

Abingdon-on-Thames Town Council

Agenda item 12: Report of the Responsible Financial Officer

Annual Return and Financial statements for year ended 31st March 2020

Members will be aware that under the Accounts and Audit Regulations the Council is required to **approve** its **Annual Return** ([Appendix A](#)) for the previous financial year. The return must be approved by the Council itself, and the approval cannot be delegated to a Committee.

The annual return comprises the following sections:

Section 1: Annual Governance Statement. This requires the Council to make statements in relation to several internal control questions. This is a separate agenda item.

Section 2: Accounting Statements. This is a broad summary of the Council's financial position at 31st March 2020 and of its income and expenditure for 2019/20. This has been completed based on the more detailed financial statements ([Appendix B](#)). The Council is requested to **approve** these statements.

Section 3: External auditor certificate and opinion. This will be completed by the auditor following the audit.

Annual internal audit report. This will be completed by the Council's Internal Auditor prior to submitting the Annual Return to the External Auditors.

The Council also produces **Statements of Accounts** ([Appendix B](#)). There is no longer a legal requirement to do so, but the statements provide fuller detail than the Accounting Statements included in the Annual Return, and aid transparency of the Council's transactions. These are in addition to the management accounts which are produced every cycle during the year. The format used by this Council is based on FRSSE (Financial Regulations for Small Scale Enterprises) as applied to Local Councils by part 4 of Governance and Accountability for Local Councils – A Practitioners Guide. FRSSE accounting was the requirement for the accounts until 2009/10, the last year for which the Council had to use a prescribed format and is applicable for small entities which have a net expenditure of up to £6.5 million. Members are requested to **approve** these statements.

I will be pleased to answer any questions regarding the financial statements, the annual return, or the audit process either before or at the meeting. However, in order that I may consider any queries, prior notice of any queries would be appreciated.

Susan Whipp
Treasurer/ Responsible Financial Officer
18th June 2020