



## Smaller local government bodies in Wales Annual Return for the Year Ended 31 March 2018

Smaller local government bodies in Wales must prepare annual accounts following proper practices as set out in the One Voice Wales/SLCC publication **Governance and accountability for local councils in Wales** – **A Practitioners' Guide** (the Practitioners' Guide). The Practitioners' Guide states that bodies may prepare their accounts in the form of an annual return prepared by the Wales Audit Office. **Bilingual** 

## The accounts and audit process

The accounts and audit arrangements follow the process as set out below.

correspondence?

RFO/Clerk prepares The body approves the External auditor completes audit and: Annual Return by 30 June. accounting statements and This is evidenced by the Annual Governance Chair's signing the box Either: Or: Statement, Internal below Part 2 of the Annual If no amendments are required, If amendments are required, audit completes Governance Statement. certifies the Annual Return and reports issues (including internal audit report. RFO/Clerk sends the sends it back to the body for amendments) to the body. The RFO certifies return Annual Return publishing by 30 September. body amends the Annual Return, (below Part 2 of the and certified copies of the RFO re-certifies and the body Annual Governance requested evidence to re-approves before sending it back Statement) before the external auditor acting to the auditor. The auditor then 30 June and on behalf of the Auditor certifies the Annual Return and presents the return General for Wales. sends it back to the body for to the body. publishing by 30 September.

Please read the guidance on completing this Annual Return and complete all sections highlighted in red including both sections of the Annual Governance Statement.

## PLEASE PRINT THIS DOCUMENT FOR SIGNATURE AND SEND IT TO YOUR AUDITOR

Incomplete or incorrect returns may require additional external audit work and incur additional costs. Send the **original** Annual Return, together with all additional information requested, to the external auditor acting on behalf of the Auditor General for Wales. Unless requested, please **do not** send any original financial or other records to the external auditor.

Audited and certified returns are sent back to the body for publication or display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

## Completion checklist

'No' answers mean that you may not have met requirements  Initial submission to the external auditor		Done?	
		Yes	No
Accounts	Has the RFO certified the accounting statements and the body approved the Annual Return (as evidenced by the relevant signatures), no later than 30 June 2018?	V	
	Do the accounts add up and does the balance carried forward from last year equal the opening balance this year?		
	Do the papers to be sent to the external auditor include an explanation of significant variations, including a quantified analysis of the changes from last year to this year?		
	Does the bank reconciliation as at 31 March 2018 agree to line 9?		
All sections	Have all red boxes been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		
Evidence	Has all the information requested by the external auditor been included?		