

Year-end Accounts & Audit

Section 2 – Accounting Statements 2019/20 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 €	31 March 2020 €	
1. Balances brought forward			Please round all figures to nearest €1. Do not leave any boxes blank and report ED or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies			Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts			Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs			Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments			Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments			Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (+) Balances carried			Total balances and reserves at the end of the year. Must

INFORMATION

Details

For officers who want to understand how to prepare their council's Annual Governance & Accountability Return and comply with the requirements of the audit process.

This session introduces the Annual Return and the stages of the audit process, enabling you to complete all the relevant steps correctly.

Topics include:

- Closing the accounts
- Debtors and creditors
- Assets and borrowing
- Internal audit
- Reviewing internal control
- The Annual Return
- Electors rights
- Publication requirements

By the end of this session you will:

- Be able to identify the steps needed as part of the audit process
- Understand how to close the council's accounts
- Understand how to complete the Annual Return
- Be able to correctly allow the exercise of electors' rights
- Recognise the need to review internal controls

Session leader: Steve Parkinson, The Parkinson Partnership LLP

Steve is a former Town Clerk and an accountant with 30 years' experience in public and voluntary sector finance. He now specialises in delivering training and advice on VAT and finance matters for the local council sector.

Instructions

This is an interactive session, you will need a device with a reasonable screen size such as a PC, laptop or tablet to be able to participate fully.