



ABSTRACT OF ACCOUNTS

31 MARCH 2005

ARC21 JOINT COMMITTEE

Financial Report for the year ended 31 March 2005

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FOREWORD

arc21 Joint Committee is a partnership of eleven District Councils who have agreed, pursuant to Terms of Agreement dated July 2003, to collaborate in implementing the Waste Management Plan for the Sub Region of Northern Ireland.

Article 23 of the Waste and Contaminated Land (NI) Order 1997, establishes a requirement for each District Council in Northern Ireland to prepare a waste management plan, taking into account the Waste Strategy prepared by the Department of the Environment.

The Department published its Northern Ireland Waste Management Strategy in May 2000, one of the objectives of which was stated as being to put in place a framework for preparation of joint waste management plans to develop an integrated network of regional waste management facilities which would be cost effective to the public.

In furtherance of the sub-regional approach promoted by the Department in its strategy, the Participant Councils agreed to form the Eastern Region Waste Management Group for the purpose of developing a joint waste management plan.

The Eastern Region Waste Management Group have now jointly adopted, having consulted with the Department in accordance with the provisions of article 23 of the 1997 Order, the Waste Management Plan which sets out the proposals of the Participant Councils as to how they would collectively deal with their waste arising over the period of the next 20 years.

The Participant Councils have agreed that, for the purposes of establishing an appropriate legal vehicle tasked with implementing those major procurement arrangements which will arise from the Waste Management Plan, they shall form a Joint Committee pursuant to the provisions of section 19 of the Local Government Act (NI) 1972.

The Local Government (Constituting a Joint Committee a Body Corporate) Order (Northern Ireland) 2004 was made on the 13th February 2004 and came into operation on the 15th March 2004. Section 3 of the Order states the body corporate shall be known as arc21.

The Accounts Direction issued by the Department of the Environment on 7 September 2005 requires the Joint Committee to prepare accounts from 2004/2005.

The Participant Councils of arc21 are :

Antrim Borough Council
Ards Borough Council
Ballymena Borough Council
Belfast City Council
Carrickfergus Borough Council
Castlereagh Borough Council
Down District Council
Larne Borough Council
Lisburn City Council
Newtownabbey Borough Council
North Down Borough Council

arc21 became operational in September 2004 with the appointment of the Chief Executive, Mr John Quinn, followed by two other senior managers who took up their posts later in the financial year, Mr George Craig, Finance and Administration Manager, and Mr Richard Burnett, Waste and Policy Manager.

The organisation is supported by a Joint Committee, which is made up of 22 elected Councillors, 2 nominated from each Participant Council, as well as a Steering Group which is made up of Officers from each Council.

The Eastern Region Waste Management Group has been operational since the year 2000 and accounting support was provided by staff from Antrim Borough Council, until the appointment of the Finance and Administration Manager during the year.

The financial results for the year show a positive position both in terms of cash and reserves.

As shown in the Income and Expenditure Report on page 9, arc21 incurred expenditure of £415,708 and received income of £535,356 resulting in a surplus for the year of £119,648. This surplus has increased the cumulative reserves as at 31 March 2005 to £482,902 as can be seen in the Balance Sheet on Page 13.

STATEMENT OF THE JOINT COMMITTEE'S AND CHIEF EXECUTIVE'S RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

The Joint Committee's Responsibilities

Under Section 54 of the Local Government Act (Northern Ireland) 1972 a Council shall make safe and efficient arrangements for the receipt of money paid to it and the issue of money payable by it, and those arrangements shall be carried out under the supervision of such officer of the Council as the Council designates as its Chief Financial Officer. The Joint Committee has adopted a similar arrangement and its Chief Executive undertakes equivalent duties to those of a Chief Financial Officer in a Council

The Chief Executive's Responsibilities

Under Section 77(1) and (2) of the Local Government Act (Northern Ireland) 1972 the Chief Financial Officer is responsible for the preparation of a Council's statement of accounts in the form directed by the Department of the Environment. For arc21 this is the responsibility of the Chief Executive.

The arc21 accounts must present fairly the income and expenditure and cash flows for the financial year and the financial position as at the end of the financial year.

In preparing the arc21 statement of accounts, the Chief Executive is required to:-

- observe the Accounts Direction issued by the Department of the Environment including compliance with relevant accounting and disclosure requirements given in the Code of Practice on Local Authority Accounting in the United Kingdom (SORP - Statement of Recommended Practice) as amended and augmented from time to time;
- follow relevant accounting and disclosure requirements and apply suitable accounting policies on a consistent basis; and
- make judgements and estimates that are reasonable and prudent.

The Chief Executive is also required to:-

- keep proper accounting records which are up-to-date; and
- take reasonable steps for the prevention and detection of fraud and other irregularities.

Statement on the System of Internal Financial Control

This statement is given in respect of the statement of accounts for arc21 Joint Committee. I acknowledge my responsibility for ensuring that an effective system of internal financial control is established and maintained in connection with the resources concerned.

The system of internal financial control provides reasonable assurance that the assets of the organisation 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 financial management information, financial regulations, processes and controls appropriate to the size of the organisation. In addition, the Joint Committee and Participant Councils require, in accordance with the Principle of Limit of Delegation in our Terms of Agreement, to approve the acquisition of assets or the incurring of liabilities, in circumstances where the value is in excess of £250,000.

An official purchase ordering system is in place and all expenditure must be approved by a senior manager. All cheques require to be signed by two authorised signatories and only senior managers are authorised signatories. The bank accounts of the organisation are reviewed regularly and reconciled on a monthly basis.

The SAGE accounting software package, comprising General Ledger, Sales Ledger, Purchase Ledger and Payroll, has been installed to provide an adequate level of accounting support, management information and control.

The financial transactions are subject to an annual Statutory Audit by the Local Government Auditor and any recommendations arising from such a review will be taken into account. In addition, an Internal Audit service is being provided, using the services of Belfast City Council, in order to assess any potential financial risks associated with the infrastructure contracts which arc21 is putting in place on behalf of the Participant Councils and any recommendations arising from their work will also be considered.

As the organisation is just getting established, the system of internal financial control will be kept under review and any additional measures deemed necessary for the maintenance of proper corporate governance will be implemented on an ongoing basis.

Signature

JOHN R QUINN B. Sc., C.Eng., C. Env., M.I.C.E., M.C.I.W.M.
CHIEF EXECUTIVE

Date

Certificate of the Chief Executive

I certify that : -

- (a) the statement of accounts for the year ended 31 March 2005 on pages 7 to 16 has been prepared in the form directed by the Department of the Environment and under the accounting policies set out on pages 7 to 8, and

- (b) in my opinion the statement of accounts presents fairly the income and expenditure and cashflows for the financial year and the financial position at the end of the financial year.

Signature

JOHN R QUINN B. Sc., C.Eng., C. Env., M.I.C.E., M.C.I.W.M.
CHIEF EXECUTIVE

Date

REPORT OF THE LOCAL GOVERNMENT AUDITOR TO THE DEPARTMENT OF THE ENVIRONMENT - ARC21 2004-05

I report that I have audited the Statement of Accounts on pages 3 to 16 under the Local Government Act (Northern Ireland) 1972

Respective responsibilities of Chief Financial Officer and Local Government Auditor

As described in the Statement of Responsibilities on page 3 the Chief Financial Officer is responsible for the preparation of the Statement of Accounts in accordance with the Local Government Act (Northern Ireland) 1972 and directions made thereunder. My responsibilities as Local Government Auditor are established by statute, guided by the Code of Audit Practice issued by Local Government Audit Office and I have regard to the standards and guidance issued by the Auditing Practices Board and the ethical guidance applicable to the auditing profession.

I report my opinion as to whether the Statement of Accounts presents fairly the income, expenditure and cash flows for the financial year, and the financial position at the end of the financial year.

I review whether the Statement on the System of Internal Financial Control on page 4 reflects compliance with the requirements of the 'Code of Practice on Local Authority Accounting in the UK'. I report if it does not meet these requirements or if the statement is misleading or inconsistent with other information I am aware of from my audit of the financial statements. I am not required to consider, nor have I considered, whether the Statement on Internal Financial Control covers all risks and controls, or to form an opinion on the effectiveness of the system of internal financial control. My review was not performed for any purpose connected with any specific transaction and should not be relied upon for any such purpose. I am also not required to form an opinion on the effectiveness of the entity's corporate governance procedures or its risk and control procedures.

Basis of Opinion

I carried out my audit in accordance with the Local Government Act (Northern Ireland) 1972, having regard to relevant auditing standards, and guided by the Local Government Audit Office Code of Audit Practice.

My audit included examination, on a test basis, of evidence relevant to the amounts and disclosures in the statement of accounts. It also included an assessment of the significant estimates and judgements made in the preparation of the statement of accounts and of whether the accounting policies are appropriate to the organisation's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I consider necessary in order to provide me with sufficient evidence to give reasonable assurance that the Statement of Accounts is free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the Statement of Accounts.

Opinion

In my opinion the Statement of Accounts presents fairly the financial position of arc21 Joint Committee at 31 March 2005 and its income, expenditure and cash flows for the year then ended.

Certificate

I certify that I have completed the audit of the Statement of Accounts accounts in accordance with the requirements of the Local Government Act (Northern Ireland) 1972, having regard to relevant auditing standards, and guided by the Government Audit Office Code of Audit Practice.

Denver Lynn

LOCAL GOVERNMENT AUDITOR

21 December 2005

Statement of Accounting Policies for the Year ended 31 March 2005

1. GENERAL PRINCIPLES

The accounts have been prepared in accordance with the Local Government Act (NI) 1972 and the Code of Practice on Local Authority Accounting in the United Kingdom 2004. This Code of Practice has been developed by the Chartered Institute of Public Finance and Accountancy (CIPFA) / Local Authority (Scotland) Accounts Advisory Committee (LASAAC) Joint Committee in accordance with the Accounting Standards Board's (ASB) Code of Practice for the development of Statements of Recommended Practice.

The accounts have also been prepared in accordance with guidance notes issued by CIPFA on the application of accounting standards and the Department of the Environment's Accounts Direction.

2. INCOME AND EXPENDITURE (DEBTORS AND CREDITORS)

The income and expenditure of Arc21 is maintained on an accruals basis in accordance with the code of accounting practice and Financial Reporting Standard (FRS) 18. That is, sums due to or from the organisation during the year are included whether or not the cash has actually been received or paid in the year.

3. FIXED ASSETS / CAPITAL CHARGES

Arc21 is funded by way of contributions from revenue of the eleven Participant Councils and revenue grant from the Environment and Heritage Service of the Department of the Environment.

As a consequence, the activities of Arc21 are deemed to be of a revenue nature and during the year expenditure incurred on computer equipment, office equipment and office furniture has been charged to the general Income and Expenditure account, resulting in capital charges not being applicable.

An analysis of assets currently being used by arc21 which are valued in excess of £500 is provided in note 10 on page 12.

4. SUPPORT SERVICES COSTS

All support services costs, provided by Participant Councils, are allocated to the specific expense category in the Income and Expenditure Statement.

5. PENSION COSTS

Local Authorities in Northern Ireland, including Joint Committee's, contribute to the Northern Ireland Local Government Superannuation Committee Scheme (NILGOSC). The scheme is fully funded and provides the relevant information in accordance with FRS17 within its own financial statements.

Details of the Employer's contribution amount and the rate of contribution can be found in Note 4 to the Income and Expenditure Report on Page 11.

6. INVESTMENTS

arc21 generates Investment Income through placing funds on short term deposits and through the use of an interest earning current, operated by the Bank of Ireland.

7. VALUE ADDED TAX

VAT is included in income and expenditure only to the extent that it is irrecoverable by the organisation in accordance with Statement of Standard Accounting Practice (SSAP) number 5.

8. POST BALANCE SHEET EVENTS

Where a material post balance sheet event occurs which provides additional evidence relating to conditions existing at the balance sheet date or indicates that the application of the going concern concept to a material part of the authority is not appropriate, then relevant charges have been made to the amounts included in the statement of accounts. Where a material post balance sheet event does not concern the conditions which exist at the balance sheet date their appropriate details are disclosed in the notes to the financial statements.

9. FOREIGN CURRENCY TRANSLATION

Receipts and payments in foreign currency are translated into sterling at the rate prevailing at the time of the transactions.

10. INSURANCE

The organisation has a range of Insurance Policies in place to meet its operational requirements.

The major policies in place are:

- Employers Liability
- Public Liability
- Office Contents Insurance

The level and type of insurance in place to meet the operational needs of the organisation is kept under review.

11. MAJOR PROVISIONS

The organisation makes provision for claims which may give rise to settlements in excess of £1,000 per claim and are charged to the Income and Expenditure Statement.

Provision for bad and doubtful debts are made and charged to the Income and Expenditure Statement.

12. GRANTS

Government grants are accounted for on an accruals basis and are recognised when the conditions for their receipt have been complied with and there is reasonable assurance that the grant will be received. Revenue grants will be recognised in the revenue account and are matched with the expenditure to which they relate.

13. LEASES

Finance Leases

Rentals payable under finance leases are apportioned between the finance charge and the reduction of the outstanding obligation. At the inception of the agreement, the asset is capitalised along with an obligation to pay future rentals. The finance element of future rentals is charged to revenue. The principal element reduces the obligation to pay future rentals.

Operating Leases

Rentals payable under operating leases are charged directly to revenue on a straight-line basis over the term of the lease.

14. RESERVES

It is the policy of the organisation to maintain an adequate level of reserves subject to the approval of the Joint Committee.

15. RELATED PARTY TRANSACTIONS

arc21 is a collaborative agreement between eleven Participant Councils in the Eastern Region of Northern Ireland. The transactions between arc21 and the Participant Councils are disclosable in accordance with Financial Reporting Standard 8 (FRS 8) - Related Party Disclosures.

ARC21 JOINT COMMITTEE

INCOME AND EXPENDITURE FOR THE YEAR TO 31 MARCH 2005

	NOTE	2004/05	2003/04 **
		<u>£</u>	<u>£</u>
INCOME :			
PARTICIPATING COUNCILS	1	150,000.00	150,001.00
GOVERNMENT GRANT	2	383,079.00	192,004.24
BANK INTEREST	3	2,277.09	5,377.77
OTHER INCOME	4	-	-
TOTAL INCOME		<u>535,356.09</u>	<u>347,383.01</u>
EXPENDITURE :			
EMPLOYEE COSTS	5	89,855.15	-
PREMISES COSTS	6	21,286.68	-
SUPPLIES AND SERVICES	7	290,223.14	185,555.32
TRAVEL AND SUBSISTENCE COSTS	8	4,288.96	-
ADMINISTRATION COSTS	9	10,054.07	63.47
OTHER COSTS	10	-	-
TOTAL EXPENDITURE		<u>415,708.00</u>	<u>185,618.79</u>
SURPLUS		<u>119,648.09</u>	<u>161,764.22</u>

** Note : The 2003/2004 Figures are unaudited

ARC 21 JOINT COMMITTEE

BALANCE SHEET AS AT 31 MARCH 2005

	NOTE	31-Mar-05	01-Apr-04
		<u>£</u>	<u>£</u>
ASSETS :			
STOCK		-	-
DEBTORS	11	388,049.66	320,497.98
PREPAYMENTS		3,812.50	-
CASH AND BANK		117,024.48	62,290.57
PETTY CASH		312.40	-
VAT RECOVERABLE		<u>28,836.39</u>	<u>-</u>
TOTAL ASSETS		538,035.43	382,788.55
LESS CURRENT LIABILITIES :			
CREDITORS	12	53,128.57	19,535.09
ACCRUALS		2,000.00	-
VAT PAYABLE		<u>5.31</u>	<u>-</u>
TOTAL LIABILITIES		55,133.88	19,535.09
NET ASSETS		<u>482,901.55</u>	<u>363,253.46</u>
FINANCED BY :		£	£
RESERVES AT 31 MARCH		363,253.46	201,489.24
SURPLUS IN THE YEAR		119,648.09	161,764.22
RESERVES AND BALANCES	13	<u>482,901.55</u>	<u>363,253.46</u>

ARC 21 JOINT COMMITTEE

CASHFLOW STATEMENT FOR THE YEAR TO 31 MARCH 2005

CASH OUTFLOWS :	NOTE	<u>£</u>	<u>£</u>	
CASH PAID TO AND ON BEHALF OF EMPLOYEES		82,251.00		
PREMISES COSTS		23,736.00		
SUPPLIES AND SERVICES		269,704.00		
TRAVEL AND SUBSISTENCE		3,873.00		
ADMINISTRATION		10,976.00		
INPUT VALUE ADDED TAX		<u>22,535.00</u>	413,075.00	
 CASH INFLOWS :				
MEMBER COUNCIL CONTRIBUTIONS		150,000.00		
GOVERNMENT GRANTS	14	192,004.00		
OTHER OPERATING CASH RECEIPTS	15	<u>124,731.00</u>	<u>466,735.00</u>	
NET CASH INFLOW FROM OPERATIONAL ACTIVITIES			53,660.00	
 RETURNS ON INVESTMENTS AND SERVICING OF FINANCE :				
BANK INTEREST AND CHARGES		32.00		
BANK INTEREST RECEIVED		<u>1,105.00</u>	<u>1,073.00</u>	
NET INCREASE IN LIQUID RESOURCES			<u>54,733.00</u>	
 OPENING CASH POSITION AS AT 1 APRIL 2004				
				62,291.00
INCREASE IN CASH DURING THE YEAR				54,733.00
CLOSING CASH POSITION AS AT 31 MARCH 2005				<u>117,024.00</u>

Notes to the Accounts

Note 1 Participating Councils Income

The amount received from each Participating Council was as follows ;

	2004/05	2003/04
Name	£	£
Antrim Borough Council	7,920.00	8,101.00
Ards Borough Council	11,940.00	11,583.00
Ballymena Borough Council	9,555.00	8,442.00
Belfast City Council	45,030.00	45,618.00
Carrickfergus Borough Council	6,135.00	5,804.00
Castlereagh Borough Council	10,815.00	10,904.00
Down District Council	10,425.00	7,895.00
Larne Borough Council	5,010.00	5,892.00
Lisburn City Council	17,715.00	18,042.00
Newtownabbey Borough Council	13,020.00	13,031.00
North Down Borough Council	12,435.00	14,689.00
Total	<u>150,000.00</u>	<u>150,001.00</u>

Note 2 Government Grant Income

The Participating Councils are eligible to claim grant support from the Department of the Environment - Environment and Heritage Service and under the scheme each Council, out of their own grant allocation, sets aside an amount which arc21 claims directly.

The amount set aside by each Participating Council, for arc21 to claim directly from the Environment and Heritage Service, was ;

	2004/05	2003/04
Name	£	£
Antrim Borough Council	20,227.00	11,085.00
Ards Borough Council	30,493.00	15,850.00
Ballymena Borough Council	24,402.00	11,555.00
Belfast City Council	115,000.00	62,245.00
Carrickfergus Borough Council	15,668.00	6,898.00
Castlereagh Borough Council	27,620.00	12,958.00
Down District Council	26,624.00	9,376.00
Larne Borough Council	12,795.00	8,065.00
Lisburn City Council	45,242.00	21,443.00
Newtownabbey Borough Council	33,251.00	17,840.00
North Down Borough Council	31,757.00	14,689.00
Total	<u>383,079.00</u>	<u>192,004.00</u>

Notes to the Accounts

Note 3 Bank Interest

Banking services during the year were provided by the Ulster Bank Ltd and the Bank of Ireland Ltd. Interest was earned by placing surplus funds in interest earning accounts with the banks. The amount of interest earned was £2,277.09.

Note 4 Other Income

Nil

Note 5 Employees and Employee Costs

The organisation became established during the financial year with the appointment of the first three officers.

The Chief Executive took up office in September 2004, followed by the Finance and Administration Manager in November and the Waste and Policy Manager in January 2005.

		2004/05	2003/04
(a)	Employees		
	Average Number of Employees	3	NIL
(b)	Employee Costs	£	£
	Gross Salaries	65,478.00	-
	Employers National Insurance Contributions	6,520.38	-
	Employers Superannuation Contributions	7,791.89	-
	Agency Staff Costs	10,064.88	-
	Total	<u>89,855.15</u>	<u>-</u>

The Employer Rate in respect of the contributions to the superannuation scheme (NILGOSC) during the year was 11.90%.

Note 6 Premises Costs

In October 2004 arc21 moved into premises at Duncrue Complex, Duncrue Industrial Estate, Belfast, BT3 8BP. The amount of expenditure incurred on costs relating to the premises was as follows ;

	2004/05	2003/04
	£	£
Office Furniture	14,932.18	-
Rent, Rates and Service Charges	6,354.50	-
Total	<u>21,286.68</u>	<u>-</u>

Note 7 Supplies and Services

The amount spent on supplies and services was as follows ;

	2004/05	2003/04
	£	£
Computer Equipment and Support Services	15,767.28	13,950.00
Waste Management Plan Procurement Related Services :		
Technical Advice and Guidance	231,568.23	134,957.21
Tender Advertising	1,375.49	10,628.45
Ordnance Survey Costs	-	2,189.66
Other Miscellaneous Procurement Costs	3,845.69	-
Other Waste Management Plan Hired Services	7,267.50	-
Professional and Legal Fees	10,554.50	20,000.00
Recruitment and Selection Costs	18,083.27	3,830.00
Other Supplies and Services	1,761.18	-
Total	<u>290,223.14</u>	<u>185,555.32</u>

Notes to the Accounts

Note 8 Travel and Subsistence Costs

The amount spent on travel and transport costs was as follows ;

	2004/05	2003/04
	£	£
Essential Users Lump Sum	1,192.50	-
Motor Mileage	2,041.79	-
Other Travel and Subsistence Costs	1,054.67	-
Total	<u>4,288.96</u>	<u>-</u>

Note 9 Administration Costs

The amount spent on administration costs was as follows ;

	2004/05	2003/04
	£	£
Audit Fees	2,000.00	-
Conference Costs	1,920.72	-
Insurance	2,100.00	63.47
Printing and Stationery	1,711.57	-
Subscriptions	510.00	-
Telephone, Fax and Postage	707.23	-
Other Establishment Costs	1,104.55	-
Total	<u>10,054.07</u>	<u>63.47</u>

Note 10 Other Costs

Nil

Note 11 Debtors

The debtors figure of £388,049.66 is made up as follows :

	£
Environment and Heritage Grant Claim	383,079.00
Refund of Tax Due on Bank Interest	3,762.79
Bank Interest receivable at 31 March	1,172.22
Misc debtors	35.65
Total	<u>388,049.66</u>

Note 12 Creditors

The creditors figure of £53,128.57 is made up as follows :

	£
Trade Creditors	47,352.07
Amounts due to Participant Councils -	
Down Borough Council	5,452.00
Lisburn City Council	324.50
Total	<u>53,128.57</u>

Notes to the Accounts

Note 13 Reserves and Balances

The surplus achieved during the year, £119,648.09, has increased the overall level of reserves to £482,901.55 at 31 March 2005. As the organisation has only become established during the financial year, it is not in a position to decide on the appropriate level of reserves to be maintained.

In considering the appropriate level of reserves to be held, arc21 will take into account future planned activities including the potential costs of specific procurement / infrastructure projects, as well as the amount of reserves that it would be prudent to maintain as a contingency measure.

Note 14 Government Grants

The amount shown, £192,004, was received from the Environment and Heritage Service in relation to the Waste Management Grant scheme in place for the 2003/2004 financial year.

Note 15 Other Operating Income

The amount shown, £124,731, represents the balance of Participating Councils contributions at the end of the 2003/2004 financial year, which was received in the current financial year.

Note 16 Related Party Transactions (Financial Reporting Standard - FRS 8)

The eleven Participant Councils of arc21 are regarded as related parties in accordance with Financial Reporting Standard FRS 8 and information in relation to the transactions between arc21 and Participant Councils during the year is shown in note 1 on page 10.

There were no other related party transactions during the year.

Note 17 Analysis of assets

Assets acquired during the year, with a value in excess of £500, are as follows ;

	2004/05	2003/04
Description	£	£
Computer Equipment	5,210.00	-
Other Office Equipment	995.00	-
Office Furniture	4,614.00	-
Total	<u>10,819.00</u>	<u>-</u>

There were no disposals during the year.