, if previous decisions about, for example, the choice of IT system, have resulted in a cost which might be higher than the services concerned would wish, they still have to bear the full cost.

Line 118 Unallocated contingencies

Record any contingency funding which has not been allocated to a specific service. Include any unhypothecated grants that cannot be allocated to specific services.

Exclude pay and price changes.

Line 119 Total service expenditure (lines 24 to 118)

This is equal to the sum of lines 24 to 118, and should comprise mainly direct revenue payments (net of income from services) for which the authority is responsible, as opposed to transfers to and from, or expenditure on behalf of, other accounts, funds, authorities or miscellaneous bodies.

OTHER OPERATING INCOME AND EXPENDITURE

Line 120 Community council precepts

These should be recorded by billing authorities (county and county borough councils) only, and comprise the aggregate amounts of any precepts from local precepting authorities, issued to / anticipated by the billing authority, which were taken into account in calculating its budget requirement.

Exclude:

- special expenses, such as the expenses of meeting a levy or special levy
- Expenses incurred by the authority in performing concurrent functions.

Line 121 Payment to or to be received by combined fire authority

County and county borough councils should record here payments to combined fire authorities (CFAs). CFAs should record these payments here as income (negative).

Line 122 Payment to or to be received by national park authority

County and county borough councils should record here payments to national park authorities (NPAs). NPAs should record these payments here as income (negative).

Line 123 Levies to the Environment Agency in respect of Local Flood Defence Committees

Include levies demanded by the Environment Agency (EA), as successor body to the National Rivers Authority, in accordance with the National Rivers Authority (Levies) Regulations 1993 (SI 1993 No. 61).

Exclude any payments to the EA acting as an Internal Drainage Board, which should be recorded on line 125.

Line 124 Levies to the Internal Drainage Boards

Include special levies demanded by Internal Drainage Boards, in accordance with the Land Drainage Act 1991 and the Internal Drainage Boards (Finance) Regulations 1992 (SI 1992 No 3079).

Exclude any payments to the EA acting as an Internal Drainage Board, which should be recorded on line 125.

Line 125 Levies to the Environment Agency acting as an Internal Drainage Board

Include payments to the Environment Agency (EA) where it acts as an Internal Drainage Board.

Exclude any payments to the EA in respect of Local Flood Defence Committees, which should be recorded on line 123.

Line 127 Levies to national police services

Include levies to:

- the National Crime Squad
- the National Criminal Intelligence Service
- Other national police bodies.

Line 128 Other levies

Include:

- levies made by local bodies, including garden levies
- Any residual Residuary Body levy.

Exclude:

- port health levies (see line 54)
- community council precepts (see line 120)
- payments to Combined Fire authorities (see line 121)
- payments to National Park authorities (see line 122)
- payments to the Environment Agency in respect of flood defence (see line 123)
- payments to Internal Drainage Boards (see line 124)
- payments to the Environment Agency acting as an Internal Drainage Board (see line 125)
- levies from police and crime commissioners to the National Criminal Intelligence Service (NCIS) and the National Crime Squad (NCS) (see line 102.9)
- Levies from police and crime commissioners to national police services (see line 127).

Line 129 (Non-significant) surpluses/deficits on internal trading accounts not disaggregated to services

In deciding whether a trading account balance is significant, consideration should be given to whether disaggregation of that balance would have a material effect on the expenditure reported at any mandatory division of service or on any comparative expenditure data, particularly figures used in local or national performance indicators.

In **column 4**, record the aggregate of any net surplus to (enter as negative) or net deficit from (enter as positive) the council fund revenue account.

Exclude any balances deemed to be significant, which should be disaggregated between relevant service lines on the main body of the form, along with the costs to those service lines charged by the trading operation. Also exclude any non-significant balances where these relate to a single service operation and can be allocated to a service line without the need for disaggregation.

Line 130 Other adjustments including administrative cost of late rating adjustments, etc.

Include:

- town development: transactions between authorities in connection with the Housing, Rent and Subsidies Act 1975; Transitional Town Redevelopment Subsidy and other overspill
- administrative costs, to the council fund, of late rating adjustments, as defined in the Rates and Precepts (Final Adjustments) Order 1991 (SI 1991 No. 185), i.e. changes to rates as the result of appeals, etc.
- irrecoverable input VAT (except as below) with respect to revenue services, record only that included within the budget
- Agency arrangements for government departments and health authorities, including: motorways; trunk roads; reception centres; youth employment; vehicle licence administration; supply of teaching staff and related services in penal establishments, etc.

Exclude:

- irrecoverable VAT directly attributable to the supply of VAT-exempt revenue services: record these on the relevant service line
- actual late rating adjustments which should be recorded on line 151
- Prior year adjustments.

Line 131 Net current expenditure (lines 119 to 130)

This comprises:

- total service expenditure (line 119)
- levies and payments to other bodies (lines 120 to 128)
- balances from internal trading accounts (line 129)
- Adjustments (line 130).

Line 132 Bad debt provision

Any provision for loss of income as a result of unrecoverable debts that *cannot* be attributed to individual services should be recorded as expenditure charged to the revenue account. Any 'provision' made in this way will result in a transfer from financial reserves, recorded in line 152.

Line 133 Provision for repayment of principal (before application of the commutation adjustment)

Include:

- amounts from revenue accounts, including trading accounts, set aside as Minimum Revenue Provision to meet credit liabilities, by virtue of Part 5 of Local Authorities (Capital Finance and Accounting) (Wales) Regulations 2003
- both voluntary and statutory amounts
- provision in relation to external borrowing with respect to Housing Act advances
- provision for deferred purchase schemes entered into between 7 July 1988 and 31 March 1990, which qualify as transitional credit arrangements and are exempt under Regulation 8 of the Local Government (Prescribed Expenditure) (Consolidation and Amendment) Regulations 1987
- provision to meet credit liabilities in respect of leases which are not excluded credit arrangements
- Provision for the repayment of principal made to meet liabilities in respect of credit arrangements other than excluded credit arrangements.

Do not net off any relevant amounts determined by regulations allowing authorities to provide for an exceptional calculation of the Minimum Revenue Provision, due to the reduction in outstanding debt resulting

from the commutation of specific grants on loan charges from 1 October 1992. These amounts are recorded on line 134.

Exclude:

- amounts set aside by the HRA i.e. F and R under the General Determination of HRA Item 8 Credit and Debit
- actual payments in respect of such credit arrangements: these should be made from the provision for credit liabilities
- Repayments to internal funds/reserves, where such funds/reserves were not taken into account in the calculation of the initial credit ceiling (i.e. debt being redeemed was not an outstanding advance from the Consolidated Loans Fund on 31 March 1990) such repayments should be included on line 152.

Line 134 Commutation adjustment

Record relevant amounts determined by regulations which allow authorities to provide for an exceptional calculation of the Minimum Revenue Provision (MRP), due to the reduction in outstanding debt resulting from the commutation of specific grants on loan charges.

Record adjustments that reduce provision for MRP as negative and record adjustments which increase provision for MRP as positive.

Line 135 External interest payments

Include:

- the interest payable by the authority on all external borrowings, including any external interest payments in respect of the HRA and trading accounts
- local authority superannuation funds and trust funds
- interest on deferred purchase schemes entered into before 7 July 1988
- interest on deferred purchase schemes entered into between 8 July 1988 and 31 March 1990 falling within Regulation 8 of the Local Government (Prescribed Expenditure) (Consolidation and Amendment), which are therefore not transitional credit arrangements
- Interest payments by the local authority in relation to external borrowing with respect to Housing Act Advances.

Exclude the expenditure associated with the payment of premiums or the negative expenditure (as income) associated with the receipt of discounts arising on the repurchase or early settlement of debt. These amounts should be recorded on line 136.

Line 136 Premia and discounts on debt rescheduling

Record any provision for the payment of premia arising on the repurchase or early settlement of debt net of discounts arising on the repurchase or early settlement of debt.

Line 137 HRA 'item 8' interest payments/receipts

This relates to the amounts that will be charged to the HRA under the General Determination of the Item 8 Credit and Item 8 Debit (the General Determination). Enter the sum of interest receipts credited to the HRA, under the Item 8 Part I calculation, net of the charges made to the HRA as part of the Item 8 of Part II calculation for interest payments.

This calculation is therefore represented by the formula:

$$[(A \times B) + (C \times B) + D + E] - [(G \times H) + (I \times H)],$$

where A to I have the same meaning as in the General Determination, so that where receipts credited to the HRA are higher than charges made to the HRA, the net figure is positive; otherwise it is negative.

Line 139 Capital financing element within Private Finance Initiative (PFI) schemes

Include an estimate for the capital financing cost of any PFI arrangements, which forms part of the single unitary payment made to the PFI contractor for the provision of the service as a whole.

Record only "On balance sheet" PFI schemes, where economic ownership of the asset rests with the Authority. Economic ownership is set out in Appendix E to the 2008 SORP, and depends on whether the local authority or the contractor has an asset of the property used to provide the contracted services. A party has an asset of the property where that party has access to the benefits of the property and exposure to the risks inherent in those benefits.

Exclude any operating costs within the payment made to the PFI contractor – these costs should be included on the appropriate service line, as current expenditure.

Line 140 Leasing payments (excluding any capital financing element within PFI schemes)

Include only those non-HRA leasing payments, including those for trading accounts, which are in respect of: -

- excluded credit arrangements
- finance leases entered into before 1 April 1990

for which provision has *not* been made or included elsewhere on the form.

Exclude:

- any capital financing element within PFI schemes
- operating leases of vehicles, plant and machinery: include these on the appropriate service lines within the individual RO forms, as current expenditure
- other section 48 exclusions defined in the Capital Finance Regulations 1990: include these on the appropriate service lines within the individual RO forms, as current expenditure
- revenue amounts set aside as provision to meet credit liabilities in respect of leases: include these in line 133
- Leases requiring nil credit cover e.g. leases of property:
 - for under three years
 - For under six years in the case of short term leasing for the relief of homelessness.

include these on the appropriate service lines, as current expenditure, unless payments in respect of such leases, or any other types of leases, are met from amounts set aside as provision for credit liabilities - these should *not* be included *anywhere* on the form;

Line 141 Capital expenditure charged to revenue account (CERA)

Record expenditure only in respect of the year when it is incurred, not when it is put into reserves in anticipation of capital expenditure in future years, which should be recorded as an appropriation to reserves, on line 152.

Include:

- any capital expenditure met from the revenue account
- any capital expenditure met from revenue reserves (i.e. any reserves created from revenue sources): there should be a corresponding entry in line 152 as an appropriation from financial reserves
- Amounts set aside from the revenue account as credit cover for credit liabilities.

Exclude education capital expenditure charged to the revenue account, which should be included on the appropriate service line of the education form (RAS52).

Note that this figure should be consistent with (i.e. no greater than) the corresponding figure of the capital forecast return in respect of capital expenditure charged to the revenue account.

Line 142 Total revenue expenditure (lines 131 to 141)

This comprises:

- net current expenditure (line 131)
- provisions (lines 132 to 134)
- interest payments/receipts (lines 135 to 137)
- capital financing within PFI schemes (line 139)
- other leasing costs (line 140)
- Capital expenditure charged to revenue (line 141).

Line 144 External Interest Receipts on Non-HRA balances

Include:

- external interest receipts on Housing Act Advances from mortgagees
- Other external interest receipts and dividends.

Exclude:

- interest charges on the use of assets
- interest receipts from internal lending
- External interest receipts on HRA balances which are recorded on line 145.

Line 145 External interest receipts on HRA balances

Include:

- all external interest receipts and dividends paid into the HRA
- External interest receipts on the usable part of HRA capital receipts.

Line 145.1 Appropriations to/from financial instruments adjustments account

Important changes in accounting for financial instruments were introduced as from the 2007-08 financial year by the incorporation of FRS 25, 26 and 29 in the SORP.

Along with the introduction of the new accounting practices, we are likely to have in place amending regulations that modify the impact of some aspects of them on council tax. These modifications will apply to premiums and discounts on the early redemption of debt, soft loans, and, on a transitional basis, interest of stepped interest loans and charges for guarantees.

In the accounts the entries in the income and expenditure account comply with the FRS, and the effect of new regulations will be achieved in the Statement of Movement on the General Fund Balance by appropriations to the Financial Instruments Adjustment Account.

Line 145.2 Appropriations to/from unequal pay back pay account

The move to Single Status in local government has required some authorities to make substantial payments of back pay as part of the settlement of equal pay claims. In certain circumstances accounting practices require provisions to be established for such payments as soon as the liability to make them is established and an estimate of the amount can be made. Such provisions are a charge to the revenue account.

A regulation made by the National Assembly gave authorities discretion not to charge such provisions to revenue account until payment is due to be made. Where authorities take advantage of this regulation, guidance published by CIPFA (LAAP Bulletin 68) advises them to charge the provision to the usual place in the revenue account and then reverse it out by a transfer to an unequal pay back pay account.

Line 146 Gross revenue expenditure (lines 142 to 145.2)

This comprises:

- total revenue expenditure (line 142)

- interest receipts and dividends (lines 144 and 145)
- Appropriations on financial instruments and unequal pay provisions (line 145.1 and 145.2).

Line 147 less specific and special grants

The total of grants will be automatically brought forward, as an income item (negative) from the RA(G) form, line 999, columns 1 and 2.

Line 150 Net revenue expenditure (lines 146 and 147)

This comprises:

- gross revenue expenditure (line 146)
- Less specific and special grants (line 147).

Line 151 Adjustments (including amending reports)

Include:

- late rating adjustments as the result of appeals, etc.
- transfers between authorities in respect of boundary changes
- Rounding adjustments so that the budget requirement is correct to the nearest pound, as reported in line 1 of the BR1 form for 2024-25 for county and county borough councils or line 1 of the BR2 form for 2024-25 for police and crime commissioners.

If all data has been supplied in pounds thousands, but to three decimal places, the rounding adjustment should not be required. In any case it should be less than £1,000.00 (£1k).

Exclude administrative costs of late rating adjustments (see line 130).

Line 152 Appropriations to/from financial reserves

Include:

- any changes required to balance trading accounts
- The amount spent in cases where internal reserves are spent on capital items, show as a withdrawal, and also in line 141.

Exclude:

- transfers to/from another authority of other earmarked financial reserves during the financial year
- provisions where money set aside for any purpose can be attributed to the appropriate service, in which case it should be allocated to that service line when it is set aside
- Prior year adjustments to reserves.

Line 153 Council Tax reduction scheme (included in RSG)

This line should consist of the Council Tax reduction scheme element included within the RSG, paid by the Welsh Government. This should enable your budget requirement to balance back to your budget requirement form.

Line 154 The budget requirement (lines 150 to 153)

This comprises:

- net revenue expenditure (line 150)
- other adjustments (line 151)
- appropriations to/from reserves (line 152)
- Council Tax Reduction Scheme (included RSG) (line 153).

It should be given in pounds thousands to three decimal places and agree with the budget requirement figures given on the 2024-25 BR1 form at line 1 for county and county borough councils or the 2024-25 BR2 form at line 1 for police and crime commissioners. For county and county borough councils, the figure should include community council precepts. For combined fire authorities and national park authorities, this figure should be zero.

If the figure does not calculate to three decimal places because figures behind the calculation in this line have been rounded to the nearest thousand pounds, use line 151 to record any necessary rounding adjustments.

Line 155 Discretionary Non-Domestic rate relief to be paid for by the council fund

Record any provision for discretionary Non-Domestic rate relief that will be granted in excess of that to be borne by the NDR pool.

Line 156 The budget requirement plus discretionary Non-Domestic rate relief (lines 154 and 155)

This comprises:

- the budget requirement (line 154)
- Discretionary Non-Domestic rate relief to be paid for by the council fund (line 155).

Line 157 Police grant allocation under principal formula

Include Police grant entitlement for 2024-25 only, as allocated under principal formula, defined under section 46 of the Police Act 1996. Please record as income in pounds thousands to three decimal places, i.e. as a negative. The figure should agree with that entered on line 4 of the BR2 form for 2024-25.

Exclude other police specific and special grants.

Line 159 Revenue support grant

Record the amount of revenue support grant entitlement for 2024-25 only. Please record as income in pounds thousands to three decimal places, i.e. as a negative. For county and county borough councils, the figure should agree with that entered on line 4 of the BR1 form for 2024-25; for police and crime commissioners, the figure should agree with that entered on line 3 of the BR2 form for 2024-25.

Line 160 Redistributed Non-Domestic rates income

Record the amount of re-distributed Non-Domestic rate income (i.e. as a negative) due to be received in 2024-25. Please record in pounds thousands to three decimal places. For county and county borough councils, the figure should agree with that entered on line 3 of the BR1 form for 2024-25; for police and crime commissioners, the figure should agree with that entered on line 2 of the BR2 form for 2024-25.

Line 161 The aggregate of council tax precepts (lines 156 to 160)

This comprises:

- budget requirement plus discretionary Non-Domestic rate relief (line 156)
- less central government general grants (lines 157 to 159)
- Less redistributed Non-Domestic rate income (line 160).

It should be recorded in pounds thousands to three decimal places. For county and county borough councils, this figure should agree with the figures reported on line 5 of the BR1 form for 2024-25; for police and crime commissioners it should agree with the figure reported on line 6 on the BR2 form for 2024-25.

Line 162 Less Council Tax reduction scheme included in RSG

This line should consist of the Council Tax reduction scheme element included within the RSG paid by the Welsh Government. The figure should be entered as income (negative).

Line 163 The total amount to be raised from council tax payers (lines 161 and 162)

This comprises:

- the aggregate of council precepts (line 161)
- Less council tax reduction scheme grant (line 162).