

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING
AUTHORITY**



**STATEMENT OF ACCOUNTS
FOR YEAR ENDED 31 MARCH 2009**

UNAUDITED

June 2009

DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY

STATEMENT OF ACCOUNTS 2008/2009

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**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

FOREWORD

Strategic Development Planning Authorities (SDPA's) are new Joint committees created by the Planning etc. (Scotland) Act 2006 and the Strategic Development Planning Authorities Designation (No 3) (Scotland) order 2008 (SSI no 197). The Act's provisions came into force on 25 June 2008.

The Dundee, Perth, Angus and North Fife Strategic Development Planning Authority was established under the above act consisting of the following Authorities:

Dundee City Council
Perth & Kinross Council
Angus Council
Fife Council

The Strategic Development Planning Authority (SDPA) operates on behalf of Dundee City, Perth and Kinross, Angus and Fife Councils. The key role of the SDPA is to prepare and maintain an up to date Strategic Development Plan for the area. This process will involve engagement and consultation with a number of key stakeholder organisations and the wider community. When completed, the Strategic Development Plan will replace the existing Dundee and Angus Structure Plan 2002, the Perth and Kinross Structure Plan 2003 and the Fife Structure Plan 2006.

In addition each Council will have to prepare a Local Development Plan for their geographic area.

A seminar held in Dundee on the 11 September 2007 to discuss the creation of a Strategic Development Planning Authority and proposed that an interim Joint Committee be established until the necessary secondary legislation was in place to allow the formal committee to be constituted.

This interim Joint Committee would consist of 3 elected members from each local authority and would be supported by an officers group. An Interim SDPA Manager was appointed to bring forward a Constitution and Governance principles, which were subsequently agreed at the first meeting of the interim joint committee on 26th March 2008. This interim committee was disbanded at subsequent meeting on the 19th August 2008, when the formal committee was established and Minute of Agreement signed.

Joint Committee Meetings are held quarterly, chaired by the Convener, David May, Councillor Angus Council.

The SDPA has three full-time staff, the SDPA Manager, Senior Planner and Project Support officer. (None of these staff were in place prior to 31 March 2009)

Professional legal and financial services are provided by Dundee City Council in its role as host authority, and this will be formalised by a Service Level Agreement in 2009.

The Finance Officer has scheduled meetings with the newly appointed SDPA Manager (April 2009) to review accounts in relation to both the local authority contributions and the SDPA administration budget, in accordance with the financial regulations agreed by the Joint Committee.

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

MEMBERS AND OFFICIALS

The Authority comprises 12 elected members: 3 each from Angus Council, Dundee City Council, Fife Council and Perth & Kinross Council. At the Dundee, Perth, Angus and North Fife SDPA meeting on 26 March 2008, the under-noted elected members were appointed to serve on the interim and subsequently formal joint Authority. At this meeting, it was also agreed that the under-noted officers would serve as officials of the Authority.

Representing Dundee City Council

Bailie Roderick A J Wallace
Councillor Kevin Keenan (Vice Convener)
Councillor Fraser MacPherson



Representing Perth & Kinross Council

Councillor John Kellas
Councillor Alan Jack
Councillor Ann Gaunt



Representing Fife Council

Councillor Donald Lothian
Councillor Tony Martin
Councillor John Beare



Representing Angus Council

Councillor David May (Convener)
Councillor Iain Gaul
Councillor Bob Myles



Clerk

Patricia McIlquham LLB, Dundee City Council

Treasurer

Marjory M Stewart FCCA, CPFA, Dundee City Council

Interim SDPA Manager

Gordon Reid (until March 2009)

SDPA Manager

Pamela Ewen (Appointed April 2009)

Following a By-election on 12 March 2009, a Special Meeting of Dundee City Council was held on 30 March 2009, where it was agreed that all existing Dundee City Council Joint Committee members should be removed. The Council appointed Councillor Will Dawson (Vice Convener), Councillor David Bowes and Bailie Rod Wallace as new representatives on the Strategic Development Planning Authority.

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**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

TREASURER'S REPORT

Introduction

This report is intended as a commentary on the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority's financial position, as presented within the Statement of Accounts for the financial year 2008/2009.

Accounting Policies (see page 6)

The Statement of Accounting Policies sets out the basis upon which the Financial Statements have been prepared, and explains the accounting treatment of both general and specific items.

Statement of Responsibilities for the Statement of Accounts (see page 7)

This statement sets out the main financial responsibilities of the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority, and the Treasurer.

The Accounting Statements (see pages 8 to 12)

Income & Expenditure Account:

Sets out the budgeted and actual income receivable and expenditure incurred in operating the Authority for the year. Both income and expenditure are measured using essentially the same accounting conventions (i.e. UK General Accepted Accounting Practice (UKGAAP)) that a large (but unlisted) company would use in preparing its financial statements.

Balance Sheet:

Shows the overall financial position of the Authority as at 31 March 2009.

Cash Flow Statement:

Details the inflows and outflows of cash arising from transactions.

Notes to the Core Financial Statements:

Are intended to give the reader further information which is not separately detailed in the core financial statements.

Statement on the System of Internal Financial Control (see page 13)

This statement sets out the framework within which financial control is managed and reviewed. The main components of the system are listed, together with any significant weaknesses that have been identified and the remedial action taken.

Revenue Expenditure

The Authority received confirmation from the Scottish Government in October 2008 that the Start up Grant allocated to the Authority for 2008/2009 was £120,000.

	Revised Budget £000	Actual Expenditure/ (Income) £000	Variance £000
Staff Costs	50	41	(9)
Property Costs	50	0	(50)
Supplies & Services	25	25	0
Transport Costs	1	0	(1)
Third Party Payments	25	8	(17)
Support Services Costs	4	0	(4)
Gross Expenditure	155	74	(81)

	Revised Budget £000	Actual Expenditure/ (Income) £000	Variance £000
Gross Expenditure	155	74	(81)
Income			
Scottish Govt Start up Grant	(120)	(120)	-
Local Authorities Contributions	(100)	(100)	-
Total Income	(220)	(220)	-
Net (Surplus)/Deficit	(65)	(146)	(81)

The reasons for the main under/overspends are explained in the variance analysis below:

Staff Costs (Underspend £29,000)

Due to delays in recruiting the SDPA Manager post.

Property Costs (Underspend £50,000)

Due to timing delay in acquiring accommodation.

Third Party Payments (Underspend £17,000)

General delay in commissioning survey in line with staff appointments, net of external audit fees payable to Audit Scotland.

Support Services (Underspend £4,000)

No recharge made for 2008/2009.

Control of Revenue Expenditure

The control of the revenue expenditure of the Authority is an ongoing exercise which requires a positive contribution from the staff and members of the Authority and the Constituent Local Authorities to ensure that the Authority's financial objectives are achieved and those financial resources are fully utilised.

Capital Expenditure

During 2008/09 the Authority did not incur any capital expenditure.

General Reserve

The Authority does not have the power to hold reserves. Any balances are held as creditors.

Acknowledgements

During the 2008/09 financial year, the Authority's financial position has required strict budgetary control. I would like to thank the Authority's Chief Officer and the staff within the Constituent Local Authorities for their active support and co-operation in the effective management of the Authority's finances since the inception of the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority. Finally, I would conclude the report by thanking all staff who have contributed to the preparation of the Authority's Annual Accounts.

Marjory Stewart, FCCA, CPFA
Treasurer
Dundee, Perth, Angus and North Fife
Strategic Development Planning Authority
30 June 2009

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

STATEMENT OF ACCOUNTING POLICIES

General

The Financial Statements are intended to "present a true and fair view" the financial position and transactions of the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority. They have thus been prepared in accordance with:

- The "Code of Practice on Local Authority Accounting in the United Kingdom 2008 - A Statement of Recommended Practice" (the SORP), issued by the Chartered Institute of Public Finance and Accountancy (CIPFA) and the Local Authority (Scotland) Accounts Advisory Committee (LA(S)AAC).
- The Best Value Accounting Code of Practice 2008.

The Financial Statements have also been prepared in accordance with the fundamental accounting principles and pervasive concepts identified in FRS 18 (Accounting Policies), i.e. relevance, reliability, comparability, understandability, materiality, accruals, going concern and primacy of legislative requirements.

Government Grants

Government grants are accounted for on an accruals basis and income has been credited to the Income and Expenditure Account.

Revenue Transactions

Revenue transactions are recorded in the accounts on an income and expenditure basis i.e. recognised as they are earned or incurred, not as money is received or paid. All specific and material sums payable to and due by the Authority as at 31 March 2009 have been brought to account. The recognition and measurement of income is in accordance with the Application Note to Financial Reporting Standard 5 concerning "Revenue Recognition".

Pension Costs

Dundee City Council is, for the purpose of employment law, the "employing authority" of the Joint Committee employees. Therefore, employees participate in the Local Government Pension Scheme, which is a defined benefits scheme related to pay and service. On the grounds of materiality, the pension costs included in the accounts have not been determined in accordance with Financial Reporting Standard 17 (Retirement Benefits).

Exceptional Items

Exceptional items are ones that are material in terms of the Authority's overall expenditure and are not expected to occur frequently or regularly. Exceptional items are shown separately in the Income and Expenditure Account if that degree of prominence is necessary in order to give a fair presentation of the accounts. Further details are provided in the Notes to the Core Financial Statements.

Prior Period Adjustments

Prior period adjustments are material adjustments applicable to prior years, arising from changes in accounting policies or the correction of fundamental errors. In accordance with Financial Reporting Standard 3 (Reporting Financial Performance) prior period adjustments are accounted for by restating the comparative figures for the preceding period in the statement of Accounts and Notes, and adjusting the opening balance of reserves for the cumulative effect.

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Authority's responsibilities

The Authority is required to:

- Make arrangements for the proper administration of its financial affairs and to ensure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Treasurer.
- Manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Treasurer's responsibilities

The Treasurer is responsible for the preparation of the Authority's statement of accounts in accordance with proper practices set out in the CIPFA/LA(S) ACC Code of Practice on Local Authority Accounting in the United Kingdom ('the Code of Practice').

In preparing this statement of accounts, the Treasurer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that were reasonable and prudent;
- complied with the Code of Practice;
- kept proper accounting records which were up to date;
- Taken reasonable steps for the prevention and detection of fraud and other irregularities.
- Made arrangements for the propriety and regularity of the public finances (i.e. all funds falling within the stewardship of the Authority) of the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority for which she is answerable.
- Sign the accounts and be responsible for ensuring that proper records are kept relating to the accounts and that the accounts are properly prepared and presented in accordance with the guidance issued by the Scottish Ministers.

The Statement of Accounts present a true and fair view of the financial position of the Authority at the accounting date and its income and expenditure for the year ended 31 March 2009

Marjory M Stewart FCCA, CPFA
Treasurer
Dundee, Perth, Angus and North Fife
Strategic Development Planning Authority
30 June 2009

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

INCOME & EXPENDITURE ACCOUNT

	2008/2009 Budgeted Net Expenditure/ (Income) £000	2008/2009 Actual Net Expenditure/ (Income) £000
Expenditure		
Staff Costs	50	41
Property Costs	50	-
Supplies & Services	25	25
Transport Costs	1	-
Third Party Payments	25	8
Support Services Costs	4	-
Gross Expenditure	155	74
Income		
Scottish Government Start up Grant	(120)	(120)
Local Authorities Contribution	(100)	(100)
Total Income	(220)	(220)
(Surplus)/Deficit for the Year	(65)	(146)

All recognised gains and losses for the period have been included in the Income & Expenditure Account. There is, therefore, no requirement to prepare a separate Statement of Total Recognised Gains & Losses.

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

BALANCE SHEET

	As at 31 March 2009 £000
Tangible Fixed Assets	-
Current Assets	
Sundry Debtors	-
Cash and Bank Balance	176
	176
Less Current Liabilities	
Sundry Creditors	(176)
Total Net Assets	-

Marjory M Stewart FCCA, CPFA
Treasurer
Dundee, Perth, Angus and North Fife
Strategic Development Planning Authority
30 June 2009

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

CASH FLOW STATEMENT

	2008/2009	
	£000	£000
Revenue Activities		
<i>Cash Outflows</i>		
Cash Paid To and On Behalf of Employees	41	
Other Operating Cash Payments	<u>28</u>	
		<u>69</u>
<i>Cash Inflows</i>		
Government Grant	(120)	
Local Authorities Contribution	<u>(125)</u>	
		<u>(245)</u>
NET CASH (INFLOW) FROM REVENUE ACTIVITIES		(176)
Returns on Investments and Servicing of Finance		
<i>Cash Outflows</i>		
	-	
<i>Cash Inflows</i>		
	<u>-</u>	
		-
Capital Activities		
<i>Cash Outflows</i>		
	-	
<i>Cash Inflows</i>		
	<u>-</u>	
NET CASH OUTFLOW BEFORE FINANCING		(176)
Management of Liquid Resources		-
Financing		
<i>Cash Outflows</i>		
	-	
<i>Cash Inflows</i>		
	<u>-</u>	
Net (Increase)/Decrease in Cash		<u><u>(176)</u></u>

Further details relating to the Cash Flow Statement are provided in Note 13 on page 12

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

NOTES TO THE CORE FINANCIAL STATEMENT

1. ACQUIRED AND DISCONTINUED OPERATIONS

In 2008/2009 there were no acquired or discontinued operations.

2. EXCEPTIONAL AND EXTRAORDINARY ITEMS

In 2008/2009 there were no exceptional or extraordinary items.

3. PRIOR PERIOD ADJUSTMENTS

In 2008/2009 there were no prior period adjustments.

4. PUBLICITY ACCOUNT

During 2008/2009, the Authority incurred £5,818 on publicity expenditure, relating to employment advertising.

5. PENSION COSTS

Dundee City Council administers the Tayside Superannuation Fund on behalf of various Scheduled and Admitted Bodies. In 2008/2009, the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority (Interim manager was seconded from Dundee City Council) paid an employer's contribution of £5,204 into the Tayside Superannuation Fund which represents 18.8% of pensionable pay. The contribution rate was determined by the Fund's Actuary based on the triennial actuarial valuation at 31 March 2005 with the resultant revised contribution rates effective from 1 April 2006. The employer's contribution rate in 2008/2009 was 315% of the employee's contribution rate, which was 6% for Local government Employees. Under Superannuation Regulations contribution rates are set to meet 100% of the overall liabilities of the Fund.

6. OFFICERS REMUNERATION

There were no employees whose total remuneration was above the disclosure threshold of £50,000 for the year 2008/2009.

7. EXTERNAL AUDIT FEES

Under the terms of the Public Finance and Accountability (Scotland) Act 2000, the Authority is required to submit statutory accounts for audit. The Auditor General for Scotland has advised that the auditor of the Authority will be Audit Scotland. The total fee payable to Audit Scotland for 2008/2009 for external audit services is £4,500.

8. RELATED PARTIES - TRANSACTIONS

Angus, Dundee City, Perth & Kinross and Fife Councils are considered to be related parties of the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority, in terms of the Accounting Code of Practice. During the 2008/2009 financial year, the Authority entered into the following transactions with these four Councils:

	2008/2009 Income From £000
Angus Council	
Local Authority Contribution	<u>25</u> <u>25</u>
Dundee City Council	
Local Authority Contribution	<u>25</u> <u>25</u>
Perth & Kinross Council	
Local Authority Contribution	<u>25</u> <u>25</u>
Fife Council	
Local Authority Contribution	<u>25</u> <u>25</u>

9. PENSION ASSETS AND LIABILITIES

Under Financial Reporting Standard 17 (Retirement Benefits), the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority is required to include figures in its Statement of Accounts relating to assets, liabilities, income and expenditure of the pension scheme for its employees. Dundee City Council is, for the purpose of employment law, the "employing authority" for Dundee, Perth, Angus and North Fife Strategic Development Planning Authority. The Authority had only one employee in 2008/2009 the Interim Manager seconded from Dundee City Council. On materiality grounds, a separate actuarial valuation for FRS 17 purposes has not been commissioned.

10. CONTINGENT ASSETS AND LIABILITIES

No contingent assets or liabilities existed at 31 March 2009.

11. BALANCES WITH RELATED PARTIES

Angus, Dundee City, Perth & Kinross and Fife Councils are considered to be related parties of the Strategic Development Planning Authority, in terms of the Accounting Code of Practice. The £25,000 prepayment of Local Authority Contribution by Perth & Kinross Council is the only outstanding balance between the Authority and its related parties as at 31 March 2009

12.

There were no events that occurred between 1 April 2009 and 30 June 2009 that would have an impact on the 2008/2009 financial statements. The later date is the date on which the unaudited accounts were authorised for issue by the Treasurer.

13. RECONCILIATION OF REVENUE ACCOUNT SURPLUS/DEFICIT TO NET CASH FLOW FROM REVENUE ACTIVITIES

	2008/2009 £000
Surplus/(Deficit) for year per Income & Expenditure Account	146
Non Cash Transactions	-
Items on an Accruals Basis	
Decrease/(Increase) in Debtors	-
(Decrease)/Increase in Creditors	<u>30</u>
	30
Items Classified Elsewhere in the Cash Flow Statement	-
NET CASH INFLOW/(OUTFLOW) FROM REVENUE ACTIVITIES	<hr/> 176 <hr/>

14. FINANCIAL INSTRUMENTS

The Authority does not have any Financial Instruments that require to be re-measured and disclosed under Financial Reporting Standards 25, 26 and 29.

**DUNDEE, PERTH, ANGUS AND NORTH FIFE
STRATEGIC DEVELOPMENT PLANNING AUTHORITY**

STATEMENT ON THE SYSTEM OF INTERNAL FINANCIAL CONTROL

This statement is given in respect of the 2008/2009 Statement of Accounts for the Dundee, Perth, Angus and North Fife Strategic Development Planning Authority (the Authority). We acknowledge our responsibility for ensuring that an effective system of internal financial control is maintained and operated in connection with the resources concerned.

The system of internal financial control can provide only reasonable and not absolute assurance that assets are safeguarded, that transactions are authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.

The system of internal financial control is based on a framework of regular management information, financial regulations, administrative procedures (including segregation of duties), management supervision, and a system of delegation and accountability. Development and maintenance of the system is undertaken by staff of the Authority and staff and senior officials within the Constituent Local Authorities (the Authorities). In particular, the system includes:

- comprehensive revenue budgeting systems;
- the preparation of regular monitoring reports which indicate actual and projected expenditure against budget;
- annual financial reports which indicate actual financial performance against budget
- clearly defined standing orders

The Authority operates the corporate financial systems of Dundee City Council under a Service Level Agreement. These systems are subject to review by both the Council's internal audit service and the Council's external auditor.

In conclusion, I am not aware of any significant weaknesses or failures in the Authority's system of internal financial control that could have a material effect on the operations of the Authority.

Marjory M Stewart, FCCA , CPFA
Treasurer
Dundee, Perth, Angus and North Fife
Strategic Development Planning Authority
30 June 2009

INDEPENDENT AUDITOR'S REPORT

The Statement of Accounts set out on pages 6 to 12 are subject to audit in accordance with the requirements of Part V11 of the Local Government (Scotland) Act 1973.

The Auditor appointed for this purpose by the Accounts Commission for Scotland is:

Pearl Tate
Senior Audit Manager
Audit Scotland
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