

Explanatory Forward

Introduction

The published accounts of the Eastern Shires Purchasing Organisation (ESPO) are presented in this booklet.

About ESPO

ESPO is a Joint Committee set up under Section 102 of the 1972 Local Government Act. The member authorities at 31 March 2013 were Cambridgeshire, Leicestershire, Lincolnshire, Norfolk and Warwickshire County Councils together with Leicester and Peterborough City Councils.

ESPO's main objective is the provision of a professional, comprehensive, value for money purchasing, contracting and supplies service for member authorities and other public bodies under the provisions of the Local Authorities (Goods and Services) Act 1970.

In financial terms ESPO has a statutory obligation to recover its operating costs but to keep these at a minimum commensurate with the level of service required and the long-term development of the organisation. Any surplus which accrues is distributed to member authorities after a transfer to reserves, held as a working balance, in line with a formula agreed by ESPO's Management Committee.

Performance in 2012-2013

We are pleased to report continued growth. This has been achieved not only in stores turnover but also in the directs business and use of our framework contracts. This allows ESPO to continue investing in low prices, excellent service and high quality procurement expertise.

The statutory accounts reflect the results of customer's procurement activities through the value of invoiced sales which this year shows an 8.9% increase on the prior year to achieve a total of £94.0m, a record year for ESPO. Turnover on core sales of stores products remains strong and has recorded an increase in the year of 6.5% and this represents a twelfth successive year of growth in store sales. As part of our record sales year sales of Direct Catalogue products grew by 23.5%, partly as a result of the government led Phonics initiative.

Tight control has been maintained over spending both on staff and operating expenses, and this has resulted in a Net Surplus in the management accounts (as shown in Note 23 to this Statement of Accounts) of £2.7m. This enables the announcement of a £1.5m dividend distribution to members for 2012-2013. This is in addition to the £3.5m distributed in 2011-2012.

A revaluation of the Grove Park premises at the end of the financial year has resulted in no change to the valuation of £10m. This follows the increase reported in 2011-2012 of £0.6m.

Future Prospects

In order to mitigate the possible adverse effects of Local Authority spending constraints on future sales volumes ESPO continues to market its goods and services to a broad public sector audience within and beyond its member areas. This strategy supported the successful performance in 2012-2013 and will be continued in line with ESPO's four year strategy and the medium term financial plan.

ESPO's Accounts

The following accounting statements represent ESPO's accounts for the 2012-2013 financial year and have been prepared on a going concern basis. The statements and notes are presented in a way that is intended to meet the common needs of most users with the objective of showing the results of the stewardship and accountability of elected members and management for the resources entrusted to them.

Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Consortium, analysed into "usable reserves" (i.e. those that can be applied to fund expenditure) and other reserves. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the authorities services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the amounts required to be charged to the General Fund Balance. The Net Increase/Decrease before transfers to earmarked reserves line shows the Statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Consortium.

Comprehensive Income and Expenditure Statement:

This statement shows the accounting cost during the year of providing services in accordance with generally accepted accounting practices. It is fundamental to the understanding of the consortium's activities in that it summarises trading income and expenditure for the twelve months ending 31 March 2013 of all functions for which ESPO is responsible.

The consortium recovers operating costs by the addition of a small on cost within the prices charged to customers and by retrospective rebates from suppliers. For dividend allocation purposes, this account is further analysed between "Stores" and "Procurement". The former relates to general consumable products which are supplied from stocks held by ESPO at its warehouse. Procurement covers all other trading activities, such as procuring more specialised products, providing procurement consultancy services and arranging framework contracts under which ESPO customers order directly from suppliers.

Balance Sheet:

The Balance Sheet shows the value as at the balance sheet date of the assets and liabilities recognised by the consortium. The net assets of the consortium (assets less liabilities) are matched by the reserves held by the consortium. Reserves are reported in two categories. The first category of reserves is usable reserves, i.e. those reserves that the consortium may use to provide services, subject to the need to maintain a prudent level of reserves. The second category of reserves is those that the consortium is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains or losses (for example the Revaluation Reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line "Adjustments between accounting basis and funding basis under regulations".

Cash Flow Statement:

This Cash Flow Statement shows the changes in cash and cash equivalents of the consortium during the reporting period. The Statement shows how the consortium generates and uses cash and cash equivalents as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the consortium are funded from the receipts for services provided by the consortium. Investing activities represent cash outflows that have been made for resources which are intended to contribute to the consortium's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (i.e. borrowing) to the consortium.

Authorisation of Accounts:

The Statement of Accounts presents a true and fair view of the financial position of the authority at 31 March 2013 and its income and expenditure for the year ended 31 March 2013.

Date of Authorisation:

The accounts were authorised for issue on 30 June 2013 by J Doherty.

J. Doherty
Director of ESPO

B. Roberts
Consortium Treasurer

Date: 26/9/2013

Date: 26/9/2013

The Eastern Shires Purchasing Organisation Consortium's Responsibilities

The consortium is required to:

- Make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs; for the consortium that officer is the Director of Corporate Resources of Leicestershire County Council who is the Consortium Treasurer;
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- Approve the Statement of Accounts.

These accounts were approved at a meeting of the Consortium Management Committee on 26 September 2013.

Councillor S Rawlins
Chairman, ESPO Management Committee

Date: 26/9/2013

The Consortium Treasurer's Responsibilities

The Consortium Treasurer (Director of Corporate Resources of Leicestershire County Council) is the Chief Financial Officer for ESPO and is responsible for the preparation of the consortium's Statement of Accounts in accordance with proper accounting practices as set out in the CIPFA/LASAAC Code of Practice in Local Authority Accounting in the United Kingdom 2012/13.

In preparing this Statement of Accounts for the year ended 31 March 2013, the Consortium Treasurer has:

- Ensured that suitable accounting policies have been selected and applied consistently;
- Made judgements and estimates that were reasonable and prudent;
- Complied with the local authority SORP.

The Consortium Treasurer has also ensured that:

- Proper accounting records have been maintained and kept up to date;
- Reasonable steps were taken for the prevention and detection of fraud and other irregularities.

Movement in Reserves Statement
For the years ended 31st March 2012 and 2013

	General Fund Balance	Earmarked Projects Reserves	Earmarked Repairs & Renewals Reserve	Earmarked Property Maintenance Reserve	Earmarked Pay Harmonisation	Earmarked Legal Claim	Strategic Review Implementation	Total usable Reserves	Unusable Reserves	Total Authority Reserves	Note
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Balance at 31st March 2011 Carried Forward	2,137	625	1,553	188	520	500	400	5,923	891	6,814	
<u>Movement in Reserves during 2011-12</u>											
Surplus on provision of services	1,101							1,101		1,101	
Other Comprehensive Income and Expenditure (Surplus on revaluation of property)									585	585	
Total Comprehensive Income and Expenditure	1,101							1,101	585	1,686	
Adjustments between accounting basis & funding basis under regulations	(24)	(127)	(274)					(425)	425	0	6
Net Increase/Decrease before Transfers to Earmarked Reserves	1,077	(127)	(274)					676	1,010	1,686	
Transfers to/from Earmarked Reserves	(642)	(272)	485	429						0	7
Increase/Decrease in 2011-12	435	(399)	211	429	0	0	0	676	1,010	1,686	
Balance at 31st March 2012 Carried Forward	2,572	226	1,764	617	520	500	400	6,599	1,901	8,500	
<u>Movement in Reserves during 2012-13</u>											
Surplus on provision of services	1,046							1,046		1,046	
Other Comprehensive Income and Expenditure (Surplus on revaluation of property)								0	92	92	
Total Comprehensive Income and Expenditure	1,046							1,046	92	1,138	
Adjustments between accounting basis & funding basis under regulations	(30)		(43)					(73)	73		6
Net Increase/Decrease before Transfers to Earmarked Reserves	1,016		(43)					973	165	1,138	
Transfers to/from Earmarked Reserves	(630)	366	623	426	(520)	(265)					7
increase/Decrease in 2012-13	386	366	580	426	(520)	(265)	0	973	165	1,138	
Balance at 31st March 2013 Carried Forward	2,958	592	2,344	1,043	0	235	400	7,572	2,066	9,638	

**Comprehensive Income and Expenditure Statement
For the year ended 31 March 2013**

2011-12			2012-13			Note:
Gross Expenditure	Gross Income	Net (Income) Expenditure	Gross Expenditure	Gross Income	Net (Income) Expenditure	
£000	£000	£000	£000	£000	£000	
28,639	(39,157)	(10,518)	30,950	(41,725)	(10,775)	
39,979	(47,186)	(7,207)	44,951	(52,245)	(7,294)	
68,618	(86,343)	(17,725)	75,901	(93,970)	(18,069)	
9,121		9,121	9,831		9,831	24
213		213	214		214	30
565		565	630		630	
1,430		1,430	1,494		1,494	
1,699		1,699	1,275		1,275	
354		354	383		383	
949		949	1,173		1,173	
146		146	147		147	
83,095	(86,343)	(3,248)	91,048	(93,970)	(2,922)	
1,731	(9)	1,722	1,530	(2)	1,528	8
446	(21)	425	421	(73)	348	9
85,272	(86,373)	(1,101)	92,998	(94,045)	(1,046)	
		(585)			(92)	10
		(585)			(92)	
		(1,686)			(1,138)	

Balance Sheet
For the year ended 31st March 2013

	31 March 2012	31 March 2013	Note
	£000	£000	
Property, Plant & Equipment	11,232	10,962	10
Intangible Assets	274	203	11
Long Term Assets	11,506	11,165	
Inventories:			
Central Stores Stocks	4,441	4,540	13
Short Term Debtors	10,279	7,951	14
Cash and Cash Equivalents	7,229	9,219	15
Current Assets	21,949	21,710	
Short Term Borrowing	(1,055)	(906)	12
Short Term Creditors	(9,283)	(10,559)	12,16
Other Current Liabilities	(5,478)	(3,093)	16
Current Liabilities	(15,816)	(14,558)	
Long Term Borrowing	(9000)	(8,500)	12,32
Other Long Term Liabilities	(139)	(179)	12
Long Term Liabilities	(9,139)	(8,679)	
Net Assets	8,500	9,638	
Usable Reserves	6,599	7,572	17
Unusable Reserves	1,901	2,066	18
Total Reserves	8,500	9,638	

The notes on pages 10 to 46 form part of the Statement of Accounts.

Cash Flow Statement
For the year ended 31 March 2013

2011/12		2012/13	Note:
£000		£000	
(1,101)	Net Surplus on the provision of services	(1,046)	
(2,305)	Adjustments on provision of services for non-cash movements	(5,265)	19
(416)	Adjustments for items included in the net surplus on the provision of services that are Investing and Financing activities	(346)	19
425	Net cash flows adjustments to operating activities	3844	20
(3,397)	Total net cash flow from operating activities	(2,813)	
527	Investing Activities	145	21
625	Financing Activities	678	22
(2,245)	Net increase in cash and cash equivalents	(1,990)	
4,984	Cash or cash equivalents at the beginning of the reporting period	7,229	15
7,229	Cash or cash equivalents at the end of the reporting period	9,219	15

Notes to the Accounts

1. Accounting Policies

a. Introduction

The principles and practices of accounting require a Statement of Accounts to be prepared which give a true and fair view of the financial position and performance and cash flows of the organisation. The Statement of Accounts are prepared with due regard to the following:

- Understandability – Allowing the stakeholder to interpret the financial position of the organisation.
- Relevance – Providing relevant financial information which aid user's to form predictions about the outcomes of past, present, and future events or to confirm or correct prior expectations.
- Materiality - An item of information is material to the Statement of Accounts if its misstatement or omission might reasonably be expected to influence assessment of the organisation.
- Reliability - Providing financial information that rests on the faithfulness with which it represents what it purports to represent, coupled with an assurance for the user that it has that representational quality, is free from material error, is neutral and which has been prudently prepared.
- Comparability – The Statement of Accounts are consistent and are comparable with prior years.

The Statement of Accounts, other than the Cash Flow Statement have been prepared on an Accruals basis, the effect of transactions and other events are recognised when they occur and they are recorded in the accounting records and reported in the financial statements in the periods to which they relate.

The Statement of Accounts have also been prepared on the assumption that Eastern Shires Purchasing Organisation will continue in operational existence into the foreseeable future and the accounting policies have been consistently applied.

b. General Principles

The Statement of Accounts summarises ESPO's transactions for the 2012/13 financial year and its position at the year end of 31 March 2013. ESPO is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2003 (updated 2012), which those regulations require to be prepared in accordance with proper accounting practices. These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 and the Service Reporting Code of Practice 2012/13, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the 2003 Act.

The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

The purpose of this statement is to explain the basis for the recognition, measurement and disclosure of transactions and other events in the organisation's accounts.

c. Accruals of Income and Expenditure:

The organisation's trading activity is accounted for in the year that it takes place and not when cash payments are made or received. In particular:

Revenue from the sales of goods is recognised when ESPO transfers the significant risks and rewards of ownership to the purchaser and it is likely that economic benefits associated with the transaction will flow to ESPO.

Revenue from the provision of services is recognised when ESPO can measure reliably the percentage of completion of the transaction and it is probable that economic benefits associated with the transaction will flow to ESPO.

Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption; they are carried as inventories on the Balance Sheet.

Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.

Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.

Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

Income and expenditure are posted to the relevant service revenue account unless they represent capital receipts or capital expenditure.

d. Cash and cash equivalents

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

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

e. Exceptional Items

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

f. Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors

Prior period adjustments may arise as a result of a change in accounting policy or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e. in the current or future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events or conditions on the organisation's financial position or financial performance. When a change is made it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy has always been applied.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

g. Charges to Revenue for Non-Current Assets

For statutory accounting purposes, services, support services and trading accounts are debited with the following amounts to record the cost of holding non-current assets during the year:

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

For the determination of its income requirements, ESPO is not required to include depreciation, revaluation and impairment losses or amortisation. For management accounting purposes, these are replaced by revenue contributions to the Earmarked Repairs and Renewals Reserve and Earmarked Property Maintenance Reserve for the replacement of non current and intangible fixed assets.

h. Employee Benefits

Benefits Payable During Employment

Short term employee benefits are those due to be settled within 12 months of the year end. They include such benefits as wages and salaries, paid annual leave and paid annual sick leave, bonuses and non-monetary benefits (e.g. cars) for current employees and are recognised as an expense for services in the year in which employees render service to the organisation. An accrual is made for the cost of holiday entitlement (or any form of leave e.g. time off in lieu) earned by employees but not taken before the year end which employees carry forward into the next financial year. The accrual is made at the wages or salary rates applicable in the following accounting year, being the period in which the employee takes the benefit. The accrual is charged to Surplus or Deficit on the Provision of Services, but then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

The Local Authority Pension Scheme

In accordance with the International Accounting Standard 19 – Employee Benefits (IAS 19), ESPO is required to disclose certain information concerning assets, liabilities, income and expenditure related to pension schemes for its employees. This information is included within the Leicestershire County Council Statement of Accounts for 2012/13 as staff are employees of Leicestershire County Council in the council's role as servicing authority for the organisation and no separate apportionment is made of pension scheme assets and liabilities in respect of ESPO staff.

Discretionary Awards

ESPO has restricted powers to make discretionary awards of retirement benefits in the event of early retirement. Any liabilities estimated to arise as a result of an award to any member of staff are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

i. Events after the Balance Sheet date

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of events can be identified:

- those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events
- those that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

j. Financial Instruments*Financial Liabilities*

Financial liabilities are recognised on the balance sheet when ESPO becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective rate of interest is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

For most of the borrowings that ESPO has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest); and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

Financial Assets

ESPO possesses only one type of financial Asset - Loans and receivables. These are assets that have fixed or determinable payments but are not quoted in an active market.

Loans and receivable are recognised on the Balance Sheet when ESPO becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and subsequently measured at amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest received are based on the carrying amount of the asset, multiplied by the effective rate of interest for the instrument.

For most of the loans that ESPO has, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest); and interest credited to the Comprehensive Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

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

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

k. Classification of Assets and Liabilities

(i) Assets are classified as current where the following circumstances apply:

- ESPO expects to realise the asset or intends to sell or consume it in its normal operating cycle,
- ESPO holds the asset primarily for the purpose of trading,
- ESPO expects to realise the asset within 12 months after the reporting period,
- The asset is cash or cash equivalent unless the asset is restricted from being exchanged or used to settle liabilities for at least 12 months after the reporting period.

All other assets are classified as long term.

(ii) Liabilities are classified as current where the following circumstances apply:

- ESPO expects to settle the liability in its normal operating cycle,
- ESPO holds the liability primarily for the purpose of trading,
- The liability is due for settlement within 12 months after the reporting period,
- ESPO does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting period.

All other liabilities are classified as long term.

l. Intangible Assets

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

ESPO has no internally generated intangible assets. Any future expenditure on such assets will be capitalised where it can be measured reliably as attributable to the asset and will be restricted to the development phase.

Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the organisation's goods or services.

Intangible assets are initially measured at cost. Amounts are only revalued where the fair value of the assets held by ESPO can be determined by reference to an active market. In practice no intangible assets held by ESPO meet this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. As asset is tested for impairment whenever there is an indication that the asset might be impaired – any losses recognised are posted to the relevant service line(s) in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the General Fund Balance. The gains or losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account.

m. Inventories

Inventories are included in the Balance Sheet at the lower of cost or net realisable value. Where the inventory is deemed to be obsolete the item is then written off. The cost of inventories is assigned using the weighted average costing formula. ESPO inventories are held as Stores Stocks at Grove Park Enderby for resale.

n. Leases

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases.

Where the lease covers both land and buildings, the land and buildings elements are considered separately for classification.

Finance Leases

Property, plant and equipment held under finance leases is recognised in the Balance Sheet at the commencement of the lease at its fair value measured at the leases inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Any initial direct costs of this organisation are added to the carrying amount of the asset. Premiums paid on entry into the lease are applied to writing down the lease liability. Contingent rents are charged as expenses in the periods in which they are incurred.

Lease payments are apportioned between:

- A charge for the acquisition of the interest in the property, plant and equipment – applied to write down the lease liability, and
- A finance charge (debited to the Financing Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

Property, Plant and Equipment recognised under finance leases is accounted for using the policies applied generally to such assets, subject to depreciation being charged over the lease term if this is shorter than the assets estimated useful life (where ownership of the asset does not transfer to the organisation at the end of the lease).

A prudent annual contribution is made from revenue funds towards the deemed capital investment in accordance with statutory requirements. Depreciation and revaluation and impairment losses are therefore substituted by a revenue contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

Operating Leases

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

o. Property, Plant and Equipment

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

Recognition

Expenditure on the purchase or enhancement of property, plant and equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to ESPO and the costs of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (ie repairs and maintenance) is charged as an expense when it is incurred. The minimum purchase value for recognition as a non-current asset is £5,000. Purchases of plant and equipment below this value are charged to revenue in the year of purchase.

Measurement

Assets are initially measured at cost, comprising:

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

ESPO does not capitalise borrowing costs incurred whilst assets are under construction. All ESPO Property, Plant and equipment has been purchased and were not subject to exchanges or donations.

Assets are carried in the Balance Sheet at fair value, determined as the amount that would be paid for the assets in its existing use. Where non property assets that have short useful lives or low values (or both), depreciated historical cost is used as a proxy for fair value.

The warehouse and offices premises at Grove Park are included at fair value and are revalued annually to ensure that the carrying amount is not materially different from their fair value at the year end. Various Chartered Surveyors in the Property Services Division of Leicestershire County Council's Resources Department carry out the valuation. The current property value used in the 2012/13 accounts is based on a certificate issued by the Council's Head of Property Services Division as at 31 March 2013. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains, except that gains may be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.

Where decreases in value are identified they are accounted for by:

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

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

Impairment

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

Where impairment is identified, they are accounted for by:

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

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

Depreciation

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

Depreciation is calculated on the following bases:

- Buildings – straight line allocation over the useful life of the property as estimated by the valuer
- Vehicles, plant and equipment – a percentage of the value of each class of assets in the balance sheet, as advised by a suitably qualified officer.

Where an asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately.

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

Disposals and non-current assets held for sale

No assets were identified as available for sale assets at the date of the balance sheet or in the prior accounting year.

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet is written off to the Other Operating Expenditure line in Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (i.e. netted off against the carrying value of the asset at the time of the disposal).

p. Provisions, Contingent Liabilities and Contingent Assets

Provisions

Provisions are made where an event has taken place that gives the organisation a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation. For instance, ESPO may be involved in a court case that could eventually result in the making of a settlement or a payment of compensation.

Provisions may be charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that ESPO becomes aware of the obligation, and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated in made), the provision is reversed and credited back to the relevant service.

Contingent Liabilities

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

Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

Contingent Assets

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

q. Reserves

ESPO sets aside specific amounts as reserves for future policy purposes or to cover contingencies. The reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When Expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement.

Certain reserves are retained to manage the accounting processes for non-current assets, financial instruments, and employee benefits and do not represent resources for the organisation – these reserves are explained in the relevant policies.

r. VAT and Climate Change Levy (CCL)

VAT incorporated to the Comprehensive Income and Expenditure Account is limited to irrecoverable sums.

Income excludes any amounts related to CCL that, as a Deemed Utility, ESPO collects from its customers on behalf of HM Revenue and Customs and all CCL collected is payable to them.

2. Accounting Standards that have been issued but have not yet been adopted

The CIPFA Code of Practice on Local Authority Accounting requires the organisation to disclose information relating to the impact of an accounting change that will be required by a new standard that has been issued by 1 January 2013 but not yet adopted by the Code for the relevant year. The following changes have not yet been implemented:

- IAS 19 Employee Benefits (amended). Applicable to accounting periods starting on or after 1 January 2013. The key change affecting local government pension scheme employers relates to the expected return on assets.
- IAS 1 Presentation of Financial Statements (amended). The changes are presentational only and will not impact on any of the reported amounts in the CIES.

3. Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in Note 1, the organisation has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- ESPO's premises at Grove Park, Enderby has been subject to a revaluation as at 31 March 2013 by the Property Department of Leicestershire County Council (the organisation's servicing authority). The resulting valuation of £10m is the same as the prior year.

4. Assumptions Made About the Future and Other Major Sources of Estimation Uncertainty

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

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

Item	Uncertainty	Effect if Actual Results differ from Assumptions
Property, Plant and Equipment	Assets are depreciated over useful lives that are dependent upon assumptions of business requirements and upkeep expenditure on individual assets.	If the useful lives of assets reduces depreciation increases and the carrying amount of the asset falls. It is estimated that the annual depreciation charge for the premises would increase by £1,200 for every year that useful lives had to be reduced.
Debtors	At 31 March 2013, ESPO had a balance of sales ledger debtors of £6.7m. A review of overdue debts has identified that impairment for doubtful debts of £164,000 was appropriate in relation to amounts due from commercial organisations. However, it is not certain that such an allowance will be sufficient.	If an additional 1% of customers become insolvent, the amount of the impairment for doubtful debts would require an additional £67,000 to be set aside as an allowance.
Stocks	Stocks of catalogue products are	If 10% of the products for

	held in anticipation of sales to customers. The catalogue is re-issued annually and products may be added or deleted. Stocks held at 31 March 2013 in excess of one year sales may not be included in subsequent catalogues. The write down in value of stocks held in excess on one year amounted to £94,000. This value is based on an estimate of sales over the next 12 month period. However, it is not certain that sales forecasts are accurate; that the products will not be included in the next catalogue and that the write down is sufficient or excessive.	which excess stocks have been identified are included in the catalogue for 2013/14, the resulting reduction in stock write down would be £9,400.
Reserves	There is an uncertainty to the amount of reserves created as the amounts are based on estimates.	The position is regularly reviewed.

5. Events after the Balance Sheet Date

The Statement of Accounts was authorised for issue by the Consortium Treasurer on 26 September 2013. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2013, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information. No significant post balance sheet events have occurred.

6. Adjustments between the Accounting Basis and Funding Basis under Regulations

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

2012/13	Usable Reserves							Total Movement in Usable Reserves	Movement in Unusable Reserves
	General Fund Balance	Earmarked Projects Reserves	Earmarked Repairs & Renewals Reserve	Earmarked Property Maintenance Reserve	Earmarked pay Harmonisation	Earmarked Legal Claim	Strategic Review Implementation		
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment Account:									
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</u>									
Charges for depreciation and impairment of non current assets	509						509	(509)	
Amortisation of intangible assets	71						71	(71)	
Proceeds of sales of non current assets as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	61						61	(61)	
Gain/loss on disposal of non current assets	(2)						(2)	2	
<u>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</u>									
Statutory provision for financing of capital investment (Grove Park)	(500)						(500)	500	
Statutory provision for financing leased capital investment	(166)						(166)	166	
Use of General Fund to finance new capital expenditure	(8)						(8)	8	
Adjustments involving the Earmarked Reserves:									
Use of reserves to finance new capital expenditure			(43)				(43)	43	
Adjustment involving the Accumulated Absences Account:									
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	5						5	(5)	
Total Adjustments	(30)	0	(43)	0	0	0	(73)	73	

2011/12 comparative figures	Usable Reserves							Total Movement in Usable Reserves	Movement in Unusable Reserves
	General Fund Balance	Earmarked Projects Reserves	Earmarked Repairs & Renewals Reserve	Earmarked Property Maintenance Reserve	Earmarked Pay Harmonisation	Earmarked Legal Claim	Strategic Review Implementation		
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Adjustments primarily involving the Capital Adjustment Account:									
<u>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</u>									
Charges for depreciation and impairment of non current assets	550						550	(550)	
Amortisation of intangible assets	51						51	(51)	
Proceeds of sales of non current assets as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	79						79	(79)	
Gain/loss on disposal of non current assets	(9)						(9)	9	
<u>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</u>									
Statutory provision for financing of capital investment (Grove Park)	(500)						(500)	500	
Statutory provision for financing leased capital investment	(116)						(116)	116	
Use of General Fund to finance new capital expenditure	(74)						(74)	74	
Adjustments involving the Earmarked Reserves:									
Use of reserves to finance new capital expenditure		(127)	(274)				(401)	401	
Adjustment involving the Accumulated Absences Account:									
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(5)						(5)	5	
Total Adjustments	(24)	(127)	(274)	0	0	0	(425)	425	

7. Transfers to/from Earmarked Reserves

This note sets out the amounts set aside from the General Fund in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2012/13.

	Balance at 1 April 2012	Transfers in 2012/13	Capital Transfers out 2012/13	Revenue Transfers out 2012/13	Balance at 31 March 2013
	£000	£000	£000	£000	£000
Earmarked Projects Reserve	226	1,215	(76)	(773)	592
Earmarked Repairs and Renewals Reserve	1,764	639	(42)	(17)	2,344
Earmarked Property Maintenance Reserve	617	437		(11)	1,043
Earmarked Pay Harmonisation	520			(520)	0
Earmarked Legal Claim	500			(265)	235
Strategic Review Implementation	400				400
Total	4,027	2,291	(118)	(1,586)	4,614

2011/12 Comparative Figures:

	Balance at 1 April 2011	Transfers in 2011/12	Capital Transfers out 2011/12	Revenue Transfers out 2011/12	Balance at 31 March 2012
	£000	£000	£000	£000	£000
Earmarked Projects Reserve	625	100	(499)		226
Earmarked Repairs and Renewals Reserve	1,553	522	(311)		1,764
Earmarked Property Maintenance Reserve	188	435	(6)		617
Earmarked Pay Harmonisation	520				520
Earmarked Legal Claim	500				500
Strategic Review Implementation	400				400
Total	3,786	1,057	(816)	0	4,027

8. Other Operating Expenditure

2011/12 £000		2012/13 £000
1,731	Dividend payable to member authorities	1,530
(9)	Gains/losses on disposal of non current assets	(2)
<u>1,722</u>	Total	<u>1,528</u>

9. Financing and Investment Income and Expenditure

2011/12 £000		2012/13 £000
446	Interest payable and similar charges	421
(21)	Interest receivable and other similar income	(73)
425	Total	348

10. Property, Plant and Equipment*Movements in Balances*Movements in 2012/13

	Land and Buildings	Vehicles, Plant and Equipment	Total Property, Plant and Equipment
Cost or Valuation	£000	£000	£000
At 1 April 2012	10,000	3,437	13,437
Additions		206	206
Revaluation Increase/(decrease) recognised in the Revaluation Reserve			
Revaluation Increase/(decrease) recognised in the Capital Adjustment Account			
Derecognition – disposals		(157)	(157)
At 31 March 2013	10,000	3,486	13,486
Accumulated Depreciation and Impairment			
At 1 April 2012	0	(2,205)	(2,205)
Depreciation charge	(92)	(417)	(509)
Impairment losses/(reversals) recognised in the Capital Adjustment Account	92		92
Derecognition – disposals		98	98
At 31 March 2013	0	(2,524)	(2,524)
Net Book Value:			
At 31 March 2013	10,000	962	10,962
At 31 March 2012	10,000	1232	11,232

Comparative Movements in 2011/12:

	Land and Buildings	Vehicles, Plant and Equipment	Total Property, Plant and Equipment
Cost or Valuation:	£000	£000	£000
At 1 April 2011	9,500	3,359	12,859
Additions		404	404
Revaluation Increase/(decrease) recognised in the Revaluation Reserve	7		7
Revaluation Increase/(decrease) recognised in the Capital Adjustment Account	493		493
Derecognition – disposals		(326)	(326)
At 31 March 2012	10,000	3,437	13,437
Accumulated Depreciation and Impairment:			
At 1 April 2011	0	(1,996)	(1,996)
Depreciation charge	(85)	(466)	(550)
Impairment losses recognised in the Revaluation Reserve	85		85
Derecognition – disposals		257	257
At 31 March 2012	0	(2,205)	(2,205)
Net Book Value:			
At 31 March 2012	10,000	1,232	11,232
At 31 March 2011	9,500	1,363	10,863

Depreciation:

The following useful lives and depreciation rates have been used in the calculation of depreciation:

1. Land and Buildings – 70 years
2. Vehicles, Plant and Equipment – 4 to 10 years

Capital Commitments:

At 31 March 2013, there were no contractual commitments in 2012/13 for the acquisition of tangible or intangible assets.

Revaluations:

ESPO undertakes an annual revaluation programme to ensure that the value of the premises at Grove Park, Enderby is correctly measured at fair value. The valuation was carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institute of Chartered Surveyors.

	Land and Buildings	Vehicles, Plant and Equipment	Total Property, Plant and Equipment
	£000	£000	£000
Historical cost	0	3,486	3,486
Valued at fair value at 31 March 2013	10,000		10,000
Total Cost or Valuation	10,000	3,486	13,486

11. Intangible Assets

ESPO accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. The intangible assets only include purchased licences.

All software is given a finite useful life, based on assessments of the period that the software is expected to be of use to the organisation. The useful life assigned to all major software used by ESPO is 5 years.

The carrying amount of intangible assets is amortised on a straight line basis. The amortisation of £70,539 charged to revenue in 2012/13 was charged as a service overhead cost under the heading "Equipment" in the Comprehensive Income and Expenditure Statement.

The movement on Intangible Asset balances during the year is as follows:

	31/03/2012 Purchased Software £000	31/03/2013 Purchased Software £000
Balance at start of year:		
• Gross carrying amount	325	527
• Accumulated amortisation	(202)	(253)
Net carrying amount at start of year	123	274
Additions – Purchases.	202	0
Amortisation for the period	(51)	(71)
Net carrying amount at end of year	<u>274</u>	<u>203</u>
Comprising:		
• Gross carrying amount	527	527
• Accumulated amortisation	<u>(253)</u>	<u>(324)</u>
	274	203

12. Financial Instruments

The following categories of financial instruments are carried in the Balance Sheet:

	Long-Term		Current	
	31 March 2012	31 March 2013	31 March 2012	31 March 2013
	£000	£000	£000	£000
Loans and Receivables: Financial assets carried at contract amounts including Cash and Cash Equivalents			17,508	17,170
Total Debtors	0	0	17,508	17,170
Borrowings: Financial Liabilities at amortised cost	9,000	8,500	1,055	906
Total Borrowings	9,000	8,500	1,055	906
Other Long Term Liabilities: Finance Lease liabilities	139	179		
Total other long term liabilities	139	179	0	0
Other Short Term financial Liabilities: Financial liabilities carried at contract amounts			13,203	12,154
Total Short term Liabilities	0	0	13,203	12,154

Income, Expense, Gains and Losses:

The gains and losses recognised in the Consolidated Income and Expenditure Account in relation to financial instruments are made up as follows:

	2011/12		2012/13	
	Financial Liabilities	Financial Assets	Financial Liabilities	Financial Assets
	Measured at amortised cost	Loans and Receivables	Measured at amortised cost	Loans and Receivables
	£000	£000	£000	£000
Interest expense payable on long term loan	(429)		(404)	
Bank interest payable on leased assets loans	(17)		(17)	
Bank and short term investment interest receivable		21		73
Net gain/(loss) for the year	(446)	21	(421)	73

Fair Values of assets and Liabilities

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

- Estimated interest rate at 31 March 2013 of 3.12% for loans from Leicestershire County Council based on equivalent rates for loans from the PWLB and a rate of 7.6% for equipment loans based on equivalent commercial rates.
- No early repayment or impairment is recognised.
- Where an instrument will mature in the next 12 months, carrying amount is assumed to approximate to fair value.
- The fair value of trade and other receivables is taken to be the invoiced or billed amount.

The fair values calculated are as follows:

	31 March 2012		31 March 2013	
	Carry Amount	Fair Value	Carry Amount	Fair Value
	£000	£000	£000	£000
Financial Liabilities – Premises loan from Leicestershire County Council	9,667	10,656	9,157	10,522
Other Long-term creditors	156	156	163	163

Where the fair value is less than the carrying amount, this arises because the organisation's borrowings include a number of fixed rate loans where the interest payable is lower than the rates available for similar loans at the balance sheet date.

Loans and Receivables:

The fair value of trade and other receivables is taken to be the invoiced or billed amount which is the same as the carrying amount on the Balance Sheet.

13. Inventories

ESPO holds Stores stocks of products for resale to customers. The value of these stocks is as follows:

	2011/12	2012/13
	£000	£000
Balance at start of year	4,435	4,441
Purchases	28,728	30,977
Recognised as an expense in the year	(28,543)	(30,588)
Written off balances	(179)	(290)
Balance at year end	4,441	4,540

14. Short Term Debtors

The following represents an analysis of the amounts due to ESPO:

31 March 2012		31 March 2013
£000		£000
	<u>Current Debtors</u>	
1,448	Reserved Debtors	1,424
8,976	Sundry Debtors	6,691
0	Tax Debtor	0
(145)	Less provision for bad debts	(164)
10,279	Total	7,951
	<u>Analysis of Bad debts Provision</u>	
(86)	Opening Balance as at 1 April	(145)
(85)	I & E Charge for the Year	(67)
26	Less Bad Debts Written off	48
(145)	Closing Balance as at 31 March	(164)

15. Cash and Cash Equivalents

31 March 2012		31 March 2013
£000		£000
1	Cash held by ESPO	1
1,088	Bank current accounts	329
6,140	Bank short-term deposit account	8,889
7,229	Total Cash and Cash Equivalents	9,219

16. Short-Term Creditors and Other Current Liabilities

31 March 2012		31 March 2013
£000		£000
305	Supplier balances:	18
6,004	• Other local authorities	7,293
	• Other entities and individuals:	
4,048	Reserved creditors and suspense accounts	4,047
636	Taxes and duties	535
3,496	Member authority dividends	1,529
272	Payroll deductions	232
14,761	Total	13,654

17. Usable Reserves

Movements in ESPO's usable reserves are detailed in the Movement in Reserves Statement and in Notes 6 and 7 above.

ESPO reserves have been established to meet operating deficits and to finance major one-off expenditure and replacement of assets. The Usable Reserves held by ESPO at 31 March 2013 are as follows:

(i) General Fund:

The reserve provides working capital to finance ESPO's trading activities. Standard practice is that, on acceptance of the annual accounts by member authorities, the annual surplus is allocated to this account after making deductions of any amounts transferred to Earmarked, Vehicle/Equipment and Stores Maintenance Reserves and of amounts payable to member authorities as annual dividend.

Member authorities' dividend is normally calculated as 80% of the annual surplus after transfers to other reserves. The retained balance is not available for distribution to member authorities and is held to offset any unbudgeted deficits. The maximum value of the general fund determined by Members was set at 5% of turnover.

(ii) Earmarked Projects:

Amounts authorised by member authorities to be allocated from annual surpluses to provide for the funding of major capital expenditure and development projects.

(iii) Vehicles/Equipment:

This reserve provides funding for the replacement purchases of vehicles and other capital equipment and equalises the effect of annual spending variations on annual surpluses by means of an annual charge to revenue calculated on the expected asset life and replacement cost.

(iv) Stores Maintenance:

This reserve provides funding for major building repairs, for which ESPO as beneficial owner is responsible and equalises the effect of annual spending variations on annual surpluses by means of an annual charge to revenue.

(v) Staff Pay Harmonisation:

This reserve provides funding for the expected costs associated with closure of the staff annual bonus scheme.

(vi) Legal Claim:

This reserve provides funding for the organisation's anticipated legal costs in defending a claim in respect of the termination of a design and marketing agreement.

(vii) Strategic Review Implementation:

This reserve provides funding for the implementation of recommendations following a strategic review of the organisation undertaken by Deloitte and agreed by ESPO Management Committee.

18. Unusable Reserves

31 March 2012		31 March 2013
£000		£000
7	Revaluation Reserve	99
1,988	Capital Adjustment Account	2,065
(94)	Accumulated Absences Account	(98)
1,901	Total	2,066

Revaluation Reserve

The Revaluation Reserve contains the gains made by ESPO arising from increases in the value of its property. The balance is reduced when assets with accumulated gains are:

- Revalued downwards or impaired and the gains are lost
- Used in the provision of services and the gains are consumed through depreciation, or
- The asset is disposed of and the gains realised.

The Reserve contains only gains accumulated since 1 April 2007, the date the Reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account.

	2011/12	2012/13
	£000	£000
Balance at 1 April	0	7
Difference between the fair value depreciation and historical cost depreciation:		
Revaluation gains on Property, Plant and Equipment	7	92
Balance at 31 March	7	99

Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provision. The account is debited with the cost of acquisitions, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The accrual is credited with the amounts set aside by the organisation as finance for the costs of acquisition, construction and enhancement.

The Account contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

Note 6 provides details of the source of all the transactions posted to the account, apart from those involving the Revaluation Reserve.

2011/12	Capital Adjustment Account	2012/13	
£000		£000	
990	Balance at 1 April		1,988
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:		
(551)	• Charges for depreciation of non current assets	(509)	
577	• Net Revaluation gains and (Impairment losses) on Property, Plant and Equipment	0	
(51)	• Amortisation of intangible assets	(71)	
	• Revenue expenditure funded from capital under statute		
(69)	• Amounts of non current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(59)	
(94)		(639)	
	Net written out of the cost of non-current assets consumed in the year		
	Capital financing applied in the year:		
127	• Use of Major Project Earmarked Reserve to finance new capital expenditure	0	
274	• Use of the Repairs and Renewals Earmarked Reserve to finance new capital expenditure	43	
617	• Statutory provision for the financing of capital investment charged against the General Fund	665	
74	• Capital Expenditure charged against the General Fund	8	
1,092		716	
1,988	Balance at 31 March		2,065

Accumulated Absences Account

The Accumulated Absences Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year e.g. annual leave entitlement carried forward at 31 March.

Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

2011/12 £000		2012/13 £000	
(99)	Balance at 1 April		(94)
99	Settlement or cancellation of accrual made at the end of the preceding year	94	
(94)	Amounts accrued at the end of the current year	(98)	
5	Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(4)	
(94)	Balance at 31 March		(98)

19. Reconciliation of the Surplus on the Comprehensive Income and Expenditure Statement to Revenue Activities Cash flow

2011-12		2012-13	
£000		£000	
(602)	Non cash Transactions:	(580)	
5	Depreciation of non-current assets		
	Movement on short-term accumulating compensated absences adjustments	(4)	
(597)			(584)
	Revenue items on an accruals basis:		
5	Increase/(decrease) in stocks	99	
3,060	Increase/(decrease) in debtors	(2,328)	
(2,737)	Decrease/(increase) in creditors	(1,321)	
(223)	Decrease/(increase) in tax creditor	99	
(1,813)	Decrease/(increase) in other current liabilities	(1,231)	
(1,708)			(4,682)
(2,305)	Total adjustment to net surplus on the provision of services for non-cash movements		(5,266)
	Adjustments for items included in the net surplus on the provision of services that are Investing and financing activities		
(425)	Interest payable (net)	(348)	
9	Surplus on disposal of non-current assets	2	
(416)			(346)

20. Cash Flow Statement – Adjustments to Operating Activities

The cash flows for operating activities include the following items:

2011/12		2012/13
£000		£000
(21)	Interest Received	(73)
446	Interest paid	421
0	Dividends paid	3,496
425	Net cash flows from operating activities	3,844

Note: The dividend declared for 2009/10, 2010/11 and 2011/12 totalling £3.496m has been paid to member authorities during 2012/13.

21. Cash Flow Statement – Investing Activities

2011/12		2012/13
£000		£000
606	Purchase of Property, Plant and Equipment and intangible assets	206
(79)	Proceeds from the sale of property, plant and equipment and intangible assets.	(61)
527	Net cash flows from investing activities	145

22. Cash Flow Statement – Financing Activities

2011/12		2012/13
£000		£000
116	Cash payments for the reduction of outstanding finance lease liabilities	166
509	Repayment of short and long-term borrowing	512
625	Net cash flows from financing activities	678

23. Amounts Reported for Resource Allocation Decisions

The analysis of the income and expenditure on the face of the Comprehensive Income and Expenditure Statement is that specified by the Best Value Accounting Code of Practice. However, decisions about resource allocation in 2012/13 were taken by ESPO's Senior Management Team on the basis of financial reports analysed across its two main operating divisions. These reports are prepared on a different basis from the accounting policies used in the financial statements. In particular:

- Charges are made in the Management Trading Accounts for the replacement of non-current plant and equipment and intangible assets based on the expected cost of replacement. A Renewals Reserve holds the accumulated charges and purchases of replacements are charged to this reserve.
- No charges are made in relation to depreciation of the Grove Park premises, or for revaluation gains or impairment losses (whereas depreciation on all non current and intangible assets, revaluation and impairment losses in excess of the balance on the Revaluation Reserve and amortisations are charged in the Comprehensive Income and Expenditure Statement).
- Repayments of the capital and interest elements of the premises loan and of finance leases are treated as a rental charges in the Management Trading Accounts (whereas the interest elements are included as Financing and Investment Expenditure in the Comprehensive Income and Expenditure Statement and the capital elements are included in the Movement in Reserve statement and identified in Note 6).
- Charges are made in the Management Trading Accounts for purchases of additional non current and intangible assets for which there are no amounts provided within Renewals or Earmarked Reserves (whereas these purchases are excluded from the Comprehensive Income and Expenditure Statement and are included in the Movement in Reserve statement and identified in Note 6).
- No charges are made in the Management Trading Accounts for revenue expenditure on major development projects where an earmarked reserve has been established and approved by the Management Committee (whereas such expenditure is included within the Comprehensive Income and Expenditure Statement and reversed out in the Movement in Reserve statement and identified in Note 7).
- No charges are made in the Management Trading Accounts for dividend payments to member authorities.

Reconciliation of Management Trading Account to Cost of Services in the Comprehensive Income and Expenditure Statement

This reconciliation shows how the figures in the Management Trading Account relate to the amounts included in the Comprehensive Income and Expenditure Statement.

2011/12			2012/13		
Stores £000	Central Purchasing £000	Total £000	Stores £000	Central Purchasing £000	Total £000
(39,182)	(47,256)	(86,438)	(41,729)	(52,366)	(94,095)
0	21	21	0	73	73
25	54	79	4	57	61
(5)		(5)	(9)		(9)
(39,162)	(47,181)	(86,343)	(41,734)	(52,236)	(93,970)
37,161	46,614	83,775	40,299	51,056	91,355
(400)	(100)	(500)	(400)	(100)	(500)
0	(112)	(112)	0	(161)	(161)
0	(4)	(4)	0	(5)	(5)
(504)	(50)	(554)	(520)	(55)	(575)
(343)	(103)	(446)	(404)	(16)	(420)
(56)	0	(56)	0	0	0
(18)	0	(18)	(8)	0	(8)
500	101	601	489	91	580
(4)	(1)	(5)	(5)	9	4
414	0	414	602	176	778
36,750	46,345	83,095	40,053	50,996	91,048
(2,412)	(836)	(3,248)	(1,681)	(1,241)	(2,922)

There is no segmental reporting of the organisation's assets and liabilities as these are not segregated for management reporting.

24. Officers Remuneration

- a) Apart from the senior officers who are listed in note b) below, there were no officers in either 2011/12 or in 2012/13 whose emoluments met or exceeded £50,000. Therefore this table has been omitted.
- b) The following table sets out the remuneration disclosures for senior officers whose salary is less than £150,000 but equal or more than £50,000 per year:

Postholder Information (Post Title)	Salary (inc fees & allowances)	Compensation Payments	Benefits in Kind (e.g. Car Allowances)	Total Remuneration excluding pension contributions	Pension contributions	Total Remuneration including pension contributions
2012/13	£	£	£	£	£	£
Director	74,485	0	0	74,485	13,854	88,339
Deputy Director	67,322	2,019	2,085	71,426	13,902	85,328
Assistant Director (Commodity)	70,490	4,495	2,592	77,577	13,111	90,688
Assistant Director (Finance)	74,910	0	0	74,910	13,933	88,843
Interim Assistant Director (Operations)	50,911	3,332	0	54,243	9,469	63,712
Interim Commercial Manager	51,663	3,100	2,575	57,338	9,609	66,947
Interim Commercial Manager	51,663	3,100	2,081	56,844	9,609	66,453
	441,444	16,046	9,333	466,823	83,487	550,310

NOTE: In 2012/13 the Director of ESPO commenced on the 1st September 2012. The Assistant Director (Operations) changed his hours from full-time to part-time to assist and complete the handover for the new Interim Assistant Director (Operations) who commenced in May 2012. His salary for 2012-13 did not exceed £50,000 and therefore the above table reflects this. The Assistant Director (Commodity) commenced flexible retirement from the 1st February 2013; therefore the above table reflects this.

2011/12 Comparatives	£	£	£	£	£	£
Deputy Director	64,211	0	2,436	66,647	11,494	78,141
Assistant Director (Commodity)	71,694	0	2,372	74,066	12,833	86,899
Assistant Director (Finance)	62,732	0	2,674	65,406	10,160	75,566
Assistant Director (Operations)	62,907	0	2,591	65,498	11,712	77,210
	261,544	0	10,073	271,617	46,199	317,816

EXIT PACKAGES

The number of exit packages with the total cost per band and total cost of compulsory and other redundancies are set out in the table below:

Exit Package Cost Band	Number of Compulsory Redundancies		Number of Other Departures Agreed		Total Number of Exit packages by Cost Band		Total Cost of Packages in Each Cost Band	
	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13 £000
£0 - £20,000	0	0	0	1	0	1	0	15
Total	0	0	0	1	0	1	0	15

25. External Audit Costs

Eastern Shires Purchasing Organisation incurred the following audit fees:

	2011/12	2012/13
	£000	£000
Fees payable to external auditors with regard to external audit services and statutory inspection carried out by the appointed auditor under the Audit Commission's <i>Code of Audit Practice</i> in accordance with section 5 of the Audit Commission Act 1998.	24	14
A rebate of £1,300 was received from the Audit Commission.		

26. Related Parties

ESPO is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the organisation or to be controlled or influenced by ESPO. Disclosure of these transactions allows readers to assess the extent to which ESPO might be constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with ESPO.

Members

Members of the Management Committee have a direct control over ESPO financial and operating policies. No payments are made by ESPO to any members of the Management Committee. During 2012/13 no members had an interest in any work or services commissioned by ESPO. Contracts were entered into in full compliance with the organisation's standing orders.

Officers

During 2012/13 no officers declared a pecuniary interest in any contractual or financial transactions.

Other Public bodies [subject to common control by central government]*Debtors:*

ESPO provides goods and services to all member authorities and as a consequence amounts due from member authorities including LEA schools for such transactions amounted to £2.824m as at 31 March 2013 (£3.728m as at 31 March 2012) and are included in 'Sundry Debtors' as detailed in note 14 to the Statement of Accounts. The amounts owing from each member authority are as follows:

<u>Analysis of Sundry Debtor Balances</u>	31 March	31 March
	2012	2013
	£000	£000
Member Authorities:		
Cambridgeshire County Council	371	375
Leicester City Council	474	275
Leicestershire County Council	713	466
Lincolnshire County Council	673	528
Norfolk County Council	789	805
Peterborough City Council	154	95
Warwickshire County Council	554	280
Total	3,728	2,824

Sales:

The value of sales to member authorities, including LEA schools, for services provided by ESPO are included within the value of Gross Income in the Consolidated Income and Expenditure Statement and amounted to £42.29m for 2012/13 (£41.65m for 2011/12). The following is a breakdown by individual member authority:

<u>Analysis of sales to member authorities.</u>	2011/12	2012/13
	£000	£000
Member Authorities:		
Cambridgeshire County Council	5,813	6,197
Leicester City Council	4,460	4,401
Leicestershire County Council	7,548	6,462
Lincolnshire County Council	6,322	6,758
Norfolk County Council	9,496	10,079
Peterborough City Council	2,094	2,123
Warwickshire County Council	5,916	6,265
	41,649	42,285

Creditors:

Amount due to member authorities for services they provided to ESPO amounted to £0.02m as at 31 March 2013 (£0.31m at 31 March 2012) and are included within the value of 'Supplier Account Balances' as detailed in the Short-Term Creditors note to this Statement of Accounts.

<u>Analysis of Supplier Account Balances.</u>	31 March	31 March
	2012	2013
	£000	£000
Member Authorities:		
Norfolk County Council	0	0
Warwickshire County Council	0	0
Leicestershire County Council	179	18
Leicester City Council	130	0
	309	18

Please note that the analysis of amounts due to member authorities included in note 26 of the 2011/12 accounts was incorrect. The prior year comparatives above have been restated.

Purchases:

The value of purchases from member authorities for services they provided to ESPO are included within the value of Gross Expenditure in the Consolidated Income and Expenditure Statement and amounted to £1.57m for 2012/13 (£1.78m for 2011/12). The following is a breakdown by individual member authority:

<u>Analysis of purchases from member authorities.</u>	2011/12	2012/13
	£000	£000
Member Authorities:		
Cambridgeshire County Council	4	28
Leicester City Council	108	27
Leicestershire County Council	1,654	1,512
Lincolnshire County Council	0	0
Norfolk County Council	0	0
Peterborough City Council	0	0
Warwickshire County Council	10	3
	1,776	1,570

Please note that the analysis of purchases from member authorities included in note 26 of the 2011/12 accounts was incorrect. The prior year comparatives above have been restated.

27. Capital Expenditure and Capital Financing

ESPO finances the purchase of routine replacement non current and intangible assets from the Vehicles and Equipment Renewals Reserve or the Stores Maintenance Reserve.

Purchases of additional non current and intangible assets may be financed from Earmarked Reserves when these form part of development projects approved by the Management Committee. Other purchases of additional non current and intangible assets are financed from revenue.

<u>Financing of capital expenditure on non current and intangible assets:</u>				
2011/12			2012/13	
Intangibles	Vehicles & Equipment		Intangibles	Vehicles & Equipment
£'000	£'000		£'000	£'000
127	205	Financed from Revenue	0	163
198	76	Financed from Earmarked Reserves	43	0
		Financed from Vehicle & Equipment Reserves		
325	281		43	163

<u>Capital expenditure commitments:</u>		
	<u>31 March,</u> <u>2012</u> £000	<u>31 March,</u> <u>2013</u> £000
The organisation had no commitments during 2012/13 for the purchase of non current assets in the following financial year, 2013/14.	0	0

28. LeasesFinance Leases

The organisation has acquired its motor car fleet and selected office copiers under finance leases. Copiers below the minimum capital purchase value of £5,000 continue to be treated as operating leases.

The assets acquired under these finance leases are carried as Property, Plant and Equipment in the Balance Sheet at the following amounts:

<u>31 March 2012</u>	<u>31 March 2013</u>
£000	£000
<u>272</u> Vehicles, Plant and Equipment	<u>306</u>

The organisation is committed to making payments under these finance leases comprising of the long-term liability for the interest in the property acquired by ESPO and finance costs that will be payable by ESPO in future years while the liability remains outstanding. The minimum lease payments are made up of the following amounts:

	31 March 2012	31 March 2013
	£000	£000
Finance lease liabilities (net present value of minimum lease payments):		
• Current	0	0
• Non current	301	266
Finance costs payable in future years	31	33
Minimum lease payments	332	299

The minimum lease payments will be payable over the following periods:

	Minimum Lease Payments		Finance Lease Liabilities	
	31 March 2012	31 March 2013	31 March 2012	31 March 2013
	£000	£000	£000	£000
Not later than one year	179	104	162	87
Later than one year and not later than five years	153	195	139	179
	332	299	301	266

Operating Leases

ESPO has acquired office copiers and food vendors by entering into operating leases, with a typical life of 5 years.

The future minimum lease payments due under non-cancellable leases in future years are:

	2011/12	2012/13
	£000	£000
Not later than one year	7	8
Later than one year and not later than 5 years	10	3
Minimum lease payments	17	11

The expenditure charged to the Equipments line in the Comprehensive Income and Expenditure Statement during the year in relation to these operating leases was:

	2011/12	2012/13
	£000	£000
Minimum lease payments	10	3

29. Impairment Losses

During this financial year ESPO had no recognised Revaluation Gains in relation to its premises at Grove Park, Enderby. The premises have been valued on a fair value basis at £10.0 m by the Property Services Department of Leicestershire County Council at 31 March 2013. A similar valuation was carried out at 31 March 2012 resulting in an Revaluation Gain of £585,000. The prior year gain is included within the Consolidated Income and Expenditure Statement. There has been no change of use during this period and the organisation continues to utilise the premises as its operational head quarters, warehouse and distribution centre.

30. Pensions

The staff of ESPO are employed by Leicestershire County Council, on a rechargeable basis, although ESPO determines the staffing levels. Employees are eligible for membership of the Local Government Pension Scheme administered by Leicestershire County Council. A separate fund value is not identified for ESPO employees and therefore sufficient information is not available for this organisation to account for the plan as a defined benefit scheme.

Details of the Leicestershire County Council defined benefits pension fund are contained within the authority's annual Statement of Accounts which are available on line from www.leics.gov.uk. The latest fund actuarial valuation at 31 March 2010 identified that the funds assets were sufficient to meet approximately 80% of the liabilities accrued up to that date. An increase in common contribution rates from 16% to 20% of pensionable pay resulted from the actuarial valuation and applied from 1 April 2011.

The pension costs that are charged to ESPO's accounts in respect of these employees are equal to the contributions paid to the funded pension scheme. In addition ESPO has made arrangements for the payment of added-years pensions to certain retired employees outside the provisions of the scheme, on an unfunded basis.

In 2012/13 ESPO paid an employer's contribution of £1,054,349, (2011/12 - £1,035,303), into the Pension Fund, representing an average 18.6% of total pensionable pay. The rate of contribution was based upon the actuarial review as at March 2010 and resulted in an employer's contribution rate being set at 17.9% for 2011/12, 18.6% for 2012/13 and 19.3% for 2013/14.

In addition, ESPO is responsible for all pension payments relating to added-years benefits it has awarded, together with the related increases. In 2012/13 these amounted to £10,913, (2011/12 - £10,376), representing 0.2% of pensionable pay.

31. Contingent Liabilities

There are no contingent liabilities.

32. Nature and Extent of Risks Arising from Financial Instruments

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

- Credit risk – the possibility that other parties might fail to pay amount due to ESPO.
- Liquidity risk – the possibility that ESPO might not have funds available to meet its commitments to make payments.
- Market risk – the possibility that financial losses might arise from changes in such measures as interest rates.

The organisation only generates income through its commercial activities therefore risk management focuses on the unpredictability of customer demand and on maintaining its reputation for service quality and value for money. The effective risk management of financial instruments is vital to ensure the necessary funding and resources are available to support these activities. Risk management is carried out by the Senior Management Team under policies approved by the ESPO Management Committee and in compliance with the financial regulations and policies of Leicestershire County Council, the organisation's servicing authority.

Credit Risk

Credit risks arise from deposits with banks and from credit exposures to the organisation's customers. Deposits are made with banks that are approved by the servicing authority and that meet Leicestershire County Council rating requirements.

The maximum exposure to credit risk in relation to ESPO's investments in banks and building societies is 100% of its investments, but this cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principle sum will be specific to each individual institution. Recent experience has shown that it is rare for such entities to be unable to meet their commitments. A risk of irrecoverability applies to all of ESPO's deposits but there was no evidence at 31 March 2013 that this was likely to crystallise.

Customers are assessed, taking into account their legal status, past experience and other factors with individual credit limits being set for catalogue customers in accordance with internal ratings. Due to the nature of the transactions, limits are not enforced on energy billing and on turnover rebates due from contracted suppliers. As at the Balance Sheet date no customers' credit terms have been renegotiated that would otherwise be past due.

The following analysis summarises the organisation's potential maximum exposure to credit risk, based on default and un-collectability over the past 6 years, adjusted to reflect current market conditions.

	Amount at 31 March 2013	Historical experience of default	Historical experience adjusted for market conditions at 31 March 2013	Estimated maximum exposure to default and un- collectability 31 March 2013	Estimated maximum exposure at 31 March 2012
	£000	%	%	£000	£000
Bank Deposits	329	0	0	0	0
Investments (see Note 15)	8,889	0	0	0	0
Customers	6,485	0.97%	0.48%	31.1	157.1
				<u>31.1</u>	<u>157.1</u>

Where applicable, no credit limits were exceeded during the reporting period and ESPO does not expect any losses from non-performance in relation to bank deposits. ESPO normally allows credit terms of between 14 and 45 days for customers.

A total of £1.34m of the balance of £6.49m was overdue at 31 March 2013 and can be analysed as follows:

Aged Analysis of financial assets that are past due as at the reporting date but not impaired (Overdue debtors):

	31 March 2012 £000	31 March 2013 £000
Less than one month overdue	1,031	949
Between one and three months	116	290
More than three months overdue	61	97
	1,208	1336

Impairment of financial assets:

A bad debt provision is established following a review of individual customers' debts as at the balance sheet date and a proportionate value of impairment is determined according to the individual circumstances including customers' legal status. Debts are usually considered 100% impaired when customers have entered into liquidation. A summary of the provision is included within Note 14 – Short Term Debtors.

Liquidity Risk

In order to support seasonal trade variations ESPO has an informal treasury arrangement with Leicestershire County Council (its servicing authority) that provides ready access to liquid funds for short-term borrowing at market interest rates.

ESPO moved to new premises at Grove Park, Enderby, Leicestershire in February 2006. This property is owned by Leicestershire County Council on behalf of the organisation as a consequence of ESPO's status which does not permit the legal ownership of assets.

Leicestershire County Council financed the purchase with long term borrowing from the Public Works Loan Board which ESPO, as the beneficial owner of the property, has committed to recompense to the council in instalments that equal their repayments to the PWLB for the duration of the loan. The loan is subject to interest rates charged between 4.4% to 4.65% pa.

Maturity analysis of financial liabilities:

	Total Long-Term Outstanding at 31 March 2012 £'000	Total Long -Term Outstanding at 31 March 2013 £'000
Lender:		
<ul style="list-style-type: none"> • Leicestershire County Council 	9,000	8,500
Analysis of Maturity of this loan:		
<ul style="list-style-type: none"> • Between one and two years • Between two and five years • Between five and ten years • In ten years or more 	500 1,500 2,500 4,500	500 1,500 2,500 4,000

Market Risks:*Interest Rate Risk:*

ESPO is exposed to interest rate risk in terms of its exposure to rate movements on its investments and short-term borrowings. The impact on the Income and Expenditure Account of rate changes on interest receivable and interest payable on such transactions is nominal in relation to ESPO turnover. For example, the effect of a 1% increase in rates would be an increase in income on investments of £49,000. The effect of a 1% decrease would have the opposite effect.

The effect of interest rate exposure is recognised within the annual budget and regularly monitored by management.

Foreign Exchange Risk:

The organisation has no assets or liabilities denominated in foreign currencies as imports and exports are priced in sterling. Movements in exchange rates may impact on the sterling prices quoted by overseas suppliers although the extent of this influence is not calculable.

GLOSSARY OF TERMS

ACCOUNTING POLICIES

The specific principles, bases, conventions, rules and practices applied in preparing and presenting financial statements.

ACCRUALS

Requires that costs and revenues are recognised in the accounts when incurred or earned not when money is received or paid.

AMORTISED COST

The amortised cost of a financial asset or financial liability is

- the amount at which the asset or liability is measured at initial recognition (usually "cost")
- minus any repayments of principal,
- minus any reduction for impairment or un-collectability, and
- plus or minus the cumulative amortisation of the difference between that initial amount and the maturity amount.

BALANCE SHEET

The Balance Sheet represents the organisation's financial situation as at the Balance Sheet date. The Balance Sheet is composed of two main parts:

Net Assets and

Total Reserves.

CASH AND CASH EQUIVALENTS

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty within 24 hours. Cash equivalents are investments of less than 3 months from acquisition that are readily convertible to known amounts of cash with insignificant risk of a change in value.

CAPITAL EXPENDITURE

Capital expenditure represents expenditure on the construction, acquisition, development or improvement of Property, Plant and Equipment and of Intangible Fixed Assets.

CAPITAL RECEIPTS

Income received from the sale of capital assets.

COMPREHENSIVE INCOME AND EXPENDITURE ACCOUNT

A summary of the resources generated and consumed by the organisation in the year. It summarises trading income and expenditure for the relevant financial years of all functions for which ESPO is responsible.

CASH FLOW STATEMENT

The Cash Flow Statement summarises the inflows and outflows of cash and cash equivalents resulting from operations and from investing and financing activities. It also shows how the net cash flow from operations is related to the Net Surplus or Deficit on the Provision of Services.

CIPFA

The Chartered Institute of Public Finance and Accountancy is the lead body for setting standards in the public sector accounting practice.

CONTINGENT LIABILITIES

Contingent liabilities are possible future liabilities that will only become certain on the occurrence of some future event. A contingent liability is less certain than a provision: the latter is expected to occur, a contingent liability might occur.

Contingent liabilities are not shown in the Balance Sheet, but must be disclosed in the notes.

CREDITORS

Creditors are financial liabilities arising from goods or services that have been received but for which payment has not been made by the Balance Sheet date.

CURRENT ASSETS / LIABILITIES

Current liabilities are the debts the organisation owes which must be paid within one year. They are the opposite of current assets. Current Assets are assets that can be convertible in to cash at short notice.

DEBTORS

Debtors are amounts owed to the organisation where the services and goods have been delivered but payment has not been received by the Balance Sheet date.

DEPRECIATION

Depreciation is a non cash expense that reduces the value of an asset as a result of wear and tear, age or obsolescence.

FAIR VALUE

Fair value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction.

INTERNATIONAL FINANCIAL REPORTING STANDARDS (IFRS)

A statement of common accounting practice, devised by the International Accounting Standards Board, which is applicable to the majority of large organisations, both within the public and private sector.

GENERAL FUND

This is the organisation's main revenue fund. It provides the resources necessary to sustain the day-to-day business activities and thus pays for all administrative and operating expenses.

IMPAIRMENT

A loss in the value of a fixed asset, arising from physical damage such as a major fire or a significant reduction in market value.

INTANGIBLE FIXED ASSETS

Non financial fixed assets that do not have any physical substance but are identifiable and are controlled by the organisation through custody or legal rights (e.g. purchased software licences).

LEASING

A method of financing the acquisition of assets for e.g. equipment, vehicles and plant etc.

There are two forms of lease:

A finance lease involves payment by the lessee (the user) of the full cost of the asset together with a return on the finance provided by the lessor, usually payable over the anticipated life of the asset.

An operating lease involves the payment of a rental by a lessee for a period, which is normally less than the useful economic life of the asset.

LONG TERM BORROWING

Loans raised to finance capital spending which have still to be repaid.

MOVEMENT IN RESERVES STATEMENT

This statement represents the changes in the organisation's financial resources over the year and is analysed into "usable reserves", those that can be applied to fund expenditure and "unusable reserves".

NET BOOK VALUE

This is the asset's original cost less the depreciation or amortisation.

NET WORTH (NET ASSETS/LIABILITIES)

This is the value by subtracting the total liabilities from the total assets in the Balance Sheet.

NON CURRENT ASSETS

An asset which is not easily convertible to cash within twelve months. Examples include Fixed and Intangible assets.

PROVISIONS

A provision is a liability of an uncertain timing or an amount.

PUBLIC WORKS LOAN BOARD (PWL B)

The Public Works Loan Board is a government agency which provides long term loans to local authorities, usually at advantageous interest rates.

REMUNERATION

All sums paid to an employee, including expenses, allowances and redundancy payments chargeable to UK income tax, and the monetary value of any other benefits received other than in cash.

REVENUE

Expenditure that ESPO incurs on the day to day costs of its goods and services including purchases for resale, salaries, premises costs, vehicles and other running expenses as well as charges to provide funds for renewals of non-current assets. This expenditure is funded from income generated from the supply of goods and services to customers.

UNUSABLE RESERVES

Unusable reserves are those which do not represent funding that is available to support service delivery. These reserves generally arise from statutory adjustments and the treatment of unrealised changes in the value of assets or liabilities.

USABLE RESERVES

A usable reserve represents resources the organisation can control in making service delivery decisions. Each usable reserve may have different restrictions upon its potential use, dependent upon decisions made by the organisation.