

**APPENDIX 1: Statement of Accounts**



**STATEMENT OF ACCOUNTS  
FOR THE YEAR ENDED  
31 MARCH 2013**

## **STATEMENT OF ACCOUNTS 2012/13**

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### **EXPLANATORY FOREWORD BY THE TREASURER**

## **Introduction**

The Aberdeen City & Shire Strategic Development Planning Authority (SDPA) is one of 4 City-Region planning authorities in Scotland. The primary role of the Authority is to prepare and maintain a strategic development plan for the area. The impact of the wider economic climate on the Authority's activities is considered to be minimal.

Aberdeenshire Council provides the accounting and treasury management services to the Authority and the Head of Finance of Aberdeenshire Council is Treasurer to the Authority.

The purpose of the annual Statement of Accounts is to demonstrate proper stewardship of the Strategic Development Planning Authority's financial affairs. The Statement has been prepared in accordance with the current Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice (the Code) issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Local Authority (Scotland) Accounts Advisory Committee (LASAAC).

The Code constitutes proper accounting practice under section 12 of the Local Government (Scotland) Act 2003.

This foreword provides an explanation of the Statement of Accounts.

## **Financial Statements**

These Statements are produced in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom and under International Financial Reporting Standards. An explanation of the purpose of each statement has been included.

## **Movement in Reserves Statement**

Reserves are classified as either Usable or Unusable. Usable reserves are available to meet the cost of running the service. Unusable reserves will generally hold unrealised gains or losses and can only be used once they are realised. This Statement will analyse the movement in Reserves between periods. The nature of the SDPA limits the range of Reserves it can operate.

## **Comprehensive Income and Expenditure Statement**

The Comprehensive Income and Expenditure Statement summarises all of the resources that the Authority has generated, consumed or set aside in providing services during the year. As such, it is intended to show the true financial position of the Authority.

## **Balance Sheet**

This Statement brings together all the assets and liabilities of the Authority, including reserves and current assets and liabilities employed in its operations. This statement presents the overall financial position of the Authority as at 31 March 2013.

## **Cash Flow Statement**

The Cash Flow Statement provides the details of cash movements arising from transactions for the financial year.

## **STATEMENT ON THE SYSTEM OF INTERNAL FINANCIAL CONTROL**

This Statement acknowledges the responsibility for internal financial control and indicates the main features of the systems in use and the level of assurance that the system of internal financial control can provide.

## Remuneration Report

This report presents information on the remuneration made in respect of senior officers and Board members of the Authority per Scottish Government circular No. 8/2011.

## Financial Performance

The results of the Authority's activities for the year are presented below with a comparison against budget. This presentation differs slightly from that in the Comprehensive Income & Expenditure Statement and allows for an understanding of performance and activity costs to be better determined.

	<b>2011/12</b> <b>£000</b> <b>Actual</b>	<b>2012/13</b> <b>£000</b> <b>Budget</b>	<b>2012/13</b> <b>£000</b> <b>Actual</b>	<b>Actual v</b> <b>Budget</b> <b>%</b>
Requisitions	150	160	120	75%
Interest on Balances	1	-	1	
<b>Total Income</b>	<b>151</b>	<b>160</b>	<b>121</b>	
Employee Costs	86	111	73	66%
Property Costs	8	6	7	116%
Supplies and Services	4	19	9	47%
Transport Costs	1	2	2	100%
Administration Costs	18	22	16	73%
<b>Total Operating Costs</b>	<b>117</b>	<b>160</b>	<b>107</b>	
<b>Net Income</b>	<b>34</b>	<b>0</b>	<b>14</b>	

The costs of the Authority in 2012/13 were significantly below budget principally due to the reduced staff complement in the year and prudent cost management in other areas. The net underspend in 2012/13 is £14,000 and this will be returned to constituent authorities. In 2011/12, an underspend of £34,000 was similarly returned.

## Acknowledgements

The production of the Statement of Accounts is very much a team effort involving staff from Aberdeenshire Council, Aberdeen City Council and the Strategic Development Planning Authority. I would like to take this opportunity to thank all those involved for their assistance and co-operation.

Alan Wood, MA (Hons), CPFA  
Treasurer  
11 September 2013

## STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

## **The Authority's Responsibilities**

The Authority is required to:

- make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. In this case, that officer is the Treasurer to the Authority;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets; and
- approve the Statement of Accounts.

## **The Treasurer's Responsibilities**

The Treasurer is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (the Code).

In preparing this statement of accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent; and
- complied with the local authority Code.

### **The Treasurer has also:**

- kept proper accounting records which were up to date; and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

I confirm that this Statement of Accounts gives a true and fair view of the financial position of the Authority at the accounting date and its income and expenditure for the year ended 31 March 2013.

Alan Wood, MA (Hons), CPFA  
Treasurer  
11 September 2013

## **MOVEMENT IN RESERVES STATEMENT FOR THE YEAR ENDED 31 MARCH 2013**

This Statement shows the movement in the year on reserves held by the Authority, analysed into 'usable' reserves and 'unusable' reserves. Usable reserves are those that can be applied to fund expenditure subject to the need to maintain a prudent level of reserves and any statutory limitations on their use. Unusable reserves include reserves that hold unrealised gains and losses (for example the revaluation reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the line "Adjustments between accounting basis and funding basis under regulations". The Authority does not have any unusable reserves.

The 'Surplus or (Deficit) on the provision of services' line shows the true economic cost of providing the Authority's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. The 'Net Increase / Decrease before transfers to other statutory reserves' line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Authority.

	General Fund  £000	Total Usable Reserves  £000	Unusable Reserves  £000	Total SDPA Reserves  £000
<b>Balance at 31 March 2012</b>	<b>104</b>	<b>104</b>	<b>0</b>	<b>104</b>
Surplus or (deficit) on provision of services	0	0	0	0
Other Comprehensive Expenditure and Income	0	0	0	0
<b>Total Comprehensive Expenditure and Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Adjustments between accounting basis & funding basis under regulations	0	0	0	0
<b>Net Increase before Transfers to Other Statutory Reserves</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Transfers to / from Other Statutory Reserves	0	0	0	0
<b>Increase / (Decrease) in Year</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Balance at 31 March 2013</b>	<b>104</b>	<b>104</b>	<b>0</b>	<b>104</b>



## BALANCE SHEET AS AT 31 MARCH 2013

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

Reserves are reported in two categories. The first category of reserves is usable reserves, i.e. those reserves that the Authority may use to provide services. The second category of reserves is unusable reserves, i.e. those that are not able to use to provide services. The Authority does not have any unusable reserves.

<b>31 March 2012</b>			<b>31 March 2013</b>
<b>£000</b>		<b>Note</b>	<b>£000</b>
140	Cash and Cash Equivalents	6	157
<b>140</b>	<b>Current Assets</b>		<b>157</b>
(36)	Short Term Creditors	7	(53)
<b>(36)</b>	<b>Current Liabilities</b>		<b>(53)</b>
<b>104</b>	<b>Net Assets</b>		<b>104</b>
104	Usable Reserves		104
0	Unusable Reserves		0
<b>104</b>	<b>Total Reserves</b>		<b>104</b>

Alan Wood, MA (Hons), CPFA  
Treasurer  
11 September 2013



## CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2013

31 March 2012 £000		31 March 2013 £000
0	Net surplus or deficit on the provision of services	0
(43)	Adjust net surplus or deficit on the provision of services for non cash movements	17
(43)	Net cash flows from Operating Activities	17
(43)	Net increase or decrease in cash and cash equivalents	17
183	Cash and cash equivalents at the beginning of the reporting period	140
140	Cash and cash equivalents at the end of the reporting period	157

## **NOTES TO THE ACCOUNTS**

### **Note 1 Accounting Policies**

#### **General Principles**

The Statement of Accounts summarises the SDPA's transactions for the 2012/13 financial year and its position at the year-end of 31 March 2013. The SDPA is required to prepare an annual Statement of Accounts by the Local Authority Accounts (Scotland) Regulations 1985, which section 12 of the Local Government in Scotland Act 2003 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, 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 historical cost.

These financial statements are prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom. The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

#### **Accruals and Income and Expenditure**

Income and Expenditure activities are accounted for in the year in which they take place, not simply when cash payments are made or received.

Where income and expenditure has 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 the 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.

#### **Financial Liabilities**

The SDPA's Liabilities are shown as Creditors in the Balance Sheet and are for less than 12 months, they are initially measured at fair value and are subsequently carried at amortised cost, which equates to the actual cash value at 31 March 2013.

#### **Requisitions and Contributions**

Requisitions and contributions relating to revenue expenditure are accounted for on an accruals basis and recognised immediately in the Comprehensive Income & Expenditure Statement as income except where the grant or contribution has a condition(s) (as opposed to restriction) that the SDPA has not satisfied, in which case it is recognised as a Creditor.

#### **Cash and Cash Equivalents**

The Authority uses Aberdeenshire Council's bank account for financial transactions and the balance is invested in the Council's Loans Fund. This balance is repayable on demand and therefore treated as a cash equivalent and is included in the Balance Sheet at amortised cost, which equates to the actual cash value at 31 March 2013.

## **NOTES TO THE ACCOUNTS (continued)**

### **Note 1 Accounting Policies (continued)**

#### **Employee Benefits**

##### **Benefits Payable During Employment**

The SDPA does not directly employ staff but only reimburses the employing authority, Aberdeenshire Council, for staff costs paid including any pension related costs as they are incurred.

#### **Overheads and Support Services**

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA Service Reporting Code of Practice (SeRCOP). The total absorption costing principle is used with all overhead costs identified within the Authority accounts, with the exception of:

Corporate and Democratic Core – costs relating to the SDPA's status as a democratic organisation.

#### **Events after Balance Sheet Date**

Events after the Balance Sheet date are those events, both favourable and unfavourable that occurs between the end of the reporting period (the balance sheet date) and the date when the financial statements are authorised for issue.

There are two types of events:

- a) those that provide evidence of conditions that existed at the balance sheet date (adjusting events after the reporting period) and
- b) those that provide evidence of conditions that arose after the balance sheet date (non-adjusting events after the reporting period).

The accounts are adjusted to reflect adjusting events after the reporting period and are not adjusted to reflect non-adjusting events after the reporting period. Where a non-adjusting event would have a material effect, disclosure is made in the notes of the nature of the events and the estimated financial effect.

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

#### **Reserves**

The nature of SDPA operations precludes it from creating reserves other than a General Fund. This Fund or general reserve captures all assets and liabilities that are not assigned to a special purpose fund.

## NOTES TO THE ACCOUNTS (continued)

### Note 1 Accounting Policies (continued)

#### Value Added Tax

VAT is included in the Comprehensive Income and Expenditure Statement only to the extent that it is irrecoverable.

### Note 2 Critical Judgements in Applying Accounting Policies

In applying the accounting policies set out in Note 1, the Treasurer 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:

- There is a degree of uncertainty about future levels of funding for local government and hence to funding for the SDPA. However, the Treasurer has determined that the level of uncertainty is not yet sufficient to provide an indication that the activities of the Authority might be affected by the need to reduce levels of service provision.

### Note 3 Assumptions Made About The Future and Other Major Sources of Estimation Uncertainty

The Statement of Accounts does not contain any estimated figures that are based on assumptions made by the SDPA about the future or that are otherwise uncertain.

### Note 4 Events after the Balance Sheet Date

The Statement of Accounts was authorised for issue by the Treasurer on 11 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.

### Note 5 Financing and Investment Income and Expenditure

	2011/12 £000	2012/13 £000
Interest receivable and similar income	(1)	(1)
	<hr/>	<hr/>
	(1)	(1)

## NOTES TO THE ACCOUNTS (continued)

### Note 6 Cash and Cash Equivalents

The balance of Cash and Cash Equivalents comprises:

	<b>2011/12 £000</b>	<b>2012/13 £000</b>
Temporary Investment in the Aberdeenshire Council Loans Fund	140	157
	<hr/> 140	<hr/> 157

### Note 7 Short Term Creditors

	<b>2011/12 £000</b>	<b>2012/13 £000</b>
Other Local Authorities	34	37
Other Entities and Individuals	2	7
Public Corporations and Trading Funds	-	9
Total	<hr/> 36	<hr/> 53

### Note 8 Reserves

Movements in the SDPA's usable reserves are detailed in the Movement in Reserves Statement. The Authority does not have any unusable reserves.

### Note 9 Cash Flow - Operating Activities

The cash flows for operating activities includes the following item:

	<b>2011/12 £000</b>	<b>2012/13 £000</b>
Interest Received	1	1

### Note 10 Cash Flow – Investing and Financing Activities

There were no investing or financing activities in 2012/13 (2011/12 £Nil).

## NOTES TO THE ACCOUNTS (continued)

### Note 11 External Audit Costs

The Board has incurred the following costs in relation to the audit of the Statement of Accounts.

	2011/12 £000	2012/13 £000
Fees payable in respect of external audit Services:		
Audit Fee	3	4

### Note 12 Requisition Income

The SDPA credited the following requisitions to the Comprehensive Income and Expenditure Statement.

	2011/12 £000	2012/13 £000
Credited to Requisitions and Non Specific Grant Income		
Requisition from Aberdeen City Council	75	60
Requisition from Aberdeenshire Council	75	60
Total	<u>150</u>	<u>120</u>
Returned to constituent authorities		
Aberdeen City Council	17	7
Aberdeenshire Council	17	7
Total	<u>34</u>	<u>14</u>
Net Requisitions	<u>116</u>	<u>106</u>

### Note 13 Related Parties

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

#### Members

Members have direct control over the Authority's financial and operational policies and decision making. No allowances or fees have been paid to Members in 2012/13 and there were no contracts awarded in which a Board Member had an interest.

## NOTES TO THE ACCOUNTS (continued)

### Note 13 Related Parties (continued)

#### Aberdeen City Council & Aberdeenshire Council

Aberdeen City Council & Aberdeenshire Council have a significant element of control over the general operations of the Authority. They provide a significant element of funding through two specific grants and the elected Members that they appoint to the managing Board of the Partnership can exert significant influence on its operations and decision making processes. The amounts relating to each Council are detailed below.

	Amounts received from		Amounts paid to		Amounts due to	
	2011/12	2012/13	2011/12	2012/13	at 31 March	
	£000	£000	£000	£000	2012	2013
					£000	£000
Aberdeenshire Council	58	53	89	79	17	7
Aberdeen City Council	58	53	10	5	17	30

#### Officers

The management of the Authority is disclosed in the remuneration report on pages 18-20 of this document. These officers have the responsibility for planning, directing or otherwise controlling the activities of the Authority. Their scope of control is determined by reference to the scheme of delegation and financial regulations adopted by the Board. The Board is satisfied that appropriate controls are in place to manage and monitor the activities of the key management personnel.

#### Note 14 Financial Instruments

The SDPA's financial instruments comprise debtors and creditors. All of these are for less than 12 months and are measured at fair value and subsequently carried at amortised cost which equates to the actual cash value at 31 March 2013.

There are no gains or losses recognised in the Comprehensive Income & Expenditure Statement in relation to financial instruments.

Nature and Extent of Risks Arising from Financial Instruments:

The Authority has no material exposure to any of the following financial risks:

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

The Authority has reviewed all financial risks and does not believe that it is required to make any provision within the financial statements for any financial risk exposure.

## **NOTES TO THE ACCOUNTS (continued)**

### **Note 15 Pension Scheme Accounted for as a Defined Contribution Scheme**

The Authority's staff are on secondment from Aberdeenshire Council and as such are entitled to be members of the Superannuation Scheme which is administered by the Aberdeen City Council. This provides staff with defined benefits upon their retirement, and the Authority contributes towards the costs by making contributions based on a percentage of members' pensionable salaries.

It is neither appropriate nor possible for the Authority to identify a share of the underlying liabilities in the scheme attributable to its staff. For the purposes of this statement of accounts it is therefore accounted for as a defined contribution scheme.

In 2012/13, the Authority reimbursed Aberdeenshire Council with £11,013 (£12,903 in 2011/12) in respect of superannuation contributions representing 19.3% of pensionable pay (2011/12: 19.3%). The employing authority is responsible for all pension payments related to "added years" it has awarded, together with related increases. There are no awards in respect of staff seconded to SDPA.

### **Note 16 Accounting Standards that have been Issued but have not yet been Adopted**

#### **(i) IAS 19 Employee Benefits (Amendment)**

The adoption of the amendments to IAS 19 *Employee Benefits* by the Code in 2013/14 will result in a change of accounting policy. There are new classes of components of defined benefit cost to be recognised in the financial statements (i.e. net interest on the net defined benefit liability (asset) and re-measurements of the net defined benefit liability (asset)), and, new definitions or recognition criteria for service costs (e.g. past service costs) and new recognition criteria for termination benefits. It is not anticipated that this change will have a material effect for SDPA.

#### **(ii) New Definitions and Clarifications**

The adoption in the Code 2013/14 of the new definitions and clarifications on assets under construction and intangible assets included in service concession arrangements will result in a change in accounting policy where these represent a material change. It is not anticipated that this change will have a material effect for SDPA.

#### **(iii) IAS 12 Income Taxes**

The adoption of the amendments to IAS 12 *Income Taxes* by the Code in 2013/14 will result in a change in accounting policy in relation to taxes on an entity's income. It is not anticipated that this change will have a material effect for SDPA.

#### **(iv) IAS 1 Presentation of Financial Statements**

The adoption of the 2011 amendments to IAS 1 *Presentation of Financial Statements* by the Code in 2013/14 will result in a change of accounting policy if SDPA has gains or losses that are reclassifiable into the Surplus or Deficit on the Provision of Services. It is not anticipated that this change will have a material effect for SDPA.

#### **(v) IFRS 7 Financial Instruments: Disclosures**

The adoption of IFRS 7 *Financial Instruments: Disclosures* (Offsetting Financial Assets and Liabilities) by the Code in 2013/14 will result in a change of accounting policy that will require disclosures on the effect or potential effect of netting arrangements. It is not anticipated that this change will have a material effect for SDPA.



## **STATEMENT ON THE SYSTEM OF INTERNAL FINANCIAL CONTROL**

This statement is given in respect of the 2012/13 Financial Statements for The Aberdeen City and Shire Strategic Development Planning Authority (SDPA). I acknowledge my responsibility for ensuring that an effective system of internal financial control is maintained and operated in connection with the resources deployed by the SDPA.

The system of internal financial control can provide only reasonable assurance that assets and other resources are safeguarded, that transactions are authorised and properly recorded and that material errors or irregularities are either prevented or would be detected within a timely period.

The system of internal financial control is based on a framework of financial regulations, regular financial and other management information, appropriate administrative procedures and processes which include segregation of duties, an appropriate management structure and a system of supervision, delegation and accountability. Development and maintenance of the system is undertaken by managers within the SDPA and partner Councils who advise or otherwise assist in the management of the Authority.

The internal financial control system includes:

- A comprehensive budgeting system;
- Production of regular financial statements which indicate financial performance against the budgets and appropriate forecasts;
- An annual financial report which indicates actual financial performance against budget; and
- Clearly defined standing orders.

The SDPA operates the corporate financial systems of Aberdeenshire Council. These systems are subject to review by both the Council's internal audit section and the Council's external auditor.

My review of the effectiveness of the system of internal financial controls is informed by the work of internal and external audit, as well as the work of managers within Aberdeenshire Council and the SDPA.

I am satisfied that the SDPA has a sound system of internal financial control in place and at this time there are no material weaknesses or failures identified that could have a material effect on the operations of the SDPA.

I am also satisfied that these statements of account give a true and fair view, in accordance with applicable law and the Code, of the state of the affairs of Aberdeen City and Shire Strategic Development Planning Authority as at 31 March 2013 and of its income and expenditure for the year then ended.

The authority's financial management arrangements conform with the governance requirements of the CIPFA Statement on the Role of the Chief Financial Officer in Local Government (2010).

Alan Wood, MA (Hons), CPFA  
Treasurer  
11 September 2013

## REMUNERATION REPORT

### Introduction

The remuneration report has been prepared in accordance with the Local Authority Accounts (Scotland) Regulations 1985 (as amended by the Local Authority (Scotland) Amendment Regulations 2011). These Regulations require various disclosures about the remuneration and pension benefits of senior Councillors and senior employees in respect of earnings etc paid by the Authority. SDPA does not make payment to any member of the Authority, whether elected Member or otherwise appointed, by way of salary, enhanced pension benefits or reimbursement of expenses.

The Treasurer and Clerk to the Authority do not receive remuneration from the SDPA. The duties of the posts are covered by the post holder's substantive posts in their respective Councils.

The information disclosed in the tables below is subject to independent audit.

### Arrangements for Remuneration

The remuneration of all employees of SDPA is set by reference to national arrangements agreed by the Scottish Joint Negotiating Committee (SJNC) for Local Authority Services.

SDPA does not pay bonuses or performance related pay. Officers receive business mileage and subsistence allowances in accordance with amounts either agreed nationally by SJNC or as approved locally by Aberdeenshire Council and adopted by SDPA. Officers are eligible to join the Local Government Pension Scheme (LGPS).

### Remuneration

The term remuneration means gross salary, fees and bonuses, allowances and expenses, and compensation for loss of employment. It excludes pension contributions paid by the Employer. Pension contributions made to a person's pension are disclosed as part of the pension benefits disclosure below.

Remuneration of Senior Employees

	<b>Total Remuneration for Year</b>						Total
	<b>Gross salary, fees &amp; allowances</b>	<b>Bonuses</b>	<b>Taxable Expenses</b>	<b>Non-cash expenses &amp; benefits-in-kind</b>	<b>Compensation for loss of office</b>	<b>Total 2012/13</b>	Total 2011/12
	<b>£'000's</b>	<b>£'000's</b>	<b>£'000's</b>	<b>£'000's</b>	<b>£'000's</b>	<b>£'000's</b>	<b>£'000's</b>
David Jennings	53	0	0	0	0	53	53
Totals	53	0	0	0	0	53	53

### Exit Packages

There is a new requirement to disclose details of all staff Exit Packages agreed in the year. An Exit Package is the value of all termination benefits which include redundancy costs, pension contributions in respect of added years and any ex gratia and other departure costs. The SDPA has not agreed any Exit Packages in 2012/13, (2011/12 – £Nil).

## Notes

The term senior employee means:

1. any employee who has responsibility for the management of the SDPA to the extent that the person has the power to direct or control the major activities of the Authority (including activities involving the expenditure of money), during the year to which the Report relates, whether solely or collectively with other persons;
2. Who holds a post that is politically restricted by reason of section 2(1) (a), (b) or (c) of Local Government and Housing Act 1989 (4); or
3. Whose annual remuneration, including any remuneration from a local authority subsidiary body, is £150,000 or more.

### Remuneration of Employees receiving more than £50,000

There is one SDPA employee receiving more than £50,000 remuneration for the year, falling into the £50,000 - £54,999 band. As he is a senior employee he is subject to the fuller disclosure requirements in the table above.

### Pension Benefits

The term pension benefits covers in-year pension contributions for the employee by the Council and the named person's accrued pension benefits at the reporting date.

### Pension Benefits of Senior Employees

	In-year pension contributions		Accrued annual pension benefits		Accrued pension Lump Sum	
	For year to 31 March 2013	For year to 31 March 2012	As at 31 March 2013	As at 31 March 2012	As at 31 March 2013	As at 31 March 2012
	£000's	£000's	£000's	£000's	£000's	£000's
David Jennings	10	10	10	9	20	20
Totals	10	10	10	9	20	20

### Notes:

All employees working for SDPA are eligible to become members of the Local Government Pension Scheme (LGPS).

The LGPS provides defined benefits on retirement. The pension is based on the member's pensionable service (how long he or she has been a member of the LGPS) and his or her pay. For elected members, pay is based on a "career average" – the aggregate of each year's pay (adjusted for inflation) is divided by the total number of years and part years they have been a member of the LGPS. For officers, pay is based on their final year's salary. For most people, for service up to 31 March 2009, the annual pension is calculated by dividing their pay by 80 (60 for service after 31 March 2009) and multiplying this by their total membership. Pensions payable are increased annually in line with changes in The Pensions (Increase) Act 1971 and Section 59 of the Social Security Pension Act 1975.

The lump sum, which is automatically paid when the person retires for service up to 31 March 2009, is normally three times his or her annual pension and is tax-free. There is no automatic lump sum for service after 31 March 2009. Members may opt to give up (commute) pension for lump sum up to the limit set by the Finance Act 2004.

A Scheme member's contribution depends on his or her full-time equivalent pay. From 1 April 2009, a five tier contribution system was introduced with contribution from members being based on how much pay falls into each tier. The tiers and rates for 2012-2013 remain at the 2011-2012 rates (due to a negative increase in the cost of living index for 2012-2013). The tiers and rates are as follows - up to and including £19,400 5.5%; above £19,400 and up to £23,700 7.25%; above £23,700 and up to £32,500 8.5%; above £32,500 and up to £43,300 9.5%; and above £43,300 12%.

The value of the accrued benefits in the above tables has been calculated on the basis of the age at which the person will first become entitled to receive a full pension on retirement without reduction on account of its payment at that age; without exercising any option to commute pension entitlement into a lump sum; and without any adjustment for the effects of future inflation. The normal retirement age for members of the LGPS is 65.

The pension figures shown relate to the benefits that the person has accrued as consequence of their total local government service, and not just their current appointment. The above explanatory notes provide general information on the Local Government Pension Scheme and do not override the provisions of the Scheme.

Councillor  
Ramsay Milne  
Chairman  
Strategic Development Planning  
Authority

Alan Wood, MA (Hons), CPFA  
Treasurer

11 September 2013

## **Independent auditor's report to the members of the Aberdeen City and Shire Strategic Development Planning Authority and the Accounts Commission for Scotland**

We certify that we have audited the financial statements of the Aberdeen City and Shire Strategic Development Planning Authority (SDPA) for the year ended 31 March 2013 under Part VII of the Local Government (Scotland) Act 1973. The financial statements comprise the Comprehensive Income and Expenditure Statement, Movement in Reserves Statement, Balance Sheet, Cash-Flow Statement and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 (the 2012/13 Code).

This report is made solely to the members of the Aberdeen City and Shire SDPA as a body and the Accounts Commission for Scotland, in accordance with Part VII of the Local Government (Scotland) Act 1973. Our audit work has been undertaken so that we might state to the members of the Aberdeen City and Shire SDPA as a body and the Accounts Commission for Scotland those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the members of the Aberdeen City and Shire SDPA as a body and the Accounts Commission for Scotland, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of the Responsible Financial Officer and auditor**

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

### **Scope of the audit of the financial statements**

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

### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view in accordance with applicable law and the 2012/13 Code of the state of the affairs of the body as at 31 March 2013 and of the income and expenditure of the body for the year then ended;

### **Independent auditor's report (continued)**

- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2012/13 Code; and
- have been prepared in accordance with the requirements of the Local Government (Scotland) Act 1973 and the Local Government in Scotland Act 2003.

### **Opinion on other prescribed matters**

In our opinion:

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

### **Matters on which we are required to report by exception**

We are required to report to you if, in our opinion:

- adequate accounting records have not been kept; or
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit; or
- the Statement on the System of Internal Financial Control does not comply with the 2012/13 Code; or
- there has been a failure to achieve a prescribed financial objective.

We have nothing to report in respect of these matters.

Deloitte LLP  
Appointed Auditor  
Edinburgh, UK  
11 September 2013

## **GLOSSARY OF TERMS**

### **EXPENDITURE**

#### **Administration Costs:**

Includes telephone, printing, stationery, advertising, postage, and training expenses.

#### **Corporate Democratic Core (CDC):**

These are costs associated with democratic representation and costs relating to the corporate management of the SDPA.

### **INCOME**

#### **Requisitions:**

Funding received from the constituent authorities.

### **OTHER**

#### **SeRCOP**

Service Reporting Code of Practice

#### **CIPFA**

The Chartered Institute of Public Finance and Accountancy

#### **LASAAC**

Local Authority (Scotland) Accounts Advisory Committee

#### **IFRS**

International Financial Reporting Standard

#### **The Code**

The Code of Practice on Local Authority Accounting in the United Kingdom

### **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. For land and buildings, fair value is the amount that would be paid for the asset in its existing use.

### **ECONOMIC COST**

The total cost of performing an activity or following a decision or course of action.

## **APPENDIX 2: Independent Auditors Report**