

**WYRE FOREST DISTRICT COUNCIL****AUDIT COMMITTEE**  
**TUESDAY 16<sup>th</sup> MARCH 2010****Closure of Accounts Timetable 2009/2010**

<b>OPEN</b>	
<b>SUSTAINABLE COMMUNITY STRATEGY THEME:</b>	Stronger Communities
<b>CORPORATE PLAN AIM:</b>	A Well-Run and Responsive Council
<b>CABINET MEMBER:</b>	Councillor Nathan Desmond
<b>DIRECTOR:</b>	Director of Resources
<b>CONTACT OFFICERS:</b>	Tracey Southall Extension No. 2125 Lisa Hutchinson Extension No. 2120 <a href="mailto:Tracey.southall@wyreforestdc.gov.uk">Tracey.southall@wyreforestdc.gov.uk</a> <a href="mailto:Lisa.hutchinson@wyreforesdc.gov.uk">Lisa.hutchinson@wyreforesdc.gov.uk</a>
<b>APPENDICES:</b>	Appendix 1 - Closure of Accounts Timetable 2009/2010

**1. PURPOSE OF REPORT**

- 1.1 To inform Members of the Closure of Accounts Timetable 2009/2010, attached as Appendix 1.

**2. RECOMMENDATIONS**

**The Audit Committee is asked to NOTE:**

- 2.1 **The Closure of Accounts Timetable 2009/2010 as detailed in the Appendix to the report.**

**3. BACKGROUND**

- 3.1 Members have ultimate responsibility for the financial affairs of the Authority and are required to satisfy themselves that the Director of Resources has an effective plan for producing the Statement of Accounts. It is necessary for Members to be aware of the Accounts production process, on the basis that the exercise is being carried out to provide them with important information relevant to their governance responsibilities.

- 3.2 The Council's financial year ends on 31<sup>st</sup> March 2010. In accordance with the Accounts and Audit Regulations 2003 the timetable for approval and publication of the Statement of Accounts 2009/2010 is as follows:

- Approval by 30<sup>th</sup> June 2010
- Publication by 30<sup>th</sup> September 2010

- 3.3 In order to ensure that the Accounts can be approved and published in accordance with the above deadlines it is important for the Council to have an effective Closure of Accounts Timetable that needs to be strictly adhered to.

3.4 The Accounts are to be drawn up in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2009 – Statement of Recommended Practice (SORP), recognised by statute as representing proper accounting practices. This is supplemented by the Best Value Accounting Code of Practice 2009 (BVACOP) that establishes proper practice for consistent financial reporting.

#### **4. KEY ISSUES**

4.1 Members are advised that the substantive changes introduced into the 2009 SORP that have been incorporated into the Authority's Closure of Accounts process are summarised as follows:

- Compliance with timetable for introduction of International Financial Reporting Standards (IFRS) – this requires partial compliance with the regulations in 2009/2010, moving to full compliance in 2010/2011. Member training on the 28<sup>th</sup> September 2009 set out this change to the presentation of the Financial Statements. The main areas are as follows:
  - Review of all leases to determine any that are deemed 'finance' leases and include these on the Balance Sheet
  - Review of Service Concessions to determine whether the Council has 'control' and recognise any assets & related liabilities on the Balance Sheet
  - Review of Asset Register valuations to comply with revised guidelines relating to classification of Assets held for Sale and Investment Properties
- Council Tax accruals. The Council will only account for the District share of council tax transactions. Precepting Authorities will account in full for the actual amounts of council tax billed on their behalf. This is a change in Accounting Policy.
- National Non Domestic Rates (NNDR) accruals. Since the Council 'acts as an agent' for the Government in respect of the collection of NNDR, such transactions shall not be recognised in the Accounts. The Council will be required to de-recognise any creditor/debtor balances
- Accelerated closure timetable for Whole of Government Accounts (brought forward by one month to 31<sup>st</sup> July 2010)
- Amendments/Deletions of various Disclosure Notes and Accounting Policies

4.2 Electronic Procure to Pay is being introduced in April 2010 including commitment accounting. This will not impact on the 2009/2010 Final Accounts process but will streamline reporting for future years and improve the ability to provide management information as well as facilitating business process improvements.

**5. FINANCIAL IMPLICATIONS**

5.1 There are no financial implications arising from this report.

**6. LEGAL AND POLICY IMPLICATIONS**

6.1 The Accounts and Audit Regulations 2003 set a statutory date of 30<sup>th</sup> June 2010 for approval of the Statement of Accounts 2009/2010. It is essential that the Authority has an effective Closure of Accounts Timetable to enable this deadline to be achieved.

**7. RISK MANAGEMENT**

7.1 The preparation of and adherence to the Closure of Accounts Timetable 2009/2010 ensures that all major areas of risk have been considered and suitable plans devised for the delivery of the Statement of Accounts 2009/2010 by the prescribed date.

**8. EQUALITY IMPACT ASSESSMENTS**

8.1 This is a financial report and there is no requirement to undertake an Equality Impact Assessment.

**9. CONCLUSION**

9.1 All Members and Officers need to be aware of the Closure of Accounts Timetable 2009/2010 to ensure that all deadlines are adhered to. This will enable the Statement of Accounts 2009/2010 to be prepared and approved by 30<sup>th</sup> June 2010.

**10. CONSULTEES**

10.1 Corporate Management Team  
Cabinet Member for Resources

**11. BACKGROUND PAPERS**

11.1 Accounts and Audit Regulations 2003  
SORP 2009  
BVACOP 2009  
'Early Closing Time' – A good practice guide to the prompt closure of Local Authority Accounts in England and Wales  
IFRS Guidance

**Agenda Item No. 11**  
**Appendix 1**

<b>Item</b>	<b>Responsible Officers</b>	<b>Deadline date</b>
Dialogue with External Auditors to agree dates for audit, closedown timetable, checklists and any other requirements. <i>Other Consultation:</i> CMT & Audit Committee for reinforced Corporate Ownership	Accountancy	on going
Final Accounts Memo sent out by 8 <sup>th</sup> March 2010	Accountancy	08/03/2010
Closure of Accounts timetable to March Audit Committee	Accountancy	16/03/2010
IFRS Restatements Audit Commission to sign off restated accounts	Accountancy	31/03/2010
Asset Register information including for example, asset name, address, classification, expected life, residual value, deletions, additions, impairments review, valuation certificate etc	Caroline Newlands & Property Team	02/04/2010
Revenue Account and Balance Sheet Report (Version 1)	Accountancy	01/04/2010
Revenue Account and Balance Sheet Report (Version 2)	Accountancy	16/04/2010
Revenue Account and Balance Sheet Report (Version 3)	Accountancy	23/04/2010
Capital Accounts balanced	Accountancy	28/05/2010
Collection Fund (Council Tax & NNDR) Balanced	Accountancy	28/05/2010
Final Accounts Balanced and proved off	Accountancy	28/05/2010
GL Posting Download in Excel format (Excelerator Report). Final version for analytical review	Accountancy	01/06/2010
Draft Statement of Accounts prepared	Accountancy	14/06/2010
Annual Governance Statement	Director of Resources	01/06/2010
Draft Statement of Accounts submitted to Cabinet	Director of Resources	22/06/2010 TBC
Annual Governance Statement to Cabinet	Director of Resources	22/06/2010 TBC
Draft Statement of Accounts & Annual Governance Statement to June Audit Committee	Accountancy	28/06/2010 TBC
External Audit commences	Accountancy	12/07/2010
Advertisement of Audit of Accounts 2009/10 (Accounts on Deposit). Copy to Internet & Intranet.	Accountancy	15/07/2010
External Audit concludes	Accountancy	30/07/2010
Accounts on Deposit commences	Audit Commission	03/08/2010
Accounts on Deposit concludes	Audit Commission	31/08/2010
Auditor appointed day	Audit Commission	01/09/2010
Audited accounts back to Audit Committee (if necessary) and print	Director of Resources	27/09/2010
Audited Whole of Government Accounts Return	Accountancy	30/09/2010
Copy of published Statement of Accounts circulated to Members and Officers. Copy to Internet & Intranet. (Within 1 week of publication)	Accountancy	06/10/2010
Advertisement of Completion of Audit of Accounts 2009/10. Copy to Internet & Intranet.	Accountancy	On receipt of Annual Audit & Inspection Report