



ANNUAL RETURN 2017/18: ACCOUNTING STATEMENTS

TOWN COUNCIL MEETING

REPORT 66/18

11 JUNE 2018

The purpose of this report is to request the Town Council's approval in respect of Section 2 of the previously circulated Annual Governance and Accountability Return for the financial year 2017/18 and to authorise the Mayor to sign it accordingly.

No. DETAIL

1) BACKGROUND

- a) The Town Council is required to submit an Annual Governance and Accountability Return for the financial year 2017/18 to its External Auditors by 18 June 2018 which contains the following:
 - *Section 1: An annual governance statement*
 - *Section 2: Accounting Statements for the year*
- b) Section 3 is the External Auditor Certificate and opinion that is completed by the appointed Auditor.

2) ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

- a) A copy of the completed Annual Governance and Accountability Return for submission is included in the papers for this meeting.
- b) The figures in Section 2 have been approved by the Town Council's Internal Auditor and signed by me accordingly.
- c) The Internal Auditor has indicated his satisfaction with the Town Council's accounting and book-keeping practices as confirmed in his Internal Auditor's report received by the Town Council's May meeting – and he has signed Page 3 of the Annual Governance and Accountability Return accordingly.

3) RECOMMENDATION

The Town Council is recommended to resolve that the Town Council:

- i) approves the Accounting Statements set out in Section 2 of the Annual Governance and Accountability Return;
- ii) authorises its Mayor to sign Section 2 accordingly; and
- iii) asks its Town Clerk to submit the completed return together with the required additional papers identified in section 4 of this Report in advance of the 18 June 2018 deadline.

4) ADDITIONAL PAPERS

The additional papers required to be submitted with the Return are identified in the guidance notes provided by the external Auditor:

- a Bank Reconciliation at 31 March 2018;
 - a full explanation of any significant variances between 2016/17 and 2017/18; and
 - a reconciliation between Boxes 7 and 8.
-