

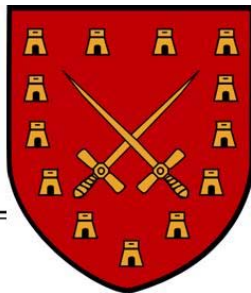
## Kunsill Lokali Pembroke

Triq Alamein  
Pembroke, PBK 1776,  
Malta.

Tel : (+356) 2137 2111 Fax : (+356) 2137 2555

Web page : [www.pembroke.gov.mt](http://www.pembroke.gov.mt)

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## Pembroke Local Council

Alamein Road  
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### MINUTI

### Laqgħa tal-Kunsill Lokali Pembroke

### SEBA' LEGISLATURA

### Laqgħa Numru 02/2019

Il-Ħamis 31 ta' Jannar, 2019

Il-Kunsill Lokali Pembroke Itaq' fl-Uffiċċju Amministrattiv tiegħu li jinsab fl-indirizz Triq Alamein, Pembroke, fis-6:00 ta' wara nofsinhar.

#### PREŻENTI:

Dean Hili – Sindku  
Raymond Lanzon – Viċi Sindku  
Mark Causon – Kunsillier  
Charles Cesare – Kunsillier

#### ASSENTI b'APOLOGIJI (Skont Ordni Permanenti 14A (3):

Désirée Vella Brincat – Kunsillier (**Dok. 1**)

#### ASSENTI

Ħadd

#### UFFIĊJAL PREŻENTI:

Kevin Borg – Segretarju Eżekuttiv  
Romina Perici Ferrante – Accountant tal-Kunsill

## **Minuti**

Is-Sindku Dean Hili ppresjeda l-laqqgħa.

### **02.1 Qari tal-ittri ta' apologiji.**

- 02.1.1 Is-Sindku Dean Hili nforma lill-Kunsill, li l-Kunsillier Désirée Vella Brincat kienet talbet li tiġi skużata minħabba impenji personali. Il-kelliem ippropona li l-Kunsill jaċċetta din l-ittra t'apologija. **(Dok. 1)**
- 02.1.2 Il-Kunsillier Charles Cesare issekonda.
- 02.1.3 Il-Kunsill qabel unanimament.

### **02.2 Approvazzjoni tal-Financial Statements għas-sena 2018.**

- 02.2.1 Is-Sindku Dean Hili ppreżenta l-Financial Statements għas-sena finanzjarja 2018 kif ippreparata mill-Accountant tal-Kunsill Romina Perici Ferrante. **(Dok. 2)**. Il-kelliem stieden lill-Accountant Romina Perici Ferrante biex tagħmel l-ispejja tagħha.
- 02.2.2 Wara l-ispejja tal-accountant, u fid-dawl li ma kienx hemm mistoqsijiet, is-Sindku Dean Hili ippropona l-approvazzjoni tad-dokument kif ippreżentat.
- 02.2.3 Il-Kunsillier Mark Causon issekonda.
- 02.2.4 Il-Kunsill qabel unanimament.

### **02.3 Tmiem tal-Laqqgħa u data tas-seduta li jmiss.**

- 02.3.1 Il-laqqgħa ntemmet fis-6.00pm u ġiet aġġornata għal-Ħamis 28 ta' Jannar 2019 fil-5:30pm.

Konfermati, Illum 28 ta' Frar, 2019

#### **IFFIRMATA**

Avv. Dean Hili  
**Sindku**

#### **IFFIRMATA**

Kevin Borg  
**Segretarju Eżekuttiv**

Sok 1

## **Pembroke Local Council at Local Councils**

---

**From:** Borg Kevin at Local Councils  
**Sent:** 31 January 2019 11:58  
**To:** Pembroke Local Council at Local Councils  
**Subject:** Fwd: Council Meeting

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----- Forwarded message -----

**From:** "desdapest@gmail.com" <[desdapest@gmail.com](mailto:desdapest@gmail.com)>  
**Date:** Thu, Jan 31, 2019 at 7:37 AM +0100  
**Subject:** Council Meeting  
**To:** "Borg Kevin at Local Councils" <[kevin.a.borg@gov.mt](mailto:kevin.a.borg@gov.mt)>

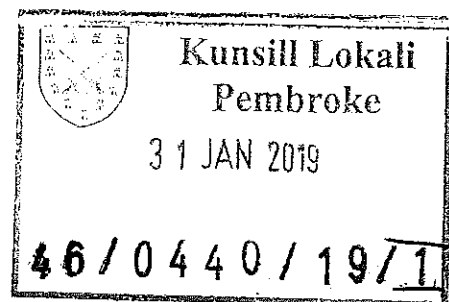
Dear Kevin,

Please excuse me from today's council meeting as I will not be able to attend.

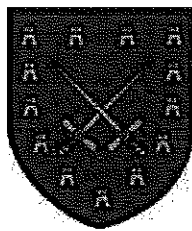
As regards to Kirsty's e-mail, please note that I am not against her request regarding terminating her contract at the end of February 2019.

Thank you and regards,

Desiree



Book 2



**PEMBROKE LOCAL COUNCIL  
REPORT AND FINANCIAL STATEMENTS  
For the year ended 31 December 2018**

***Prepared by Romina Perici Ferrante B. Com, B.A. Hons (Mgt), F.I.A., C.P.A.  
Certified Public Accountant  
15, St. John Street,  
Mosta MST 3603***

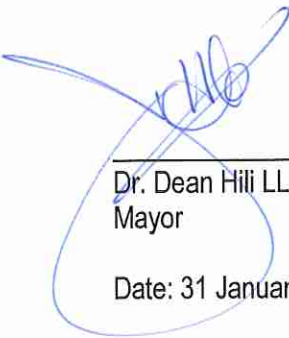
**PEMBROKE LOCAL COUNCIL  
REPORT AND FINANCIAL STATEMENTS  
For the year ended 31 December 2018**

<b>CONTENTS</b>	<b>PAGE</b>
<b>Statement of Local Council Members' and Executive Secretary's Responsibilities</b>	<b>3</b>
<b>Statement of Comprehensive Income</b>	<b>4</b>
<b>Statement of Financial Position</b>	<b>5</b>
<b>Statement of Changes in Equity</b>	<b>6</b>
<b>Statement of Cash Flows</b>	<b>7</b>
<b>Notes to the Financial Statements</b>	<b>8 - 25</b>

**PEMBROKE LOCAL COUNCIL  
STATEMENT OF LOCAL COUNCIL MEMBERS' AND  
EXECUTIVE SECRETARY'S RESPONSIBILITIES**

The Local Council (Financial) Regulations, 1993, require the Executive Secretary to prepare a detailed Annual Administrative Report, which includes a statement of the Local Council's comprehensive income for the year and of the Local Council's retained funds at the end of the year. By virtue of the same regulations it is the duty of the Local Council and the Executive Secretary to ensure that the financial statements forming part of the report present fairly, in accordance with accounting policies applicable to Local Councils, the income and expenditure of the Local Council for the year ended and its retained funds as at the year end, and that they comply with the Act, the Local Councils (Financial) Regulations, 1993, and the Local Council (Financial) Procedures, 1996 issued in terms of the said Act.

The Executive Secretary is responsible to maintain a continuous internal control to ascertain that the accounting, recording and other financial operations are properly conducted in accordance with the Local Councils Act, CAP 363, the Local Councils (Financial) Regulations, 1993, and the Local Councils (Financial) Procedures, 1996. The Executive Secretary is also responsible for safeguarding the assets of the Local Council and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Dr. Dean Hili LLD  
Mayor

Date: 31 January 2019



Kevin Borg  
Executive Secretary

**PEMBROKE LOCAL COUNCIL**  
**STATEMENT OF COMPREHENSIVE INCOME**  
For the year ended 31 December 2018

		2018	2017
	Notes	Euro	Euro
<b>INCOME</b>			
Funds received from Central Government	3	458,079	442,835
Income raised under Law Enforcement system	4	4,102	5,327
Income raised under Local Council Bye Laws	5	2,183	3,564
General income	6	<u>11,636</u>	<u>6,186</u>
		<u>476,000</u>	<u>457,912</u>
<b>EXPENDITURE</b>			
Personnel emoluments	7	93,057	95,311
Operations and maintenance expenses	8	214,811	217,187
Administration and other expenditure	9	<u>199,452</u>	<u>94,381</u>
		<u>507,320</u>	<u>406,879</u>
<b>OPERATING (LOSS)/PROFIT FOR THE YEAR</b>		(€31,320)	€51,033
Finance Income	10	<u>121</u>	<u>163</u>
<b>(LOSS)/PROFIT FOR THE YEAR</b>		<u>(€ 31,199)</u>	<u>€ 51,196</u>

The notes on pages 8 to 25 form an integral part of these financial statements.

**PEMBROKE LOCAL COUNCIL  
STATEMENT OF FINANCIAL POSITION  
At 31 December 2018**

	Notes	31 Dec 2018	31 Dec 2017
		Euro	Euro
<b>ASSETS</b>			
<b>Non-Current Assets</b>			
Property, plant and equipment	11	<u>212,703</u>	<u>316,602</u>
<b>Current Assets</b>			
Inventories	12	1,618	1,650
Trade and other receivables	13	33,614	22,291
Cash and cash equivalents	14	<u>479,807</u>	<u>419,378</u>
<b>Total Current Assets</b>		<u>515,039</u>	<u>443,319</u>
<b>TOTAL ASSETS</b>		<u>€ 727,742</u>	<u>€ 759,921</u>
<b>RESERVES AND LIABILITIES</b>			
<b>Reserves</b>			
Retained earnings		<u>679,965</u>	<u>711,164</u>
<b>Current Liabilities</b>			
Trade and other payables	15	<u>47,777</u>	<u>48,757</u>
<b>Total Current Liabilities</b>		<u>47,777</u>	<u>48,757</u>
<b>TOTAL RESERVES AND LIABILITIES</b>		<u>€ 727,742</u>	<u>€ 759,921</u>

The notes on pages 8 to 25 form an integral part of these financial statements.

These Financial Statements were approved by the Local Council on the 31 January 2019 and signed on its behalf by:



Dr. Dean Hili LLD  
Mayor



Kevin Borg  
Executive Secretary



**PEMBROKE LOCAL COUNCIL**  
**STATEMENT OF CHANGES IN EQUITY**  
**For the year ended 31 December 2018**

	Retained Funds Euro
At 1 January 2017	659,968
Profit for the year	<u>51,196</u>
At 31 December 2017	<u>711,164</u>
At 1 January 2018	711,164
Loss for the year	<u>(31,199)</u>
At 31 December 2018	<u>679,965</u>

The notes on pages 8 to 25 form an integral part of these financial statements.

**PEMBROKE LOCAL COUNCIL  
STATEMENT OF CASH FLOWS  
For the year ended 31 December 2018**

		<b>1 Jan 2018 – 31 Dec 2018</b>	<b>1 Jan 2017 – 31 Dec 2017</b>
	<b>Notes</b>	<b>Euro</b>	<b>Euro</b>
<b>Net (Loss)/Profit for the year</b>		<b>(31,199)</b>	<b>51,196</b>
<b>Reconciliation to cash generated from operations:</b>			
Depreciation		152,369	47,465
Interest Receivable		(121)	(163)
Provision for Bad LES Debts		(199)	0
<b>Operating Profit before Working Capital changes</b>		<b>120,850</b>	<b>98,498</b>
Decrease in Inventories		32	140
Decrease in Trade and other receivables		(11,123)	(927)
Increase/(Decrease) in payables		3,815	(870)
(Decrease) in other payables		<u>(4,795)</u>	<u>(514)</u>
<b>Cash generated from operating activities</b>		<b><u>108,779</u></b>	<b><u>96,327</u></b>
<b>Cash flows from investing activities</b>			
Interest Received		121	163
Acquisition of property, plant and equipment		<u>(125,812)</u>	<u>(31,411)</u>
<b>Cash used in investing activities</b>		<b><u>(125,691)</u></b>	<b><u>(31,248)</u></b>
<b>Cash flows from financing activities</b>			
Grants Received		<u>77,341</u>	<u>0</u>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b><u>60,429</u></b>	<b><u>65,079</u></b>
<b>Analysis of changes in cash and cash equivalents during the year</b>			
Cash and cash equivalents at beginning of year		419,378	354,299
Net increase/(decrease) in cash and cash equivalents		<u>60,429</u>	<u>65,079</u>
<b>Cash and cash equivalents at end of year</b>	<b>14</b>	<b><u>479,807</u></b>	<b><u>419,378</u></b>

The notes on pages 8 to 25 form an integral part of these financial statements.

**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 31 December 2018**

**1. GENERAL INFORMATION**

Pembroke Local Council is the local authority of Pembroke setup in accordance with the Local Councils Act 1993. The office of the Council is at Triq Alamein, Pembroke.

The financial statements were authorised for issue by the Council on the 31 January 2019.

**2. ACCOUNTING POLICIES AND REPORTING PROCEDURES**

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

**Accounting convention**

These financial statements are prepared under the historical cost convention, as modified to include fair values where it is stated in the accounting policies below. These financial statements are prepared in accordance with the provisions of the Local Councils Act (CAP 363), the Financial Regulations issued in terms of this Act and the Local Councils (Financial) Procedures 1996 enacted in Malta and with the requirements of the International Financial Reporting Standards.

These financial statements have been drawn up in accordance with the accounting policies and reporting procedures prescribed for Local Councils in the Financial Regulations issued by the Minister of Finance in conjunction with the Minister responsible for Local Government in terms of section 67 of the Local Councils Act (CAP 363).

**New and amended standards adopted by the Local Council**

During the year the Council has applied the following International Financial reporting Standards as adopted by the EU which have been mandatorily effective for the year ending 31 December 2017:

**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

On 12 May 2014 the IASB issued Amendments to IAS 16 and IAS 38 Clarification of Acceptable Methods of Depreciation and Amortisation. The amendments clarify that a depreciation method that is based on revenue that is generated by an activity that includes the use of an asset is not appropriate for property, plant and equipment. The issue also introduces a rebuttable presumption that an amortisation method that is based on the revenue generated by an activity that includes the use of an intangible asset is inappropriate, which can only be overcome in limited circumstances where the intangible asset is expressed as a measure of revenue, or when it can be demonstrated that revenue and the consumption of the economic benefits of the intangible asset are highly correlated. The amendments finally add guidance that expected future reductions in the selling price of an item that was produced using an asset could indicate the expectation of technological or commercial obsolescence of the asset, which, in turn, might reflect a reduction of the future economic benefits embodied in the asset.

On 18 December 2014 the IASB issued Amendments to IAS 1 Disclosure Initiative. It clarifies that information should not be obscured by aggregating or by providing immaterial information, materiality considerations apply to all the parts of the financial statements, and even when a standard requires a specific disclosure, materiality considerations do apply; provides clarification that the list of line items to be presented in these statements can be disaggregated and aggregated as relevant and additional guidance on subtotals in these statements and clarification that an entity's share of OCI of equity-accounted associates and joint ventures should be presented in aggregate as single line items based on whether or not it will subsequently be reclassified to profit or loss; and gives additional examples of possible ways of ordering the notes to clarify that understandability and comparability should be considered when determining the order of the notes and to demonstrate that the notes need not be presented in the order so far listed in paragraph 114 of IAS 1.

**Standards and Interpretations issued by the IASB but not yet adapted by the EU**

At present, IFRS as adopted by the EU do not significantly differ from regulations adopted by the International Accounting Standards Board (IASB) except for the following standards and amendments to the existing standards, which were not endorsed for use in the EU as at 31 December 2016 and cannot be applied by the entities preparing their financial statements in accordance with IFRS as adopted by the EU:

- Annual Improvements to IFRS Standards 2014-2016 Cycle (issued December 2016)
- IFRS 15 Revenue from Contracts with Customers (issued in May 2014)
- Amendments to IAS 7 Disclosure Initiative (issued January 2016);

The Councillors are assessing the impact that the adoption of these International Financial Reporting Standards will have on the financial statements in the period of initial application. The Councillors anticipate that the adoption of other International Financial Reporting Standards that were in issue at the date of authorisation of these financial statements, but not yet effective will have no material impact on the financial statements in the period of initial application.

**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

***Change in Accounting Policy for Fixed Assets depreciation***

During 2018, a change in Depreciation method has been effected according to the instructions in DLG Directive 1/2017, whereby from reducing balance method, depreciation is now being calculated on the straight line method. Adjusted net book values as at 01/01/2017 and 31/12/2017 are reflected in the PPE Schedule on page 19.

***Intangible Fixed Assets***

***Computer Software***

Computer software is valued at cost less accumulated depreciation and impairment losses to date. Depreciation to write off the cost is calculated on a monthly basis using the straight line method at 25% per annum.

***Property, plant and equipment***

Property, plant and equipment are stated at cost less accumulated depreciation and impairment loss to date. Depreciation is calculated on a monthly basis using the reducing balance method at rates calculated to write off the cost less residual value of each asset over its expected useful life as follows:

	%
Land	0.0
Trees	0.0
Buildings	1.0
Office Furniture, Fixtures and Fittings	7.5
Construction works	10.0
Urban Improvements (street furniture)	10.0
Special Programs (Projects)	10.0
Office Equipment	20.0
Motor Vehicles	20.0
Plant and Machinery	20.0
Computer Equipment	25.0
Plants	100.0
Litter Bins	Replacement Basis
Playground Furniture	100.0
Traffic Signs	Replacement Basis
Road Signs	Replacement Basis
Street Mirrors	Replacement Basis
Street Lights	100.0

**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

Gains and losses on disposal of property, plant and equipment are determined by reference to their carrying amount and are taken into account in determining operating profit. The residual values and useful lives of the assets are reviewed and adjusted as appropriate, at each Statement of Financial Position date. The carrying amount of an asset is written down immediately to its recoverable amount if the carrying amount of the asset is greater than its estimated recoverable amount.

Subsequent costs are included in the carrying amount of the asset or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the Statement of Comprehensive Income during the financial period in which they are incurred.

***Related parties***

Related parties are those persons or bodies of persons having relationships with the Council as defined in IAS 24. The paragraphs adopted from IAS 24 are paragraphs 25 – 27, being amendments to government related entities' disclosures.

***Impairment of Assets***

Assets that have an indefinite useful life are not subject to amortisation and are tested annually for impairment. Assets that are subject to amortisation or depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the carrying amount of the asset exceeds its recoverable amount. The recoverable amount is the higher of the fair value of the asset less cost to sell and the value in use. Impairment losses are immediately recognised as an expense in the Statement of Comprehensive Income.

***Leases***

Leases in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases (net of any incentives received from the lessor) are charged to the Statement of Comprehensive Income on a straight-line basis over the period of the lease.

***Amounts Receivable***

Amounts receivable are recognized initially at fair value and subsequently measured at amortized cost using the effective interest rate method, less provision for impairment. A provision for impairment of amounts receivable is established when there is objective evidence that the Council will not be able to collect all amounts due according to the original terms of the receivable. The amount of the provision is the difference between the carrying amount of the asset in the present value of the estimated future cash flows, discounted at the effective interest rate. The amount of the provision is recognized in the Statement of Comprehensive Income.

**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

***Revenue recognition***

Revenue is recognised when there are no significant uncertainties concerning the derivation of consideration or associated costs. Interest income is recognised in the Statement of Comprehensive Income as it accrues.

***Payables and Borrowings***

Payable and Borrowing Costs are recognised as an expense in the period in which they are incurred. Amounts payable comprise creditor payments, that is, the amounts payable for the procurement of supplies and services. When an invoice or request for payment is received from a supplier, this is checked to the purchase order previously issued or the services contract, before payment is released in favour of any vendor. All cheque payments are signed by the Mayor and Executive Secretary and then reconciled with the bank statements on a monthly basis.

***Government Grants***

The Department for Local Government instructed Local Councils under Directive Number 1/2017 that when accounting for Government Grants, the Councils had to adopt the Capital Approach and not the Income Approach as from 1<sup>st</sup> January 2018. This is a change in accounting policy and in accordance to IAS 8 '*Accounting policies, Changes in Accounting Estimates and Errors*' this did not affect the final figure on the Statement of Comprehensive Income but it only affected the Statement of Financial Position.

***Foreign Currencies***

Items included in the Financial Statements are measured using the currency of the primary economic environment in which the Local Council operates. These Financial Statements are presented in €, which is the Council's functional and presentation currency.

***Inventories***

Inventories are valued at lower of cost and net realisable value.

***Profits and losses***

Only profits that were realised at the date of the Statement of Financial Position are recognised in these Financial Statements. All foreseeable liabilities and potential losses arising up to the said date are accounted for even if they become apparent between the said date and the date on which the Financial Statements are approved.

***Cash and Cash Equivalents***

Cash and Cash Equivalents are carried in the Statement of Financial Position at face value. For the purposes of the Statement of Cash Flows, cash and cash equivalents comprise cash in hand and balances held with banks.

**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

***Local Enforcement System***

Pembroke Local Council formed part of the Group H Joint Committee from September 2002 until August 2011. As from September 2011, Pembroke Local Council forms part of the North Region. The amount disclosed in the financial statements under Local Enforcement Income represents the share of profit derived from the Joint Committee after deducting the related expenses. As from September 2011, the Council receives 10% administrative fees on fines collected.

***Critical Accounting Estimates and Judgements***

Estimates and judgements are continually evaluated and based on historical experience and other factors including expectations of future events that are believed to be reasonable under the circumstances. In the opinion of the Executive Secretary, the accounting estimates and judgements made in the preparation of the Financial Statements are not difficult, subjective or complex, to a degree that would warrant their description as critical in terms of the requirements of IAS1 (revised) – 'Presentation of Financial Statements'.

***Capital Management Policies and Procedures***

The Council's capital consists of its net assets, including working capital, represented by its retained funds. The Council's management objective are to ensure that the Council's ability to continue as a going concern is still valid and that the Council maintains a positive working capital ratio. To achieve this, the Council carries out a quarterly review of the working capital ratio (Financial Situation Indicator). This ratio was positive at the reporting date. The Council also uses budgets and business plans to set its strategy to optimise its use of available funds and implement its commitments to the locality.

***Financial Instruments***

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions of the financial instrument. Financial assets are derecognised when the contractual rights to the cash flows from the financial asset expire, or when the financial asset and all substantial risks and rewards are transferred. A financial liability is derecognised when it is extinguished, discharged, cancelled or expires.

Financial assets and financial liabilities are measured initially at fair value plus transaction costs. They are measured subsequently as described below:

***Financial Assets***

For the purpose of subsequent measurement, financial assets of the Council are classified into loans and receivables upon initial recognition. Receivables are subject to review for impairment at least at each reporting date. Financial assets are impaired when there is any objective evidence that a financial asset or a group of financial assets is impaired. Different criteria to determine impairment are applied for each category of financial assets, which are described below:



**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

All income and expenses relating to loans and receivables are presented within 'finance income' or 'finance costs', except for impairment of receivables which is presented within 'administration and other expenditure'. Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. After initial recognition, these are measured at amortised cost using the effective interest method, less provision for impairment. Discounting is omitted where the effect of discounting is immaterial. The Council's other receivables fall into this category of financial instruments.

Individually significant receivables are considered for impairment when they are past due or when other objective evidence is received that a specific counterparty will default. Receivables that are not considered to be individually impaired are reviewed for impairment in groups, which are determined by reference to the industry and region of a counter party and other available features of shared credit risk characteristics. The percentage of the write down is then based on recent historical counterparty default rates for each identified group.

***Financial Liabilities***

The Council's financial liabilities included other payables. These are stated at their nominal account which is a reasonable approximation of fair value.

All interest-related charges are included within 'finance costs'.

**3. FUNDS RECEIVED FROM CENTRAL GOVERNMENT**

	1 Jan-31 Dec 2018	1 Jan-31 Dec 2017
	Euro	Euro
In terms of Section 55 of the Local Councils Act, 1993	433,663	415,842
Supplimentary Government Income	19,756	12,505
Other Government Income	<u>4,660</u>	<u>14,488</u>
	<u>458,079</u>	<u>442,835</u>

**4. INCOME RAISED UNDER LOCAL ENFORCEMENT INCOME**

	1 Jan-31 Dec 2018	1 Jan-31 Dec 2017
	Euro	Euro
Administrative charges to Regional Committees	3,813	5,247
Share of Surplus from Joint Committee	<u>289</u>	<u>80</u>
	<u>4,102</u>	<u>5,327</u>

**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**5. INCOME RAISED UNDER LOCAL COUNCIL BYE-LAWS**

	1 Jan-31 Dec 2018	1 Jan-31 Dec 2017
	Euro	Euro
Sale of Pembroke books, Contributions and Advertising	<u>2,183</u>	<u>3,564</u>

**6. GENERAL INCOME**

	1 Jan – 31 Dec 2018	1 Jan – 31 Dec 2017
Documentation/Information charges	0	189
Donations and Sponsorships	350	1,400
Organic Waste Collection contribution	4,784	0
Others	2,329	294
Income from permits	4,173	2,897
Income re Library	0	791
Insurance Claims	<u>0</u>	<u>615</u>
	<u>€ 11,636</u>	<u>€ 6,186</u>

**7. PERSONNEL EMOLUMENTS**

	1 Jan – 31 Dec 2018	1 Jan – 31 Dec 2017
Personnel Emoluments include, <i>inter alia</i>		
Mayor's Honoraria	7,464	7,345
Mayor's and Councillors' Allowances	6,333	6,893
Executive Secretary Salary and Allowances	30,172	29,398
Employees' Salaries	42,712	45,219
Social Security Contributions	<u>6,376</u>	<u>6,456</u>
	<u>€ 93,057</u>	<u>€ 95,311</u>

Average number of people employed

Employees	3	3
Mayor & Councillors	5	5

**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

	1 Jan – 31 Dec 2018	1 Jan – 31 Dec 2017
<b>8. OPERATIONS AND MAINTENANCE EXPENSES</b>	<b>Euro</b>	<b>Euro</b>
Operations and maintenance includes, <i>inter alia</i>		
<b>REPAIRS AND UPKEEP</b>		
Roads and street pavements (patching works)	23,997	37,952
Public Property	2,948	2,729
Office furniture & equipment	148	363
Street Signs	3,350	3,863
Other repairs & upkeep	958	1,517
Road Markings	4,859	5,371
	<u>€ 36,260</u>	<u>€ 51,795</u>
<b>CONTRACTUAL SERVICES</b>		
Refuse collection	66,669	61,196
Bulky refuse collection	13,635	12,665
Road and street cleaning	19,452	19,523
Cleaning and maintenance of non-urban roads	17,585	17,375
Cleaning and maintenance parks and gardens	16,904	18,620
Cleaning and maintenance of verges	18,435	18,216
Cleaning and maintenance council premises	2,116	2,465
Cleaning and maintenance public conveniences	5,181	5,971
LES related expenditure	79	9
Street lighting	12,552	3,056
Other Contractual Services	5,943	6,296
	<u>€ 178,551</u>	<u>€ 165,392</u>
<b>TOTAL OPERATIONS AND MAINTENANCE EXPENSES</b>	<u>€ 214,811</u>	<u>€ 217,187</u>

**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

	1 Jan - 31 Dec 2018	1 Jan - 31 Dec 2017
	Euro	Euro
<b>9. ADMINISTRATIVE AND OTHER EXPENSES</b>		
Depreciation	152,369	47,465
Water, Electricity & Telecommunications	5,474	4,000
Rent	1,456	1,456
National and international memberships	702	1,225
Office Services	2,486	4,372
Insurance	2,016	1,995
Library expenses	1,329	2,936
Transport	1,079	751
Advertising & Public relations	699	573
Professional services	20,674	21,633
Community and hospitality	10,983	7,271
Sundry minor expenses	182	508
Provision for Bad LES debts	(199)	0
Bank Charges	<u>202</u>	<u>196</u>
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b><u>€ 199,452</u></b>	<b><u>€ 94,381</u></b>

**10. FINANCE INCOME**

	1 Jan-31 Dec 2018	1 Jan- 31 Dec 2017
Bank Interests	<u>€ 121</u>	<u>€ 163</u>

**PEMBROKE LOCAL COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS (continued)**

**11. PROPERTY, PLANT AND EQUIPMENT**

	Office Furniture, Fixtures & Fittings €	Office Equipment €	New Street Signs €	Urban Improvements €	Construction & Street Paving €	Special Programmes €	Trees €	Plant & Machinery €	Asset not yet capitalised €	Total €
<b>Cost</b>										
At 1 January 2018	24,583	47,469	11,787	530,561	612,447	653,660	17,307	6,300	0	1,904,114
Additions	162	7,840	0	107,808	10,002	0	0	0	0	125,812
At 31 December 2018	24,745	55,309	11,787	638,369	622,449	653,660	17,307	6,300	0	2,029,926
<b>Grants</b>										
At 1 January 2018	0	7,351	0	151,072	51,423	653,923	0	0	0	863,769
Transferred during the year	0	0	0	77,341	0	0	0	0	0	77,341
At 31 December 2018	0	7,351	0	228,413	51,423	653,923	0	0	0	941,110
<b>Depreciation</b>										
At 1 January 2018	14,693	37,438	11,787	233,264	420,818	(263)	0	6,007	0	723,744
Charge for the period	3,818	3,903	0	12,264	132,091	0	0	293	0	152,369
At 31 December 2018	18,511	41,341	11,787	245,528	552,909	(263)	0	6,300	0	876,113
<b>Net Book Value</b>										
At 31 December 2018	6,234	6,617	0	164,428	18,117	0	17,307	0	0	212,703

**PEMBROKE LOCAL COUNCIL  
NOTES TO THE FINANCIAL STATEMENTS (continued)**

**11. PROPERTY, PLANT AND EQUIPMENT (cont.)**

	Office Furniture, Fixtures &	Office	New Street	Urban	Construction & Street	Special	Trees	Plant & Machinery	Asset not yet capitalised	Total
	Fittings €	Equipment €	Signs €	Improvements €	Paving €	Programmes €	€	€	€	€
<b>Cost</b>										
At 1 January 2017	24,583	47,420	11,787	496,248	612,447	653,660	17,307	6,300	2,951	1,872,703
Additions	0	49	0	31,362	0	0	0	0	0	31,411
Transferred	0	0	0	2,951	0	0	0	0	(2,951)	0
At 31st December 2017	24,583	47,469	11,787	530,561	612,447	653,660	17,307	6,300	0	1,904,114
<b>Grants</b>										
At 1 January 2017	0	3,494	0	60,436	0	653,923	0	0	0	717,853
Adjusted	0	3,857	0	90,636	51,423	0	0	0	0	145,916
At 31st December 2017	0	7,351	0	151,072	51,423	653,923	0	0	0	863,769
<b>Depreciation</b>										
At 1 January 2017	13,846	37,595	11,787	290,874	415,094	(263)	0	5,919	0	774,851
Adjusted	0	(1,304)	0	(85,671)	(11,598)	0	0	0	0	(98,573)
Charge for the period	847	1,663	0	28,535	21,127	0	0	88	0	52,260
Released on Disposal	0	(516)	0	(474)	(3,805)	0	0	0	0	(4,795)
At 31st December 2017	14,693	37,438	11,787	233,264	420,818	(263)	0	6,007	0	723,743
<b>Net Book Value</b>										
At 31st December 2017	9,890	2,680	0	146,225	140,206	0	17,307	293	0	316,602

**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**12. INVENTORIES**

	As at 31 December 2018	As at 31 December 2017
Books and other publications	<u>1,618</u>	<u>1,650</u>

**13. TRADE AND OTHER RECEIVABLES**

	As at 31 December 2018 Euro	As at 31 December 2017 Euro
Amount invoiced but not yet settled	11,825	7,296
Provision for general Bad debts	(4,200)	(4,200)
Pre-Pooling LES Debtors	96,636	7,966
Provision for Bad LES debts	(96,636)	(7,966)
Other debtors	0	700
Prepayments and Accrued income	<u>25,989</u>	<u>18,495</u>
	<u>33,614</u>	<u>22,291</u>

Prepayments include prepayments of Local Council property rental and insurance premium.

**Receivables**

General receivables are analysed as follows:

	As at 31 December 2018 Euro	As at 31 December 2017 Euro
Within credit period	400	2,524
Exceeded credit period but not impaired	7,225	572
Provision for doubtful debts	<u>4,200</u>	<u>4,200</u>
	<u>11,825</u>	<u>7,296</u>

**14. CASH AND CASH EQUIVALENTS**

Cash and cash equivalents consist of cash in hand and balance with banks. Cash and cash equivalents included in the cash flow statement comprise the following amounts in the Local Council's Statement of Financial Position:

	As at 31 December 2018 Euro	As at 31 December 2017 Euro
Cash in hand	362	233
Bank balances – Ordinary Funds	<u>479,445</u>	<u>419,145</u>
	<u>€ 479,807</u>	<u>€ 419,378</u>

**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**15. TRADE AND OTHER PAYABLES**

	As at 31 December 2018	As at 31 December 2017
	Euro	Euro
Trade Payables	19,957	16,829
Accruals and Deferred Income	<u>27,820</u>	<u>31,928</u>
	<u>47,777</u>	<u>48,757</u>

Trade Payables are analysed as follows:

	As at 31 December 2018	As at 31 December 2017
	Euro	Euro
Within credit period	8,005	10,364
Exceeded credit period	<u>11,952</u>	<u>6,465</u>
	<u>19,957</u>	<u>16,829</u>

Accruals include estimates for goods and services received prior to 31 December 2018 and for which invoices have not yet been received by the Local Council.

**16. CONTINGENT LIABILITIES**

The council has no contingent liabilities at year end.

**17. CAPITAL COMMITMENTS**

	As at 31 December 2018	As at 31 December 2017
	Euro	Euro
- Capital expenditure that has been approved but not provided for in the Financial Statements		
(i) 2017-Lamps in Triq Mons L Mifsud Tommasi and lamps in passage between Triq Sant Andrija & Triq Tobruk	0	7,920
- Capital expenditure that has been approved but not yet contracted for.		
(ii) General upgrading works	<u>0</u>	<u>0</u>
	€ 0	€ 7,920



**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**18. FAIR VALUES ESTIMATION**

The nominal values less estimated credit adjustments of receivables and payables are assumed to approximate their fair values, otherwise, these have been adjusted to approximate their fair values.

**19. RELATED PARTY TRANSACTIONS**

The Pembroke Local Council has the following related parties, exercising:

- i. Significant Control – The Department of Local Government
- ii. No Control – Arms Ltd., Water Services Corporation, Enemalta Corporation, WasteServ Malta Ltd., Malta Information Technology Agency, Northern Harbour District Joint Committee, Malta Tourism Authority, Bank of Valletta plc., South Regional Committee, Gozo Regional Committee, South Eastern Regional Committee, Central Regional Committee, LESA, Police General Head Quarters, Malta Environment and Planning Authority, Department of Lands and the Department of Information.

The following were the significant transactions carried out by the Council with related parties having significant control:

	<b>2018</b>	<b>2017</b>
	<b>Euro</b>	<b>Euro</b>
Annual Financial Allocation	433,663	415,842
<u>Key Management Emoluments</u>		
Executive Secretary	30,172	29,398
Mayor's Honoraria	7,464	7,345
Mayor & Councillors' Allowances	6,333	6,893

**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

**20. FINANCIAL RISK MANAGEMENT**

The Council's activities expose it to a variety of financial risks such as market risk, credit risk, liquidity risk and interest rate risk. The Council's overall risk management program focuses on the unpredictability of financial markets and seeks to minimize potential adverse effects on the Council's financial performance.

*Market Risk*

The Council's interest rate risk arises from its deposits with financial institutions. The Council does not have any long term borrowings. In general, the Council's exposure to risks associated with the effects of fluctuations in the prevailing levels of market interest rates on its financing position and cash flows are not deemed to be substantial by the Councillors and Executive Secretary in view of the nature of the assets and liabilities.

*Credit Risk*

Financial assets which potentially subject the Council to concentrations of credit risk which are principally made up of cash at bank and debtors. The Council's cash is placed with a quality financial institution. The Council has appropriate policies to ensure that income is received from sources with appropriate credit history. In this respect, credit risk with respect to debtors is monitored continuously and the Council places a provision on any debt on which there is doubt of recoverability. Furthermore, credit risk is limited due to the fact that government-owned customers comprise a high percentage of the council's debtor base. LES Debtor balance has been provided for fully with an allowance for bad debts.

The Council's exposure to credit risk is limited to the carrying amount of financial assets recognised at the end of the reporting period and is summarized as follows:

	2018 €	2017 €
<b>Classes of financial assets - carrying amounts</b>		
Trade and other receivables	29,817	19,985
Cash and cash equivalents	<u>479,807</u>	<u>419,378</u>
	<u>509,624</u>	<u>439,363</u>

**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

Included in the council's trade receivable there are no balances which are past due and which have not been provided for.

	<b>2018</b>	<b>2017</b>
	<b>Euro</b>	<b>Euro</b>
31-60 days	0	2,524
61-90 days	6,000	0
91-180 days	0	0
181-365 days	1,625	572
Over 365 days	<u>4,200</u>	<u>4,200</u>
	<u>11,825</u>	<u>7,296</u>

*Foreign Currency Risk*

Foreign currency transactions arise when the Council buys or sells goods whose price is denominated in a foreign currency, or incurs or settles liabilities, denominated in a foreign currency. The council does not trade in any foreign currency transactions.

*Interest Rate Risk*

Interest rate risk mainly arises through interest bearing liabilities and assets. The objective of interest rate risk management is to optimize the balance between minimizing uncertainty caused by fluctuations in interest rates and maximizing the net interest income and expense.

*Liquidity Risk*

Liquidity risk is defined as financial distress, an extraordinary measure which needs to be taken to manage the Council's present commitments arising due to shortage of funds. The objective of liquidity risk management is to maintain sufficient liquidity, and to ensure that it is available within the necessary time frame in order not to create financial distress and curtail current obligations as well as future short term commitments. The Council monitors and manages its risk to a shortage of funds by maintaining sufficient cash and by monitoring the availability of raising funds to meet commitments due. In fact, at year end, the Council has as cash and cash equivalents the amount of € 419,378. This should ensure an ongoing working capital of the Council for the next 12 months. The Council also maintains a positive net asset position ensuring that adequate headroom is available to cover present liabilities as well as short term obligations and commitments arising.

**PEMBROKE LOCAL COUNCIL**  
**NOTES TO THE FINANCIAL STATEMENTS (continued)**

At 31 December 2018, the Council's financial liabilities have contractual maturities which are summarised below:

	Current within 1 year €	Non-Current 1 to 5 years €	Non-Current later than 5 years €
Payables	<u>19,957</u>	<u>-</u>	<u>-</u>

This compares to the maturity of the Council's financial liabilities in the previous reporting period as follows:

	Current Within 1 year €	Non-Current 1 to 5 years €	Non-Current later than 5 years €
Payables	<u>16,829</u>	<u>-</u>	<u>-</u>

**21. SUMMARY OF FINANCIAL ASSETS AND LIABILITIES**

The carrying amounts of the council's financial assets and liabilities as recognized at the reporting dates under review are categorized as follows:

	2018 €	2017 €
<b>Current assets</b>		
Loans and receivables:		
Trade and other receivables	29,817	19,985
Cash and cash equivalents	<u>479,807</u>	<u>419,378</u>
	<u>509,624</u>	<u>439,363</u>
<b>Current liabilities</b>		
Financial liabilities measured at amortised cost:		
Payables	<u>19,957</u>	<u>16,829</u>
	<u>19,957</u>	<u>16,829</u>

**22. COMPARATIVE INFORMATION**

Certain comparative information has been reclassified to conform to the current year's disclosure for the purpose of fairer presentation.