



ANNUAL RETURN 2016/17: ACCOUNTING STATEMENTS

TOWN COUNCIL MEETING

REPORT 42/17

12 JUNE 2017

The purpose of this report is to request the Town Council's agreement in respect of Section 2 of the previously circulated Annual Return for the financial year 2016/17 and to authorise the Mayor to sign it accordingly and to note the contents of Section 4.

No. DETAIL

1) BACKGROUND

- a) The Town Council is required to submit an Annual Return for the financial year 2016/17 to its External Auditors, BDO LLP by 10 July 2017 which contains the following:
 - *Section 1:* An annual governance statement
 - *Section 2:* Accounting Statements for the year
 - *Section 4:* An annual internal audit report.
 - b) Section 3 is the External Auditor Certificate and opinion that is completed by the appointed Auditor.
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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 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 in Section 4 – as confirmed in his Internal Auditor's report received by the Town Council's May 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:

- i) approves the Accounting Statements set out in Section 2 of the Annual Return;
 - ii) authorises its Mayor to sign Section 2 accordingly;
 - iii) notes the contents of the Internal Auditor's Report in Section 4; and
 - iv) 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 10 July 2017 deadline.
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4) ADDITIONAL PAPERS

- a) The routine additional papers required are identified on page 6 of the Annual Return:
 - an explanation of any variances between 2015/16 and 2016/17 of greater than 10%.
 - a copy of the Bank Reconciliation at 31 March 2017.
 - b) Completion of an Intermediate review questionnaire required as a consequence of moving into the £200,000 plus annual turnover category, a copy of which is attached to this Report.
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APPENDIX 1

Ventnor Town Council

Please answer the following questions as this will enable us to establish if we need you to provide any other information for the annual review.

If you answer Yes to any of the questions 1 to 9, the Appendix will be returned detailing the other information we require you to submit with your annual return and supporting information.

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|-----|--|-----------|
| 1) | Did the smaller authority use the Power of Wellbeing in 2016/17? | Yes / N/a |
| 2) | Did the smaller authority use the Power of Competency in 2016/17? | Yes / N/a |
| 3) | Did the smaller authority pay a gratuity 2016/17? | Yes / N/a |
| 4) | Did the smaller authority take out a new PWLB or other loan in 2016/17? | Yes / N/a |
| 5) | Did the smaller authority receive a large grant, over £200k and which was also 25% or more than its income in 2016/17? | Yes / N/a |
| 6) | Did the smaller authority sell any land or buildings in 2016/17? | Yes / N/a |
| 7) | Did the smaller authority purchase any land or buildings in 2016/17? | Yes / N/a |
| 8) | Did the smaller authority receive or spend a s106 receipt in 2016/17? | Yes / N/a |
| 9) | Did the smaller authority undertake a capital build project over £100k 2016/17? | Yes / N/a |
| 10) | Other than the precept, please provide details of any other sources of income, if over £100k. | |

Please return either by;

Fax to: 023 8088 1701

Email to: councilaudits@bdo.co.uk

Post to: Louise Caplen
BDO LLP
Arcadia House
Maritime Walk
Ocean Village
SOUTHAMPTON
SO14 3TL

Thank you for your time and assistance.