Ettington Parish Council

Report to Council

Date 16 May 2018

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| Item No 15 Appendix 5 | Audit |

1. Introduction/Background

Each year Parish Councils are required to be audited by both an internal and external audit. The purpose of this report is to inform the Council of key dates and progress against them and to present the return form which will need to be signed off.

This should give Councillors who are not familiar with the audit requirements an insight into the process but any queries can be raised at the meeting.

1. Key Dates

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| --- | --- | --- |
| **Date (all 2017)** | **Action** | **Progress/Comment** |
| Once Accounts signed off | Publish Accounts | Once signed off by Council |
| 11 June 2018 | Last day for receipt of Annual Return | Will be submitted once signed off |
| A period of 30 days which must include the first 10 working days of July but can commence from 4 June 2018 | Display Notice of Commencement of Period for the Exercise of Public Rights and notify PKF Littlejohn of the day of Commencement | Clerk to ensure this is done |
| 30 September | Publish or display the audited annual return |  |

1. Annual Return

Appendix A is the annual return and includes:

Section 1 Annual Governance Statement which will need to be completed and signed at the meeting of 10 May 2017.

Section 2 Accounting Statement 2015/16 which will need to be signed, following completion of Section 1.

Appendix B comprises t documents which will need to be submitted with the Annual Return:

* Explanation of Significant Variances
* Bank Reconciliation

1. **Next Steps**

The Internal Audit Report (the internal audit has been completed) will be presented to the Council at their June meeting.

1. **Action Required:**

To note content of report and to raise any queries;

To complete Section 1 of the return;

To approve Section 2 of the return

To approve the Explanation of Variances

To approve the Bank Reconcilation