

REPORT FOR RESOLUTION

SUBJECT: DRAFT ANNUAL ACCOUNTS FOR 2010/11
JOINT REPORT OF: THE LEAD AUTHORITY

PURPOSE OF REPORT

To present to the Committee the draft Annual Accounts for the year 2010/11.

RECOMMENDATIONS

It is recommended that the Joint Committee:

- [i] Notes the outturn position at 31 March 2011 at Appendix 1
- [i] Approves the revised recharge mechanism as detailed in the report.
- [iii] Approves the 2010/11 Annual Return (Appendix 2) and note the Annual Internal Audit Report (Appendix 3), Balance Sheet (Appendix 4)
- [iv] Notes that the External Auditor's report and final Annual Accounts for 2010/11 will be submitted to the Bus Lane Adjudication Service Joint Committee in September.
- [v] Approves the surplus of income over expenditure of £55,871 being added to the Joint Committee's General Reserves.
- [vi] Approves the Code of Corporate Governance (see Appendix 5)

CONTACT OFFICERS

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1.0 INTRODUCTION

- 1.1 The adjudication service is operated on a self-financing basis with income obtained from charges made to BLASJC member authorities.
- 1.2 At the meetings on 30th June 2006, the National Parking Adjudication Service Joint Committee (later replaced by the PATROL Adjudication Joint Committee) and Bus Lane Adjudication Service Joint Committee agreed that the adjudication service should, as far as possible, be provided in an integrated manner for both parking and bus lane appeals. This arrangement has represented an opportunity for cost sharing and the provision of an efficient and cost effective service.
- 1.3 As in previous years, for 2010/11, the administration of the two joint committees' accounts has been kept to a minimum by allocating actual expenditure based on the number of appeals received from each type of enforcement.
- 1.4 Case related expenditure for Bus Lane Appeals has been based on a pro-rata cost per Bus Lane appeal (see below).
- 1.5 This report provides details of the 2010/11 draft Annual Accounts for approval by the Joint Committee.

2.0 REVISED RECHARGE MECHANISM

- 2.1 The recharge mechanism has been revised for 2010/11 in order to more accurately reflect the cost of adjudication services from PATROL to the BLASJC. This mechanism has been subject to internal audit and their findings are reported under separate cover.
- 2.2 The recharge mechanism is based on the following:

The total PATROL expenditure for 2010/11 is divided by the total number of parking and bus lane appeals during 2010/11. This cost per appeal is then multiplied by the number of bus lane appeals to obtain the recharge value.

3.0 OUTTURN POSITION AT 31ST MARCH 2011

Table 1 sets out the draft outturn position for 2010/11.

4.0 ANNUAL RETURN 2010/11 (APPENDIX 2)

- 4.1 The Account Statement for 2010/11 has been prepared by the Lead Authority in accordance with the requirements of the Small Bodies Annual Return. The completion of the Small Bodies Annual Return removes the requirement for a full set of accounts however a Balance Sheet is provided for information at Appendix 4.

- 4.2 During 2010/11 the service received income of £253,811 against a forecast income of £88,200. Additional income was derived from the adjustments shown in Table 1. Whilst provision was made for a contribution from reserves of £10,587, there was no requirement to draw upon this. Overall a surplus of £55,871 has been achieved, bringing the total level of reserves at 31 March 2011 to £121,453.

Table 1: Summary of income to the Bus Lane account 2010/11

	Budget	Actual	Variance
Bus Lane PCN Income	88,200.00	253,810.98	165,610.98
Non PCN Income		9,098.38	9,098.38
	0		
Bus Lane PCN Adjustments (financial year)	0	- 34,672.80	- 34,672.80
Bus Lane PCN Adjustments		1,902.60	1,902.60
	0		
Bank Interest		201.67	201.67
	0		
Contribution from Reserves		0	10,587.00
	10,587.00		
Total	98,787.00	230,340.83	- 131,553.83

- 4.3 The Bus Lane Adjudication Joint Committee has decided that expenses shall be shared between member authorities in proportion to the number of PCNs issued, by each participating council. Income for the year, was £131,554 higher than budget mainly due to the first time introduction of an income adjustment to reflect a true representation of the PCN income due in 2010-11. This brings the calculation of the Bus Lane income onto the same basis as that used for the parking income
- 4.4 The General Fund balance at 31st March 2010 was £66,119, and is £121,453 as at 31st March 2011.

5.0 2010/11 ACCOUNTS AND AUDIT PROGRAMME

Stage	2010/11
Accounts prepared and certified by the Treasurer	BLASJC meeting 28 th June 2011
Accounts submitted to BLASJC for approval	BLASJC meeting 28 th June 2011
Advertisement of Public Notice for Exercise of Public Rights for electors to inspect the accounts	13 th June 2011 to 26 June 2011
Period for exercise of right of inspection.	29 th June to 22 nd July 2011
Submission of Annual Return and Supporting Documents to BDO	29 th July 2011
BDO Report presented to BLASJC	28 th September 2011

6.0 RECOMMENDATIONS

It is recommended that the Joint Committee:

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- [i] Approves the revised recharge mechanism as detailed in the report.
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**APPENDIX 1:
BUS LANE ADJUDICATION SERVICE DRAFT OUTTURN FOR 2010/11**

Expenditure	Budget 2010/11	Outturn 2010/11	Variance/ (Improvement)
	£	£	£
Pro Rata Appeals Expenditure	86,850	165,514	78,664
Separate BLASJC Costs	8,937	7,930	1,007
Service Management & Support	1,000	0	1,000
Audit Fees (External & Internal)	2,000	1,025	975
Contingency	0	0	0
TOTAL EXPENDITURE	98,787	174,470	81,317
Income			
Bus Lane Income	88,200	-253,811	-165,611
Bus Lane Audit Adjustment	0	-1,903	-1,903
Bus Lane PCN Adjustment	0	-9,098	-9,098
Bus Lane Year End Adjustment	0	34,673	34,673
Contribution from Reserves	10,587	0	10,587
Bank Interest Earned	0	-202	-202
TOTAL INCOME	98,787	230,341	131,554
(Surplus)	0	55,871	

Note:

The outturn for 2010/11 has resulted in a transfer of £55,871 to reserves, resulting in a reserves balance at 31st March 2011 of £121,453.