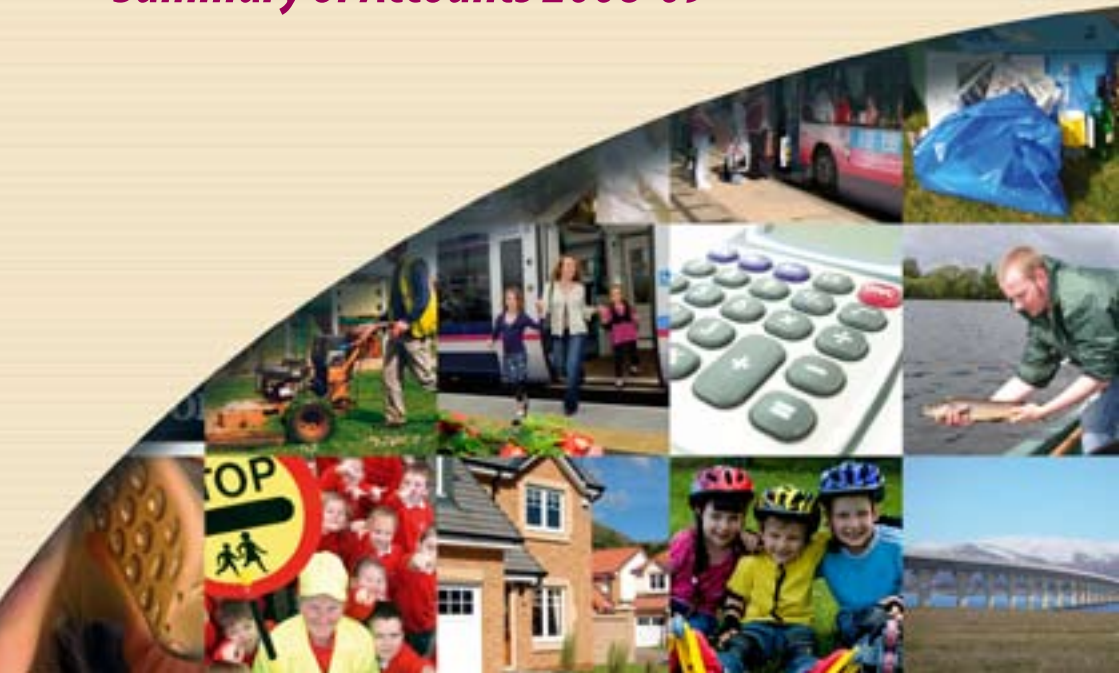




Clackmannanshire Council

# *Council Tax & Non-domestic Rates for 2010-11*

## *Summary of Accounts 2008-09*



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## Introduction by Council Leader

Your Council Tax and Non-Domestic Rates contribute to the provision of a wide range of services for people in Clackmannanshire, including schools, social work, libraries, refuse collection, environmental health, police and fire, to name a few. Your contribution funds just under 40% of the Council's total spend on services, which, this coming year will be around £123 million.

There is no increase in Council Tax in 2010-11 and the Council aims to continue to develop and improve services by being more efficient. The current recession is impacting on all households and businesses and the Council recognises that it has its part to play in keeping costs down.

This booklet sets out the levels of Council Tax and Non-Domestic Rates for 2010-11. In addition, it provides information on water and waste water charges which are set by Scottish Water: the Council is not responsible for setting these charges but, by law, must include them in your Council Tax bill.

The booklet also gives a summary of the Council's accounts for 2008-09, which is an abbreviated version of our audited Statement of Accounts for 2008-9. We hope this gives a clear view of how we managed our finances in that year.

Councillor Janet Cadenhead  
Leader of Clackmannanshire Council

If you would like to enquire about Council Tax and/or Non-Domestic Rates, please visit [www.clacksweb.org.uk/council/counciltax](http://www.clacksweb.org.uk/council/counciltax) or email [counciltax@clacks.gov.uk](mailto:counciltax@clacks.gov.uk)



## Your Guide To The Council Tax

The following is information on the council tax and will help you with your council tax demand.

### Enquiries / contact us

Any enquiry about your Council Tax can be made by writing to:  
Revenue Services, 8 Bank Street, Alloa, FK10 1HP

Telephone the Council Tax Service on: 01259 226237

Email - counciltax@clacks.gov.uk

or call in at any of these offices:

Alva CAP, 153 West Stirling Street, Alva

Clackmannan CAP, Main Street, Clackmannan

Dollar CAP, Dollar Civic Centre, Dollar

Menstrie CAP, Dumyat Centre, Menstrie

Sauchie CAP, Main Street, Sauchie

Tillicoultry Rent Office, Institution Place, Tillicoultry

Tullibody Rent Office, Tron Court, Tullibody

You can check the office opening times by phoning  
01259 450000

If you can't visit any of these local offices we can arrange a home visit - simply contact us to make an appointment.

### Who pays Council Tax?

The person highest on the list below is normally responsible for paying the bill:

Owner occupier

Tenant occupier

Sub-tenant occupier

The occupier

The owner (normally where the property is unoccupied)

### Difficulty in paying your Council Tax?

Contact the Council Tax Service immediately and we will try to help you arrange a suitable payment agreement.

The Council's Money Advice Service offers a free confidential service and can arrange home visits to discuss money advice and related matters. For more information call 01259 452512.

Married couples, civil partners and those who live together as if they are married or civil partners are both responsible for paying the council tax.

### Your Bill

We set council tax to help pay for the services we provide. Scottish Water sets the water and sewerage charges. Your bill covers all the charges you have to pay. The level of your charges depend on the valuation band of your property.

If you think your bill is wrong, please contact us and we will check it.

## What You Will Pay

Valuation Band	Council	Water	Waste	Total
A up to £27,000	£765.33	£122.34	£140.04	£1,027.71
B £27,001 to £35,000	£892.89	£142.73	£163.38	£1,199.00
C £35,001 to £45,000	£1,020.44	£163.12	£186.72	£1,370.28
<b>D £45,001 to £58,000</b>	<b>£1,148.00</b>	<b>£183.51</b>	<b>£210.06</b>	<b>£1,541.57</b>
E £58,001 to £80,000	£1,403.11	£224.29	£256.74	£1,884.14
F £80,001 to £106,000	£1,658.22	£265.07	£303.42	£2,226.71
G £106,001 to £212,000	£1,913.33	£305.85	£350.10	£2,569.28
H over £212,000	£2,296.00	£367.02	£420.12	£3,083.14

The Scottish government gave extra funding to local authorities to allow them to freeze the cost of council tax for the financial year 2010-11.

Please refer to the separate leaflet in your bill pack for further information on water and waste water charges set by Scottish Water. You can contact Scottish Water on 0845 601 8855.

### Valuation band

The Assessor has placed your home in one of 8 valuation bands.

If you have an enquiry about your band, you should write immediately to:- The Assessor, Hillside House, Laurelhill, Stirling, FK8 2NA or telephone 01786 892200. Your appeal rights against the banding are limited unless you became the taxpayer within the last 6 months. Alternatively, you can visit their website [www.saa.gov.uk/central](http://www.saa.gov.uk/central)

### Changes in circumstances

If you have details of any change of address or circumstances which might affect the amount you pay, for example the number of people living in your home, you should tell Revenue Services, (see enquiries/contact details on Page 2). If you fail to tell us of any changes which might affect discounts or exemptions you may be have to pay a £50 penalty.



### Appeal rights

You can appeal to the Head of Finance Services if you disagree with our decision to ask you to pay council tax or the calculation of your bill. If you remain dissatisfied you have a right of appeal to the Valuation Appeal Committee.

If you make an appeal you must continue to pay your council tax. If your appeal is successful then any overpaid council tax will be refunded or transferred to reduce any other outstanding debt to the Council.

## Discounts

A 25% discount is available if there is only one adult living in the property. A 50% discount is available if the property is unoccupied.

Some people are not counted when deciding how many adults are living in a property. These are:

- ◆ full time students, student nurses and young people on Youth Training Schemes
- ◆ apprentices earning less than £195.00 - subject to confirmation
- ◆ people resident in hospital or care/nursing homes
- ◆ people who are severely mentally impaired
- ◆ 18 year olds who are at school or have just left school
- ◆ careworkers who are paid no more than £44 per week - subject to confirmation
- ◆ people caring for someone they live with (excluding their partner or their own children) who is receiving a qualifying benefit
- ◆ people who belong to a religious community
- ◆ people in prison

### Payment Of Council Tax

We prefer you to pay council tax by direct debit. The Council offers variable payment dates and the option to pay council tax over 12 months if you choose this method. If you would like to pay by direct debit, please contact us. Unless you pay by direct debit, council tax is normally paid in 10 monthly instalments from April to January inclusive.

Instalments are shown on your bill. You must make payment on or before the 15th of each month from April to January inclusive. If payment is not received by the 15th of the month we will send you a reminder.

Payment can also be made at any Council Collection Office, or by post to:

Cash Office, Clackmannanshire Council, Greenfield, Alloa, FK10 2AD or using a debit or credit card by phoning 01259 450000 quoting your account reference. You can also pay online if you have internet access: visit our website [www.clacksweb.org.uk](http://www.clacksweb.org.uk) to pay using a debit or credit card.

Cheques or postal orders should be crossed and made payable to Clackmannanshire Council. Please remember to include your council tax account number and your name and address.

If paying using on line banking, payments should be made to Sort Code 80-05-28 Account No. 00224539 quoting your Council Tax Payment Reference from your bill

### Help For People On Low Incomes

You may be able to get help with your council tax depending on your income and circumstances. In some cases all your council tax will be met by benefit although you will still be due to pay any water and sewerage charges.

To apply for benefit, please contact us for an application form immediately, as benefit is only awarded from the Monday following the day we receive your application form.

### Help For People With Disabilities

If you, or someone who lives with you, have a disability and need an extra room or bathroom to meet your needs, or use a wheelchair indoors you may qualify for a reduction in your bill.

For further information please contact us.

## Exemptions

An exemption from the payment of council tax is available in the following circumstances:

### Unoccupied dwellings where:

- ◆ the liability falls to be met from the estate of a deceased person, provided that no grant of confirmation has been made or no more than 6 months has passed since such a grant was made.
- ◆ the dwelling was previously occupied by student(s) (available for a period up to 4 months)
- ◆ the dwelling is incapable of being lived in because of being structurally repaired, improved or reconstructed. The exemption will only apply for a maximum of 12 months from when last occupied or if sooner a maximum of 6 months after the works have been completed.
- ◆ the liable person has moved in order to provide personal care to another person. The liable person must have been away for this reason since they left.
- ◆ the liable person is in prison

- ◆ the dwelling has been repossessed by a mortgage lender
- ◆ difficult to let separately, e.g. 'granny flats'
- ◆ occupation is prohibited by law
- ◆ awaiting occupation by a minister of religion
- ◆ all the liable persons are students living elsewhere for the purpose of their studies.

### Unoccupied and unfurnished dwellings:

- ◆ for up to 6 months (if it remains unoccupied, after 6 months a 50% discount is available)
- ◆ if it was last occupied together with agricultural lands.

### Occupied dwellings where:

- ◆ all liable persons are students
- ◆ occupied only by persons with a severe mental impairment
- ◆ all liable persons are under the age of 18 years

## Arrears action

You need to pay by instalments by the due dates stated on your bill. If you miss one full instalment you will fall into arrears and you will have to bring the account up to date within 7 days of us asking. If you fail to bring your instalments up to date you will lose the right to pay by instalments and you will then be liable to pay the outstanding balance in full.

### Court action can lead to:

- ◆ you being asked for details of your employment and bank accounts
- ◆ your earnings being arrested
- ◆ your bank account being arrested
- ◆ the Sheriff Officer being involved in the recovery process
- ◆ deductions being made from your Income Support

Please note you will not have another chance to pay by instalments and we will send no further reminders. Any unpaid arrears are recoverable by Summary Warrant proceedings with the addition of a 10% penalty.

If you have a problem paying your bill contact us at once so that we can help you.

# Your Guide To Non-domestic Rates

## Information, help and advice

Write to: Revenue Services, 8 Bank Street, Alloa, FK10 1HP

Phone: 01259 226238

E-mail: [rates@clacks.gov.uk](mailto:rates@clacks.gov.uk)

Information about appeals, reliefs and arrears is enclosed with your rates bill.

## Paying your Non-domestic Rates

### By direct debit

Payments are automatically deducted from your bank account on the 15th of each month. You need to complete an instruction to your bank - contact us and we will send you one. If you already pay by direct debit, payments will continue to be collected from your account and you do not have to take any action.

### In person at any Council collection office

The address of each office is shown in the part of this leaflet that deals with council tax. Please take your rates demand with you when you go to make your payment.

### By post

Cheques/postal orders, crossed and made payable to 'Clackmannanshire Council' should be sent to the Cash Office, Clackmannanshire Council, Greenfield, Alloa, FK10 2AD. Remember to quote your rates payment reference with every remittance.

### By debit or credit card

Using a debit or credit card by phoning 01259 450000, quoting your rates payment reference. On the internet visit our website [www.clacksweb.org.uk](http://www.clacksweb.org.uk) to pay online using a debit or credit card.

### By home banking, BACS or standing order

Payment should be made to sort code 80-05-28, account number. 00224563, quoting your rates payment reference.

## How your rates are calculated

Your annual rates bill is calculated by multiplying the rateable value of your property by the annual rate poundage which is set by the Scottish government each year.



## How Your Money Is Spent

Your Council has set its budget for the coming year. The Council Tax for a house valued at Band D will be £1,148 in financial year 2010/2011. Details of the Council Tax applicable to the other valuation bands are shown on page 3 of this booklet.

The expenditure figure used by Government in calculating its support to the Council is £5,732 per house. The Council's proposed spending amounts to £5,716 per house.

The table below shows how the 2010/2011 council tax has been calculated and how the Council intends to finance its expenditure. The estimated net expenditure for each service is also shown.

	2010/2011	Change from previous year				
	£'000	£'000	%	£'000	%	£
Total Gross Expenditure	136,878	2,274	1.7			
Less: Fees and Charges	13,541	553	3.9			
Total Net Expenditure	123,337	2,827	2.4			
Net Expenditure Allocated by Service	2010/2011 Net Expend (Excl Capital Charges Costs)	2010/2011 Capital Charges	2010/2011 Total Net Expend	Change from previous year		Effect on Band D Council Tax
	£'000	£'000	£'000	£'000	%	£
Education & Community Services	54,922	11,922	66,844	2,561	4.0	622
Residential Schools	3,545	7	3,552	681	23.7	33
Social Services	22,664	314	22,978	1,176	5.4	214
Non-Council Housing Services	4,923	8	4,931	(905)	(15.5)	46
Development & Environmental Services	13,500	958	14,458	258	1.8	134
Corporate and Democratic Core	1,736	8	1,744	1	0	16
<b>Joint Boards</b>						
Police Services	8,542	-	8,542	(227)	(2.6)	79
Fire Services	2,997	-	2,997	(207)	(6.5)	28
Valuation Services	431	-	431	12	2.9	4
Miscellaneous Services	1,793	7	1,800	0	0.0	17
Trading Service Surpluses	(347)	-	(347)	(97)	(38.8)	(3)
Interest on Revenue Balances	(253)		(253)	7	2.7	(2)
Contribution to Revenue Balances			0	(1,316)	(100.0)	0
Adjustment for Capital Charges			(4,340)	883	16.9	(40)
<b>Total</b>	<b>114,453</b>	<b>13,224</b>	<b>123,337</b>	<b>2,827</b>	<b>2.4</b>	<b>1,148</b>
<b>Financed by:</b>						
Government Grants			81,499			
Non-Domestic Rates			20,200			
Amount to be met by Council Tax			21,638			
<b>Total</b>			<b>123,337</b>			
Yield of £1 Band D Council Tax			£18,849			
Band D Council Tax			£1,148			
Scottish average Band D Council Tax 2007/2008 (Notional Scottish Office figure exc. Water Charges)			£1,149			
Local Authority Employees (Budgeted full-time equivalent)	2009/2010 2,231	2010/2011 2,202	Decrease (29)			

## Financial Review

The Council's Statement of Accounts has been prepared in accordance with the Accounting Code of Practice. The figures in this summary were originally compiled having regard to proper accounting practice. For the purposes of this statement some modifications were made to provide more meaningful information.

The Council's 2008/09 accounts have been audited by an auditor appointed by Audit Scotland. The auditor has issued an unqualified opinion on the Council's full accounts for 2008/09. A full copy of the Council's 2008/09 audited accounts is available for examination on request. Please telephone 01259 452041 to obtain a copy.

### Summary Of Financial Performance

**The following statement describes some of the key points from the Council's stewardship of public funds.**

#### Financial Performance - General Fund

During the year we spent £107,314 million on Council services. This was funded by income from government grants and council tax of £108.074 million, leaving a surplus for the year of £0.760 million. This compares with a budgeted deficit of £0.326 million.

The Council's general reserve at the end of the year stands at £5.531 million. However £4.529 million is earmarked for specific purposes, including £1.255 million set aside to implement new single status pay structure for employees, and £1.524 million to support operational costs of our three new secondary schools.

After accounting for the earmarked amounts, £1.002 million is generally available for new expenditure.

#### Council Housing

The Council owns 5,026 dwelling houses for which it charges rent. It is a legislative requirement that all expenditure incurred in respect of these houses is funded from the rental income generated. Any resulting surplus or deficit is either transferred into or out of the housing reserve. The budget was set to realise a surplus of £0.145 million. The actual

surplus achieved was £0.774 million. Savings on capital financing costs and a reduction in void rent loss and bad debts account for this favourable position.

A contribution from reserves of £2.078 million was made during the year to support investment in the housing stock to reach the required Scottish Housing Quality Standard by 2015. After accounting for this contribution and adding the surplus in the year, the Housing reserve at the end of the year stands at £6.052 million.

#### Capital Expenditure

Capital investment is money we spend on buying, building and improving assets such as land, buildings, roads, machinery and vehicles.

The distinction from revenue expenditure is that the Council essentially receives the benefit from capital expenditure over a longer period of time. The Council spent £17.3 million during the year on its capital programme. A summary of the main elements of expenditure is shown over the page. Sale of assets and grant income totalled £4.7 million and a contribution from revenue reserves of £2.1 million was allocated. This left £10.5 million of expenditure to be funded from borrowing.

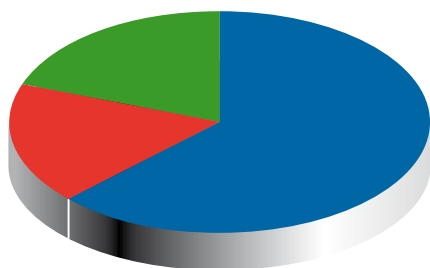
## Where We Spent the Money

	Gross Expenditure £000s	Gross Income £000s	Net Expenditure £000s
Education	58,117	2,386	55,731
Housing	36,260	29,613	6,647
Social work	34,186	8,937	25,249
Cultural & related Leisure Services	9,178	1,955	7,223
Environmental Services	6,891	763	6,128
Planning & Development Services	1,302	186	1,116
Highways, Roads and Transport	10,812	7,133	3,679
Police Joint Board	4,457	196	4,261
Fire Joint Board	2,998	0	2,998
Valuation Joint Board	507	0	507
Corporate and democratic core	2,473	183	2,290
Central services to the public	1,086	172	914
Non distributed costs	521	0	521
<b>Net cost of services</b>	<b>168,788</b>	<b>51,524</b>	<b>117,264</b>
Less: depreciation of fixed assets			(21,416)
Less: interest on revenue balances			(1,262)
Add: repayment of loans and interest on loans			10,777
Add: Capital expenditure funded from revenue			2,078
Add: Government grants deferred			184
			<b>107,625</b>
Less: adjustment for pension costs			1,173
Less: trading account surpluses			(328)
Add: Insurance fund surplus			148
Add: Housing Revenue account deficit			(1,304)
<b>Amount to be met from Government grants and local taxation</b>			<b>107,314</b>
<b>Financed by</b>			
General Government grants			68,039
Business rates			18,807
Council Tax			21,228
		<b>Total Income</b>	<b>108,074</b>
Net General Fund surplus for the year			(760)
General Fund at end of March 2008			(4,771)
General Fund at end of March 2009			(5,531)




## The Cost of Council services

### Revenue Account for the year ended 31 March 2009

The accounts opposite show the cost of running our services for the 12 months between April 2008 and March 2009, where the money came from to finance these costs, and the surplus at the year-end.



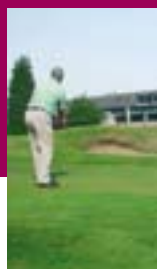
#### Income (£ million)

	General Government Grant	£68m	63%
	Business Rates	£19m	18%
	Council Tax	£21m	19%

Clackmannanshire Council had a total income in 2008/09 of £108 million. As the chart above shows, the majority (63%) comes from the Scottish Government directly through a central grant.

A further 18% of the Council's income also comes from the Scottish Government through the distribution of rates levied on Business premises.

Council Tax income for Clackmannanshire Council accounts for 19% of total expenditure.



## Capital Spending

Capital investment is the money we spend on buying, building and improving our assets. This includes improvements and upgrades to our schools, residential homes, council houses, regenerating town centres and investing in new technology. The Council receives the benefit from capital expenditure over a long period of time.

The following table and chart outlines the capital investment made during 2008/09

	£,000s
<b>Education &amp; Community</b>	
Schools fund (Estates strategy)	507
IT hardware replacement & white boards	1,781
Land & access roads for schools	243
Lime Tree Walk	1,643
Muckhart primary heating plant	120
Other education & community projects	331
	<b>4,625</b>
<b>Social Services</b>	
Menstrie house en suite conversion	26
Adult Care premises with Forth Valley NHS	23
	<b>49</b>
<b>Roads &amp; Transportation</b>	
Bridge strengthening	121
Traffic Management, Speed Reduction	227
Flood prevention	478
Roads & Footpath Improvements	126
Street Lighting	118
Major Roads Improvements	1,104
Other Roads & Transport Projects	103
	<b>2,277</b>
<b>Environmental, Community &amp; Protection</b>	
Contaminated land	93
Cemeteries	91
Parks & Open Spaces	88
Outdoor Play area	78
Black Devon landfill site	73
Vehicles	556
Other projects	31
	<b>1,010</b>

	£,000s
<b>Economic Development</b>	
New Alloa Infrastructure	240
Alloa town centre development	182
Kilncraigs mill development	53
Dumyat Business Park	502
	<b>977</b>
<b>Corporate development, buildings, IT systems</b>	
Greenfield Heating	63
Council office improvements	85
Finance & IT hardware and software	380
Other Corporate projects	28
	<b>556</b>
<b>Housing</b>	
Structural works, roofs and doors	677
Central heating and Insulation	832
Kitchens and Bathrooms	4,603
Safe electrical systems & Environmental Improvements	700
Conversions, adaptations, water supply replacement & area Improvements	888
Westhaugh travelling peoples site	60
Other housing projects	70
	<b>7,830</b>
<b>Total</b>	<b>17,324</b>



## Balance Sheet

### What we own, what we owe and what we are owed

**31 March 2009**

	£000s
Buildings, land and other assets owned by the Council	267,199
Stock	479
Cash in bank	50,703
Money owed to the Council	19,322
Money owed by the Council	(27,482)
	<b>310,221</b>

#### Financed by:

Borrowing	155,337
Non distributable reserves	142,557
Distributable reserves*	12,327
	<b>310,221</b>

\* Distributable reserves are available to spend on services and are made up as follows:

	£000s
General fund balance	5,531
Housing reserve balance	6,052
Insurance Fund	744
	<b>12,327</b>

£1.524 million of the General Fund balance is earmarked for the three new secondary schools, and £1.255 million has been set aside for implementing the new single status provisions for the workforce.

A further £1.750 million has been earmarked for other commitments including devolved management within schools, service improvement contracts, and modernising government.

### Cash Flow

Cash in bank (as at March 2008)	£14.963m
Cash in	£57.859m
Cash out	(£22.119)
Cash in bank (as at March 2009)	£50.703m



## Housing Revenue Account

The housing revenue account deals with expenditure on council houses, for example, repairs and estate management. This is mainly met from rents received. The following table shows the position for 2008/09.

	<b>2008/09</b>
<b>Income</b>	<b>£000s</b>
Council house rents	(12,723)
Other income	(324)
	(13,047)
<b>Expenditure</b>	
Repair and maintenance	4,734
Supervision and management	3,982
Capital financing costs	5,244
Other costs	391
	14,351
<b>Transfer from balances</b>	<b>1,304</b>
Balance brought forward	(7,356)
Balance carried forward	(6,052)

The Council has a responsibility for ensuring that there is an adequate supply of quality, affordable housing in Clackmannanshire. We do this by offering council housing for rent and by supporting and encouraging other organisations to provide housing for renting, leasing or buying. The Council also has a responsibility for those with special needs such as homeless people and travellers.

The council owned the following types and number of houses at March 2009:

One apartment	40
Two apartment	1,303
Three apartment	2,269
Four apartment	1,269
Five apartment	143
Six apartment	2
<b>Total</b>	<b>5,026</b>

The number of council houses was reduced by 34, mainly due to tenants buying their homes.

Average rents were £51.54 per week during 2008/09.



## How has the Finance Service performed?

		2006/07	2007/08	2008/09
Treasury	Loans fund pool interest rate	7.99%	6.65%	5.79%
	Average rate for Scotland	5.83%	5.75%	5.37%
Creditors	Invoices paid within 30 days	84.39%	77.55%	86.75%
	Average % for Scotland	84.79%	84.70%	85.54%
Payroll processing	Correctly processed	99.41%	99.49%	99.55%
Housing & Council Tax Benefit	Time taken to process new claims	44 days	23.2 days	24 days
	Average time taken for Scotland	31.3 days	27.5 days	26.2 days
	Cases calculated correctly	94.80%	97.40%	97.40%

## Council Tax

Description	2006/07	2007/08	2008/09
Band D equivalent properties	17,986	17,849	18,427
Income due in year	£17,025,519	£17,952,839	£18,298,671
In year collection - Clackmannanshire	92.60%	92.60%	92.90%
In year collection - Scotland	94.53%	94.82%	94.40%
Cumulative collection - Clackmannanshire	95.10%	94.20%	95.10%
Cumulative collection - Scotland	96.62%	96.13%	96.00%

Clackmannanshire Council collected 92.9% of Council Tax owed in 2008/2009 compared to 92.6% in 2007/2008.

## Financial Management

Description	2006/07	2007/08	2008/09
Annual Accounts submitted for audit on time	yes	yes	yes
Number of audit qualifications *	none	none	none

\* The Council's external auditors are required to give an opinion on the financial statements and the opinion should be 'unqualified'. Where the opinion is qualified each qualification identifies an area where the financial statements are unreliable.



## Council Tax Energy Efficiency Rebate Scheme

In 2010 -11 the Council will introduce a council tax energy efficiency rebate scheme for eligible homeowners.

The one off rebate will be paid to homeowners who install specific energy efficiency measures.

The scheme will be launched in April 2010 and details will be publicised in the local papers and on the Clackmannanshire Council website at [www.clacksweb.org.uk](http://www.clacksweb.org.uk)



## DATA PROTECTION

The Council has a duty to protect the public funds it administers and to this end may use data we have legally obtained or that you may have given us for your Council Tax account or Housing Benefit and/ or Council Tax Benefit claim. We may use the data we have obtained or that you have given us for the purpose of the prevention and detection of crime, such as fraud, or to check the accuracy of information we require to administer public funds.

We may also share the information we hold about you with other bodies responsible for auditing or administering public funds for the purpose/s mentioned above.

For more information please see our website [www.clacksweb.org.uk](http://www.clacksweb.org.uk).



Clackmannanshire Council

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