

19 JUNE 2018

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

REPORT OF THE TOWN CLERK

1.0 PURPOSE

- 1.1 This report asks the Council to formally approve the Annual Governance and Accountability Return for 2017/2018 (Section 1 and Section 2 attached). **The Town Council must separately approve both of these sections in order.**

2.0 BACKGROUND

- 2.1 Each smaller authority is required by law:
- to prepare Accounting Statements for the year ended 31 March 2018 in the form required by proper practices (the relevant annual return, now known as the Annual Governance and Accountability Return or AGAR, Part 3 applies to the Town Council);
 - to approve and publish the AGAR including the Accounting Statements
 - to provide for the exercise of public rights; and
 - to publish the AGAR, including the signed external auditor report, by 30 September 2018.
- 2.2 [Section 1, Annual Governance Statement](#), confirms the controls that are in place in respect of all aspects of the governance of the Council. This includes the preparation of the accounts, risk assessments etc.
- 2.3 [Section 2 of the Annual Return is the Accounting Statements](#), prepared by the Town Council. The figures in the Statement are as in the Annual Accounts, as reported to the Finance and General Purposes Committee, for consideration on 13 June 2018. The Council's Internal Auditors have checked the calculations in Section 2.
- 2.4 **Prior to approving Section 1 and then Section 2, the Town Council must note the Annual Internal Auditor Report**, in which they have assessed the Council's compliance with relevant procedures and controls. This is [attached](#).
- 2.5 Section 3 of the Statement, which is not attached, is completed by the Town Council's External Auditor, PKF Littlejohn, when they have completed the audit.
- 2.6 The Town Council is required to approve the Annual Governance Statement and Annual Accounting Statements by 2 July 2018, to then be forwarded with supporting papers to the Council's External Auditor.

3.0 RECOMMENDATIONS

The Town Council is recommended to note the Annual Internal Auditor Report and then separately approve the Annual Governance Statement and Accounting Statements for 2017/2018, all as attached.

12 June 2018

Bob Gillis
Town Clerk