



ANNUAL RETURN

TOWN COUNCIL MEETING

REPORT 38/13

20 MAY 2013

The purpose of this report is to seek the Town Council's adoption of the previously circulated Annual Return and to authorise the Mayor to sign it accordingly.

No. DETAIL

1) BACKGROUND

- a) Town & Parish Councils are required by law to submit an Annual Return by 30 June each year which contains the following:
 - *Section 1: Accounting Statements for the year*
 - *Section 2: An annual governance statement*
 - *Section 4: An annual internal audit report.*
 - b) Section 3 is the External Auditor Certificate and opinion that is completed by the appointed Auditor.
 - c) Until this year, the External Audit function for Town and Parish Councils has been the Audit Commission but with its planned demise that role has been taken over by the commercial audit company, BDO Binder Hamlyn.
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2) ANNUAL RETURN

- a) A copy of the completed Annual Return for submission is included in the papers for this meeting.
 - b) The figures in Section 1 have been approved by the Town Council's Internal Auditor and signed by me accordingly.
 - c) I have indicated that all the governance requirements listed in Section 2 have been complied with and the Town Council is requested to authorise the Mayor to sign off that Section and approve the statement by resolution.
 - d) The Internal Auditor has indicated his satisfaction with the Town Council's accounting and book-keeping practices in Section 4 – as confirmed in his Internal Auditor's report received by the Town Council's April meeting – and he has signed Section 4 accordingly.
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3) RECOMMENDATION

The Town Council is recommended to resolve that:

The Town Council approves the Annual Governance Statement set out in Section 2 of the Annual Return, authorises its Mayor to sign Section 2 accordingly and asks its Town Clerk to submit the completed return together with any required additional papers in advance of the 30 June deadline.
