



Statement of Accounts 2017/18

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Narrative Report

Authority Overview

The South Downs National Park (“the Park”) covers the chalk downland, heaths, woodlands and river valleys of the South Downs and Western Weald within the three counties of Hampshire, West Sussex and East Sussex. The South Downs National Park Authority (“the Authority”) was established in April 2010 and became fully operational on 1 April 2011.

The Authority is a public body, funded by grant allocations from the Department for Environment, Food and Rural Affairs (DEFRA), and is run by a Committee of 27 Members. A review of the Authority’s governance arrangements was carried out by a member led Task and Finish group whose recommendations were approved by the Authority in July 2017. The new arrangements have resulted in there being three committees within the Authority responsible for Planning, Policy & Resources and Appointment & Management.

The Authority is responsible for promoting the purposes and duty of the Park and the interests of the people who live and work within it. The work of the Authority is rooted in its statutory purposes and duty, and in its commitment to engage with local communities, partners and stakeholders. As a National Park, all public bodies must have due regard to the two statutory purposes as specified in the Environment Act 1995:

- to conserve and enhance the natural beauty, wildlife and cultural heritage of the area;
- to promote opportunities for the understanding and enjoyment of the special qualities of the Park by the public.

In pursuit of the twin purposes the Authority has a duty to work in partnership to foster the economic and social wellbeing of local communities within the National Park.

The Authority has identified four overarching objectives which are set out in its Corporate Plan 2016-21:

1. A thriving living landscape – to support the development of the Park as a special, thriving living and working landscape;
2. People connected to places – to provide opportunities for people within and outside the Park to connect to its unique and special places;
3. Towards a sustainable future – to encourage sustainable actions by businesses, communities and individuals across the Park, and manage its own corporate impact;
4. An efficient and effective organisation that supports partnership working – to manage its own resources to deliver high levels of customer service and working to improve the capacity of its partners to deliver shared outcomes.

The 2017/18 financial statements cover the seventh operational year of the Authority and illustrate the overall financial position of the Authority as at 31 March 2018. This year has seen the continued implementation of the Partnership Management Plan (PMP) 2014-2019 to which the Corporate Plan is aligned, and sets out clear operational objectives and outcomes and how these will be delivered to meet the statutory purposes and duty of the Park. The development of the Local Plan, which sets out the planning policy framework for the Park, has also been a priority during 2017/18.

Further information can be found on the Authority’s website, www.southdowns.gov.uk.

Authority Performance

In 2017/18, the Authority set an original gross revenue budget of £11.570m which was funded by £10.135m DEFRA National Park Grant, £1.371m of other grants and income with a contribution of £0.064m being made from reserves. The DEFRA grant allocation of £10.135m was a £0.172m increase on the previous financial year, an increase of 1.7%.

The 2017/18 budget included a permanent staffing establishment of 111 full-time equivalent (fte) posts and also accommodated 4.2 fte temporary posts that were assigned to short term projects.

Volunteering time is also recognised as a valuable resource to the Authority and it was estimated that in 2017/18 this would provide approximately 5,400 days with an estimated value of £0.315m.

The Authority has £2.000m of fixed assets (after depreciation) on its Balance Sheet as at 31 March 2018 following capital investment of £0.061m during 2017/18.

The 2017/18 budget was developed in accordance with the Authority's agreed budget framework alongside the Corporate Plan and the PMP. The budget was allocated to the following operating segments to align operational activities to meet the Authority's priorities and objectives.

- Planning which covers development management (including major planning applications) and planning policy (including Local Plans, duty to cooperate and community led plans);
- Countryside and Policy Management which covers the performance and business planning support and work to support the Authority's PMP together with major partnerships and sustainable communities funds and the rangers service and their work with communities and partners, visitor public relations and volunteer coordination;
- Corporate Services which covers the cost of the Chief Executive and support to the Chair of the Authority and senior managers. It also includes support services (eg premises, human resources, IT, financial management, audit and legal), members services and the communications team;
- Strategic Investment Fund which provides funding to support major substantive partnership projects and support for smaller scale projects that support outcome delivery.

The key budget priorities identified included a close focus on the Local Plan supported by proactive communications and continued staff development as well as a more proactive approach to developing alternative income opportunities.

Revenue Summary

For the 2017/18 financial year, the Authority reported an outturn variance of £0.486m below budget. Decisions about resource allocation are taken by the Authority on the basis of budget reports analysed across four service areas classed by the Authority as its operating segments.

The following table summarises, by operating segment, the spending on services, including variations compared with the budget set by the Authority:

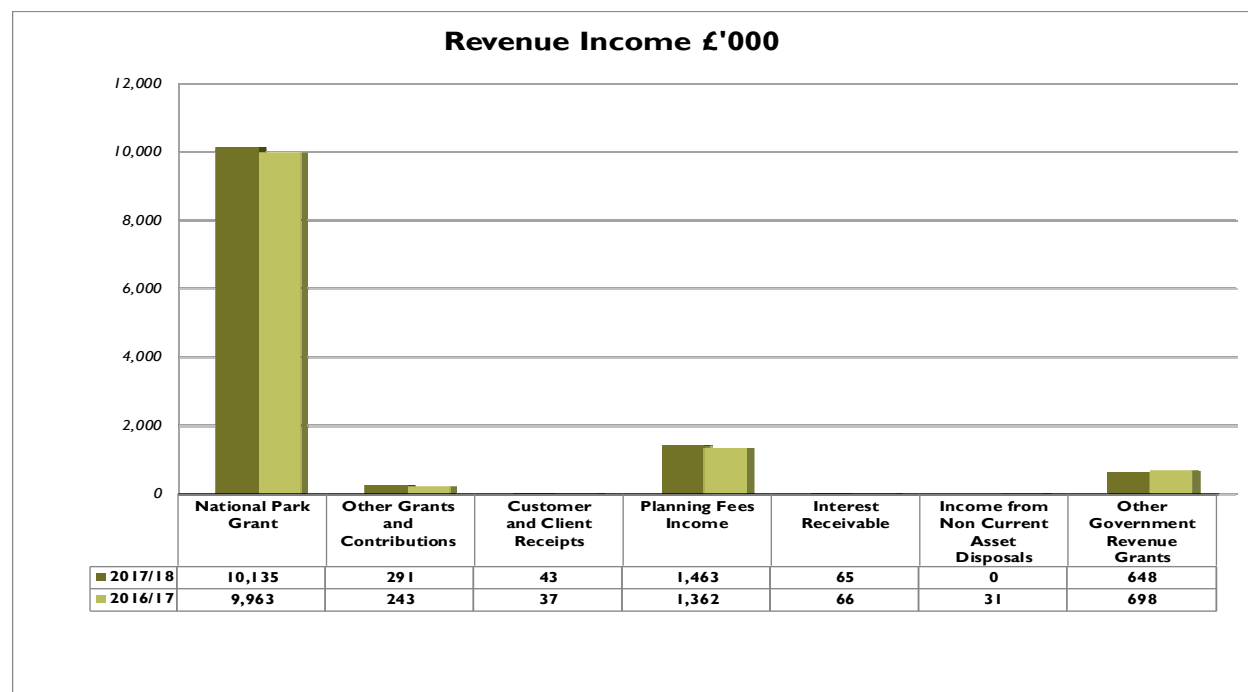
Spending on General Fund Services by Operating Segment			
Segments	Revised Budget	Actual	Variance
	£'000	£'000	£'000
Planning	3,578	3,187	(391)
Countryside and policy management	2,901	2,782	(119)
Corporate services	3,751	3,775	24
Strategic investment fund	229	229	0
Total	10,459	9,973	(486)
National Park grant	(10,135)	(10,135)	0
Total	324	(162)	(486)

Note: figures in brackets denote below budget variances or income received in excess of that budgeted.

The financial performance in 2017/18 indicates the Authority has delivered services within its overall budget. Details of the overall variance are reported to the Authority's Policy and Resources Committee.

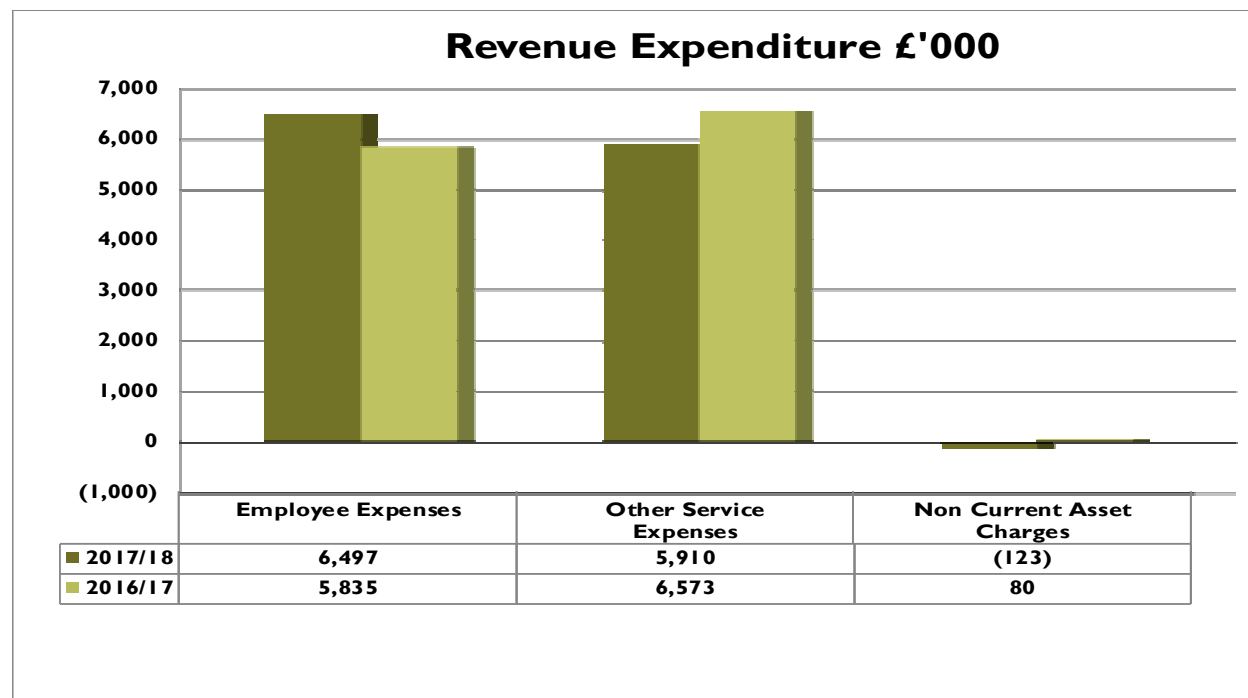
Revenue Income and Expenditure

In 2017/18, the Authority received revenue income of £12.645m; this was £0.245m higher than that received in 2016/17. The following chart shows the revenue income over the two financial years:



Detail on the government grants and other grants and contributions received by the Authority in 2017/18 can be found in note 15.

In 2017/18 the Authority spent £12.284m on services which was £0.204m lower than that spent in 2016/17. The following chart shows the revenue expenditure over the two financial years:



The Authority reported further details on its overall revenue position for 2017/18 to the Authority's Policy & Resources Committee in May 2018; the report can be found on the Authority's website, www.southdowns.gov.uk.

Capital Summary

A capital investment programme for the 2017/18 financial year totalling £0.205m was approved in March 2017 which consisted of £0.160m for a National Park Signage project and £0.045m for a new events vehicle.

The total capital investment on these assets was £0.061m compared with the revised budget of £0.061m. The capital investment of £0.061m was funded by direct revenue funding and capital reserves.

Balance Sheet

As at 31 March 2018, the Authority held long term assets of £2.000m, current assets (including cash and investments) of £9.447m, current liabilities of £4.178m and long term liabilities (net pension liabilities) of £1.053m. The Authority did not borrow any funds. Furthermore, the Authority held usable reserves of £5.331m as at 31 March 2018.

Reserves

Putting in place appropriate levels of general reserves is essential to enable the Authority to manage risk effectively and to provide cover for potential and unforeseen contingencies.

The level of General Fund balance held is a professional judgement by the Authority based on local circumstances including the overall budget size, risks, robustness of estimates, major initiatives being undertaken, budget assumptions and the levels of other earmarked reserves and provisions.

The General Fund balance must last the lifetime of the Authority unless contributions are made from future years' revenue budgets and is based on approximately 5% of expected DEFRA grant and planning income. Additional and ad-hoc grant income is not included due to the potential uncertainty of this type of funding and that to set aside 5% of any additional income secured would have a detrimental impact on the funds available to deliver outcomes. It is considered by the Chief Finance Officer that a working balance of £0.595m for 2018/19 is therefore prudent and reasonable.

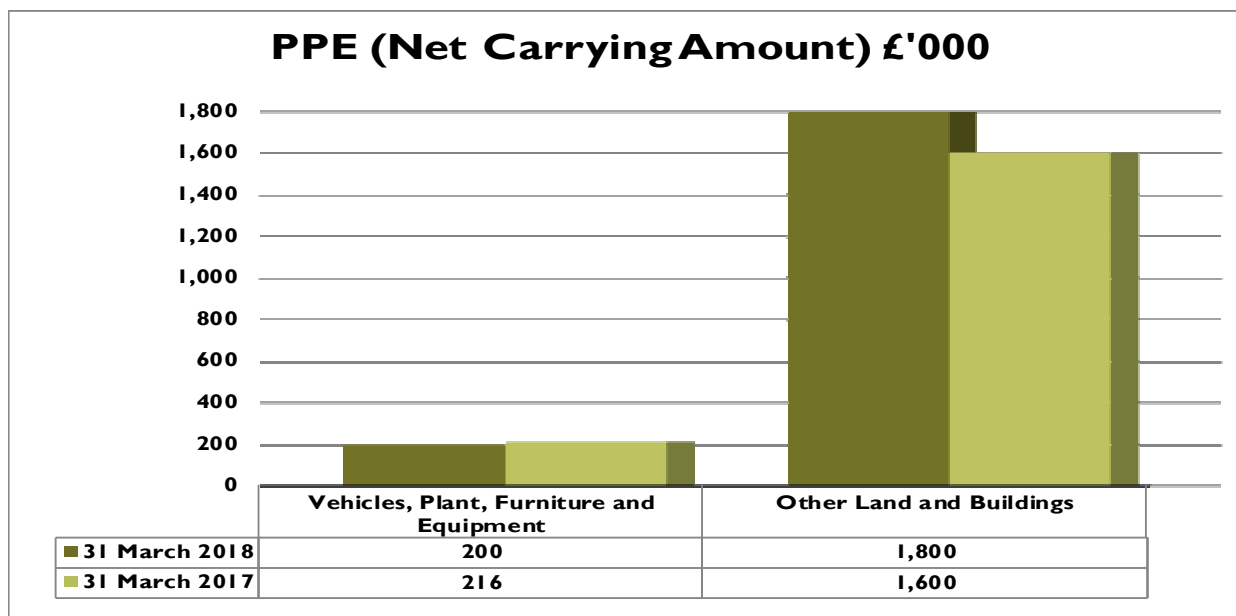
The variance of £0.486m below budget in 2017/18 has been consolidated into the Authority's General Fund balance which stands at £1.080m.

The Authority also holds earmarked reserves of £4.039m as at 31 March 2018, an increase of £0.733m. Note 8 provides information on the earmarked reserves held by the Authority for specific purposes.

Property, Plant and Equipment (PPE)

The Authority holds land and buildings (ie the South Downs Centre) and vehicles, plant, furniture and equipment as PPE assets.

The value of the Authority's PPE has increased in the financial year by £0.184m from the level reported in 2016/17 to £2.000m in 2017/18. The following chart shows the value of the Authority's PPE as at 31 March:



The Authority has carried out capital investment on PPE of £0.061m during the financial year.

During 2017/18, the Authority's valuers, Savills UK Ltd, carried out a valuation of the South Downs Centre using current value methodology which showed an increase in the valuation of £0.200m to £1.800m. On revaluation, a previous revaluation loss of £0.240m was written out of the CIES together with the in year depreciation charge of £0.040m.

Vehicle, plant, furniture and equipment assets have been depreciated by £0.077m during the financial year. The Authority had no assets disposals during 2017/18.

Note 9 to the financial statements provides further information on PPE held by the Authority.

Pensions Liability

The Authority participates in the Local Government Pension Scheme (LGPS). West Sussex County Council acts as the Scheme Administrator of the West Sussex Pension Fund and is responsible for the management and administration of the Fund in line with the Local Government Pension Scheme Regulations. The scheme is a funded defined benefit scheme, meaning that the Authority and employees pay contributions into a Fund, calculated at a level intended to balance the pension liabilities with investment assets. Hymans Robertson LLP, an independent firm of actuaries, assesses the position of the Authority's Pension Fund.

The Authority's net liability for future pension payments, as estimated by the pension actuary, Hyman Robertson LLP has decreased in the financial year by £0.130m from the level reported as at 31 March 2017 to £1.053m at 31 March 2018.

The overall deficit on the pension fund of £1.053m represents the difference between the value of the Authority's pension fund assets as at 31 March 2018 and the estimated present value of the future pension payments (ie liabilities) to which it was committed at that date. The value of the Authority's pension fund assets has increased by £1.731m from the level reported as at 31 March 2017 to £15.464m as at 31 March 2018. The value of the future pension payments liabilities has also increased by £1.601m from the level reported as at 31 March 2017 to £16.517m as at 31 March 2018.

The liabilities reflect the Authority's long term underlying commitments to pay post-employment benefits. These pension liabilities will be paid out over a period of many years, during which time the assets will continue to generate returns towards funding the liabilities.

The application of actuarial assumptions and other experience adjustments in relation to the pension liabilities has resulted in the pension liabilities decreasing by £0.443m relating solely to a change in

financial assumptions. Effectively, due to economic factors the financial assumptions made by the actuary at 31 March 2018 are more favourable than those made at 31 March 2017.

Statutory arrangements for funding the pension deficit mean that the current financial position is robust although future funding of pension liabilities is expected to add to the financial pressures facing authorities. The deficit on the pension fund will need to be made good by increased contributions over the working life of employees, as assessed by the pension actuary.

The Authority recognises a reserve for the estimated net pension liability. Therefore, amounts included in the Authority's financial statements in relation to post-employment benefits have no effect on the General Fund balance. Note 20 to the financial statements provides further information on pension costs.

Investments

The Authority's treasury management function is provided through a service contract with Brighton & Hove City Council.

At 31 March 2018 the Authority held investments including accrued interest of £8.473m of which:

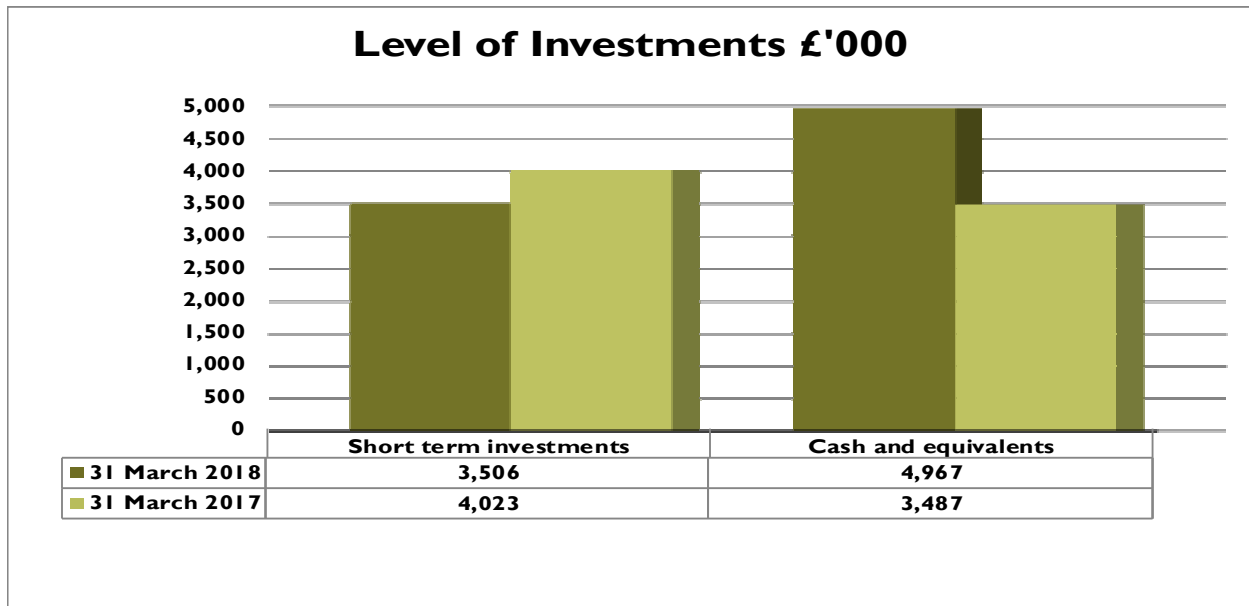
- £3.513m was invested externally with Lloyds Bank plc, of which £1.007m is held as a cash equivalent and £2.506m held as a short term investment;
- £2.008 was invested externally with Santander (UK) plc, of which, £1.008m is held as a cash equivalent and £1.000m is held as a short term investment;
- £2.952m was held as a cash equivalent investment in Brighton & Hove City Council under the terms of the management agreement.

The Authority's Annual Investment Strategy (AIS) for 2017/18 was approved by the Authority in March 2017. The AIS gives priority to security and liquidity. Security is achieved by:

- selecting only those institutions that meet stringent credit rating criteria or, in the case of non-rated UK building societies, have a substantial asset base; and,
- having limits on the amount invested with any one institution.

For the purpose of determining credit ratings the Authority uses independent credit rating agencies. Rating criteria is only one factor taken into account in determining investment counterparties. Other factors, such as articles in the financial press, are monitored and action taken where it is felt the risk attached to a particular counterparty has or is likely to worsen. Action will include the suspension of a counterparty in appropriate circumstances. Liquidity is achieved by limiting the maximum period for investment.

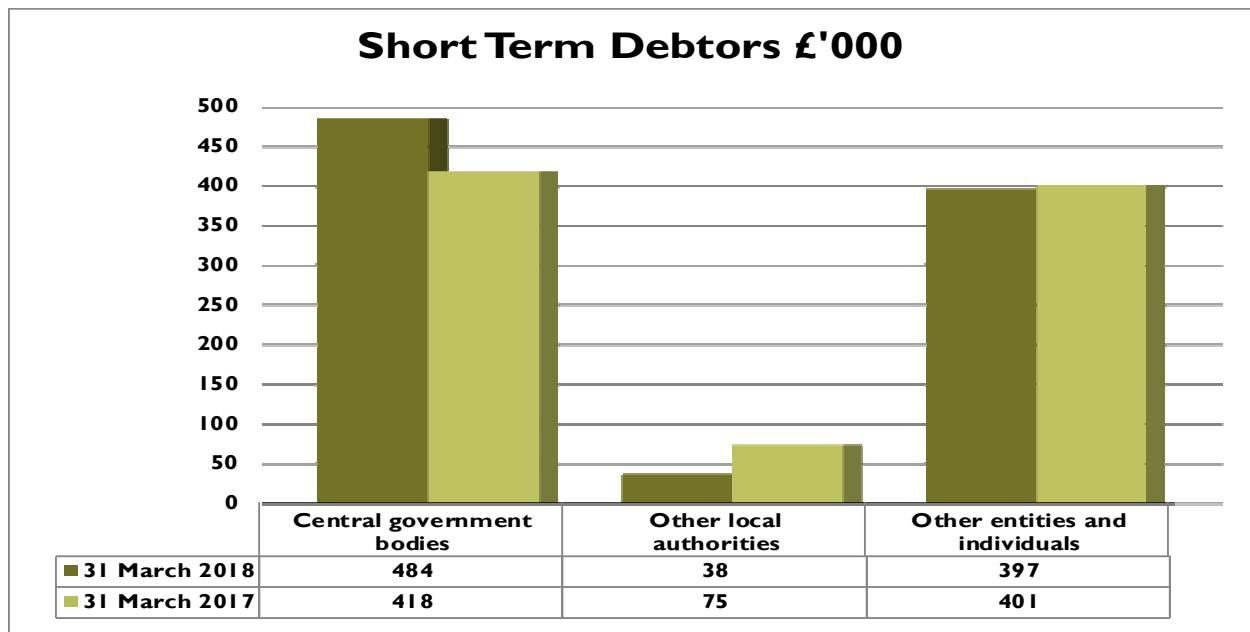
The level of investments has increased during the financial year by £0.963m. The following chart shows the level of investments made as at the 31 March 2018:



During 2017/18, the Authority placed new short term investments of £24.854m of which £18.354m relates to cash equivalents and has realised cash from the maturity of short term investments of £23.871m of which £18.871m related to cash equivalents. Note 11 to the financial statements provide further information on investments.

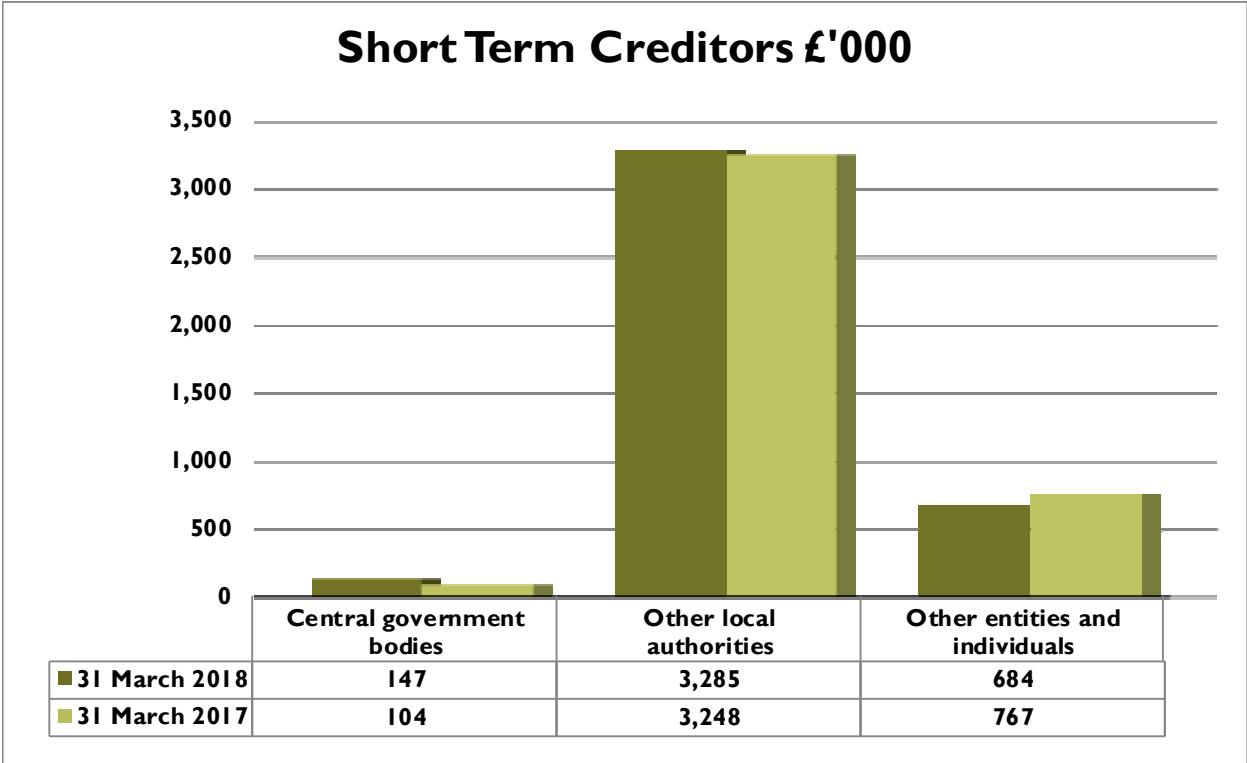
Debtors

At 31 March 2018, £0.919m was owed to the Authority by debtors over the short term (ie 12 months). The level of short term debtors has increased during the financial year by £0.025m. The Authority does not have any long term debtors. The following charts show the level of debts owed to the Authority at 31 March 2018:



Creditors

At 31 March 2018, the Authority owed £4.116m to creditors; these amounts are owed over the short term. The level of short term creditors has decreased during the financial year by £0.003m. The following chart shows the amounts owed by the Authority at 31 March 2018:



Performance Indicators

The Authority has developed a set of Key Performance Indicators (KPIs) to demonstrate delivery of the Corporate Plan outcomes identified above. Performance reports are reviewed by the Senior Management Team and the Policy & Resources Committee quarterly.

Each KPI is reported with a detailed narrative provided by the officers responsible for delivery. The Authority’s Performance Management Framework sets out how performance drives improvement.

In addition to its own corporate reporting, the Authority contributes performance data to a set of indicators agreed jointly by all National Parks. All the indicators have detailed methodology sheets which set out clearly how they are calculated and assumptions made.

Progress against target or achievement of milestones is flagged in reports using a ‘red, amber, green’ traffic light system, for corporate indicators and project information. An annual review is produced each year.

The current KPIs and PMP are detailed in appendix I.

Authority Outlook and Strategic Approach

DEFRA has confirmed the National Park Authorities grant allocations up to the 2019/20 financial year. The approved allocations reflect annual increases of 1.7% per annum until 2019/20. Although DEFRA have provided confirmation of grant allocations up to 2019/20, there is still a risk that assumptions of grant income may need to be revised, especially in later years, if notification of allocations is reduced. In such cases, compensating budget savings or contributions from reserves would be required to balance the budget position.

The Authority has continued to adopt a prudent approach to medium term financial planning, with an established permanent staffing structure, and temporary posts for short term projects. This approach will ensure that the Authority does not recruit to posts that become unaffordable in the longer term and will provide some flexibility in resources to fund priorities identified in the PMP.

The Authority's financial planning and resource allocation has taken into account the following assumptions:

- To be a lean, efficient organisation.
- To work with others – stakeholder and partners.
- To use limited contributions to activities to encourage and lever greater contributions from others.
- The need for clear, SMART outcomes.
- Maintain flexibility (e.g. able to change quickly if circumstances alter).

The Authority's Medium Term Financial Strategy (MTFS) will continue to seek flexibility within the overall budget whilst continuing to fund short term and one-off projects, identify savings, maximise potential income opportunities and provide flexibility for PMP priorities. The MTFS includes indicative allocations for ongoing investment in projects and contributions to strategic priorities; this includes the minimum contribution for major projects each year to meet existing commitments, as well as developing a more pro-active approach to alternative income generating opportunities to provide greater financial stability for medium term planning.

The MTFS covers a five year period between 2018/19 to 2022/23 to give a longer term vision of the budget in light of current planned activities. The revenue principles set out in the MTFS underpin the approach to budget setting and support the Authority in maintaining financial stability over the period.

The MTFS reflects a number of initiatives and efficiency savings including:

- Maintaining annual allocations for key initiatives including £0.100m to support the Affordable Housing options being considered by the Authority and £0.050m allocation for a Farm Pilots scheme.
- Proactive approach to maximising income opportunities including potential income from corporate sponsorship and donations, as well as continued financial support for the South Downs National Park Trust to maximise fundraising opportunities.
- Funding to support Local Plan studies and Examinations.
- Increased planning income of £0.100m in 2018/19 and 2019/20 following central government decision to allow a 20% increase in planning fees from January 2018.
- Additional one-off planning income in 2019/20 expected following the planned introduction of the Local Plan.
- Income receivable to support the administration of the Community Infrastructure Levy.
- Ongoing review of the performance and value for money provided under corporate contracts, including insurance services, corporate subscriptions, software and payments to other Local Authorities for planning services.
- Continued investment in the Signage Project of £0.050m per year up to 2019/20.
- Maximise the opportunity to bid for external funding sources, in line with the Authority's duty and purpose.

The Authority has established a systematic strategy, framework and processes for managing risk. A corporate risk register is maintained, and is reviewed on a quarterly basis by the Policy & Resources Committee. This enables relevant risks to be identified and evaluated, with consideration given to appropriate mitigation strategies. Risks to the Authority's MTFS are reviewed annually as part of the budget setting process. External risks include reduction in government funding, reduction in income from planning fees and cost overruns.

The Authority regularly reviews its medium term cash flow requirements and sets an Annual Investment Strategy which sets parameters within which the Authority's cash balances and reserves will be invested. The strategy concentrates on two key areas:

- capital security through investment in institutions with the highest credit rating, and;

- liquidity by limiting the maximum period of investment.

Cash flow requirements are reviewed regularly, and an investment deposit cycle has been introduced to optimise return, whilst maintaining liquidity. The deposit cycle has been scheduled to ensure adequate cash is available when required, and the Authority also uses its facility to invest in short term instruments to provide liquidity to match its daily cash flow requirements.

Explanation of the Financial Statements

The objectives of the Statement of Accounts (ie financial statements) are to provide information about the financial position, financial performance and cash flows of the Authority that is useful to a range of users for assessing the stewardship and accountability of the Authority's elected members and management of the resources entrusted to them and for making and evaluating economic decisions about the allocation of those resources.

The financial statements are presented on an International Financial Reporting Standards (IFRS) basis and have been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2017/18 (the Code), issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and cover the period 1 April 2017 to 31 March 2018 ("the financial year"). The Code specifies the format of the financial statements, disclosures and terminology that are appropriate for national park authorities.

The Authority is required to present a complete set of financial statements (including comparative information). The financial statements are set out on pages 17 to 55 and are presented as follows:

Expenditure and Funding Analysis (EFA)

The objective of the EFA is to demonstrate how the funding available to the Authority (ie government grants) for the year has been used in providing services in comparison with those resources consumed or earned by the Authority in accordance with generally accepted accounting practices. The EFA also shows how this expenditure is allocated for decision making purposes between the Authority's directorates. Income and expenditure accounted for under generally accepted accounting practices is presented fully in the Comprehensive Income and Expenditure Statement. The analysis of income and expenditure on the face of the EFA is specified by the Authority's operating segments which are based on the Authority's internal management reporting structure.

Comprehensive Income and Expenditure Statement (CIES)

The CIES shows the accounting cost in the financial year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from the National Park Grant. The Grant covers expenditure in accordance with regulations; this may be different from the accounting cost. The funding position is shown in both the EFA and the MiRS. The analysis of income and expenditure on the face of the CIES is specified by the Authority's operating segments which are based on the Authority's internal management reporting structure.

Movement in Reserves Statement (MiRS)

The MiRS shows the movement during the financial year on the different reserves held by the Authority, analysed into "usable reserves" (ie those that can be applied to fund expenditure) and "unusable reserves". The MiRS shows how the movements in year of the Authority's reserves are broken down between gains and losses incurred in accordance with generally accepted accounting practices and the statutory adjustments required to return to the amounts chargeable to the National Park Grant for the year. The net increase or decrease shows the statutory General Fund balance movements in the year following those adjustments.

Balance Sheet

The Balance Sheet shows the value as at the end of the financial year of the 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.

Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents of the Authority during the financial year. The statement shows how the Authority generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Authority are funded by way of grant income or from the recipients of services provided by the Authority. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Authority's future service delivery. The Authority does not have any financing activities.

Notes to the Financial Statements

The notes to the financial statements comprise explanatory information.

The financial statements also include a Statement of Responsibilities which sets out the responsibilities of the Authority and the Chief Finance Officer.

The Authority uses rounding to the nearest £'000 in presenting amounts in its financial statements; some notes are rounded to the nearest £ to aid the presentation and understanding of the financial statements. The Authority has abbreviated £million as the symbol 'm'.

Further Information

These financial statements have been prepared by Brighton & Hove City Council in accordance with the terms of the Financial Services contract.

Further information about the financial statements is available from Brighton & Hove City Council, Financial Services, Bartholomew House, Bartholomew Square, Brighton. In addition, interested members of the public have a statutory right to inspect the financial statements and their availability is advertised on the South Downs National Park Authority's website.

Nigel Manvell CPFA
Chief Finance Officer

Statement of Responsibilities

The Authority's Responsibilities

The Authority is required to:

- (i) 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. In this Authority that officer is the Chief Finance Officer;
- (ii) manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets;
- (iii) approve the Statement of Accounts.

The Chief Finance Officer's Responsibilities

The Chief Finance Officer is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA¹ Code of Practice on Local Authority Accounting in the United Kingdom. The Chief Finance Officer is required to sign and date the Statement of Accounts, stating that it presents a true and fair view of the financial position of the Authority at the 31 March and its income and expenditure for the financial year.

In preparing this Statement of Accounts the Chief Finance Officer has:

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

The Chief Finance Officer has also:

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

I certify that the Statement of Accounts presents a true and fair view of the financial position of the South Downs National Park Authority as at 31 March 2018 and its income and expenditure for the financial year ended 31 March 2018.

NIGEL MANVELL

Nigel Manvell CPFA
Chief Finance Officer (Section 151 Officer)
19 July 2018

¹ Chartered Institute of Public Finance and Accountancy

Certification by Chair

I confirm that this Statement of Accounts was approved by the Policy & Resources Committee at a meeting held on 19 July 2018.

Signed on behalf of the South Downs National Park Authority

A handwritten signature in black ink, appearing to read 'Ken Bodfish', written in a cursive style.

Ken Bodfish
Chair
Policy & Resources Committee
Date 19 July 2018



**Core Financial Statements
2017/18**

Expenditure and Funding Analysis (EFA)

Expenditure and Funding Analysis						
Year Ended 31 March 2017				Year Ended 31 March 2018		
Net Expenditure chargeable to the General Fund balance	Adjustments between Funding & Accounting Basis	Net Expenditure in the Comprehensive Income & Expenditure Statement		Net Expenditure chargeable to the General Fund balance	Adjustments between Funding & Accounting Basis	Net Expenditure in the Comprehensive Income & Expenditure Statement
£'000	£'000	£'000		£'000	£'000	£'000
3,693	6	3,699	Planning	3,187	(2)	3,185
2,393	0	2,393	Countryside and policy management	2,782	(1)	2,781
3,792	170	3,962	Corporate services	3,775	(171)	3,604
67	0	67	Strategic investment fund	229	0	229
(322)	322	0	Adjustments between funding & accounting basis for items within the operating segments	(848)	848	0
9,623	498	10,121	Cost of Services	9,125	674	9,799
(9,963)	0	(9,963)	National park grant	(10,135)	0	(10,135)
0	(70)	(70)	Other income and expenditure	188	(213)	(25)
(340)	428	88	(Surplus) / Deficit on the Provision of Services	(822)	461	(361)
		(3,957)	Opening General Fund balance at 1 April (including earmarked reserves)			(4,297)
		(340)	Less (surplus) / deficit on General Fund balance in year			(822)
		(4,297)	Closing General Fund Balance at 31 March (including earmarked reserves)			(5,119)

Note: the Expenditure and Funding Analysis is a note to the financial statements, however, it is positioned here as it provides an analysis of the net expenditure that is chargeable in the CIES (ie (surplus) / deficit on the provision of services) between that net expenditure which is chargeable to the General Fund Balance (ie the overall movement on the General Fund Balance as shown in the MiRS) and the adjustments made to the General Fund Balance in accordance with generally accepted accounting practices as shown in the MiRS.

Note: the comparative figures in the above table have been updated from that published in the Statement of Accounts 2016/17 to correct a prior period error. See Note 4 for further information.

Notes to the Expenditure and Funding Analysis (EFA)

The following note sets out the adjustments that are made to the total comprehensive income and expenditure recognised by the Authority in the year in accordance with proper accounting practice to arrive at the net expenditure chargeable to the General Fund balance (ie the resources that are specified by statutory provisions as being available to the Authority to meet future capital and revenue expenditure):

Note to the Expenditure and Funding Analysis					
2017/18	Adjustments for Capital Purposes (note 1)	Net Change for the Pensions Adjustment (note 2)	Other Statutory Differences (note 3)	Other (Non-Statutory) Adjustments (note 4)	Total Adjustments
	£'000	£'000	£'000	£'000	£'000
Planning	0	0	(2)	0	(2)
Countryside and policy management	0	0	(1)	0	(1)
Corporate services	(240)	0	4	65	(171)
Adjustments between funding & accounting basis for items within the operating segments	95	753	0	0	848
Net Cost of Services	(145)	753	1	65	674
Other income and expenditure	(188)	40	0	(65)	(213)
Difference between General Fund (Surplus) / Deficit and Comprehensive Income and Expenditure (Surplus) / Deficit	(333)	793	1	0	461

Note to the Expenditure and Funding Analysis					
2016/17 Comparative Figures	Adjustments for Capital Purposes (note 1)	Net Change for the Pensions Adjustment (note 2)	Other Statutory Differences (note 3)	Other (Non-Statutory) Adjustments (note 4)	Total Adjustments
	£'000	£'000	£'000	£'000	£'000
Planning	0	55	6	0	61
Countryside and policy management	0	90	0	0	90
Corporate services	80	198	3	0	281
Adjustments between funding & accounting basis for items within the operating segments	0	0	0	66	66
Net Cost of Services	80	343	9	66	498
Other income and expenditure	(31)	27	0	(66)	(70)
Difference between General Fund (Surplus) / Deficit and Comprehensive Income and Expenditure (Surplus) / Deficit	49	370	9	0	428

Note: the comparative figures in the table above have been restated from that published in the Statement of Accounts 2016/17 to correct a prior period error. See Note 4 for further information.

Note 1 – Adjustments for Capital Purposes

These adjustments include:

- items charged to services in relation to non-current assets (depreciation and revaluation gains and losses);
- adjustments for grants - revenue grants are adjusted from those receivable in year to those receivable without conditions or for which conditions were satisfied throughout the year.

Note 2 – Net Change for the Pensions Adjustments

These adjustments relate to the removal of pension contributions and the addition of IAS 19 Employee Benefits pension related expenditure and income:

- for services (ie operating segments) this represents the removal of the employer pension contributions made by the Authority as allowed by statute and the replacement with current service costs and past service costs;
- for other income and expenditure this represents the net interest on the defined benefit liability charged to the CIES.

Note 3 - Other Statutory Differences

This column includes other statutory adjustments between amounts debited / credited to the CIES and amounts payable / receivable to be recognised under statute and includes adjustments to the General Fund surplus / deficit for employees' paid absences.

Note 4 - Other (Non-Statutory) Adjustments

Other non-statutory adjustments between amounts debited / credited to service segments which need to be adjusted to comply with the presentational requirements in the CIES and includes adjustments for surplus / deficit for interest receivable.

Further detail on these adjustments is provided in the note to the Movement in Reserves Statement.

Comprehensive Income and Expenditure Statement (CIES)

Comprehensive Income and Expenditure Statement						
Year Ended 31 March 2017			Note	Year Ended 31 March 2018		
Gross Expenditure	Gross Income	Net Expenditure		Gross Expenditure	Gross Income	Net Expenditure
£'000	£'000	£'000		£'000	£'000	£'000
5,173	(1,474)	3,699		4,845	(1,660)	3,185
2,520	(127)	2,393		2,960	(179)	2,781
3,982	(20)	3,962		3,713	(109)	3,604
786	(719)	67		726	(497)	229
12,461	(2,340)	10,121		12,244	(2,445)	9,799
Cost of Services						
Other operating expenditure						
(31)						0
(31)						0
Financing						
27						40
(66)						(65)
(39)						(25)
Non-specific grant income						
(9,963)						(10,135)
(9,963)						(10,135)
88						(361)
Items						
192	20					(923)
192						(923)
280						(1,284)

Note: the comparative figures in the table above have been restated from that published in the Statement of Accounts 2016/17 to correct a prior period error. See Note 4 for further information.

Notes to the Comprehensive Income and Expenditure Statement (CIES)

The Authority's expenditure and income is subjectively analysed as follows:

Expenditure and Income analysed by Nature		
	2016/17	2017/18
	£	£
Employee expenses	5,835	6,497
Other service expenses	6,573	5,910
Non-current asset charges	80	(123)
Total Expenditure	12,488	12,284
Fees, charges and other service income	(1,642)	(1,797)
Income from non-current asset disposals	(31)	0
Interest receivable	(66)	(65)
Government grants and contributions	(10,661)	(10,783)
Total Income	(12,400)	(12,645)
(Surplus) / Deficit on the Provision of Services	88	(361)

The fees, charges and other service income (ie income received from external customers) is analysed further in the following table on an operating segment basis:

Income received from External Customers on an Operating Segment Basis		
	2016/17	2017/18
	£	£
Planning	(1,390)	(1,484)
Countryside and policy management	(233)	(205)
Corporate services	(19)	(108)
Total Income received from External Customers	(1,642)	(1,797)

Further details on the income received by the Authority, in the form of grant and contributions, from government bodies is detailed in note 15 to the financial statements.

Note: the comparative figures in the tables above have been restated from that published in the Statement of Accounts 2016/17 to correct a prior period error. See Note 4 for further information.

Movement in Reserves Statements (MiRS)

Movement in Reserves Statement					
	Balance as at 1 April 2017	Total Comprehensive Income and Expenditure	Adjustments between Accounting Basis and Funding Basis	(Increase) / Decrease in Year	Balance as at 31 March 2018
	£'000	£'000	£'000	£'000	£'000
2017/18					
USABLE RESERVES					
General fund balance (including earmarked reserves)	(4,297)	(361)	(461)	(822)	(5,119)
Capital receipts reserve	(63)	0	40	40	(23)
Capital contributions unapplied	0	0	(189)	(189)	(189)
Total Usable Reserves	(4,360)	(361)	(610)	(971)	(5,331)
UNUSABLE RESERVES					
Unusable reserves held for revenue purposes					
Pensions reserve	1,183	(923)	793	(130)	1,053
Accumulated absences account	61	0	1	1	62
Total Held for Revenue Purposes	1,244	(923)	794	(129)	1,115
Unusable reserves held for capital purposes					
Capital adjustment account	(1,816)	0	(184)	(184)	(2,000)
Total Held for Capital Purposes	(1,816)	0	(184)	(184)	(2,000)
Total Unusable Reserves	(572)	(923)	610	(313)	(885)
Total Reserves	(4,932)	(1,284)	0	(1,284)	(6,216)
2016/17 Comparative Figures					
USABLE RESERVES					
General fund balance (including earmarked reserves)	(3,957)	88	(428)	(340)	(4,297)
Capital receipts reserve	(32)	0	(31)	(31)	(63)
Total Usable Reserves	(3,989)	88	(459)	(371)	(4,360)
UNUSABLE RESERVES					
Unusable reserves held for revenue purposes					
Pensions reserve	620	192	371	563	1,183
Accumulated absences account	53	0	8	8	61
Total Held for Revenue Purposes	673	192	379	571	1,244
Unusable reserves held for capital purposes					
Capital adjustment account	(1,896)	0	80	80	(1,816)
Total Held for Capital Purposes	(1,896)	0	80	80	(1,816)
Total Unusable Reserves	(1,223)	192	459	651	(572)
Total Reserves	(5,212)	280	0	280	(4,932)

Note: the comparative figures in the table above have been restated from that published in the Statement of Accounts 2016/17 to correct a prior period error. See Note 4 for further information.

Notes to the Movement in Reserves Statement (MiRS)

This note below provides more detail on the usable reserves and the adjustments made between the accounting basis and funding basis under regulations. Note 7 provides more detail on the unusable reserves.

The following analysis sets out the adjustments that are made to the total comprehensive income and expenditure recognised by the Authority in the year in accordance with proper accounting practice to arrive at the resources that are specified by statutory provisions as being available to the Authority to meet future capital and revenue expenditure and sets out a description of the reserves that the adjustments are made against.

General Fund Balance

The General Fund balance is the statutory fund into which all the receipts of the Authority are required to be paid and out of which all liabilities of the Authority are to be met, except to the extent that statutory rules provide otherwise. These rules can also specify the financial year in which liabilities and payments should impact on the General Fund Balance, which is not necessarily in accordance with proper accounting practice. The General Fund Balance therefore summarises the resources that the Authority is statutorily empowered to spend on its services or on capital investment (or the deficit of resources that the Authority is required to recover) at the year end.

Capital Receipts Reserve

The capital receipts reserve holds the proceeds from the disposal of non-current assets, which are restricted by statute from being used other than to fund new capital investment or to be set aside to finance historical capital investment. The balance on the reserve shows the resources that have yet to be applied for these purposes at the year end.

Capital Contributions Unapplied

The capital contributions unapplied account holds contributions received towards capital projects for which the Authority has no conditions to repay and are yet to be applied to meet expenditure. The account specifically holds contributions relating to the Community Infrastructure Levy (CIL).

Adjustments between Accounting Basis and Funding Basis under Regulations			
	General Fund Balance	Capital Receipts Reserve	Total Adjustments
2017/18	£'000	£'000	£'000
Adjustments to the Revenue Resources			
Amounts by which income and expenditure included in the CIES are different from revenue for the year calculated in accordance with statutory requirements			
Pension costs (transferred to / (from) the pensions reserve)	(793)	0	(793)
Employees' paid absences (transferred to the accumulated absences account)	(1)	0	(1)
Reversals of entries included in the CIES in relation to capital expenditure (these items are charged to the capital adjustment account)	123	0	123
Total Adjustments to Revenue Resources	(671)	0	(671)
Adjustments between Revenue and Capital Resources			
Capital expenditure financed from revenue balances (transfer from the capital adjustment account)	21	0	21
Total Adjustments between Revenue and Capital Resources	21	0	21
Adjustments to the Capital Resources			
Use of the capital receipts reserve to finance capital expenditure	0	40	40
Reversal of entries included in the CIES in relation to capital contributions unapplied	189	0	0
Total Adjustments to Capital Resources	189	40	40
Total Adjustments	(461)	40	(610)

Adjustments between Accounting Basis and Funding Basis under Regulations			
	General Fund Balance	Capital Receipts Reserve	Total Adjustments
2016/17 Comparative Figures	£'000	£'000	£'000
Adjustments to the Revenue Resources			
Amounts by which income and expenditure included in the CIES are different from revenue for the year calculated in accordance with statutory requirements			
Pension costs (transferred to / (from) the pensions reserve)	(371)	0	(371)
Employees' paid absences (transferred to the accumulated absences account)	(8)	0	(8)
Reversals of entries included in the CIES in relation to capital expenditure (these items are charged to the capital adjustment account)	(80)	0	(80)
Total Adjustments to Revenue Resources	(459)	0	(459)
Adjustments between Revenue and Capital Resources			
Non-current asset sale proceeds	31	(31)	0
Total Adjustments to Capital Resources	0	0	0
Total Adjustments	(428)	(31)	(459)

Balance Sheet

Balance Sheet			
As at 31 March 2017	Note		As at 31 March 2018
£'000			£'000
Long Term Assets			
1,816	9	Property, plant and equipment	2,000
1,816		Long Term Assets	2,000
Current Assets			
4,023	11	Short term investments	3,506
10	23	Inventories	8
894	11,12	Short term debtors	919
3,659	11	Cash and cash equivalents	5,014
8,586		Current Assets	9,447
Current Liabilities			
(4,119)	11,13	Short term creditors	(4,116)
(168)	14	Short term provisions	(62)
(4,287)		Current Liabilities	(4,178)
Long Term Liabilities			
(1,183)	20	Other long term liabilities	(1,053)
(1,183)		Long Term Liabilities	(1,053)
4,932		Net Assets	6,216
(4,360)	6	Usable reserves	(5,331)
(572)	7	Unusable reserves	(885)
(4,932)		Total Reserves	(6,216)

Note: the comparative figures in the table above have been restated from that published in the Statement of Accounts 2016/17 to correct a prior period error. See Note 4 for further information.

These financial statements replace the unaudited financial statements certified by the Chief Finance Officer on 29 May 2018.

NIGEL MANVELL

Nigel Manvell CPFA
Chief Finance Officer (Section 151 Officer)
19 July 2018

Cash Flow Statement

Cash Flow Statement		
2016/17		2017/18
£'000		£'000
(88)	Net surplus / (deficit) on the provision of services	361
80	Non-current asset charges - depreciation and revaluation	(123)
1,283	Increase / (decrease) in creditors	(3)
150	(Increase) / decrease in debtors	(25)
1	(Increase) / decrease in inventories	2
371	Movement in the pension liability (element charged to the surplus / (deficit) on the provision of services)	793
115	Contributions to / (from) provisions	(107)
(3)	Adjustment for effective interest rates	18
1,997	Adjustment to surplus / (deficit) on the provision of services for non-cash movements	555
(31)	Proceeds from the disposal of non-current assets	0
(31)	Adjustment for items included in the net surplus / (deficit) on the provision of services that are investing and financing activities	0
1,878	Net Cash Flows from Operating Activities	916
(2)	Purchase of non-current assets (including the movement in capital creditors)	(61)
(4,000)	Purchase of short term investments	(6,500)
3,000	Proceeds from short term investments	5,000
31	Proceeds from the sale of non-current assets	0
(971)	Net Cash Flows from Investing Activities	(1,561)
1,000	Reclassification of investments from short term investments to cash equivalents	2,000
1,907	Net Increase / (Decrease) in Cash and Cash Equivalents	1,355
86	Bank current accounts	172
1,666	Short term deposits	3,487
1,752	Cash and Cash Equivalents as at 1 April	3,659
172	Bank current accounts	47
3,487	Short term deposits	4,967
3,659	Cash and Cash Equivalents as at 31 March	5,014

Note: the comparative figures in the table above have been restated from that published in the 2016/17 financial statement to correct a prior period error. See Note 4 for further information

Net Cash Flows from Operating Activities relating to Interest		
2016/17		2017/18
£'000		£'000
66	Interest received	65
3	Adjustments for differences between effective interest rates and actual interest receivable (including movement in interest debtor)	3
69	Interest Received	68
69	Net Cash Flows from Operating Activities relating to Interest	68

Other Notes to the Core Financial Statements

1 Accounting Policies

The Authority has included its accounting policies in a separate section of the financial statements which can be found on pages 65 to 72.

The Accounting Concepts accounting policy has been updated to reflect provisions in the Code on the going concern accounting requirements to reflect the economic and statutory environment in which National Park Authorities operate.

2 Accounting Standards that have been Issued but not yet Adopted

Under the Code, the Authority is required to disclose details on the impact of an accounting change required by a new accounting standard that has been issued but not yet adopted by the Code. The new and updated standards introduced by the Code that will need to be adopted by the Authority in 2018/19 are:

- IFRS 9 Financial Instruments – will make changes to the accounting for investments and introduces a new model for financial assets including new classifications and the introduction of an expected credit loss model for particular asset types. The transitional reporting requirements for IFRS 9 have been adopted such that the preceding financial year does not require restatement. The impact of these changes on the Authority's financial position is likely to be immaterial.
- Clarifications to IFRS 15 Revenue from Contracts with Customers – will require increased disclosures to help users understand the nature, amount, timing and uncertainty of revenue and cash flows arising from contracts with customers. The transitional reporting requirements for IFRS 15 have been adopted such that the preceding financial year does not require restatement. The impact of these changes on the Authority's financial position is likely to be immaterial.
- Amendments to IAS 7 Statement of Cash Flows: Disclosure Initiative – will require the Authority to provide disclosures that enable users of the financial statements to evaluate changes in liabilities arising from financing activities.

Any new accounting standards which are not expected to have an impact on the Authority's financial statements in 2017/18 and beyond are not disclosed in this note.

3 Critical Judgements and Assumptions Made

In preparing the financial statements, the Authority has had to make judgements, estimates and assumptions that affect the application of its policies and reported levels of assets, liabilities, income and expenses. The estimates and associated assumptions have been based on current trends and other relevant factors that are considered to be reasonable. These estimates and assumptions have been used to inform the basis for judgements about the carrying values of assets and liabilities, where these are not readily available from other sources. However, because balances cannot be determined with certainty, actual results could be materially different from those assumptions and estimates made.

Estimates and underlying assumptions are regularly reviewed. Changes in accounting estimates are adjustments of the carrying amount of an asset or a liability, or the amount of the periodic consumption of an asset, that results from the assessment of the present status of and expected future

benefits and obligations associated with assets and liabilities. Changes in accounting estimates result from new information or new developments, and accordingly are not corrections of errors.

The critical accounting judgements and assumptions made and key sources of estimation uncertainty identified by the Authority which have a significant effect on the financial statements are:

- **Retirement Benefit Obligations** – The estimation of the net pension liability depends on a number of complex judgements and estimates relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of actuaries is engaged to provide the Authority with expert advice about the assumptions it should consider applying. Changes in these assumptions can have a significant effect on the value of the Authority's retirement benefit obligation. The key assumptions made are set out in note 20;
- **Provisions** – the Authority is required to exercise judgement in assessing whether a potential liability should be accounted for as a provision or contingent liability. In calculating the level of provisions the Authority also exercises judgement; they are measured at the Authority's best estimate of the costs required to settle or discharge the obligation at the 31 March. The level of the Authority's provisions are set out in note 14.
- **Property, Plant and Equipment (PPE)** – assets are depreciated over useful lives that are dependent on assumptions such as the level of repairs and maintenance that will be incurred in relation to individual types of asset, the expected length of service potential of the asset and the likelihood of the Authority's usage of the asset. The useful lives are set out in note 9;
- **Future Levels of Government Funding and Levels of Reserves** – In January 2016, DEFRA confirmed a year on year funding increase for the Authority of 1.7% for four years covering the period 2016/17 to 2019/20. The Authority has set aside amounts in its working balance and reserves which it considers are appropriate based on local circumstances including the overall budget size, risks, robustness of budget estimates, major initiatives being undertaken, budget assumptions and other earmarked reserves;
- **Classification of Leases** – the Authority has entered into lease arrangements in respect of property and vehicles. The Authority has exercised judgement in the classification of leases (ie operating or finance lease) using such factors as the length of the lease and rent levels. Details of the Authority's leases are set out in note 16;
- **Asset Componentisation** – The Authority has based the componentisation of the South Downs Centre asset using categories of typical buildings that the vast majority of this asset would fall under. The Authority has exercised judgement on the main components that make up these typical buildings based on professional advice from quantity surveyors employed by Brighton & Hove City Council. The Authority has also exercised judgement in classifying its assets under each typical building category and whether assets fall outside these categories and require individual attention for asset componentisation purposes.

4 Prior Period Errors

The Authority discovered a classification error in the way in which it previously treated certain Section 106 receipts in preceding financial years. The error meant that certain Section 106 receipts were treated as having no conditions and therefore recorded as income in the Comprehensive Income and Expenditure Statement and transferred to the Usable Reserves in the Balance Sheet. It has since been ascertained that certain Section 106 receipts do have specific conditions and should not have been recorded as income in the Comprehensive Income and Expenditure statement in the year of receipt but instead recorded as a Short Term Creditor in the balance sheet. In order to correct for this error, the Authority has restated prior year information for 2016/17 within the core financial statements as follows:

- Comprehensive Income and Expenditure Statement: an adjustment of £0.870m within the Planning segment reporting line to reduce the level of receipts that should have been recorded as Short Term Creditors instead of being transferred to the Usable Reserves via the CIES. This has resulted in the Cost of Services, (Surplus) / Deficit on the Provision of Services and Total Comprehensive Income and Expenditure lines being restated.
- Movement in Reserves Statement: an adjustment of £0.202m has been made to the 2016/17 opening General fund Balance (including earmarked reserves) for the value of S106 receipts received in previous years that should have been recorded as Short Term Creditors instead of being transferred to the Usable Reserves via the CIES. There has also been an adjustment of £0.870m within the transfer from the General Fund Balance from the CIES during 2016/17 to reduce the level of Section 106 receipts that should have been recorded as Short Term Creditors instead of being transferred to the Usable Reserves via the CIES. This has resulted in the 2016/17 General Fund Balance (including earmarked reserves), Total Usable Reserves and Total Reserves lines being restated.
- Balance Sheet: an adjustment of £1.072m has been made to the Short Term Creditors and Usable Reserves lines for the value that should have been recorded as Short Term Creditors instead of being transferred to the Usable Reserves. This has resulted in the Current Liabilities, Net Assets and Total Reserves lines also being restated.
- Cash Flow Statement: the Net Surplus / (deficit) on the provision of services and (increase) / decrease in creditors lines have been restated to reflect the adjustments above.

This correction has also been reflected in the notes to the Core Financial Statements where relevant.

5 Events after the Reporting Period

These financial statements were authorised for issue by the Chief Finance Officer on 19 July 2018. 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 2018, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

6 Usable Reserves

Movements in the Authority's usable reserves are detailed in the Movement in Reserves Statement.

7 Unusable Reserves

Capital Adjustment Account (CAA)

The CAA absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The CAA is debited with the cost of acquisition, construction or enhancement as depreciation and revaluation losses are charged to the CIES. The account is credited with the amounts set aside by the Authority as finance for costs of acquisition, construction and enhancement. The following table shows the balances on the CAA at the beginning and end of the financial year and the detailed movements during the financial year:

Capital Adjustment Account		
	2016/17	2017/18
	£'000	£'000
Balance as at 1 April	(1,896)	(1,816)
Adjustments between accounting basis and funding basis under regulations		
Charges for depreciation of non-current assets	119	117
Upward revaluations reversing previous revaluation losses on non-current assets	(39)	(240)
Use of the capital receipts reserve to finance new capital investment	0	(40)
Capital investment charged against the General Fund balance	0	(21)
Total adjustments between accounting basis and funding basis under regulations	80	(184)
Balance as at 31 March	(1,816)	(2,000)

Pensions Reserve

The pensions reserve absorbs the timing differences arising from the different arrangements for accounting for post-employment benefits and for funding benefits in accordance with statutory provisions. The Authority accounts for post-employment benefits in the CIES as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Authority makes employer's contributions to pension funds or eventually pay any pensions for which it is directly responsible. The debit balance on the pensions reserve therefore shows a shortfall in the benefits earned by past and current employees and the resources the Authority has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid. The following table shows the balances on the pensions reserve at the beginning and end of the financial year and the detailed movements during the financial year:

Pensions Reserve		
	2016/17	2017/18
	£'000	£'000
Balance as at 1 April	620	1,183
Other comprehensive income and expenditure		
Remeasurements of the net defined benefit liability	192	(923)
Total other comprehensive income and expenditure	192	(923)
Adjustments between accounting basis and funding basis under regulations		
Reversal of items relating to retirement benefits charged to the surplus / deficit on the provision of services in the CIES	1,066	1,588
Employer's pensions contributions payable	(695)	(795)
Total adjustments between accounting basis and funding basis under regulations	371	793
Balance as at 31 March	1,183	1,053

The reserve is normally at the same level as the pensions liability carried on the top half of the Balance Sheet. Note 20 provides further information.

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 during the financial year (eg annual leave entitlement carried forward at 31 March). Statutory arrangements require that the impact on the General Fund balance is neutralised by transfers to / from the accumulated absences account. The following table shows the balances on the accumulated absences account at the beginning and end of the financial year and the detailed movements during the financial year:

Accumulated Absences Account		
	2016/17	2017/18
	£'000	£'000
Balance as at 1 April	53	61
Adjustments between accounting basis and funding basis under regulations		
Settlement / cancellation of accrual made at the end of the preceding financial year	(53)	(61)
Amounts accrued at the end of the current financial year	61	62
Total adjustments between accounting basis and funding basis under regulations	8	1
Balance as at 31 March	61	62

8 Earmarked Reserves

The following table sets out the amounts set aside from the General Fund balance in earmarked reserves to provide financing for future expenditure plans and the amounts posted back from earmarked reserves to meet General Fund expenditure in 2017/18:

Transfers to / from Earmarked Reserves							
	Balance at 1 April 2016	Transfers To 2016/17	Transfers From 2016/17	Balance at 31 March 2017	Transfers To 2017/18	Transfers From 2017/18	Balance at 31 March 2018
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Revenue reserves							
Sustainable communities fund	(199)	0	199	0	0	0	0
Carry forwards reserve	(329)	(459)	329	(459)	(588)	459	(588)
Revenue grants reserve	0	(195)	0	(195)	(251)	195	(251)
Planning reserve	(580)	0	0	(580)	0	0	(580)
Partnership Management Plan Reserve	0	0	0	0	(329)	0	(329)
Strategic fund reserve	(389)	(605)	439	(555)	(674)	547	(682)
South Downs Way reserve	(20)	0	0	(20)	0	0	(20)
Volunteer ranger service reserve	(31)	0	0	(31)	0	2	(29)
Repairs and renewals - vehicles reserve	(34)	0	0	(34)	0	0	(34)
Restructure redundancy reserve	(240)	0	240	0	0	0	0
SI06 receipts reserve	(942)	(459)	562	(839)	(166)	72	(933)
Capital reserves							
South Downs Centre	(2)	0	0	(2)	0	2	0
Estates management reserve	(596)	0	5	(591)	(2)	0	(593)
Total	(3,362)	(1,718)	1,774	(3,306)	(2,010)	1,277	(4,039)

Note: The comparative figures in the above table have been updated from that published in the Statement of Accounts 2016/17 to correct a prior period error. See Note 4 for further information.

The sustainable communities fund was used to provide small community grants to support community action in the delivery of local and national priorities of the Park.

The carry forwards reserve holds approved carry forward of budget to meet future specific costs.

The revenue grants reserve holds revenue grants received by the Authority that have no conditions attached for which expenditure has not yet been incurred.

The planning reserve is a long term risk reserve covering potential costs resulting from planning inquiries, changes to future delegation agreements and significant falls in planning income and support for neighbourhood plans.

The partnership management plan reserve is held to fund outcomes indented in the Authority's Partnership Management Plan.

The strategic fund reserve provides funding for specific strategic projects.

The South Downs Way reserve and volunteer ranger service reserve have been funded from reserves held by other local authorities from the South Downs Joint Committee. These reserves will be used to fund expenditure incurred on these areas in the future.

The repairs and renewals vehicle reserve is used to replace existing vehicles as they come to the end of their useful life.

The restructure / redundancy reserve was used to fund approved redundancy payments and associated severance and pension payments. It also funded other costs arising from service restructures such as additional recruitment and training costs.

The S106 receipts reserve holds contributions made to the Authority by developers under a non-statutory agreement. These receipts will be primarily used to develop infrastructure within the Park.

The capital reserves hold resources which are used to fund capital projects as part of the Authority's capital investment programme.

9 Property, Plant and Equipment (PPE)

The Authority categorises its PPE into sub categories, namely other land and buildings and vehicles, plant, furniture and equipment. The following table shows the gross carrying amount and the accumulated depreciation at the beginning and end of the financial year and summarises the movement in value over the financial year for each sub category of PPE:

Non-Current Assets			
	Other Land & Buildings	Vehicles, Plant, Furniture & Equipment	Total PPE
2017/18	£'000	£'000	£'000
Gross carrying amount	1,600	445	2,045
Accumulated depreciation	0	(229)	(229)
Net Carrying Amount at 1 April 2017	1,600	216	1,816
Capital Additions			
Additions	0	61	61
Asset Disposals			
Reversal of previous revaluation losses	240	0	240
Depreciation charge	(40)	(77)	(117)
Net Carrying Amount at 31 March 2018	1,800	200	2,000
Gross carrying amount	1,800	506	2,306
Accumulated depreciation	0	(306)	(306)
Net Carrying Amount at 31 March 2018	1,800	200	2,000

Non-Current Assets			
	Other Land & Buildings	Vehicles, Plant, Furniture & Equipment	Total PPE
	£'000	£'000	£'000
2016/17 Comparative Figures			
Gross carrying amount	1,600	493	2,093
Accumulated depreciation	0	(197)	(197)
Net Carrying Amount at 1 April 2016	1,600	296	1,896
Asset Disposals			
Derecognition - disposals	0	(48)	(48)
Derecognition - disposals (depreciation)	0	48	48
Reversal of previous revaluation losses	39	0	39
Depreciation charge	(39)	(80)	(119)
Revaluation losses	0	0	0
Net Carrying Amount at 31 March 2017	1,600	216	1,816
Gross carrying amount	1,600	445	2,045
Accumulated depreciation	0	(229)	(229)
Net Carrying Amount at 31 March 2017	1,600	216	1,816

Valuations

The valuation of other land and buildings (ie the South Downs Centre) is based upon a valuation report issued annually by the Authority's valuers, Savills UK Ltd. The valuation is carried out in accordance with the methodologies and bases for estimation set out in the professional standards of the Royal Institution of Chartered Surveyors (RICS). The Authority requires that all valuers are RICS qualified.

Componentisation and Useful Lives

During 2017/18, the Authority componentised the South Downs Centre using information provided by Brighton & Hove City Council's quantity surveyors. The building is componentised into five components: main asset building, roof, windows and external doors, mechanical installations and electrical installations. The separate components have individual useful lives: 50 years for the main asset building, 25 years for electrical installations and 20 years for the remaining components.

Asset lives for vehicles, plant, furniture and equipment are set at five years.

10 Capital Investment and Capital Financing

The Authority incurred £0.061m of capital investment in 2017/18 which was fully financed in the reporting period. The table below shows the total amount of capital investment together with the resources that have been used to finance the assets.

Capital Investment and Capital Financing		
	2016/17	2017/18
	£'000	£'000
Capital investment		
Property, plant and equipment	0	61
Total Capital Investment	0	61
Sources of finance		
Capital receipts	0	(40)
Revenue contributions	0	(21)
Total Financing	0	(61)

|| Financial Assets and Liabilities – Financial Instruments

The Authority's treasury management function is provided by Brighton & Hove City Council through a service contract.

Categories of Financial Instruments

The following categories of financial instrument are carried in the Authority's Balance Sheet:

Categories of Financial Instruments		
	Short Term	
	31 March 2017	31 March 2018
	£'000	£'000
Investments		
Loans and receivables	7,510	8,473
Total Investments	7,510	8,473
Debtors		
Financial assets carried at contract amounts	250	376
Total Debtors	250	376
Creditors		
Financial liabilities carried at contract amounts	(2,867)	(3,890)
Total Creditors	(2,867)	(3,890)

The above table includes the following investments:

- an investment with the Lloyds Bank plc of £3.513m. of which £1.007m is held as a cash equivalent and £2.506m held as a short term investment (£3.013m 2016/17);
- investments with the Santander (UK) plc totalling £2.008m, of which £1.008m is held as a cash equivalent and £1.000m is held as a short term investment (£1.010m 2016/17);
- an investment in Brighton & Hove City Council of £2.952m held as a cash equivalent (£1.472m 2016/17)

The Authority's bank account was in credit by £0.047m as at 31 March 2018 (£0.172m in credit as at 31 March 2017).

The Authority does not have any long term financial instruments.

Income, Expense, Gains and Losses

In 2017/18, there was a net gain of £0.060m (£0.061m 2016/17) on loans and receivables which has been charged to the CIES; this includes a fee expense of £0.005m (£0.005m 2016/17) and interest

income of £0.065m (£0.066m 2016/17). The interest income has been generated through a combination of external investments and balances held by Brighton & Hove City Council.

Fair Value of Financial Assets and Liabilities carried at Amortised Cost

Financial assets represented by loans and receivables are carried on the Balance Sheet at amortised cost. Financial assets represented as debtors and financial liabilities represented by creditors are both carried on the Balance Sheet at contract amounts. The fair value can be assessed by calculating the present value of the cash flows that take place over the remaining life of the financial instruments using the following assumptions:

- where a financial instrument has a maturity of less than 12 months the fair value is taken to be the principal outstanding;
- the fair value of creditors is taken to be the invoiced amount;
- the fair value of debtors is taken to be the billed amount.

The fair values calculated are as follows:

Financial Liabilities

Financial Liabilities				
	31 March 2017		31 March 2018	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
Creditors	(2,867)	(2,867)	(3,890)	(3,890)
Total Financial Liabilities	(2,867)	(2,867)	(3,890)	(3,890)

All financial liabilities are short term at 31 March 2018; therefore the fair value of liabilities is equal to the carrying amount.

Financial Assets

Financial Assets				
	31 March 2017		31 March 2018	
	Carrying Amount	Fair Value	Carrying Amount	Fair Value
	£'000	£'000	£'000	£'000
Loans and receivables	7,510	7,510	8,473	8,473
Cash at bank	172	172	47	47
Total Investments	7,682	7,682	8,520	8,520
Debtors	250	250	376	376
Total Financial Assets	7,932	7,932	8,896	8,896

All financial assets are short term at 31 March 2018; therefore the fair value of investments is equal to the carrying amount.

Nature and extent of risks arising from financial instruments and how the Authority manages those risks

The Authority's activities expose it to a variety of financial risks. The key risks are:

- credit risk – the possibility that other parties might fail to pay amounts due to the Authority;
- liquidity risk – the possibility that the Authority might not have funds available to meet its commitments to make payments;

- refinancing risk – the possibility that the Authority might be required to renew a financial instrument on maturity at disadvantageous interest rates or terms;
- market risk – the possibility that financial loss might arise as a result of changes in such measures as interest rate movements.

Overall procedures for managing risk

The Authority's overall risk management procedures focus on the unpredictability of the financial markets and implementing restrictions to minimise the losses resulting from this risk. The procedures for risk management are set out through a legal framework in the Local Government Act 2003 and associated regulations. These require the Authority to comply with the CIPFA Prudential Code, the CIPFA Treasury Management in the Public Services Code of Practice and Investment Guidance issued through the Act.

Overall these procedures require the Authority to manage risk in the following ways:

- by formally adopting the requirements of the Code of Practice;
- by approving annually in advance and for the following three years, prudential indicators to: limit the Authority's (a) overall borrowing, (b) maximum and minimum exposure to fixed and variable rates, (c) maximum and minimum exposure regarding the maturity structure of its debt and (d) maximum annual exposure to investments maturing beyond a year;
- by approving an investment strategy for the forthcoming year setting out criteria for both investing and selecting investment counterparties in compliance with Government guidance.

These items are reported within the annual Treasury Management Strategy (TMS), which outlines the detailed approach to managing risk in relation to the Authority's financial instrument exposure. The strategy was approved by the Authority on 30 March 2017 and can be found on the Authority's website, www.southdowns.gov.uk. Actual performance is also reported annually to members.

The key issues within the strategy were:

- the Authority would not raise borrowing during the financial year and therefore no borrowing limits or prudential indicators in relation to borrowing were set for 2017/18;
- investment would only be made in institutions with good credit quality.

These procedures and strategies are implemented through a management agreement with Brighton & Hove City Council.

Credit Risk

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the Authority's customers. Deposits are not made with banks and financial institutions unless they meet the minimum requirements set out in the Authority's investment strategy. Additional selection criteria are also applied before an investment is made.

The minimum criteria set out in the investment strategy for investment counterparties were:

- major banks and building societies to have a short term rating that indicates the highest credit quality;
- money market funds to have a rating equal to "AAA" (triple A).

Investment counterparties also included other local authorities and government institutions. All investments were subject to a maximum period dependent upon their credit rating.

Customers for goods and services are assessed, taking into account their financial position, past experience and other factors, with individual credit limits being set in accordance with parameters set by the Authority.

The Authority's maximum exposure to credit risk in relation to its investments in financial institutions of £8.473m cannot be assessed generally as the risk of any institution failing to make interest payments or repay the principal 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 the Authority's deposits, but there is no evidence at 31 March 2018 that this was likely to crystallise.

The Authority does not expect any losses from non-performance of any of its counterparties in relation to deposits and bonds.

The Authority maintains strict credit criteria for investment counterparties.

During the financial year, the Authority did not hold collateral as security for any investment.

The Authority does not generally allow credit for its customers; however, an element of the outstanding debtors at the 31 March are past their due date for payment. The following table shows the level of debtors past their due date for payment analysed by age:

Debtors past their due date for Payment		
	31 March 2017	31 March 2018
	£'000	£'000
Less than 3 months	83	2
Between 3 and 6 months	60	159
Between 6 and 12 months	1	4
More than 12 months	7	3
Total	151	168

Liquidity Risk

The Authority has projected that it will have sufficient funds to cover any day to day cash flow need. There is therefore no significant risk that it will be unable to meet its commitments under financial instruments.

The Authority manages its liquidity position through the risk management procedures mentioned above (the setting and approval of prudential indicators and the approval of the treasury and investment strategies), as well as through cash flow management procedures required by the Code of Practice.

Refinancing and Maturity Risk

The Authority maintains an investment portfolio, with a proportion of the funds available at call. The Authority is not exposed to refinancing and maturity risk as all financial instruments are held for less than one year.

The maturity analysis of the financial assets (excluding debtors) invested in the financial year of £8.473m (£7.510m in 2016/17) is less than one year.

Market Risk

Interest rate risk

The Authority is exposed to interest rate movements on its investments. Movements in interest rates have a complex impact on the Authority, depending on how variable and fixed interest rates move across differing financial instrument periods. For instance a rise in interest rates would have the following effects:

- investments at variable rates - the interest income credited to the CIES will rise;
- investments at fixed rates - for long term investments the fair value of the assets will fall.

Changes in interest receivable on variable rate investments are posted to the surplus / deficit on the provision of services and affect the Authority's General Fund balance.

The Authority has a number of strategies for managing interest rate risk. The annual TMS draws together the Authority's prudential indicators and its expected treasury operations, including an expectation of interest rate movements. From this statement a prudential indicator is set which provides maximum and minimum limits for fixed and variable interest rate exposure. Brighton & Hove City Council's treasury management team monitors market and forecast interest rates within the financial year to adjust exposures appropriately.

The Authority held no borrowing and £2.952m investments subject to variable interest rates at 31 March 2018. A 1% rise in interest rates would have the impact of increasing the interest receivable on this investment during 2017/18 by £0.022m. There would be no impact of a 1% rise in interest rates on fair value as investments are all for less than one year.

The impact of a 1% fall in interest rates would be as above but with the movements being reversed.

Price risk

The Authority does not invest in equity shares.

Foreign exchange risk

The Authority has no financial assets or liabilities denominated in foreign currencies; therefore, it has no exposure to loss arising from movements in exchange rates.

12 Debtors

The following table shows an analysis of the Authority's short term debtors:

Short Term Debtors		
	31 March	31 March
	2017	2018
	£'000	£'000
Central government bodies	418	484
Other local authorities	75	38
Other entities and individuals	401	397
Total Short Term Debtors	894	919

£0.376m of short term debtors are classed as financial instruments and are included in note 11; those debtors not included are statutory debtors, grant debtors and payments in advance.

13 Creditors

The following table shows an analysis of the Authority's short term creditors:

Short Term Creditors		
	31 March	31 March
	2017	2018
	£'000	£'000
Central government bodies	(104)	(147)
Other local authorities	(3,248)	(3,285)
Other entities and individuals	(767)	(684)
Total Short Term Creditors	(4,119)	(4,116)

Note: the comparative figures in the above table have been updated from that published in the Statement of Accounts 2016/17 to correct a prior period error. See Note 4 for further information.

£3.890m of short term creditors are classed as financial instruments and are included in note 11; those creditors not included are statutory creditors and receipts in advance.

14 Provisions

The Authority sets aside amounts as provisions for liabilities of uncertain timing or amount.

The Authority has an accumulated absences provision which relates to the accumulated compensated absences (eg annual leave and flexi leave) that are carried forward for use in future periods if the current period's entitlements are not used in full. The entire previous year's provision was utilised in year with an additional provision being made of £0.062m. The level of the provision as at 31 March 2018 was £0.062m (£0.061m 31 March 2017).

During 2016/17, the Authority made provisions totalling £0.107m to meet obligations relating to two resolved planning appeals and challenges where the exact value and timing of costs was uncertain as at 31st March 2017. These provisions were fully used or reversed during 2017/18.

The following table shows the level of the Authority's provisions as at 31 March together with the movement during the financial year:

Provisions					
	Balance at 1 April 2017	2017/18			Balance at 31 March 2018
		Additional Provisions Made	Amounts Used	Unused Amounts Reversed	
	£'000	£'000	£'000	£'000	£'000
Short Term Provisions					
Accumulated absences	(61)	(62)	61	0	(62)
Other provisions	(107)	0	56	51	0
Total	(168)	(62)	117	51	(62)

15 Grant Income and Contributions

The Authority receives grants from central government and contributions for revenue purposes.

Government Revenue Grants

Grants received from central government can be either ring fenced for a specific purpose or non-ring fenced. The table below shows the government grants received by the Authority and credited to the CIES:

Government Revenue Grants		
	2016/17	2017/18
	£'000	£'000
Non-ring fenced government grants credited to taxation and non-specific grant income		
Department for Environment, Food and Rural Affairs	(9,963)	(10,135)
Total	(9,963)	(10,135)
Ring fenced government grants credited to cost of services		
Natural England	(114)	(98)
Heritage Lottery Fund	(424)	(328)
Rural Payments Agency	(11)	(29)
Department for Communities and Local Government	(85)	(175)
Department for Transport	(1)	0
Department for Environment, Food and Rural Affairs	(41)	0
Other government departments	0	(1)
Historic England	(22)	(17)
Total	(698)	(648)
Total Government Revenue Grants	(10,661)	(10,783)

Non-Ring Fenced Grants

The non-ring fenced government grant received by the Authority from the Department for Environment, Food and Rural Affairs of £10.135m is the National Park grant which can be used by the Authority to finance revenue expenditure on any service.

Ring Fenced Government Grants

The significant ring fenced grants received by the Authority are:

- grants from Natural England totalling £0.098m are used to fund work on the South Downs Way;
- grants from the Heritage Lottery Fund totalling £0.328m are used to fund heathland restoration projects within the Park;
- grants from Rural Payments Agency totalling £0.029m are used for farm cluster projects and heathland restoration within the Park;
- grants from the Department for Communities and Local Government totalling £0.175m are used to support neighbourhood planning, brownfield site register and promote custom self builds.
- grants from Historic England totalling £0.017m are used for the restoration of historic buildings.

Revenue Contributions

The table below shows the revenue contributions received by the Authority:

Revenue Contributions		
	2016/17	2017/18
	£'000	£'000
Revenue contributions credited to cost of services		
Contributions from other agencies / external bodies	(66)	(128)
Contributions from other local authorities	(149)	(82)
Other contributions, donations and sponsorship	(2)	(9)
Contributions from developers and stakeholders	(26)	(72)
Total Revenue Contributions	(243)	(291)

Revenue contributions received by the Authority include:

- contributions from other agencies / external bodies include Southern Water (£0.046m) to protect and improve the quality of groundwater in the Brighton chalk block; Woodland Trust (£0.030m) to fund forestry work; National Parks UK (£0.025m) contribution to National Parks shared service; Cowdray Estate (£0.018m) to fund heathlands restoration work; National Grid (£0.009m) to support Truleigh Hill habitat and access.
- Contributions from other local authorities include West Sussex County Council (£0.042m) contributions towards extending the Centurion Way; East Sussex County Council (£0.020m) contribution to active access within the Park; contributions from Hampshire County Council (£0.005m), West Sussex County Council (£0.005m) and East Sussex County Council (£0.003m) towards work on the South Downs Way.
- Other contributions, donation and sponsorships totalling £0.009m from various bodies towards work on the South Downs Way
- Contributions from developers and stakeholders relates to Section 106 funding towards community development across the Park.

16 Leases

Authority as Lessee – Operating Leases

As lessee, the Authority does not have any finance leases; however, it leases office space and vehicles under operating leases with lease periods of between one and five years. The office space relates to the Authority's area offices and is expected to be leased for the foreseeable future.

Future Minimum Lease Payments under Operating Leases (Lessee)		
	31 March 2017	31 March 2018
	£'000	£'000
Not later than one year	32	29
Later than one year and not later than five years	32	2
Total Future Minimum Lease Payments	64	31

In 2017/18, the Authority made lease payments of £0.031m (£0.031m 2016/17) in respect of these leases; the lease payments were charged to the relevant cost of service in the CIES.

17 Related Parties

The Authority has the following material related party transactions:

Central Government

Central government has significant influence over the general operations of the Authority and provides the statutory framework within which the Authority operates. Central government also provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Authority has with other parties. Details of the grants received from government departments in 2017/18 can be found in note 15. Details of the amounts owed to / from central government are included in notes 12 and 13.

Members

Members of the Authority have direct control over the Authority's financial and operating policies. The total of members' allowances paid in 2017/18 is shown in note 21. During 2017/18, works and services to the value of £3.816m (£3.666m 2016/17) were commissioned from entities, including local

authorities, in which members have declared an interest. Contracts were entered into in full compliance with the Authority's standing orders. Details of the entities that members are involved with are recorded in the Register of Members' Interests which is held by the Authority.

Officers

Senior officers of the Authority, such as the chief executive and other chief officers have the authority and responsibility for planning, directing and controlling the activities of the Authority, including the oversight of these activities.

During 2017/18, Brighton & Hove City Council provided Chief Finance Officer (S151) and other financial services to the Authority on a contractual basis to the value of £0.298m (£0.484m 2016/17). As shown in Note 11, the Authority also had an investment in Brighton & Hove City Council of £2.952m held as a cash equivalent as at 31 March 2018 (£1.472m 31 March 2017) in accordance with the service contract and the Authority's Annual Investment Strategy. Senior officers of Brighton & Hove City Council were in a position to influence financial transactions of the Authority. The financial services contract was secured through a formal tender process for an initial period 1 April 2012 to 31 March 2015 with the option to extend for a further two years; this option was exercised. The contract was retendered in full in Summer 2016 and Brighton & Hove City Council were successful in securing a three year contract to provide financial services and Chief Finance Officer S151 services to the Authority until 2019/20. The contract is independently monitored by the Authority's Head of Business Services.

During 2017/18, Hampshire County Council provided Monitoring Officer services to the Authority on a contractual basis to the value of £0.035m (£0.026 2016/17). The Monitoring Officer contract was secured through a formal tender process and is independently monitored by the Authority's Head of Business Services. Senior officers of Hampshire County Council were not in a position to influence these financial transactions as they were paid in accordance with the agreed contract terms.

Entities Controlled or Significantly Influenced by the Authority

The South Downs National Park Trust was established by the Authority in April 2017 to raise funds to benefit the National Park. The Trust is governed by an independent board of 8 trustees who oversee its work, two of which are Members of the Authority. Not more than one or one third of the Trustees, whichever is the higher number, shall be members of the Authority. There is currently a Memorandum of Understanding and Grant Agreement in place for the Authority to provide an annual grant to the Trust for the first three years of operations to the value of £0.040m per year.

18 Officers' Remuneration

In 2017/18 senior employee posts (the Chief Executive and the directors who make up the Senior Management Team of the Authority) and other officer posts of the Authority were filled through permanent appointments and interim and agency appointments. The remuneration paid to the Authority's senior employees is detailed in the following tables:

Senior Employee Remuneration - salary between £50,000 and £149,999					
2017/18					
Post Holder Information	Salary (including Fees & Allowances)	Compensation for Loss of Office	Remuneration excluding Pension Contributions	Pension Contributions	Remuneration including Pension Contributions
	£	£	£	£	£
Chief Executive	105,762	0	105,762	21,047	126,809
Director of Planning	91,849	0	91,849	18,278	110,127
Director of Countryside Policy and Management	79,444	0	79,444	15,809	95,253
Total	277,055	0	277,055	55,134	332,189

Senior Employee Remuneration - salary between £50,000 and £149,999					
2016/17					
Post Holder Information	Salary (including Fees & Allowances)	Compensation for Loss of Office	Remuneration excluding Pension Contributions	Pension Contributions	Remuneration including Pension Contributions
	£	£	£	£	£
Chief Executive	104,572	0	104,572	20,559	125,131
Director of Corporate Services	25,979	38,617	64,596	3,672	68,268
Interim Director of Corporate Services	30,206	0	30,206	0	30,206
Director of Planning	92,297	0	92,297	18,328	110,625
Director of Countryside Policy and Management	77,336	0	77,336	15,390	92,726
Director of Operations	11,183	74,503	85,686	2,199	87,885
Total	341,573	113,120	454,693	60,148	514,841

Other Employee Remuneration

The following table provides an analysis of the remuneration paid to other employees receiving more than £50,000 remuneration (excluding employer's pension contributions):

Other Officer Remuneration		
Remuneration Band	2016/17	2017/18
	Number of Employees	Number of Employees
£50,000 - £54,999	4	8
Total	4	8

The following table shows an analysis of the cost of non-senior employees:

Other Staff				
Nature of Employment	2016/17		2017/18	
	Number of Staff	Actual Cost £'000	Number of Staff	Actual Cost £'000
Employed	146	4,095	144	4,657
Interim Staff	9	124	6	30
Total	155	4,219	150	4,687

Note: all costs include expenses and agency fees, interim staff includes all agency staff and consultants.

The figures included in the above table represent the number of staff not full time equivalent (FTE) figures.

19 Exit Packages

The Authority terminated the contracts of 2 employees during 2017/18, incurring liabilities in respect of termination benefits of £0.068m (£0.215m 2016/17). These amounts were paid to employees, employed across different services within the Authority and were fully charged to the CIES in the financial year.

The following table shows the numbers of exit packages with the total cost per band and total cost of the compulsory and other redundancies:

Exit Packages								
Cost Band	Number of Compulsory Redundancies		Number of Other Departures		Total Number of Exit Packages by Cost Band		Total Cost of Exit Packages in Each Band	
	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18
							£'000	£'000
£0 - £20,000	1	0	4	0	5	0	46	0
£20,001 - £40,000	1	0	2	2	3	2	48	68
£40,001 - £60,000	0	0	0	0	0	0	46	0
£60,001 - £80,001	1	0	0	0	1	0	75	0
Total	3	0	6	2	9	2	215	68

Note: the costs included in the above table include voluntary redundancy costs, early retirement pension costs and pay in lieu of notice

20 Defined Benefit Pension Schemes

The Authority makes contributions towards the cost of post-employment benefits as part of the terms and conditions of employment of its employees. Although these benefits will not actually be payable until employees retire, the Authority has to disclose the commitment in respect of the future payment of these benefits at the time that the employees earn their future entitlement.

The Authority participates in the Local Government Pension Scheme (LGPS). West Sussex County Council acts as the Scheme Administrator of the West Sussex Pension Fund and is responsible for the management and administration of the Fund in line with the Local Government Pension Scheme Regulations. Within the responsibilities of the Scheme Administrator is the requirement to liaise and communicate with employing authorities that participate in the Fund, ensure adequate record keeping in respect of each member of the Fund, to calculate and pay appropriate benefits to members and to produce the required information to comply with disclosure requirements.

The scheme is a funded defined benefit scheme, meaning that the Authority and employees pay contributions into a Fund, calculated at a level intended to balance the pension liabilities with investment assets.

Hymans Robertson LLP, an independent firm of actuaries, assesses the position of the Authority's Pension Fund.

The calculations and advice given by Hymans Robertson LLP in their actuarial report has been carried out in accordance with the Pensions Technical Actuarial Standard adopted by the Financial Reporting Council, which came into effect on 1 January 2013 (version 2).

Basis for Estimating Assets and Liabilities

The scheme has been estimated by the actuary based on the latest full valuation of the scheme as at 31 March 2016. Liabilities for the scheme have been assessed on an actuarial basis using the projected unit credit method (ie an estimate of the pensions that will be payable in future years dependent on assumptions about mortality rates, salary levels etc.).

Actuarial assumptions are used by the actuary to calculate the valuation of the scheme. Risks and uncertainties are inherently associated with the assumptions that are adopted. The assumptions are in effect projections of future investment returns and demographic experience many years into the future and there is inevitably a great deal of uncertainty inherent in what constitutes the "best estimate" with such projections as required by IAS 19. The actuary has interpreted "best estimate" to mean that the proposed assumptions are "neutral" and has advised that there is an equal chance of actual experience being better or worse than the assumptions used. The following table shows the principal assumptions used by the actuary as at the 31 March:

Basis for Estimating Assets and Liabilities		
	31 March 2017	31 March 2018
Long term expected rate of return on assets in the scheme		
Equity investments	2.7%	2.7%
Bonds	2.7%	2.7%
Property	2.7%	2.7%
Cash	2.7%	2.7%
Mortality assumptions		
Longevity at 65 for current pensioners:		
• men	23.6 years	23.6 years
• women	25.0 years	25.0 years
Longevity at 65 for future pensioners:		
• men	26.0 years	26.0 years
• women	27.8 years	27.8 years
Financial assumptions		
Rate of inflation	2.4%	2.3%
Rate of increase in salaries	3.1%	3.0%
Rate of increase in pensions	2.4%	2.3%
Rate for discounting scheme liabilities	2.7%	2.7%
Expected total return on assets	2.7%	2.7%
Take up of option to convert annual pension in retirement grant	*	*

* Pre April 2008 50% and post April 2008 75%

IAS 19 requires the discount rate to be set with reference to the yields on high quality corporate bonds irrespective of the actual investment strategy of the Fund. As such, the figures prepared by the actuary in their actuarial report are unlikely to reflect either the actual eventual cost of providing the benefits or the likely level of contributions to fund the authority's obligations to the Fund. Also, the net liability position may change significantly due to relative changes in the equity and bond markets at the reporting date.

Sensitivity to Assumptions

The estimation of the defined benefit obligation is sensitive to the methods and assumptions used by the actuary:

- the costs of a pension arrangement require estimates regarding future experience. The financial assumptions used by the actuary are largely prescribed at any point and reflect market conditions at the reporting date. Changes in market conditions that result in changes in the net discount rate (essentially the difference between the discount rate and the assumed rates of increase of salaries, deferred pension revaluation or pensions in payment) can have a significant effect on the value of the liabilities reported. In order to quantify the impact of a change in the financial assumptions used, the actuary has calculated and compared the value of the scheme liabilities as at 31 March 2018 on varying bases;
- a reduction in the net discount rate will increase the assessed value of liabilities as a higher value is placed on benefits paid in the future. A rise in the net discount rate will have an opposite effect of similar magnitude;
- there is also uncertainty around life expectancy of the UK population. The value of current and future pension benefits will depend on how long they are assumed to be in payment. To quantify the uncertainty around life expectancy, the actuary has calculated the difference in cost to the

Authority of a one year increase in life expectancy. For sensitivity purposes, this is assumed to be an increase in the cost of benefits of broadly 3 to 5%. In practice the actual cost of a one year increase in life expectancy will depend on the structure of the revised assumption (ie if improvements to survival rates predominately apply at younger or older ages).

The following table shows the sensitivities regarding the principle assumptions that show the increase in percentage terms and monetary values that the changes have on the scheme liabilities.

Change in assumptions at 31 March 2018	Approximate % increase to Employer Liability	Approximate monetary amount £'000
0.5% decrease in real discount rate	15%	2,455
0.5% increase in salary increase rate	4%	580
0.5% Increase in the pension increase rate	1%	1,832

The figures in the above table have been derived based on the membership profile of the Authority as at the date of the most recent actuarial valuation. The approach taken by the actuary in preparing the sensitivity analysis in the table above is consistent with that adopted in the previous reporting period.

Transactions relating to Post-Employment Benefits

The Authority recognises post-employment benefits in the surplus / deficit on the provision of services in the CIES when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge the Authority is required to make to its General Fund balance is based on the cash payable during the financial year rather than the earned post-employment benefits which are therefore reversed out of the General Fund balance to the pensions reserve and reported in the MiRS. The following transactions have been made in the CIES and MiRS during the financial year in relation to the scheme:

Transactions relating to Post Employment Benefits in respect of the Local Government Pension Scheme		
	2016/17	2017/18
	£'000	£'000
Comprehensive Income and Expenditure Statement (CIES)		
Cost of Services		
Service Cost Comprising:		
Current service cost	899	1,548
Past service cost	140	0
Financing and Investment Income and Expenditure		
Net interest expense	27	40
Total Post Employment Benefits charged to the Surplus / Deficit on the Provision of Services	1,066	1,588
Other Post Employment Benefits charged to the CIES		
Remeasurement of the Net Defined Benefit Liability comprising:		
Return on scheme assets (excluding the amount included in the net interest expense)	(4,598)	(396)
Changes in demographic assumptions	(237)	0
Changes in financial assumptions	3,131	(443)
Other experience adjustments	1,965	0
Adjustment re remeasurements of the pension scheme	(69)	7
Adjustment re incorrect actuary's assumptions	0	(91)
Total Post Employment Benefits charged to the CIES	192	(923)
Actual amount charged against the General Fund balance for pensions in the financial year		
Employer's contributions payable to the scheme	(695)	(795)
Movement in Reserves Statement		
Reversal of net charges made to the surplus / deficit for the provision of services for post employment benefits	1,066	1,588
Net Adjustment to the Pension Reserve	563	(130)

Note: the re-measurements of the scheme in 2017/18 were £0.839m; this is different to the re-measurements recorded in the financial statements of £0.923m due to timing differences upon production of the actuarial report and an adjustment for incorrect assumptions by the Authority's actuary within its 2016/17 results schedule.

Assets and Liabilities in relation to Post-Employment Benefits

The amount included on the Balance Sheet arising from the Authority's obligation in respect of the scheme is shown in the following table:

Pension Assets and Liabilities recognised in the Balance Sheet		
	2016/17	2017/18
	£'000	£'000
Present value of the scheme liabilities	(14,916)	(16,517)
Fair value of scheme assets	13,733	15,464
Net Liability arising from Defined Benefit Obligation	(1,183)	(1,053)

Pension Scheme Liabilities

The present value of scheme liabilities shows the underlying commitments that the Authority has in the long run to pay post-employment (retirement) benefits. The total liability of £16.517m has a substantial impact on the net assets of the Authority as recorded on the Balance Sheet, resulting in a negative overall balance of £1.053m. There are statutory arrangements in place for funding the pension deficit. The Authority is only required to fund the defined benefits when the pensions are actually paid. The actuary will assess the need to increase contributions over the remaining working life of employees (ie before payments fall due) to make good the deficit on the Fund.

The following table shows a reconciliation of the movements in the present value of the scheme liabilities:

Reconciliation of Present Value of the Pension Scheme Liabilities (Defined Benefit Obligation)		
	2016/17	2017/18
	£'000	£'000
Opening Balance at 1 April	(8,469)	(14,916)
Adjustment re incorrect actuary's assumptions	0	151
Opening Balance at 1 April	(8,469)	(14,765)
Current service cost	(899)	(1,548)
Interest cost	(327)	(422)
Contributions from scheme participants	(274)	(283)
Remeasurements:		
Actuarial gain / (loss) arising on changes in demographic assumptions	237	0
Changes in financial assumptions	(3,131)	443
Other experience adjustments	(1,965)	0
Benefits paid	52	58
Past service cost	(140)	0
Balance at 31 March	(14,916)	(16,517)

The table above includes an adjustment for incorrect calculations by the Authority's actuary within its 2016/17 results schedule. This was considered as an uncorrected audit difference by the Authority's external auditors and therefore not corrected within the 2016/17 financial statements.

There has been a decrease in the overall scheme liabilities, based on the assumptions made by the actuary at 31 March 2018. The application of assumptions has resulted in a loss of £0.443m relating to financial assumptions. The following table shows the scheme liabilities in respect of active members, deferred members and pensioner members:

Scheme Liabilities in respect of Active, Deferred and Pensioner Members			
	Liability Split	Liability Split	Weighted Average Duration
	£'000	%	Years
2017/18			
Active members	13,463	81.5%	28.3
Deferred members	2,079	12.6%	29.0
Pensioner members	975	5.9%	15.1
Total	16,517	100.0%	27.3
2016/17 Comparative Figures			
Active members	11,836	79.3%	28.3
Deferred members	2,084	14.0%	29.0
Pensioner members	996	6.7%	15.1
Total	14,916	100.0%	27.3

Note: the figures in the above tables are for the funded liabilities only and do not include any unfunded pensioner liabilities. The weighted average durations are as at the previous formal valuation as at 31 March 2016.

Pension Scheme Assets

During 2017/18, there has been an increase in the return on the scheme assets by £1.791m. The following table shows a reconciliation of the movements in the fair value of the scheme assets:

Reconciliation of the Movements in the Fair Value of the Pension Scheme Assets		
	2016/17	2017/18
	£'000	£'000
Opening Balance at 1 April	7,849	13,733
Adjustment re incorrect actuary's assumptions	0	(60)
Opening Balance at 1 April	7,849	13,673
Interest income	300	382
Remeasurements:		
Return on scheme assets (excluding the amount included in the net interest expense)	4,598	396
Contributions from employer	764	788
Contributions from employees	274	283
Benefits paid	(52)	(58)
Balance at 31 March	13,733	15,464

The table above includes an adjustment for incorrect calculations by the Authority's actuary within its 2016/17 results schedule. This was considered as an uncorrected audit difference by the Authority's external auditors and therefore not corrected within the 2016/17 financial statements.

The scheme assets are broken down into categories that accurately reflect the risks that are faced by the scheme, splitting the assets into two types, those that have a quoted market price in an active market and those that do not. The pension scheme assets comprised:

Proportion of the Fair Value of the Scheme Assets by Category								
	2016/17				2017/18			
	Quoted Prices in Active Markets	Quoted Prices not in Active Markets	Total	% of Total Assets	Quoted Prices in Active Markets	Quoted Prices not in Active Markets	Total	% of Total Assets
	£'000	£'000	£'000	%	£'000	£'000	£'000	%
Equity Securities								
Consumer	1,953.7	0.0	1,953.7	14%	2,200.0	0.0	2,200.0	14%
Manufacturing	1,255.2	0.0	1,255.2	9%	1,413.4	0.0	1,413.4	9%
Energy and utilities	663.2	0.0	663.2	5%	746.8	0.0	746.8	5%
Financial institutions	2,236.8	0.0	2,236.8	16%	2,518.6	0.0	2,518.6	16%
Health and care	951.5	0.0	951.5	7%	1,071.5	0.0	1,071.5	7%
Information technology	1,876.7	0.0	1,876.7	14%	2,113.2	0.0	2,113.2	14%
Other	632.7	0.0	632.7	5%	712.5	0.0	712.5	5%
Total	9,569.8	0.0	9,569.8	70%	10,776.0	0.0	10,776.0	70%
Debt Securities								
UK government	254.6	0.0	254.6	2%	286.7	0.0	286.7	2%
Total	254.6	0.0	254.6	2%	286.7	0.0	286.7	2%
Real Estate								
UK property	1,083.0	0.0	1,083.0	8%	1,219.5	0.0	1,219.5	8%
Overseas property	0.0	0.0	0.0	0%	0.0	0.0	0.0	0%
Total	1,083.0	0.0	1,083.0	8%	1,219.5	0.0	1,219.5	8%
Investment Funds and Unit Trusts								
Bonds	1,720.8	0.0	1,720.8	13%	1,937.7	0.0	1,937.7	13%
Other	161.0	0.0	161.0	1%	181.3	0.0	181.3	1%
Total	1,881.8	0.0	1,881.8	14%	2,119.0	0.0	2,119.0	14%
Private Equity	590.4	0.0	590.4	4%	664.8	0.0	664.8	4%
Cash and cash equivalents	353.4	0.0	353.4	2%	398.0	0.0	398.0	2%
Total Assets	13,733.0	0.0	13,733.0	100%	15,464.0	0.0	15,464.0	100%

Asset and Liability Matching (ALM) Strategy

The primary objective of investment policy is the maximisation of the Fund's long term return, consistent with the degree of risk appropriate for a pension fund, in order to minimise the level of employer contributions to the Fund.

The Fund's customised benchmark (which comprises equities, bonds, private equity and property) was determined by setting an asset allocation appropriate for the Fund's liabilities, based on an asset / liability study carried out by the actuary. The asset / liability study considers the risk tolerance of the Authority (ie the extent to which it is prepared to take on a higher level of risk in pursuit of higher returns) in determining the customised benchmark. An investment strategy of lowest risk, but not necessarily the most cost effective in the long term, would be 100% investment in index linked government bonds. However, the Fund maintains significant exposure to equities in pursuit of potentially higher returns in the longer term than from index linked bonds, consistent with its relatively immature liabilities and strength of employers' covenants. Asset / liability studies are carried out after the triennial actuarial valuations.

Risk is also constrained by diversification of managers and assets, scrutiny of monitoring of performance, asset allocation and risk and investment restrictions within the Investment Manager Agreements. The fund managers are required to implement appropriate risk management measures and to operate in such a way that the probability of undershooting the performance target is kept within acceptable limits.

Performance for all mandates is calculated by an independent performance measurement company and is reported to the Pensions Panel quarterly. An extensive review of Fund performance is conducted each July.

Impact on the Authority's Cash Flows

The Fund strives to maintain reasonably stable employer contribution rates where appropriate and possible.

The overall funding position for the Pension Fund is monitored each quarter. The next triennial valuation is due to start on 31 March 2019, and complete by 31 March 2020.

The 2016 actuarial valuation takes into account changes to the benefit structure following the introduction of LGPS 2014 as well as employer experience since the last valuation, changes to the actuary's assumptions and changes to asset values.

The contributions paid by the Authority are set by the Fund actuary at each triennial actuarial valuation (the most recent being as at 31 March 2016), or at any other time as instructed to do so by the administering authority. The contributions payable over the period to 31 March 2019 are set out in the Rate and Adjustments certificate. The actuary has estimated the employer's contributions for the period to 31 March 2019 will be approximately £0.786m.

The following table shows an analysis of the projected amount to be charged to the CIES for the financial year to 31 March 2019:

Projected Defined Benefit Cost for the Period Ended 31 March 2019			
	Assets	Liabilities	Net Liability
	£'000	£'000	£'000
Projected current service cost	0	(1,488)	(1,488)
Total Service Cost	0	(1,488)	(1,488)
Interest income on scheme assets	431	0	431
Interest cost on scheme liabilities	0	(469)	(469)
Total Net Interest Cost	431	(469)	(38)
Total Charge to CIES	431	(1,957)	(1,526)

The weighted average duration (ie the weighted average time until payment of all expected future discounted cash flows, determined based on membership and the financial and demographic assumptions as at the most recent actuarial valuation) of the defined benefit obligation for scheme members is 27.3 years.

21 Members' Allowances and Expenses

During 2017/18, the Authority paid £0.095m (£0.094m 2016/17) of allowances to members; in addition members claimed £0.012m (£0.017m 2016/17) in expenses which were reimbursed by the Authority. Details of allowances and expenses paid in 2017/18 are published on the Authority's website.

22 External Audit Costs

In 2017/18, the Authority made payments of £0.014m (£0.014m 2016/17) to the external auditor in respect of the audit of the financial statements. The Authority also received a rebate of £0.002m from Public Sector Audit Appointments during the year with regard to audit fees paid.

23 Inventories

The following table shows the total carrying amount of inventories at the beginning and end of the financial year and the movement during the financial year:

Analysis of Movement in Inventories				
	Balance at 31	Purchases	Recognised as	Balance at 31
	March 2017		an Expense	March 2018
	£'000	£'000	£'000	£'000
Inventories held for sale / distribution in the ordinary course of operations	10	7	(9)	8
Total	10	7	(9)	8

24 Publicity

Under Section 5 of the Local Government Act 1986, a national park authority is required to keep a separate account of its expenditure on publicity. Publicity is defined in the Act as "any communication, in whatever form, addressed to the public at large or to a section of the public". The following table shows the expenditure on publicity:

Publicity		
	2016/17	2017/18
	£	£
Recruitment advertising	63,681	30,278
Public relations	156,207	203,509
Other publicity and marketing	49,916	31,816
Total	269,804	265,603

The cost of publicity has decreased by £0.004m from 2016/17.

25 Agency Services

The Authority has the following significant agency arrangements:

Value Added Tax (VAT)

The Authority acts as an agent of Her Majesty's Revenue and Customs (HMRC) for the collection of VAT. The Authority has included a net debtor in its Balance Sheet of £0.174m (£0.181m 2016/17) for the amount due from HMRC at the end of the financial year.

Payroll Taxes and National Insurance

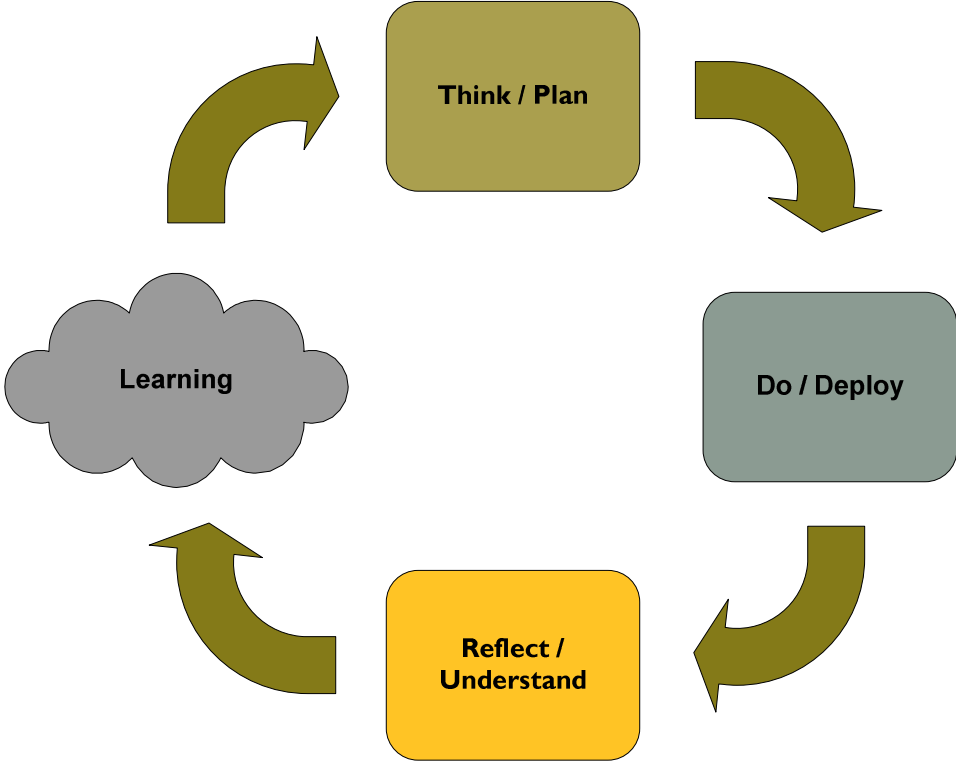
The Authority acts as an agent of HMRC for the collection of income tax and national insurance on behalf of employees. The Authority has included a net creditor in its Balance Sheet of £0.130m (£0.101m 2016/17) for the amount due to HMRC at the end of the financial year.

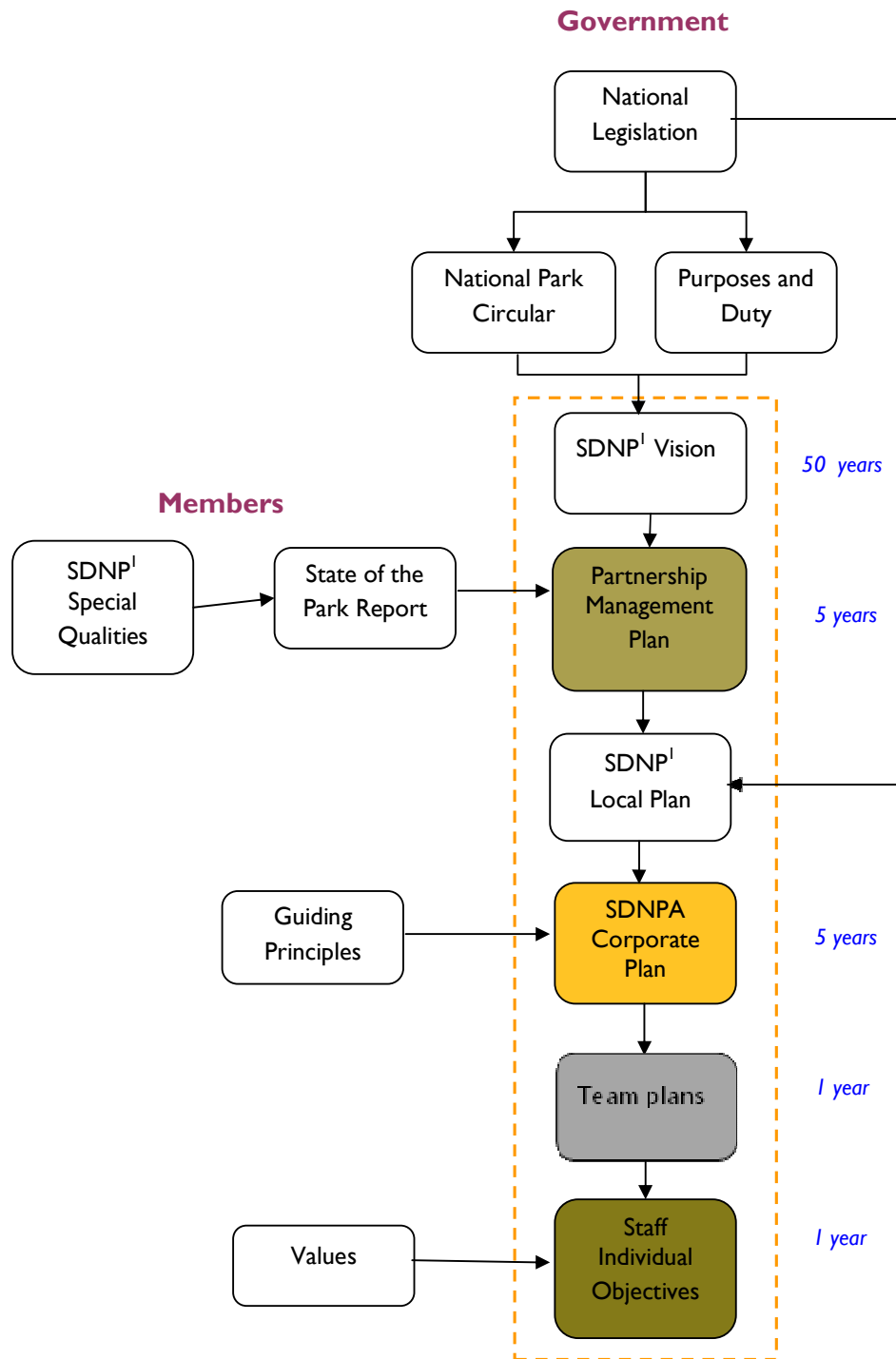
Planning Service

There are 15 local authorities whose boundaries fall within the Park. During 2017/18, 6 of these local authorities provided the majority of the planning service on behalf of the Authority under a legal agreement signed between each local authority and the Park. The remaining nine local authorities continue to opt out of this arrangement and applications within these boundaries were dealt with by the Authority. The net payment to these 6 local authorities in 2017/18 amounted to £1.749m which included £0.746m income received in relation to application fees.

Appendix I- Performance Indicators

Performance Framework





¹ South Downs National Park

SDNP Vision

The vision was agreed jointly with Partners and provides a high level set of aspirations for the National Park. The South Downs National Park Authority (SDNPA) is one of many organisations working to achieve the 50 year vision.

Partnership Management Plan

The Partnership Management Plan (PMP) is a shared strategy, owned jointly by the National Park Authority and Partners, setting out objectives, outcomes and policies across the National Park delivered jointly. The Partnership Management Plan is reviewed every year, following a review of the State of the National Park Report.

SDNP Local Plan

The Single Local Plan is informed by the South Downs National Park (SDNP) Vision and the Partnership Management Plan. It is developed in partnership but is owned by the National Park Authority.

SDNPA Corporate Plan

The Corporate Plan is shaped by the Partnership Management Plan and the Single Local Plan. It is wholly owned and monitored by the National Park Authority and sets out what the SDNPA will do to deliver the objectives and outcomes in the Partnership Management Plan. The Corporate Plan is a five year rolling plan reviewed and revised annually.

Team Plans

The Team plans set out on an annual basis how each part of the organisation will deliver the higher level objectives set out in the Corporate Plan. They are reviewed every year.

Staff Individual Objectives

Each individual member of staff has personal objectives which are clearly related to Operational and Corporate Plans; they are reviewed formally twice a year and should be reviewed regularly between formal meetings.



The dotted line represents the main elements of our Performance Framework and shows the 'golden thread' linking personal objectives for each individual directly to the strategic plans for the SDNPA and the National Park.

The Authority's Key Performance Indicators (KPIs)

Objective I: A thriving, living landscape

We will work to ensure that cultural heritage, natural beauty and wildlife is conserved and enhanced through everything we and our partners do. We will achieve this by being a focus for specialist expertise and advice, and by developing knowledge, policy, projects and partnerships, supported by advocacy and interdepartmental working.

	Measure	Frequency
CPI.1	Work towards the submission, defence at examination and adoption of the Local Plan	Annually until 2018
CP 1.2	Work towards the submission, defence at examination and adoption of the joint West Sussex Minerals Local Plan	Annually until 2018
CP 1.3	Work towards the submission, defence at examination and adoption of the joint East Sussex Waste and Minerals Sites Plan	Annually until 2018
CP 1.4	South Downs Green Infrastructure Framework approved by SDNPA and partners signed up	Annually until 2018
CP 1.5	% Ha of chalk grassland restored	Annually
CP 1.6	% of chalk grassland in good or improving condition	Annually
CP 1.7	% woodland in good or improving condition	Annually
CPI.8	% water bodies and rivers in good or improving condition	Annually
CPI.9	% of Heritage Coast Strategy action plan completed	Annually
CPI.10	Identify indicator species to highlight the condition of heathland	Annually
CPI.11	Identify indicator species to highlight the condition of woodland	Annually
CPI.12	Identify indicator species to highlight the condition of chalk grassland	Annually
CPI.13	Identify indicator species to highlight the condition of water	Annually
CPI.14	Farm clusters within SDNP to produce action plans which reference PMP outcomes	Annually
CPI.15	Increase the number of stakeholders actively engaged in woodland management	Annually
CPI.16	Increase in Ha of woodland in active management	Annually
CPI.17	Establish 3 forestry apprenticeships within the SDNP	Annually
CPI.18	Demonstrable SDNPA impact on the process and formal outcome of the Stanmer Park Partnership to regenerate the Home Farm complex	Annually until 2020
CPI.19	Proportion of planning decisions which add value in line with the PMP outcomes	Annually
CPI.20	Landscape and habitat mapping and spatial targeting tools developed and available to use	Annually
CPI.21	Influence progress of the two pilot PES projects	Annually
CPI.22	Develop two schemes for undergrounding cables per year	Annually until 2017
CPI.23	To maintain or increase the extent of dark night skies in the SDNP	Annually
CPI.24	Partnership established to develop heritage conservation apprenticeship standards	Annually until 2019

Objective 2: People connected with places

We will promote opportunities for awareness, learning and engagement, seek to ensure quality access management and accessibility and support the development of sustainable tourism.

	Measure	Frequency
CP 2.1	Number of young people attending the SDNP during National Citizen Service week	Annually until 2018
CP 2.2	Health and wellbeing projects and partnerships established	Annually
CP 2.3	Establish and implement an Access Land maintenance programme	Annually
CP 2.4	Demonstrable influence on major infrastructure decision making – eg changes to routes or reports as a result of SDNPA comments / input	Annually
CP 2.5	Develop and implement projects which add value to LHA's delivery of their rights of way statutory responsibilities	Annually
CP 2.6	Collect baseline figures and measure increase in diversity of the volunteer service in terms of age, ability, social background and ethnicity	Annually
CP 2.7	Total number of volunteer days undertaken by the SDVRS	Annually

Objective 3: Towards a sustainable future

We will provide information and support to help communities better understand their environment and the impact of their action on it and make sure they are engaged in the design and development of their local surroundings. We will support the growth of sustainable local businesses.

	Measure	Frequency
CP 3.1	Total value of Local Enterprise Partnership (LEP) funded projects within the National Park and 10km buffer area	Annually
CP 3.2	Total value of LEADER funded projects within the National Park and 10km buffer area	Annually
CP 3.3	Number of Whole Estate Plans agreed by Policy and Resources committee	Annually
CP 3.4	Number of businesses using the shared identity	Annually
CP 3.5	Number of partnership projects using the shared identity resources	Annually
CP 3.6	Number of sustainable tourism businesses we have shared our customer insight research with	Annually
CP 3.7	Identify opportunities for and develop five hubs and gateways over the five year plan period	Annually
CP 3.8	Five year housing land supply against South Downs Local Plan (SDLP) requirements	Annually
CP 3.9	% satisfied with the quality of advice and support for Community-Led Plans	Annually

Objective 4: An efficient and effective organisation that supports partnership working

We will manage our own resources to deliver high levels of customer services and value for money. We will seek to reduce the environmental impact of our activities. We will support and develop staff, Members and volunteers to enable them to perform effectively.

	Measure	Frequency
CP 4.1	Business cases to support shared services approach developed and approved	Annually
CP 4.2	Develop Natural Capital Accounting concept and SDNP balance sheet	Annually until 2019
CP 4.3	Positive use of the Citizens Panel for measuring behaviour change and awareness	Annually
CP 4.4	Charitable Trust established and starting to generate income	Annually until 2018
CP 4.5	Publish information on the achievement of projects set up in the PMP by partners	Annually until 2020
CP 4.6	Area teams housed in appropriate accommodation	Annually
CP 4.7	% of planning application appeals determined in favour of SDNPA	Quarterly
CP 4.8	Increased satisfaction from Planning Service users	Annually

Joint National Park indicators

These indicators are collected annually by all National Parks but have a range of reporting dates as indicated.

Conservation of Cultural Heritage

- PI CH 2 Total no. of Listed Buildings 'at risk' conserved during the last three years
 PI CH 3 Total no. of scheduled monuments 'at high or medium risk' conserved during the last three years

Conservation of Natural Environment

- PI NE1 % of SSSI Land in favourable condition in:
 a) NPA Management
 b) the National Park as a whole
 % of SSSI Land in 'unfavourable but recovering' condition in:
 c) NPA Management
 d) the National Park as a whole
 PI NE2 % length of water courses with:
 a) "high" or "good" ecological status
 b) "moderate" ecological status

Corporate & Democratic

- PI CD3 % change in greenhouse gas emissions from National Park Authority operation

Development Management

- PI DC 0 % all planning applications determined which have been approved
 PI DC 1 % of planning applications by type dealt with in a timely manner:
 a) major applications determined within 13 weeks
 b) minor applications determined within 8 weeks
 c) other applications determined within 8 weeks

PI DC 2 % of planning applicants satisfied with the quality of service received

Promoting Understanding - Case study to be provided

Recreation Management

PI RM 1 % of the total length of footpaths and other rights of way that were easy to use by the general public (even though they may not follow the exact definitive line).

PI RM 3 Volunteer Days

- a) Total No. of volunteer days organised or supported by the NPA
- b) Value of volunteer days organised or supported by the NPA
- c) No. of those days attended by 'under represented' groups



Accounting Policies
2017/18

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Accounting Policies

1. General

The Statement of Accounts (ie financial statements) summarises the Authority's transactions for the reported financial year and its position at the end of the financial year. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit Regulations 2015, which require the accounts 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 (the Code) supported by International Financial Reporting Standards (IFRS).

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

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

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Such errors include the effects of mathematical mistakes, mistakes in applying accounting policies, oversights or misinterpretations of facts and fraud.

Changes in accounting estimates are accounted for prospectively (ie in the current and future financial 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 and conditions on the Authority's financial position or financial performance. Where 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 had always been applied.

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

3. Accounting Concepts

The Code specifies many of the accounting policies and estimation techniques to be adopted for material items within the financial statements. In preparing information for the financial statements, the Authority has regard to the underlying assumptions and qualitative characteristics:

- **Relevance** – the financial statements are prepared with the objective of providing information about the Authority's financial performance and position that is useful for assessing the stewardship public funds and for making financial decisions;
- **Materiality** – the concept of materiality has been utilised in preparing the financial statements (ie if omitting or misstating information would affect the interpretation of the financial statements and influence decisions that users make);
- **Faithful Representation** – the financial information included in the financial statements is complete within the boundaries of materiality, free from material error and free from deliberate or systematic bias;
- **Comparability** – the financial statements are prepared in accordance with the requirements of the Code which establishes proper practice in relation to consistent financial reporting and aids comparability with other national park authorities;
- **Verifiability** – the financial information included in the financial statements faithfully represents the financial position, performance and cash flows of the Authority. The Authority includes explanations and disclosures of the judgements, assumptions, methodology and other factors and circumstances in preparing its financial statements;

- **Timeliness** – the information included in the financial statements is available to decision makers in time to be capable of influencing their decisions;
- **Understandability** – the financial statements are based on accounting concepts and terminology which require reasonable knowledge of accounting and local government. Every effort has been made to ensure that the financial information included in the financial statements is presented clearly and concisely and notes and commentaries are provided that explain and interpret the key elements of the financial statements for the user;
- **Going Concern** – the financial statements are prepared on the assumption that the functions of the Authority will continue in operational existence for the foreseeable future. As National Park Authorities cannot be created or dissolved without statutory prescription, the Authority must prepare its financial statements on a going concern basis.

4. Grants and Contributions

Whether paid on account, by instalments or in arrears, grants and contributions are recognised as due to the Authority when there is reasonable assurance that the Authority will comply with the conditions attached to the payments and the grants or contributions will be received.

Amounts recognised as due to the Authority are not credited to the CIES until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset acquired using the grant or condition are required to be consumed by the recipient as specified, or future economic benefits or service potential must be returned to the transferor.

Revenue grants or contributions received for which conditions have not been satisfied are carried on the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service (in respect of attributable revenue grants and contributions) or taxation and non-specific grant income and expenditure (in respect of non-ring fenced revenue grants) within the CIES. Revenue grants or contributions with no conditions attached are recognised as income within the CIES at the point of receipt.

5. Revenue Recognition

Revenue is measured at the fair value of the consideration received or receivable.

Activity is accounted for in the financial year that it takes place, not simply when cash payments are made or received. In particular:

revenue from the sale of goods is recognised when the amount of revenue can be measured reliably, the significant risks and rewards of ownership are transferred to the purchaser and it is probable that the economic benefits or service potential associated with the transaction will flow to the Authority;

revenue from the provision of services is recognised when the Authority can measure the amount of revenue reliably, it is probable that the economic benefits or service potential associated with the transaction will flow to the Authority and the stage of completion of the service can be measured; 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 are recorded as expenditure when the services are received rather than when payments are made;

interest receivable on investments is accounted for retrospectively as income and expenditure on the basis of the effective interest rate (ie the rate that exactly discounts estimated future cash payments or receipts through the expected life of the financial instrument or, when appropriate, a shorter period to the net carrying amount of the financial asset or financial liability) for the relevant financial instrument rather than the cash flows fixed or determined by the contract.

6. Charges to Revenue for Property, Plant and Equipment (PPE)

Services and support services are debited with the following amounts to record the cost of holding non-current assets during the financial year:

depreciation attributable to the assets used by the relevant service;
revaluation losses on assets used by the service where there are no accumulated gains in the revaluation reserve against which losses can be written off.
The Authority is not required to raise funds to fund depreciation and revaluation losses, therefore the charges are transferred from the General Fund balance to the CAA through the MiRS.

7. Value Added Tax (VAT)

The CIES excludes amounts relating to VAT and VAT payable is included as an expense only to the extent that it is not receivable from Her Majesty's Revenue and Customs (HMRC). VAT receivable is excluded from income within the CIES.

The net amount due to / from HMRC in respect of VAT is included as a creditor / debtor on the Balance Sheet.

8. Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on demand.

The Authority defines cash equivalents as highly liquid investments which are no longer than three months and represent the investment of cash surpluses lent to cover cash shortages. They are readily convertible to known amounts of cash with insignificant risk of change in value.

In terms of cash flow and treasury management, the Authority collectively manages its cash equivalents and cash on the Balance Sheet. The Authority uses the indirect method to present its revenue activities cash flows, whereby the surplus / deficit on the provision of services is adjusted for the effects of transactions of a non-cash nature, any deferrals or accruals of past or future operating cash receipts or payments, and items of revenue or expense associated with investing cash flows.

9. Inventories

Inventories are measured at the lower of cost and net realisable value. The cost of inventories is attributed to identified items of inventory. Where this is not possible, the Authority assigns the cost of inventories using the first in, first out (FIFO).

When inventories are sold or distributed, the carrying amount of those inventories is recognised as an expense in the year in which the related revenue is recognised.

10. Employee Benefits

Benefits Payable during Employment

Short term employee benefits are those due to be settled within 12 months of the end of the financial year. They include such benefits as wages and salaries, paid annual leave and paid sick leave and non-monetary benefits for current employees. They are recognised as an expense for services in the financial year in which employees render service to the Authority. An accrual is made for the cost of holiday entitlements (or any form of leave) earned by the employees but not taken before the end of the financial year which employees can carry forward into the next financial year in which the employee takes the benefit. The accrual is charged to services within the CIES but then reversed out through the MiRS to the accumulated absences account so that holiday entitlements are charged to revenue in the financial year in which the leave absence occurs.

Termination Benefits

When the Authority is demonstrably committed to the termination of the employment of an employee or making an offer to encourage voluntary redundancy, the costs of termination benefits are charged on an accruals basis to the respective service within the CIES, this is at the earlier of when the Authority can no longer withdraw the offer of those benefits or when the Authority recognises costs for a restructuring.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund balance to be charged with the amount payable by the Authority to the pension fund or pensioner in the financial year, not the amount calculated according to the relevant accounting standards. In the MiRS, transfers are required to and from the pensions reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the end of the financial year.

Post Employment Benefits

Employees of the Authority are entitled to become members of the Local Government Pension Scheme, administered by West Sussex County Council, according to the terms of their employment. The scheme provides defined benefits to members (retirement lump sums and pensions), earned as employees worked for the Authority.

The Local Government Pension Scheme

The Local Government Pension Scheme is accounted for as a defined benefit scheme.

The liabilities of the pension scheme attributable to the Authority are included on the Balance Sheet on an actuarial basis. The basis of calculation is the projected unit method (ie an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc and projections of earnings for current employees).

Liabilities are discounted to their present value, using a discount rate (determined in reference to market yields at the 31 March of high quality bonds).

The assets of the pension scheme attributable to the Authority are included on the Balance Sheet at their fair value:

- quoted securities – current bid price;
- unquoted securities – professional estimate;
- unitised securities – current bid price;
- property – market value.

The change in the net pension liability of the Authority is analysed into the following components: service cost comprising:

- current service cost – the increase in liabilities as a result of years of service earned in the current financial year – this cost is allocated within the CIES to the services for which the employees worked;
- past service cost – the increase in liabilities as a result of a scheme amendment or curtailment whose effect relates to years of service earned in earlier financial years – this cost is debited to non-distributed costs within the CIES;

- net interest on the net defined benefit liability (ie net interest expense for the Authority) – the change during the financial year in the net defined benefit liability that arises from the passage of time calculated by multiplying the net defined benefit liability by the discount rate, both as determined at the start of the financial year taking into account any changes in the net defined benefit liability during the financial year as a result of contribution and benefit payments – this is charged to financing and investment income and expenditure within the CIES;

remeasurements comprising:

- the return on plan assets – excluding amounts included in net interest on the net defined benefit liability – these are charged to other comprehensive income and expenditure within the CIES and to the pensions reserve;

- actuarial gains and losses – changes in the net pensions liability that arise because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – these are charged to other comprehensive income and expenditure within the CIES and to the pensions reserve;

- contributions paid to the pension scheme – cash paid as employer's contributions to the scheme in settlement of liabilities – these are charged to services within the CIES.

In relation to retirement benefits, statutory provisions require the General Fund balance to be charged with the amount payable by the Authority to the pension scheme or directly to pensioners in the financial year, not the amount calculated according to the relevant accounting standards. Transfers are

made through the MiRS to and from the pensions reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension scheme and pensioners and any such amounts payable but unpaid the end of the financial year. The negative balance that arises on the pensions reserve thereby measures the beneficial impact to the General Fund balance of being required to account for retirement benefits on the basis of cash flows rather than as benefits earned by employees.

Discretionary Benefits

The Authority also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any employee are accrued during the financial year of the decision to make the award and accounted for using the same accounting policies as are applied to the Local Government Pension Scheme.

11. Financial Assets and Liabilities– Financial Instruments

Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Authority becomes party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost.

Financial Assets

Loans and receivables are recognised on the Balance Sheet when the Authority becomes party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost.

Annual credits for interest receivable are credited to financing and investment income and expenditure within the CIES and are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument; for most of the loans that the Authority has made, this means that the amount presented on the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the CIES is the amount receivable for the loan agreement in the financial year. Any gains / losses that arise on derecognition of the asset are credited / debited to financing and investment income and expenditure within the CIES.

12. Provisions

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

Provisions are charged as an expense to the appropriate service within the CIES in the year that the Authority 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 carried on the Balance Sheet. Estimated settlements are reviewed at the year end. Where it becomes less than probable that a transfer of economic benefits will now be required or a lower settlement than anticipated is made, the provision is reversed and credited back to the relevant service within the CIES.

13. Reserves

The Authority sets aside specific amounts as reserves for future policy purposes or to cover general contingencies and cash flow management.

When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service within the CIES. The reserve is then transferred back to the General Fund balance in the MiRS so that there is no net charge against the General Fund for the expenditure.

The category of unusable reserves includes those reserves which are kept to manage the accounting processes for non-current assets, financial instruments, and retirement and employee benefits and do not represent usable resources for the Authority; these reserves are covered in the relevant accounting policies and explained in the relevant notes.

The Authority carries out an annual review of the reserves to ensure they are still required and are set at the appropriate level.

14. Overheads and Support Services

The costs of central and departmental overheads (ie management and administration costs) and support services are charged to those services that benefit from the supply or service in accordance with the Authority's arrangements for accountability and financial performance.

15. Property, Plant and Equipment (PPE)

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

Recognition

Expenditure on the acquisition, creation or enhancement of PPE is capitalised on an accruals basis provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Authority and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver economic benefits or service potential (ie repairs and maintenance) is charged as an expense to the relevant cost of service within the CIES as it is incurred.

The Authority has a de minimis level of £5,000 for land and buildings and vehicles, plant and equipment; items of expenditure below this de minimis level are charged to the relevant cost of services within the CIES in the year it is incurred. The Authority has no de minimis level for enhancement expenditure and therefore all enhancement expenditure is capitalised.

Measurement

PPE assets are initially measured at cost comprising purchase price, any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by the Authority, and the initial estimate of the costs of dismantling and removing the item and restoring the site on which it is located.

The costs of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition does not have commercial substance (ie it will not lead to a variation in the cash flows of the Authority).

Assets are then carried on the Balance Sheet using the following measurement bases:

non-property assets that have short useful lives or low values (or both) (ie vehicles, plant and equipment) – depreciated historical cost is used as a proxy for current value;

land and building assets – current value determined as the amount that would be paid for the asset in its existing use (existing use value – EUV)

Assets included on the Balance Sheet at current value are revalued annually by the Authority. The Authority's land and building asset became operational in 2014/15 at which time it was revalued incurring a decrease in revaluation. As there is no historic revaluation gains a revaluation reserve has not been created and therefore decreases in valuations are charged to the CIES against the relevant service as a revaluation loss. Revaluation losses are not permitted by statutory arrangements to have an impact on the General Fund balance therefore they are reversed out of the General Fund balance in the MiRS and posted to the CAA.

At the end of each financial year, assets are assessed as to whether there is any indication that an asset may be impaired.

Depreciation

Depreciation is applied to all PPE assets, except for assets without a determinable finite useful life (ie freehold land).

The depreciation charge is based on the depreciable amount allocated over the useful life of the asset, using a straight line allocation method and is charged to the relevant service(s) within the CIES.

General Fund depreciation charges are not permitted by statutory arrangements to have an impact on the General Fund balance therefore they are reversed out of the General Fund balance in the MiRS and posted to the CAA.

The Authority does not charge depreciation in the year of acquisition but does charge a full year's depreciation in the year of disposal.

Disposals

When an asset is disposed of or decommissioned, the carrying amount of the asset on the Balance Sheet is written off to other operating expenditure in the CIES as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the CIES also as part of the gain or loss on disposal (ie netted off against the carrying value of the asset at the time of disposal).

Capital receipts are required to be credited to the capital receipts reserve, and can then only be used for new capital investment. Receipts are credited to the CIES and subsequently transferred to the capital receipts reserve from the General Fund balance in the MiRS.

The written off value of disposals is not a charge against the General Fund balance, as the cost of PPE is fully provided for under separate arrangements for capital financing. Amounts are transferred to the CAA from the General Fund balance in the MiRS.

Asset Componentisation

The Authority only considers assets for componentisation in the financial year the assets are valued and / or in the year following capital investment being incurred on the asset. As the Authority does not depreciate assets in the year of acquisition, capital additions are not considered for componentisation until the following financial year.

Componentisation is only applied to building elements of assets categorised as PPE and that are subject to depreciation. Vehicles, plant and equipment assets are not componentised as they do not have separately identifiable components of significant value or a significant difference in asset life.

16. Leases

The Authority classifies leases as either finance leases or operating leases based on the extent to which risks and rewards incidental to ownership of a leased asset lie with the lessor or the lessee. A lease is classified as a finance lease where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the asset from the lessor to the lessee. All other leases are classified as operating leases.

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification. When the land has an indefinite economic life, the land element is normally classified as an operating lease unless title is expected to pass to the lessee by the end of the lease term.

When accounting for a lease of land and buildings, the minimum lease payments are allocated between the land and the buildings elements in proportion to their relative fair values. Where the amount that would initially be recognised for the land element is immaterial, the land and buildings are treated as a single unit for lease classification.

The Authority only has leases, as lessee, which have been classified as operating leases.

Lessee Operating Leases

Rentals paid under operating leases are charged to the CIES as an expense of the services benefiting from use of the leased asset. 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).

17. Events after the Reporting Period

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

Adjusting events - those that provide evidence of conditions that existed at the end of the financial year. In this instance, the Statement of Accounts is adjusted to reflect such events;

Non-adjusting events - those that are indicative of conditions that arose after the financial year end. In this instance, 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.



**Independent Auditor's Report
2017/18**

Independent Auditor's Report to the Members of the South Downs National Park Authority

Opinion

We have audited the financial statements of South Downs National Park Authority for the year ended 31 March 2018 under the Local Audit and Accountability Act 2014. The financial statements comprise the:

- Authority Movement in Reserves Statement,
- Authority Comprehensive Income and Expenditure Statement,
- Authority Balance Sheet,
- Authority Cash Flow Statement,

The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

In our opinion the financial statements:

- give a true and fair view of the financial position of South Downs National Park Authority as at 31 March 2018 and of its expenditure and income for the year then ended; and
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report below. We are independent of the authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard and the Comptroller and Auditor General's (C&AG) AGN01, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Chief Finance Officer's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Chief Finance Officer has not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the Authority's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon.

The Chief Finance Officer is responsible for the other information.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in this report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of the other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Local Audit and Accountability Act 2014

Arrangements to secure economy, efficiency and effectiveness in the use of resources

In our opinion, based on the work undertaken in the course of the audit, having regard to the guidance issued by the C&AG in November 2017, we are satisfied that, in all significant respects, South Downs National Park Authority put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement is misleading or inconsistent with other information forthcoming from the audit or our knowledge of the Council;
- we issue a report in the public interest under section 24 of the Local Audit and Accountability Act 2014;
- we make written recommendations to the audited body under Section 24 of the Local Audit and Accountability Act 2014;
- we make an application to the court for a declaration that an item of account is contrary to law under Section 28 of the Local Audit and Accountability Act 2014;
- we issue an advisory notice under Section 29 of the Local Audit and Accountability Act 2014; or
- we make an application for judicial review under Section 31 of the Local Audit and Accountability Act 2014.

We have nothing to report in these respects

Responsibility of the Chief Finance Officer

As explained more fully in the Statement of the Chief Finance Officer Responsibilities set out on pages 14, the Chief Finance Officer is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2017/18, and for being satisfied that they give a true and fair view.

In preparing the financial statements, the Chief Finance Officer is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Authority either intends to cease operations, or have no realistic alternative but to do so.

The Authority is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance, and to review regularly the adequacy and effectiveness of these arrangements.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at <https://www.frc.org.uk/auditorsresponsibilities>.

This description forms part of our auditor's report.

Scope of the review of arrangements for securing economy, efficiency and effectiveness in the use of resources

We have undertaken our review in accordance with the Code of Audit Practice, having regard to the guidance on the specified criterion issued by the C&AG in November 2017, as to whether the South Downs National Park Authority had proper arrangements to ensure it took properly informed decisions and deployed resources to achieve planned and sustainable outcomes for taxpayers and local people. The C&AG determined this criterion as that necessary for us to consider under the Code of Audit Practice in satisfying ourselves whether the South Downs National Park Authority put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources for the year ended 31 March 2018.

We planned our work in accordance with the Code of Audit Practice. Based on our risk assessment, we undertook such work as we considered necessary to form a view on whether, in all significant respects, the South Downs National Park Authority had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the Authority has made proper arrangements for securing economy, efficiency and

effectiveness in its use of resources. The Code of Audit Practice issued by the National Audit Office (NAO) requires us to report to you our conclusion relating to proper arrangements.

We report if significant matters have come to our attention which prevent us from concluding that the Authority has put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We are not required to consider, nor have we considered, whether all aspects of the Authority's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Certificate

We certify that we have completed the audit of the accounts of South Downs National Park Authority in accordance with the requirements of the Local Audit and Accountability Act 2014 and the Code of Audit Practice issued by the National Audit Office.

Use of our report

This report is made solely to the members of South Downs National Park Authority, as a body, in accordance with Part 5 of the Local Audit and Accountability Act 2014 and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies published by Public Sector Audit Appointments Limited. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Authority and the Authority's members as a body, for our audit work, for this report, or for the opinions we have formed.



Paul King (Associate Partner)
Ernst & Young LLP (Local Auditor)
Southampton
26 July 2018

The maintenance and integrity of the South Downs National Park Authority web site is the responsibility of the directors; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the web site.

Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.



**Glossary of Terms
2017/18**

Glossary

Accounting Policies are the specific principles, bases, conventions, rules and practices applied by the Authority in preparing and presenting its financial statements.

The **Accruals Basis** is the recognition of items as assets, liabilities, income and expenses when they satisfy the definitions and recognition criteria. The accruals basis of accounting requires the non-cash effects of transactions to be reflected in the financial statements for the financial year in which those effects are experienced and not necessarily in the period in which any cash is received or paid.

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 financial year (eg 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 accumulated absences account.

Actuarial Gains and Losses (Pensions) are changes in the present value of the defined benefit obligation resulting from:

- experience adjustments (the effects of differences between the previous actuarial assumptions and what has actually occurred);
- the effects of changes in actuarial assumptions.

The **Amortised Cost of a Financial Asset or Financial Liability** is the amount at which the financial asset or financial liability is measured at initial recognition minus principal repayments, plus or minus the cumulative amortisation using the effective interest method (ie a method of calculating the amortised cost of a financial asset or a financial liability and of allocating the interest income or interest expense over the relevant period) of any difference between that initial amount and the maturity amount, and minus any reduction (directly or through the use of an allowance account) for impairment or uncollectability.

An **Asset** is a resource controlled by the Authority as a result of past events and from which future economic or service potential is expected to flow to the Authority.

An **Audit of Financial Statements** is an examination by an independent expert of the Authority's financial affairs to check that the relevant legal obligations and codes of practice have been followed.

The **Balance Sheet** shows the value of the assets and liabilities recognised by the Authority as at the 31 March.

Benefits Payable during Employment covers:

- short term employee benefits, such as wages and salaries, paid annual leave and paid sick leave, and non-monetary benefits for current employees;
- benefits earned by current employees but payable 12 months or more after the end of the financial year, such as long service leave or jubilee payments and long term disability benefits.

A **Budget** expresses the Authority's service delivery plans and capital investment programmes in monetary terms.

The **Capital Adjustment Account (CAA)** absorbs the timing differences arising from the different arrangements for accounting for the consumption of PPE and for financing the acquisition, construction or enhancement of those assets under statutory provisions.

Capital Investment is expenditure on the acquisition of an asset that will be used to provide services beyond the financial year or expenditure which adds to and not merely maintains the value of existing PPE.

The **Capital Investment Programme** is a financial summary of the capital projects that the Authority intends to carry out over a specified period of time.

A **Capital Receipt** is the proceeds from the sale of an asset.

The **Capital Receipts Reserve** holds the proceeds from the disposal of non-current assets, which are restricted by statute from being used other than to fund new capital investment to be set aside to finance historical capital investment.

Capital Reserves represent resources earmarked to fund capital schemes as part of the Authority's capital investment strategy.

The **Carrying Amount** is the amount at which an asset is recognised on the Balance Sheet after deducting any accumulated depreciation.

Cash comprises cash in hand and demand deposits.

Cash Equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

Cash Flows are the inflows and outflows of cash and cash equivalents.

The **Cash Flow Statement** shows the changes in cash and cash equivalents of the Authority during the financial year.

The **Comprehensive Income and Expenditure Statement (CIES)** shows the accounting cost in the financial year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from the National Park Grant.

Cost is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire an asset at the time of acquisition or construction.

Creditors are financial liabilities arising from the contractual obligation to pay cash in the future for goods or services or other benefits that have been received or supplied and have been invoiced or formally agreed with the supplier.

A **Current Asset** is an asset that is intended to be sold within the normal operating cycle; the asset is held primarily for the purpose of trading or the Authority expects to realise the asset within 12 months after the reporting date.

A **Current Liability** is an amount which will become payable or could be called in within the next financial year.

Current Service Cost (Pensions) is the increase in the present value of a defined benefit obligation resulting from employee service in the current period.

Current Value is the amount that reflects the economic environment prevailing for the service or function the asset is supporting.

Debtors are financial assets not traded in an active market with fixed or determinable payments that are contractual rights to receive cash or cash equivalents.

A **Defined Benefit Scheme (Pensions)** is a pension scheme where the benefits to employees are based on their salaries, and where employers' contributions have to be adjusted to match estimates of future liabilities.

Depreciation is a method of allocating the cost of a tangible asset over its useful life.

Employee Benefits are all forms of consideration given by the Authority in exchange for service rendered by employees.

Employee Expenses include total salaries, employers' national insurance contributions, employers' pension contributions and indirect employee expenses including redundancy costs and pension accounting adjustments.

Estimation Techniques are the methods adopted to arrive at estimated monetary amounts, corresponding to the measurement bases selected, for assets, liabilities, gains, losses and changes to reserves.

Events after the Reporting Period are those events, both favourable and unfavourable, that occur between the end of the financial year and the date when the financial statements are authorised for issue.

The **Expenditure and Funding Analysis (EFA)** shows how the available funding (ie the National Park Grant) has been used in providing services in comparison with those resources consumed or in accordance with generally accepted accounting practices. It also shows how this expenditure is allocated for decision making purposes between the service directorates.

Exit Packages are departure costs paid to former employees who negotiate a package as part of their terms of leaving the Authority.

Expenses are decreases in economic benefits or service potential during the financial year in the form of outflows or consumption of assets or increases of liabilities that result in decreases in reserves.

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.

Fees, Charges and Other Service Income include contributions received from other local authorities and other bodies.

A **Financial Asset** is any asset that is:

- cash;
- an equity instrument of another entity;
- a contractual right to receive cash or another financial asset from another entity, or to exchange financial assets or financial liabilities with another entity under conditions that are potentially favourable to the Authority.

A **Financial Liability** is any liability that is a contractual obligation to deliver cash or another financial asset to another entity, or to exchange financial assets or financial liabilities with another entity under conditions that are potentially unfavourable to the Authority.

A **Financial Instrument** is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity and includes trade payables and other payables, bank deposits, trade receivables and loans receivable.

Financing Activities are activities that result in changes in the size and composition of the principal received from or repaid to external providers of finance.

The **General Fund** is the statutory fund into which all the receipts of the Authority are required to be paid and out of which all liabilities of the Authority are to be met, except to the extent that statutory rules might provide otherwise.

The **General Fund Balance** shows the resources that the Authority is statutorily empowered to spend on its services or on capital investment (or the deficit of resources that the Authority is required to recover) at the end of the financial year.

Going Concern defines that the functions of the Authority will continue in operational existence for the foreseeable future.

Government Grants are grants made by the Government towards either revenue or capital investment to support the cost of the provision of the Authority's services.

Grants and Contributions are assistance in the form of transfers of resources to an Authority in return for past or future compliance with certain conditions relating to the operation of activities.

Historical Cost is the carrying amount of an asset at the date of acquisition and adjusted for subsequent depreciation.

Income is the gross inflow of economic benefits or service potential when those inflows or enhancements of assets or decreases of liabilities result in an increase in reserves.

The **Interest Cost (Pensions)** is the expected increase in the present value of the scheme liabilities because the benefits are one period closer to settlement.

Interest Income (Pensions) is a component of the return on plan assets, and is determined by multiplying the fair value of the plan assets by the discount rate.

International Accounting Standards (IAS) are standards for the preparation and presentation of financial statements.

International Financial Reporting Standards (IFRS) advise the accounting treatment and disclosure requirements of transactions so that the Authority's accounts present fairly the financial position of the Authority.

Inventories are assets:

- in the form of materials or supplies to be consumed in the production process;
- in the form of materials or supplies to be consumed or distributed in the rendering of services;
- held for sale or distribution in the ordinary course of operations; or
- in the process of production for sale or distribution.

Investing Activities are activities relating to the acquisition and disposal of PPE and other investments not included in cash equivalents.

A **Lease** is an agreement whereby the lessor conveys to the lessee in return for a payment or series of payments the right to use an asset for an agreed period of time.

A **Liability** is a present obligation of the Authority arising from past events, the settlement of which is expected to result in an outflow from the Authority of resources embodying economic benefits or service potential.

Loans and Receivables are financial assets with fixed or determinable payments that are not quoted in an active market, other than:

- those that the entity intends to sell immediately or in the near term (held for trading); or
- those for which the holder may not recover substantially all of its initial investment, other than because of credit deterioration (available for sale).

Materiality - omissions or misstatements of items are material if they could, individually or collectively, influence the decisions or assessments of users made on the basis of the financial statements. Materiality depends on the nature or size of the omission or misstatement judged in the surrounding circumstances. The nature or size of the item, or a combination of both, could be the determining factor.

The **Movement in Reserves Statement (MiRS)** shows the movement during the financial year on the different reserves held by the Authority, analysed into usable reserves and unusable reserves.

The **Net Defined Benefit Liability (Obligation) (Pensions)** is the deficit, adjusted for any effect of limiting a net defined benefit asset to the asset ceiling.

The **Net Interest on the Net Defined Benefit Liability (Pensions)** is the change during the period in the net defined liability that arises from the passage of time.

The **Net Realisable Value** is the estimated selling price in the ordinary course of operations less the estimated costs of completion and the estimated costs necessary to make the sale, exchange or distribution.

Non-Ring Fenced Government Grants are revenue grants distributed by central government that do not relate to the performance of a specific service. The Authority is free to use all of its non-ring fenced funding as it sees fit to support the delivery of local, regional and national priorities in the Park's area.

An **Operating Lease** is a type of lease, eg computer equipment, office equipment, furniture etc. where the balance of risks and rewards of holding the asset remains with the lessor.

Operating Activities are the activities of the Authority that are not investing or financing activities.

Other Comprehensive Income and Expenditure comprises items of expense and income (including reclassification adjustments) that are not recognised in the surplus / deficit on the provision of services as required or permitted by the Code. Examples include changes in the remeasurement of the net defined benefit pension liability on a defined benefit scheme.

Other Service Expenses include:

- premises expenses including all running costs, expenditure on goods, services and contractors directly related to property;
- transport expenses including all costs connected with the provision, hire or use of transport;
- supplies and services covering all direct supplies and services expenditure incurred;
- third party payments including, for example, payments to third party providers of local authority services and other bodies;
- support service charges including the recharge of management and administration costs and support service costs (eg financial services, human resources, legal services and property services) to front line services and internal recharges between services.

Past Service Cost (Pensions) is the change in the present value of the defined benefit obligation for employee service in prior periods, resulting from a scheme amendment (the introduction of, or withdrawal of, or changes to, a defined benefit scheme) or a curtailment (a significant reduction by the Authority in the number of employees covered by a scheme).

The **Pension Reserve** is a specific accounting mechanism used to reconcile the payments made for the year to various statutory pension schemes in accordance with those schemes' requirements and the net charge in the Authority's recognised liability under IAS 19 "*Employee Benefits*", for the same period.

Post Employment Benefits are employee benefits (other than termination benefits and short term employee benefits) that are payable after the completion of employment.

The **Present Value of a Defined Benefit Liability (Pensions)** is the present value, without deducting any scheme assets, of expected future payments required to settle the liability resulting from employee service in the current and prior periods.

Property, Plant and Equipment (PPE) are tangible assets (ie assets with physical substance) that are held for use in the production or supply of goods and services, for rental to others,

or for administrative purposes, and which are expected to be used during more than one financial year.

A **Provision** is a liability of uncertain timing or amount. The Authority recognises a provision where an event has taken place that gives the Authority a present obligation (legal or constructive) that requires settlement by either a transfer of economic benefits or service potential to settle the obligation, and a reliable estimate can be made of the amount of the obligation.

A **Qualified Valuer** is a person conducting the valuations who holds a recognised and relevant professional qualification and having sufficient current local and national knowledge of the particular market, and the skills and understanding to undertake the valuation competently.

Related Party - parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial and operating decisions or if the related party entity and another entity are subject to common control.

A **Related Party Transaction** is a transfer of resources or obligations between related parties, regardless of whether a price is charged.

Reserves are the residual interest in the assets of the Authority after deducting all its liabilities.

The **Residual Value** is the estimated amount that the Authority would currently obtain from the disposal of an asset, after deducting the estimated costs of disposal, if the asset was already of the age and in the condition expected at the end of its useful life.

Revenue is the gross inflow of economic benefits or service potential during the financial year when those inflows result in an increase in the Authority's net assets.

Revenue Expenditure is the day to day running costs relating to the financial year irrespective of whether or not the amounts due have been paid. Examples are salaries, wages, materials, supplies and services.

Ring Fenced Government Grants are revenue grants distributed by central government that relate to a specific service.

A **Scheme Amendment (Pensions)** occurs when the Authority introduces, or withdraws a defined benefit scheme or changes the benefits payable under an existing defined benefit scheme.

Scheme Assets (Pensions) comprise assets held by a long term employee benefit scheme.

Scheme Liabilities (Pensions) comprise liabilities in relation to a long term employee benefit scheme.

Short Term Paid Absences are periods during which an employee does not provide services to the Authority, but benefits continue to be paid.

Short Term Employee Benefits are employee benefits (other than termination benefits) that fall due wholly within 12 months after the end of the period in which the employees render the related service.

The **Surplus or Deficit on the Provision of Services** is the total of income less expenses, excluding the components of other comprehensive income and expenditure.

A **Tangible Asset** is an asset that has a physical form.

Termination Benefits are employee benefits provided in exchange for the termination of an employee's employment as a result of either the Authority's decision to terminate an employee's employment before the normal retirement date, or the Authority's decision to accept an offer of benefits in exchange for the termination of employment.

Total Comprehensive Income and Expenditure comprises all components of surplus / deficit on the provision of services and of other comprehensive income and expenditure.

Unusable Reserves are those reserves that the Authority is not able to use to provide services and includes reserves that hold unrealised gains and losses where amounts would only become available to provide services if the assets are sold and reserves that hold timing differences shown in the MiRS as adjustments between accounting basis and funding basis under regulations.

Usable Reserves are those reserves that may be used to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use.

The **Useful Life** is the period which an asset is expected to be available for use by the Authority.

Value Added Tax (VAT) is an indirect tax levied on most business transactions and on many goods and some services.

South Downs Centre, North Street, Midhurst, West Sussex GU29 9DH

T: 0300 303 1053 E: info@southdowns.gov.uk www.southdowns.gov.uk

South Downs National Park Authority

Statement of Accounts 2017/18

A copy of this document can be found on the Authority's website www.southdowns.gov.uk