

**SHREWSBURY TOWN COUNCIL
FINANCE & GENERAL PURPOSE COMMITTEE
Monday 7th APRIL 2025**

Officer: Andy Watkin – Head of Resources (RFO)

End of year accounting

Purpose of Report

To appraise members on the process for the year end accounts and relevant submission dates.

Year End Accounts

PKF Littlejohn are the appointed external auditors for Shropshire for the 5 year period ending 2026/27, they set the date when the accounts will need to be submitted to them. As in previous years we chose the dates for the exercise of elector's rights.

The statutory deadline by which The Council must approve the Accounts, Annual Governance and Accountability Return (AGAR) and relevant schedules is 30th June 2025 and then sent to the external auditors by Monday 1st July 2025.

The Internal auditor needs to complete the inspection of the 2024/25 accounts and sign page 3 of the AGARs prior to submission to the external auditor.

Timetable

The timetable is below although this is subject to confirmation of dates from external auditor.

- 29/04/25 – Close down 2024/25 accounts system after all invoices raised, purchase invoices posted and year end adjustments made.
- 26/05/25 – Draft Accounts prepared for meeting with leaders
- 02/06/25 – Draft accounts for F&GP to consider
- TBC – Internal audit visit/Remote final year end check
- 30/06/25 – Council meeting to agree Accounts and sign the AGAR
- 01/07/25 – AGAR and working papers sent to PKF Littlejohn to meet their 1st July deadline.
- 01/07/25 – Notice of appointment of date for exercise of elector's rights for the 24/25 accounts for a 30 day period commencing 1st July 2025.
- 30/09/25 – latest date for completion of Annual return by PKF Littlejohn

- 30/09/25 – Notice of conclusion of the audit and right to inspect the annual return published.

Recommendations

- (i) That the report and dates be noted**