



# ANNUAL RETURN

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TOWN COUNCIL MEETING

8 OCTOBER 2012

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The purpose of this Report is to provide Members with a copy of the audited Annual Return for the financial year 2011/12 and information on any actions that need to be taken in connection with it.

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**No.    DETAIL**

**1)    ANNUAL RETURNS**

- a) The Town Council has a legal responsibility to complete an Annual Return for each financial year and it must approve one no later than 30 June in each year.
  - b) Section 1 provides the main accounting statements for the year and Section 2 the annual governance statement. Section 3 is completed by the external auditor – the Audit Commission – and Section four is a report from the Town Council's Internal Auditor.
  - c) The Annual Report for 2011-12 was approved by the Town Council by minute 61/12 of its meeting of 14 May 2012.
  - d) A copy of the audited Annual Report is attached for Members' information.
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**2)    ACTIONS**

- a) The External Auditor's report is completely clear and no actions are required by it.
  - b) There are two administrative actions required by Regulation 13(4) [Signing, approval and publication of accounting statements] and Regulation 16 [Notice of Conclusion of Audit].
  - c) Specifically, these are:
    - i) displaying a notice for at least 14 days stating that the audit has been completed and that the Annual Return is available for inspection by electors: that notice was put on the Central Car Park Noticeboard on 30 September 2012; and
    - ii) publishing the Annual Return: the full document was posted to the Town Council's web site on 30 September 2012.
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