



DUNDEE CITY COUNCIL

DIRECT SERVICE ORGANISATIONS

ANNUAL REPORTS AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2002

UNAUDITED

DUNDEE CITY COUNCIL
DIRECT SERVICE ORGANISATIONS' STATEMENT OF ACCOUNTS
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DUNDEE CITY COUNCIL
DIRECT SERVICE ORGANISATIONS

FOREWORD

The Local Government Act 1988 (the Act) requires local authorities and other public bodies to expose to competition certain activities where the work is undertaken by the authority's own employees.

The Act and subsequent Orders applies compulsory competition to the following activities:-

- a Collection of refuse;
- b Cleaning of buildings;
- c Other cleaning;
- d Catering for the purposes of schools and welfare
- e Other catering;
- f Ground maintenance;
- g Repair and maintenance of vehicles;
- h Managing sports and leisure facilities;
- i Vehicle management

The Act and Regulations exempt various work, mainly:-

- 1 Work carried out by an employee, the majority of whose time is devoted to or whose main duty is to undertake work, which is non-defined;
- 2 Work carried out by employees who have to live in tied accommodation to enable them to undertake that work;
- 3 Work done under agreements with the Training Agency or the Department for Education or Employment, whereby either pays all or part of the costs;
- 4 Emergency work undertaken to safeguard health or property;
- 5 Work done before the starting dates and below prescribed cut off points and limits specified in the Regulations;
- 6 Work affected by local government re-organisation where exempted by the Changes Regulations.

The City Council is exempt from (e), (g) and (i) above.

The remaining activities have been subjected to Compulsory Competitive Tendering, each of the contracts successfully won by the in-house Direct Service Organisation.

The Local Government (Exemption from Competition) (Scotland) Order 1995 had the effect of removing the requirement on local authorities to seek competitive tenders under the CCT rules for work falling due within the exempt period, due mainly to the additional workload caused by local government reorganisation.

The Local Government (Exemption from Competition) (Scotland) Amendment Order 2000 and the Local Government Act 1988 (Competition) (Scotland) Amendment Regulations 2000 extended the moratorium on the reintroduction of CCT to existing services and delayed the introduction of CCT to new services. These regulations are designed to allow local authorities time to develop and implement alternative Best Value systems.

DUNDEE CITY COUNCIL
SUPPORT SERVICES DEPARTMENT
CLEANING OF BUILDINGS - DIRECT SERVICE ORGANISATION
ANNUAL REPORT 2001/2002

The Cleaning of Buildings Contract, which was won by the Ex Dundee District Council's own Cleaning Service for the second time, commenced on 31 July 1993 for a period of four years, this was extended to 1 November 1997 due to Local Government Reorganisation, subsequently a moratorium is in place which the Council is allowed to continue with as long as the Contract complies with the standards set out in the Council's Best Value submission. During the contract, the financial targets set by the Government were met. Since commencement, additional areas have been added, other areas removed and various departmental relocations taken place.

In order to achieve the level of cleaning required by the contract, account had to be taken of the differing functions carried out by departments and the areas involved and this is reflected in the equipment used. The cleaning materials used are consistent with good cleaning practice and are environmentally friendly.

All staff are employed on a part time basis between ten and twenty hours per week, dependent on the area involved and work at any of the Ex Dundee District Council premises, as requested.

Patricia McIlquham, LL.B
Director of Support Services
Dundee City Council
21 June 2002

DUNDEE CITY COUNCIL
LEISURE AND PARKS DEPARTMENT
GROUND MAINTENANCE- DIRECT SERVICE ORGANISATION
ANNUAL REPORT 2001/2002

1 Introduction

The Leisure and Parks Direct Service Organisation (DSO) provides a full and extensive landscape and outdoor recreation maintenance service for the whole of the City Council and other organisations. As a result of Compulsory Competitive Tendering (CCT), all such work carried out by Dundee City Council has now been won in competition with private contractors by the DSO for a six year period up to 31 December 1995. The Government by regulation has extended the moratorium on CCT allowing the work to continue under the existing Ground Maintenance contract for the period under review.

A review has now taken place on ground maintenance in line with the Government's Best Value initiative, which has involved a restructuring on how the grounds maintenance services are delivered in future.

2 Services Provided

The DSO provides a workforce to service and carry out new landscaping works and maintenance to existing landscaped areas and outdoor recreation facilities. Sites include parks, playing fields, open spaces, golf courses, bowling greens and housing landscaped areas, which are maintained by a trained and skilled workforce of varying craft skills employed by the DSO. The DSO has its own mechanical workshops, sawmills and glasshouses and provides a full 24 hour emergency service which is required for carrying out work on dangerous trees and flooding etc.

3 Objectives

The DSO's main objective is to provide an efficient, high quality and cost effective public service by:

- a Programming landscape maintenance, landscape works and maintenance of outdoor recreational facilities to provide the service as defined by the City Council and other organisations, as requested;
- b Maintaining high standards of work and an efficient service for the Council and its Council Tax Payers;
- c Employing a skilled and trained workforce at all levels and of varying horticultural and greenkeeping crafts skills, with regular updating on training and new horticultural methods of maintenance;
- d Employing a contented and efficient workforce in order to provide the services as laid down by the policies of the Council, by providing good working conditions and Health and Safety Procedures;
- e Contribute to and improve the environment for all residents of the City to live in and to ensure that differing groups in society are adequately catered for, without disturbance to others;
- f Providing a horticultural advisory service
- g Achieving the break-even requirements of the legislation.

4 **Purpose of a Leisure and Parks DSO**

The Council in fulfilling its objectives and policies relating to outdoor recreation, amenity and landscape management accrues considerable benefits in maintaining its own DSO, namely:

- a The Council can ensure a high standard of workmanship and service;
- b Can develop a close working relationship between the Council, DSO, Trade Unions and Council Tax payers;
- c The DSO can develop a specialist knowledge and local contact with special groups, organisations and other Departments of the Council;
- d Provide an emergency service and meet agreed priorities;
- e Supervision of a DSO group is easier than private contractors;
- f The DSO can be used more efficiently on projects which are difficult to price and schedule, eg entertainment events, emergency work, clean up campaigns, planting projects etc;
- g The DSO are always prepared to price for any landscape works and will always submit keen prices to win any such contracts and not submit inflated prices;
- h Prevents overcharging by private contractors and establishment of price cartels;
- i Any surpluses the Leisure and Parks DSO generate are used for the financial benefit of the Council Tax payers;
- j Provide local employment opportunities.

5 **Manpower**

The full time workforce consists of the following:

Salaried: 25 Management and Supervisors

Manual: 165 including gardeners, groundsmen, florists, foresters, sawmillers, drivers; gravediggers, apprentices and fencers

These employees are employed throughout the Council boundary and based in different areas of the City, except in the more specialised areas, such as arboriculture and fencing, where these groups are based centrally to serve the whole of the City.

All employees come within the National Joint Council Conditions of Service which provides employees with full holiday entitlement, superannuation and sickness benefit. Employees meet Leisure and Parks Management regularly at the Joint Works Committee, Health and Safety Committee and Joint Management/Trade Union Meetings to discuss matters on industrial relations, productivity, working arrangements and Health and Safety.

6 **Landscape Maintenance Programme**

The maintenance work carried out by the DSO can be readily divided into two main seasons. One is the period April - November, as this is the time that the greatest plant growth is encountered and, therefore, it is essential that the workforce concentrates its efforts on maintenance to keep our parks, open spaces, recreation areas, landscaped areas and cemeteries neat and tidy.

The second period is during the winter months of December - March, although there are certain annual winter maintenance works to be carried out, such as pruning and planting, it is a time also for improving and carrying out new landscape works. These works include planting of new rose beds, naturalised bulb plantings and new landscape schemes as a result of building construction works such as housing, environmental improvements, road improvements, industrial units, etc.

7 **Best Value**

With the introduction by the Government of Best Value in Local Government services, the compulsory competitive tendering of services has now been overtaken by Best Value reviews. The Leisure & Parks Department are now programming best value reviews for all its services which will result in a review of how these services are delivered in order to ensure best value.

The DSO has registration for Quality Assurance ISO 9002:1994 for its organisation and which demonstrates the provision of a quality service to our customers and clients.

8 **Trading Review**

The Department is having to win more of its work under competitive tendering. With greater numbers of Housing Associations and other clients obtaining competitive rates, this trend will no doubt continue. Also the market for landscape works is decreasing as new developments become smaller and the trend is towards cheaper and more cost effective low maintenance projects.

In order to maintain existing employment levels, DSO Management are meeting the challenge by changes in working practice to make the organisation more cost effective and efficient and working with clients and customers to create partnerships on the provision of landscape services.

9 **Conclusion**

The DSO has a well trained workforce covering a wide range of craft skills in order to carry out the Council's own landscape amenity management and likewise for other organisations. A review of the Council's grounds maintenance services is now complete and the DSO has been disaggregated to Dundee Contract Services Department and a new Leisure & Arts Department.

Steve Grimmond
Director of Leisure and Arts
Dundee City Council
21 June 2002

DUNDEE CITY COUNCIL
ENVIRONMENTAL AND CONSUMER PROTECTION DEPARTMENT
REFUSE COLLECTION AND OTHER CLEANING - DIRECT SERVICE ORGANISATION
ANNUAL REPORT 2001/2002

This year saw the completion of a modern purpose built workshop facility along with a modern vehicle-washing unit at Marchbanks Depot. Both these facilities will greatly improve the vehicle repair and maintenance programme of the department.

Our vehicle replacement programme saw the introduction of two refuse collection vehicles, two hook loaders (skip vehicles) and four light vehicles powered by liquid petroleum gas (LPG).

Two brown bin compostainer routes, each comprising of 1000 properties, were introduced for garden waste. This initiative brings the total number of properties receiving this service to 13,000 and further enhances the City Council's commitment to recycling.

Further efforts to improve street sweeping, particularly kerbside cleaning, continue with the acquisition of three, 7.5 tonne mechanical sweepers.

The Rapid Response Team, which was introduced on a trial basis and has proved extremely successful, has now become a permanent part of the DSO structure. The team continues to be very popular with the public in responding timeously to litter and refuse related complaints.

Efforts to improve the quality of service we provide continues despite difficult financial and, in some cases, social circumstances and the staff involved in all sections of the DSO are to be commended for their efforts.

Ron Gabriel
Director of Environmental and
Consumer Protection Department
Dundee City Council
21 June 2002

DUNDEE CITY COUNCIL

LEISURE AND PARKS DEPARTMENT

LEISURE AND RECREATION MANAGEMENT - DIRECT SERVICE ORGANISATION

ANNUAL REPORT 2001/2002

1 Introduction

The Leisure and Parks Direct Service Organisation (DSO) provides a comprehensive management service for all leisure activities and facilities run by Dundee City Council Leisure and Parks Department.

The Organisation was originally set up by the former City of Dundee District Council to operate two contracts successfully obtained under the Compulsory Competitive Tendering (CCT) requirements of the Local Government Act 1988.

The first contract which started at the end of December 1991 covers mainly outdoor facilities and the second which commenced in July 1992 applies to leisure centres. The Government by regulation has placed a moratorium on CCT allowing Dundee City Council to extend and operate the two Leisure and Management contracts during the period under review.

2 Services Provided

The undernoted services are provided by the Leisure and Parks DSO:-

- a taking bookings
- b collection of and accounting for fees and charges
- c cleaning and maintaining of buildings, grounds, sports surfaces, plant and equipment
- d supervision of instructions
- e provision of instructions
- f provision and hire of sports and other equipment
- g securing of premises
- h marketing and promotion of facilities
- i responsibility for heating, lighting and other service charges
- j sports coaching

The contract covers management of the following facilities:-

Indoor sports (including sports centres, swimming pools and sports coaching), outdoor recreational areas (including rangering and bookings of facilities and activities, parks, playgrounds, putting greens, pitch and putt courses, trampolines, athletics courses, cycle tracks, sports pitches, bowling greens, boating ponds, crazy golf courses, miscellaneous children's rides and golf courses).

3 Objectives

The Leisure and Parks DSO main objective is to provide an efficient, high quality and cost effective public service by:-

- a maximising the use and programming of facilities, both indoor and outdoor and arranging for the bookings, collection, and accounting of fees and charges.
- b maintaining a high standard of service which is customer focused and retains existing users and attracts additional users to facilities/activities.
- c employing a skilled and trained workforce at all levels ensuring that training needs are constantly reviewed in the interest of the effectiveness and efficiency of the service.
- d employing a contended and efficient workforce in order to provide the services laid down by the policies of the Council by providing good working conditions and health and safety procedures.

- e contribute to an improved leisure infrastructure within the City for the benefit of quality of life and accessibility for the citizens of Dundee and contributing to the social, economic and environmental aims of the Council.
- f achieving the break-even requirements of the legislation.

4 **Manpower**

The full-time workforce consists of the following:-

| | | |
|------------------------------------|------|----------------------|
| Salaries, ie Managers, Supervisors | 12 | full-time equivalent |
| Manual | - | |
| Outdoor facilities | 60.5 | full-time equivalent |
| Swim and Sports facilities | 80 | full-time equivalent |

In addition, there are approximately eight full-time equivalent supply staff who deliver sports coaching services throughout the City.

The Leisure and Parks DSO operates the National Joint Council Conditions of Service which provides employees with full holiday entitlement, superannuation and sickness benefits. Regular meetings are held between employee representatives and Leisure and Parks Management at the Joint Works Committee, Health and Safety Committee and Joint Management/Trade Union meetings to discuss matters covering industrial relations, productivity, working arrangements and health and safety.

5 **Overall Performance**

During the period under review, the DSO continued to perform its contractual obligations satisfactorily and in most cases the level of use of facilities by the public have been maintained. Indeed some visible successes have been noted where usage has been increased particularly in regard to golf courses and leisure pools.

The DSO continues to seek opportunities to improve efficiency and effectiveness and is actively pursuing Quest Charter Mark and hopes to meet the evaluation criteria in 2002/2003.

There was one Best Value review carried out specifically on the Lochee Sports and Leisure Centre and continual improvement actions were identified. Continuous improvements are also being implemented at Olympia and various Indoor Sports Centres in accordance with previous Best Value reviews.

A review of the Council's Leisure Management service is now complete and the DSO has been disaggregated to Dundee Contract Services and a new Leisure and Arts Department.

6 **Conclusion**

The Leisure and Parks DSO continues its excellent record of providing a high standard of service to the citizens of Dundee. Its operation and facilities are continuously reviewed to create a better quality of life, greater access and encourage a greater number of people to participate in sports, fitness and recreational services.

Existing competitive tenders for both Leisure Management Contracts (dry and wet facilities) will continue meantime pending review under Best Value. In addition to the Best Value reviews currently complete, ie Olympia, Indoor Sports and the Lochee Sports and Leisure Centre, studies in respect of swimming provision in Dundee and the introduction of future provision within Olympia is being determined.

Steve Grimmond
Director of Leisure and Arts
Dundee City Council
21 June 2002

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 secure that one of its officers has the responsibility for the administration of those affairs. In this authority, that officer is the Director of Finance:
- to manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.

The Director of Finance's Responsibilities

The Director of Finance is responsible for the preparation of the Direct Service Organisations' statement of accounts which, in terms of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in Great Britain ('the Code of Practice'), is required to present fairly the financial position of the organisations at the accounting date and its income and expenditure for the year ended 31 March 2002.

In preparing this statement of accounts, the Director of Finance 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.

The Director of Finance has also:

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

REPORT ON DIRECT SERVICE ORGANISATIONS' ACCOUNTS

1 **Accounting Requirements of the Legislation**

The Local Government Act 1988 requires Local Authorities to keep separate accounts for each financial year in respect of each defined activity carried out by a Direct Service Organisation for which competition is required.

Scottish Ministers have specified that Direct Service Organisations' revenue accounts must break-even after taking into account capital charges which includes a capital financing charge of 6% of the value of fixed assets used in the provision of the service. However, if tenders for work were invited on the basis that an authority would make an asset available free of charge to whoever might be awarded the work, that asset need not be regarded as capital employed for the purposes of calculating the capital financing charge.

The Act specifies the items which may be credited to such accounts and gives Scottish Ministers power to specify items which are to be debited. Scottish Ministers have intimated that they do not intend at present to make such specifications. However, they expect Authorities to pay due regard to the useful and detailed advice contained in the Code of Practice for Compulsory Competition published by the Chartered Institute of Public Finance and Accountancy.

The Act has brought radical changes to the form and content of the accounts maintained for the activities affected by the legislation.

The main implication on a Direct Service Organisation's accounts is the fact that its income is fixed in accordance with tender prices submitted for the work. It is therefore essential for a Direct Service Organisation to monitor and control income and expenditure in such a way as to achieve the appropriate financial objective.

2 **Review of Accounts and Financial Objectives**

a **Cleaning of Buildings**

This account shows a surplus of £27,583 which represents 14.01% of total income and adequately exceeds the break-even requirements of the legislation.

b **Ground Maintenance**

This account has two sub-headings - Defined and Non-defined work. Defined work represents the work undertaken in accordance with the competitive tender price submitted for the City Council's ground maintenance work, including works contracts. Non-defined work comprises all other work undertaken by the Direct Service Organisation.

The account is in surplus by £3,649 which represents 0.06% of total income exceeding the break-even requirements of the legislation.

c **Refuse Collection and Other Cleaning**

There are two defined activities held in this account and their combined surplus amounts to £145,960. This sum represents 2.27% of total income exceeding the break-even requirements of the legislation.

d **Leisure and Recreation Management**

A surplus of £11,599 has been achieved during the period under review representing 0.33% of total income. This sum exceeds the break-even requirements of the legislation.

e **General**

The City Council's Direct Service Organisations have achieved the financial objectives laid down by Scottish Ministers due in particular to the ongoing efforts of management and workforce to improve operational performance and exercising tight control over costs within their respective Departments.

**David K Dorward, CPFA
Director of Finance
Dundee City Council
21 June 2002**

ACCOUNTING POLICIES

General

The Accounting Policies adopted by the Authority are those detailed in the Accounting Code of Practice for Compulsory Competition published by the Chartered Institute of Public Finance and Accountancy. The accounts have been prepared in accordance with the basic accounting concepts of matching, consistency, prudence, materiality and substance over form.

Stocks and Work in Progress

Stocks are stated in the Accounts at cost and work in progress represents the value of work unbilled at 31 March 2002.

Exceptional Items

Exceptional items derive from events or transactions outwith the ordinary activities of the Direct Service Organisation which are both material and not expected to recur frequently or regularly.

Treatment of Profits/Losses

An element of profit is included in each tender where possible and any profit made at the end of the year is either appropriated to Reserves for the Direct Service Organisation or transferred to the City Council's General Fund. In the event of a loss arising, it would be met first from any available Direct Service Organisation's Reserves and secondly by a contribution from the City Council's General Fund.

Central Support Services

Charges have been made in accordance with the Trading Agreements between Central Support Departments and all Service Departments of the City Council for Financial Year 2001/2002.

SUPPORT SERVICES DEPARTMENT
CLEANING OF BUILDINGS - DIRECT SERVICE ORGANSIATION
REVENUE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2002

| Previous Year £ | | Total £ |
|--------------------------------|-------------|--------------------|
| 190,615 | Income | 196,918 |
| <u>164,750</u> | Expenditure | <u>169,335</u> |
| <u>25,865</u> | Surplus | <u>27,583</u> |

CLEANING OF BUILDINGS - NOTES ON REVENUE ACCOUNT

- 1 The charge for Central Support Services included in the expenditure amounted to £3,766.
- 2 There were no exceptional items during the period under review.
- 3 The Revenue Account surplus of £27,583 was transferred to the General Fund during the period under review.
- 4 There are no Corporate and Democratic Core costs charged to the Revenue Account.

LEISURE AND PARKS DEPARTMENT
GROUND MAINTENANCE - DIRECT SERVICE ORGANISATION
REVENUE ACCOUNT FOR YEAR ENDED 31 MARCH 2002

| Previous Year £ | | Defined Work £ | Non-Defined Work £ | Total £ |
|--------------------------------|-------------|-------------------------------|-----------------------------------|--------------------|
| 5,480,383 | Income | 4,853,475 | 1,254,773 | 6,108,248 |
| <u>5,367,964</u> | Expenditure | <u>4,850,821</u> | <u>1,253,778</u> | <u>6,104,599</u> |
| <u>112,419</u> | Surplus | <u>2,654</u> | <u>995</u> | <u>3,649</u> |

APPROPRIATION ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2002

| Previous Year £ | | Total £ |
|--------------------------------|---|--------------------|
| 112,419 | Surplus for the year as per Revenue Account | 3,649 |
| <u>112,419</u> | <u>Less</u> Contribution to General Fund | <u>3,649</u> |
| <u>-</u> | Balance carried forward at 31 March 2002 | <u>-</u> |

LEISURE AND PARKS DEPARTMENT
GROUND MAINTENANCE - DIRECT SERVICE ORGANISATION
BALANCE SHEET AS AT 31 MARCH 2002

| Previous Year £ | | £ | £ | £ |
|-----------------------|---|----------------|----------------|----------------|
| | Fixed Assets | | | |
| 16,692 | Land and Buildings | | | 21,509 |
| <u>989,522</u> | Vehicles, Plant and Equipment | | | <u>916,238</u> |
| 1,006,214 | | | | 937,747 |
| | Current Assets | | | |
| 161,130 | Stocks | 177,797 | | |
| 290,611 | Work in Progress | 259 | | |
| <u>227,069</u> | Trade Debtors | <u>340,315</u> | | |
| 678,810 | | | 518,371 | |
| | <u>Less</u> | | | |
| | Current Liabilities | | | |
| | Creditors - Amounts falling due within one year | | | |
| 312,504 | Due to City Council's Loans Fund | 169,317 | | |
| 358,765 | Trade Creditors | 230,813 | | |
| 6,952 | Other Taxes and Social Security Costs | 6,758 | | |
| 94,598 | Other Creditors | 102,905 | | |
| <u>7,669</u> | Accruals | <u>8,578</u> | | |
| <u>780,488</u> | | | <u>518,371</u> | |
| (101,678) | Net Current Assets/(Liabilities) | | | - |
| <u>904,536</u> | NET ASSETS | | | <u>937,747</u> |
| | Financed by:- | | | |
| 375,433 | Fixed Asset Restatement Reserve | | | 458,972 |
| <u>529,103</u> | Capital Financing Reserve | | | <u>478,775</u> |
| <u>904,536</u> | | | | <u>937,747</u> |

David K Dorward, CPFA
Director of Finance
Dundee City Council
21 June 2002

LEISURE AND PARKS DEPARTMENT
GROUND MAINTENANCE - DIRECT SERVICE ORGANISATION
CASH FLOW STATEMENT
FOR THE YEAR ENDING 31 MARCH 2002

| Previous Year £ | | £ | £ | £ |
|-----------------------|---|----------------|----------------|------------------|
| | Revenue Activities: | | | |
| | Cash outflows | | | |
| 3,057,334 | Cash paid to and on behalf of employees | | | 3,384,065 |
| 1,818,012 | Other Operating Costs | | | 2,630,224 |
| <u>112,419</u> | Contribution to General Fund | | | <u>3,649</u> |
| 4,987,765 | | | | 6,017,938 |
| | Cash inflows | | | |
| <u>5,286,237</u> | Cash Received for Goods and Services | | | <u>6,316,782</u> |
| 298,472 | Net Cash Inflow/(Outflow) from Revenue Activities | | | 298,844 |
| | Capital Activities: | | | |
| | Cash outflows | | | |
| 331,549 | Purchase of Fixed Assets | 84,703 | | |
| <u>272,723</u> | Other Capital Cash Payments | <u>282,835</u> | | |
| 604,272 | | | 367,538 | |
| | Cash inflows | | | |
| 24,180 | Sale of Fixed Assets | 33,271 | | |
| <u>205,691</u> | Other Capital Cash Receipts | <u>178,610</u> | | |
| <u>229,871</u> | | | <u>211,881</u> | |
| (374,401) | Net Cash Inflow/(Outflow) from Capital Activities | | | (155,657) |
| <u>(75,929)</u> | Net Cash Inflow/(Outflow) Before Financing | | | <u>143,187</u> |
| | Financing: | | | |
| | Cash Outflows | | | |
| 25,749 | Repayment of Amounts Borrowed - Revenue Element | | | 41,509 |
| - | Repayment of Amounts Borrowed - Capital Element | | | 101,678 |
| | Cash Inflows | | | |
| (101,678) | Amounts Borrowed - Capital Element | | | - |
| <u>(75,929)</u> | (Increase)/Decrease in Cash and Cash Equivalents | | | <u>143,187</u> |

**GROUND MAINTENANCE -
NOTES ON REVENUE ACCOUNT AND BALANCE SHEET**

- 1 The charge for Central Support Services included in the expenditure amounted to £115,626.
- 2 There were no exceptional items during the period under review.
- 3 The sum of £3,649 was transferred to the General Fund during the period under review.
- 4 There are no Corporate and Democratic Core costs charged to the Revenue Account.
- 5 Fixed Assets have been included in the Balance Sheet in accordance with the new system of Capital Accounting, as recommended in the Code of Practice on Local Authority Accounting in Great Britain, which was issued jointly by the Chartered Institute of Public Finance and Accountancy and the Local Authority (Scotland) Accounts Advisory Committee.

GROUND MAINTENANCE - NOTES ON CASH FLOW STATEMENT

1 Reconciliation of Revenue Surplus Net Cash Flow from Revenue Activities

| | £ | £ |
|---|------------------|----------------|
| Surplus from Revenue Account | | 3,649 |
| <u>Add</u> | | |
| Cash outflow from Capital Activities | 155,657 | |
| Capital Element of Cash Outflows | 101,678 | |
| Decrease/(Increase) in Stock | (16,667) | |
| Decrease/(Increase) in Debtors and Work in Progress | 177,106 | |
| Increase/(Decrease) in Creditors | <u>(118,930)</u> | <u>298,844</u> |
| | | 302,493 |
| <u>Deduct</u> | | |
| Contribution to General Fund | | <u>3,649</u> |
| Net Cash inflow/(outflow) from Revenue Activities | | <u>298,844</u> |

2 Reconciliation of Financing Section with Loans Fund Account.

| | £ |
|--|----------------|
| Balance due to Loans Fund at 1 April 2001 | 312,504 |
| <u>Less:</u> Repayment of Amounts Borrowed | <u>143,187</u> |
| Balance due to Loans Fund at 31 March 2002 | <u>169,317</u> |

ENVIRONMENTAL AND CONSUMER PROTECTION DEPARTMENT

**REFUSE COLLECTION AND OTHER CLEANING -
DIRECT SERVICE ORGANISATION**

REVENUE ACCOUNT FOR YEAR ENDED 31 MARCH 2002

| Previous Year £ | | Refuse Collection Work £ | Other Cleaning Work £ | Total £ |
|--------------------------------|-------------|---|--|--------------------|
| 6,150,783 | Income | 3,669,042 | 2,769,135 | 6,438,177 |
| <u>6,043,313</u> | Expenditure | <u>3,576,137</u> | <u>2,716,080</u> | <u>6,292,217</u> |
| <u>107,470</u> | Surplus | <u>92,905</u> | <u>53,055</u> | <u>145,960</u> |

APPROPRIATION ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2002

| Previous Year £ | | Total £ |
|----------------------------|---|--------------------|
| 107,470 | Surplus for the year as per Revenue Account | 145,960 |
| <u>107,470</u> | <u>Less:</u> Contribution to General Fund | <u>145,960</u> |
| <u>-</u> | Balance carried forward at 31 March 2002 | <u>-</u> |

ENVIRONMENTAL AND CONSUMER PROTECTION DEPARTMENT

**REFUSE COLLECTION AND OTHER CLEANING -
DIRECT SERVICE ORGANISATION**

BALANCE SHEET AS AT 31 MARCH 2002

| Previous Year | | £ | £ | £ |
|--------------------------|---|---------------|----------------|------------------|
| | Fixed Assets | | | |
| 618,281 | Vehicles, Plant and Equipment | | | 383,682 |
| | Current Assets | | | |
| 64,336 | Stocks | 48,978 | | |
| 26,116 | Work in Progress and Sundry Debtors | 49,732 | | |
| <u>69,828</u> | Due by City Council's Loans Fund | <u>46,802</u> | | |
| 160,280 | | | 145,512 | |
| | <u>Less</u> | | | |
| | Current Liabilities | | | |
| | Creditors - Amounts falling due within one year | | | |
| 80,768 | Trade Creditors | 64,013 | | |
| 4,299 | Other Taxes and Social Security Costs | 4,644 | | |
| 69,103 | Other Creditors | 71,003 | | |
| <u>6,110</u> | Accruals | <u>5,852</u> | | |
| <u>160,280</u> | | | <u>145,512</u> | |
| - | Net Current Assets/(Liabilities) | | | - |
| <u>618,281</u> | NET ASSETS | | | <u>383,682</u> |
| | Financed by:- | | | |
| 802,813 | Fixed Asset Restatement Reserve | | | 784,008 |
| <u>(184,532)</u> | Capital Financing Reserve | | | <u>(400,326)</u> |
| <u>618,281</u> | | | | <u>383,682</u> |

**David K Dorward, CPFA
Director of Finance
Dundee City Council
21 June 2002**

ENVIRONMENTAL AND CONSUMER PROTECTION DEPARTMENT

**REFUSE COLLECTION AND OTHER CLEANING -
DIRECT SERVICE ORGANISATION**

CASH FLOW STATEMENT

FOR THE YEAR ENDING 31 MARCH 2002

| Previous Year £ | | £ | £ |
|--------------------------------|---|----------|------------------|
| | Revenue Activities: | | |
| | Expenditure | | |
| 4,035,569 | Cash paid to and on behalf of employees | | 4,196,394 |
| 1,637,148 | Other Operating Costs | | 1,838,942 |
| <u>107,470</u> | Contribution to General Fund | | <u>145,960</u> |
| 5,780,187 | | | 6,181,296 |
| | Income | | |
| <u>6,152,575</u> | Cash received for Goods and Services | | <u>6,414,560</u> |
| 372,388 | Net Cash Inflow/(Outflow) from Revenue Activities | | 233,264 |
| | Capital Activities: | | |
| | Expenditure | | |
| 345,877 | Other Capital Cash Payments | 283,665 | |
| | Income | | |
| 10,838 | Sale of Fixed Assets | 27,375 | |
| <u>(335,039)</u> | Net Cash Inflow/(Outflow) from Capital Activities | | <u>(256,290)</u> |
| <u>37,349</u> | Net Cash Inflow/(Outflow) Before Financing | | <u>(23,026)</u> |
| | Financing: | | |
| | Cash Inflow | | |
| <u>37,349</u> | Amounts Borrowed | | <u>(23,026)</u> |
| <u>37,349</u> | (Increase)/Decrease in cash and cash equivalents | | <u>(23,026)</u> |

**REFUSE COLLECTION AND OTHER CLEANING -
NOTES ON REVENUE ACCOUNT AND BALANCE SHEET**

- 1 The charge for Central Support Services included in the expenditure amounted to £135,295.
- 2 There were no exceptional items during the period under review.
- 3 The sum of £145,960 was transferred to the General Fund during the period under review.
- 4 There are no Corporate and Democratic Core costs charged to the Revenue Account.
- 5 Fixed Assets have been included in the Balance Sheet in accordance with the new system of Capital Accounting, as recommended in the Code of Practice on Local Authority Accounting in Great Britain, which was issued jointly by the Chartered Institute of Public Finance and Accountancy and the Local Authority (Scotland) Accounts Advisory Committee.

**REFUSE COLLECTION AND OTHER CLEANING -
NOTES ON CASH FLOW STATEMENT**

1 Reconciliation of Revenue Surplus Net Cash Flow from Revenue Activities

| | £ | £ |
|---|-----------------|----------------|
| Surplus from Revenue Account | | 145,960 |
| <u>Add</u> Cash outflow from Capital Activities | 256,290 | |
| Decrease/(Increase) in Stocks | 15,358 | |
| Decrease/(Increase) in Debtors and Work in Progress | (23,616) | |
| Increase/(Decrease) in Creditors | <u>(14,768)</u> | <u>233,264</u> |
| | | 379,224 |
| <u>Deduct</u> | | |
| Contribution to General Fund | | <u>145,960</u> |
| Net Cash inflow/(outflow) from Revenue Activities | | <u>233,264</u> |

2 Reconciliation of Financing Section with Loans Fund Account.

| | £ |
|--|---------------|
| Balance due by Loans Fund at 1 April 2001 | 69,828 |
| <u>Less:</u> Amounts borrowed | <u>23,026</u> |
| Balance due by Loans Fund at 31 March 2002 | <u>46,802</u> |

LEISURE AND PARKS DEPARTMENT

LEISURE AND RECREATION MANAGEMENT - DIRECT SERVICE ORGANISATION

REVENUE ACCOUNT FOR THE YEAR TO 31 MARCH 2002

| Previous Year | | | £ |
|------------------|-------------|--|------------------|
| £ | | | £ |
| 3,461,301 | Income | | 3,528,795 |
| <u>3,341,744</u> | Expenditure | | <u>3,517,196</u> |
| <u>119,557</u> | Surplus | | <u>11,599</u> |

APPROPRIATION ACCOUNT FOR THE YEAR TO 31 MARCH 2002

| | | |
|----------------|---|---------------|
| 119,557 | Surplus for the Period as per Revenue Account | 11,599 |
| <u>119,557</u> | <u>Less</u> Contribution to General Fund | <u>11,599</u> |
| <u>-</u> | | <u>-</u> |

BALANCE SHEET AS AT 31 MARCH 2002

| | | | |
|---------------|---|---------------------------------------|---------------|
| 36,184 | Current Assets | -Due by City Council Loans Fund | 11,433 |
| <u>4,757</u> | | -Trade Debtors | <u>1,627</u> |
| <u>40,941</u> | | | <u>13,060</u> |
| | Current Liabilities | - Amounts Falling Due Within One Year | |
| 1,046 | Trade Creditors | 2,126 | |
| <u>39,895</u> | Other Creditors | <u>10,934</u> | |
| <u>40,941</u> | | | <u>13,060</u> |
| <u>-</u> | Current Assets Less Current Liabilities | | <u>-</u> |
| <u>-</u> | Capital and Reserves | | <u>-</u> |

David K Dorward, CPFA
 Director of Finance
 Dundee City Council
 21 June 2002

LEISURE AND PARKS DEPARTMENT

LEISURE AND RECREATION MANAGEMENT - DIRECT SERVICE ORGANISATION

CASH FLOW STATEMENT FOR THE YEAR TO 31 MARCH 2002

| Previous Year £ | | £ |
|-----------------------|---|------------------|
| | Revenue Activities: | |
| | Expenditure | |
| 2,351,801 | Cash Paid to and on Behalf of Employees | 2,465,567 |
| 968,216 | Other Operating Costs | 1,079,510 |
| <u>119,557</u> | Contribution to General Fund | <u>11,599</u> |
| 3,439,574 | | 3,556,676 |
| | Income | |
| <u>3,457,128</u> | Cash received for Goods and Services | <u>3,531,925</u> |
| <u>17,554</u> | Net Cash Inflow/(Outflow) from Revenue Activities | <u>(24,751)</u> |
| | Financing: | |
| | Cash Inflow | |
| - | Amounts Borrowed | (24,751) |
| | Cash Outflow | |
| <u>17,554</u> | Repayment of Amounts Borrowed | <u>-</u> |
| <u>17,554</u> | (Increase)/Decrease in Cash and Cash Equivalent | <u>(24,751)</u> |

**LEISURE AND RECREATION MANAGEMENT –
NOTES ON REVENUE ACCOUNT**

- 1 The charge for Central Support Services included in the expenditure amounted to £60,337.
- 2 The sum of £11,599 was transferred to the General Fund during the period under review.
- 3 There are no Corporate and Democratic Core costs charged to the Revenue Account.

**LEISURE AND RECREATION MANAGEMENT –
NOTE ON CASH FLOW STATEMENT**

1 **Reconciliation with Revenue Surplus**

| | £ | £ |
|---|--------------|-----------------|
| Surplus per Revenue Account | | 11,599 |
| <u>Add:</u> Increase/(Decrease) in Creditors | (27,881) | |
| Decrease/(Increase) in Debtors | <u>3,130</u> | <u>(24,751)</u> |
| | | (13,152) |
| <u>Deduct:</u> Contribution to General Fund | | <u>11,599</u> |
| Net Cash Inflow/(Outflow) from Revenue Activities | | <u>(24,751)</u> |

2 **Reconciliation of Financing Section with Loans Fund Account**

| | |
|--|-----------------|
| Due by Loans Fund at 1 April 2001 | 36,184 |
| <u>Less:</u> Amounts Borrowed | <u>(24,751)</u> |
| Balance Due by Loans Fund at 31 March 2002 | <u>11,433</u> |

**ADDITIONAL REPORTING REQUIREMENTS OF
THE LOCAL GOVERNMENT ACT 1988**

YEAR 2001/2002

CLEANING OF BUILDINGS

The above activity has no work which falls within these activity by virtue of decisions under Sections 2(5), 2(7) and 6 (4).

GROUND MAINTENANCE

- 1 Value of work which falls within the activity by virtue of a decision under Section 2(5):-

| | | |
|---|---|----------|
| a | Leisure and Recreation work | £84,840 |
| b | Repair and Maintenance of Vehicles work | £298,957 |
- 2 Value of work which falls within the activity by virtue of decision under Section 2 (7):-

| | |
|------------------|---------|
| Non-defined work | £77,571 |
|------------------|---------|
- 3 This activity has no work which falls within the activity by virtue of a decision under Section 6(4)

REFUSE COLLECTION AND OTHER CLEANING

- 1 Value of work which falls within the activities by virtue of a decision under Section 2(5):-

| | |
|---|----------|
| Repair and Maintenance of Vehicles work | £506,894 |
|---|----------|
- 2 These activities have no work which falls within the activities by virtue of decisions under Sections 2(7) and 6(4).

LEISURE AND RECREATION MANAGEMENT

- 1 Value of work which falls within the activity by virtue of a decision under Section 2(5):-

| | | |
|---|-----------------------|----------|
| a | Cleaning of Buildings | £814,170 |
| b | Other Cleaning | £485,180 |
| c | Catering | £10,225 |
- 2 Value of work which falls within the activity by virtue of a decision under Section 2(7):-

| | |
|------------------|---------|
| Non Defined Work | £11,625 |
|------------------|---------|
- 3 This activity has no work which falls within the activity by virtue of decisions under Section 6(4).