



**ARTICLE NO: 2D**

**CORPORATE &  
ENVIRONMENTAL OVERVIEW  
& SCRUTINY COMMITTEE**

**MEMBERS UPDATE: 2014/15  
ISSUE: 1**

---

<b>Article of:</b>	<b>Borough Treasurer</b>
<b>Relevant Managing Director :</b>	<b>Managing Director (People and Places)</b>
<b>Relevant Portfolio Holder:</b>	<b>Councillor D.Westley</b>
<b>Contact for further information:</b>	<b>Mr M Kostrzewski (Ext 5374)</b> <b><a href="mailto:Mike.kost@westlancs.gov.uk">Mike.kost@westlancs.gov.uk</a></b> <b>Jonas Smith (Ext 5093)</b> <b><a href="mailto:Jonas.smith@westlancs.gov.uk">Jonas.smith@westlancs.gov.uk</a></b>

---

**SUBJECT: ANNUAL VAT REPORT 2013/2014**

---

Wards affected: Borough wide

## **1.0 PURPOSE OF ARTICLE**

- 1.1 To inform Members of developments and performance in relation to Value Added Tax (VAT).
- 
- 

## **2.0 BACKGROUND**

- 2.1 The Accountancy Service has the following objectives for accounting for VAT:
- minimise the Council's VAT liabilities
  - raise the profile of VAT within the Authority
  - develop and improve VAT processes and procedures.
- 2.2 One of the means of achieving these objectives is the production of an Annual VAT Report for Members.

### 3.0 ACCOUNTING FOR VAT

- 3.1 The Council pays VAT to its suppliers for most of the goods and services it procures. The Council also charges VAT for most goods and services provided to its customers for business reasons. Any VAT paid to suppliers is recovered from Her Majesty's Revenue and Customs (HMRC) and any VAT received on the Council's supplies is paid to HMRC. This is done by the completion of a monthly VAT Return.
- 3.2 Responsibility for the Council's VAT function is incorporated within the Accountancy team and its staff aim to continually minimise the Council's VAT liabilities. This includes ensuring fines, interest, and assessments are minimised and VAT recovery is maximised. To achieve this, every effort is made to ensure that VAT is accounted for correctly throughout the Authority and that all staff are aware of relevant changes in VAT Regulations.

### 4.0 VAT MANAGEMENT AND PERFORMANCE

#### VAT Returns

- 4.1 The Council generally expends more on VAT than it collects from its own activities. This is because most of its own activities are not classed as being carried out for business purposes and VAT is, therefore, not applicable. As such, the monthly VAT Returns reclaim the net VAT from HMRC by the Council. During 2013/2014, the Council paid a total of £5,262,481 VAT to suppliers and received a total of £922,359 VAT from its own customers. This resulted in a net total of £4,340,122 being reclaimed from Revenue and Customs. The average VAT return for 2013/2014 was £361,677 comprising, £438,540 due from Revenue and Customs and £76,863 due to them. Table 1 shows how these values compare to the previous financial year of 2012/2013:

	2013/2014 £'000	2012/2013 £'000
Total VAT:		
Paid to Suppliers	5,262	4,914
Received from our own Customers	922	1,094
Reclaimed from Customs and Excise	4,340	3,820
Average Monthly VAT:		
Paid to Suppliers	439	409
Received from our own Customers	77	91
Reclaimed from Customs and Excise	362	318

## **VAT Penalties**

- 4.2 If there are mistakes within the VAT return or if something is missed from it the Council is liable to fines, interest charges, and other financial penalties. A voluntary disclosure is declared when errors are above a threshold of £10,000. This limit has been increased by HMRC from £2,000 as from 1 July 2008. To date we have not been required to register a voluntary disclosure as the Council has not breached this threshold. As from 1 April 2009 a new penalty regime has been implemented by HMRC, which could have an impact on the Council due to the way that fines, interest charges and other penalties are to be calculated, as this could result in a greater percentage of fine being levied to the Council. However, currently this new regime has had no impact on the Council, which is due to no fines etc being imposed.

## **De Minimis Calculation (Partial Exemption)**

- 4.3 Exempt activities for VAT purposes are defined in the VAT Act 1994 and cover 15 categories. Local Authorities can only reclaim VAT paid to their suppliers for its exempt activities providing that this is less than 5% of the total VAT paid to suppliers. For this Council, this is usually in the region of £200,000 per year. If this threshold is exceeded, the Council would be liable to pay the full value of its exempt VAT to Revenue and Customs, i.e. around £200,000.
- 4.4 The Vat team monitor exempt expenditure throughout the year to ensure that the Council does not exceed the 5% margin. In recent years the percentage has not been greater than 2% and for 2013/14 it is again expected to be around this level.
- 4.5 The Council will take specialist advice, if appropriate, when projects that may affect its vat position substantially are undertaken, for example large scale capital projects. In addition such issues are raised with HMRC to inform them of the project and the proposed vat approach the Council is undertaking.

## **VAT Manual and Training**

- 4.6 The Council has a VAT manual, which is available on the Council's intranet and was last updated in June 2014. Details on vat issues are also included in the Finance Budget Manual which is published on the Intranet.

## **Overall Performance**

- 4.7 Management of the VAT function within the Authority is a well established process. For 2013/14 the monthly vat return to HMRC was always completed on time. HMRC inspections in previous years have been undertaken with the result that the Council's processes and procedures have been given a clean bill of health. The Authority is part of a Lancashire wide Council networking group

whereby, Vat topics and issues of a common interest can be raised. This promotes good practice across the Councils and the latest VAT topics are discussed in order to maximise performance.

## **5.0 RECENT VAT DEVELOPMENTS**

- 5.1 The Vat Team continually review developments in the sector in order to identify any implications for the Council. Some of the current issues are highlighted below.

### **VAT on Off-Street Car Parking**

- 5.2 Local Authorities can provide off-street parking where for the purpose of relieving or preventing congestion of traffic it appears to be necessary to provide within their area suitable parking places for vehicles. The output VAT levied for this function has been subject to legal proceedings by a group of Councils, commonly referred to as the Isle of Wight case. It is a complex and technical issue, which may result in the Council not levying output VAT for this service area. This may mean that the amount of Vat levied to date by the Council may be repaid to the Authority at some future date. Protective claims are submitted to HMRC annually to safeguard the Council's Vat position, and the sum involved to the end of the 2013/14 financial year is £1.435m.
- 5.3 On the 16<sup>th</sup> October 2012 a First Tier (Tax) Tribunal found in favour of HMRC with regards this case, ie that VAT is applicable to Off-Street Car Parking charges. However, an appeal was lodged by Isle of Wight Council and others with the Upper Tribunal and although no judgement has been released at the time of writing Councils are still able to submit requests to stand over further appeals.

### **Trade Refuse**

- 5.4 The Council has submitted a VAT claim to HMRC in respect of Trade Refuse Collection income for a sum in the region of £155,000 plus interest. This activity has been reclassified as non business, as advised by HMRC and therefore vat is not chargeable to Clients. . There are indications that HMRC are proposing to settle these claims by offering a proportion, thought to be 20% of the total value of the claim submitted.

## **6.0 SUSTAINABILITY IMPLICATIONS/COMMUNITY STRATEGY**

- 6.1 There are no significant sustainability impacts or Community Strategy implications associated with this Update.

## **7.0 RISK ASSESSMENT**

7.1 The formal reporting of performance on VAT is part of the overall management and control framework that is designed to minimise the financial risks facing the Council.

## **8.0 SUMMARY**

8.1 Value Added Tax is a technical and complex area and mistakes can be costly to the Council. The Accountancy team strive to ensure that the Council's VAT liabilities are minimised and VAT recovery is maximised by developing and improving VAT processes and procedures.

8.2 The possibility of recovering VAT in relation to car parking and trade refuse claims, would, if successful, provide a significant benefit for the Council in these difficult financial times.

---

### **Background Documents:**

There are no background documents (as defined in Section 100D(5) of the Local Government Act 1972) to this Article.

### **Equality Impact Assessment**

There is no evidence from an initial assessment of an adverse impact on equality in relation to the equality target groups.

### **Appendices:**

None.