

BROUGHTON AND BRETTON COMMUNITY COUNCIL

TUESDAY 24TH APRIL 2018

EXTERNAL AUDIT OF THE COUNCIL'S ACCOUNTS

PURPOSE OF REPORT:

To note the date for the external audit of the Council's accounts for the year ending 31st March 2018 and the preparation required.

PROCESS:

The following process will need to be followed to ensure that the Annual Return, additional Governance assertions and supporting information are submitted to the external auditor, BDO, **by 2nd July 2018:**

- The financial software 'end of year' will be completed by RBS (software provider) on 21st **May 2018**. RBS will prepare the annual accounts which will include:
 - Completing the year end closedown
 - Preparing the Annual Return
 - Preparation of supporting accounting information
 - Creation of the new financial year on the software
 - Assist in the preparation of the variances analysis if required
- Internal audit will be completed by the Internal Auditors, JDH, on **24th May, 2018** and will address all transactions up to the end of March 2018;
- JDH will prepare an internal audit report and complete the Internal Audit section of the Annual Return by **31st May 2018**;
- Approval of final accounts by the Council at its meeting on **19TH June 2018** together with the report of the Internal Auditor, draft Annual Return, additional Governance assertions and supporting information; and
- Delivery of paperwork to the external auditor not later than **2nd July 2018**.

RECOMMENDATIONS:

Members are asked to note the arrangements as outlined above.