

**SHREWSBURY TOWN COUNCIL
FINANCE & GENERAL PURPOSE COMMITTEE
Monday 17th APRIL 2023**

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, 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 2023 and then send to the external auditors by Monday 3rd July 2023.

The Internal auditor needs to complete the inspection of the 2022/23 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 and internal auditors

- 26/04/23 – Close down 2022/23 accounts system after all invoices raised, purchase invoices posted and year end adjustments made.
- 23/05/23 – Draft Accounts prepared for meeting with leaders
- 05/06/23 – Draft accounts for F&GP to consider
- TBC – Internal audit visit/Remote final year end check
- 26/06/23 – Council meeting to agree Accounts and sign the AGAR
- 29/06/23 – Accounts, AGAR and working papers file sent to PKF Littlejohn to meet their deadline.
- 29/06/23 – Notice of appointment of date for exercise of elector's rights for the 22/23 accounts for a 6 week period commencing 30th June 2023.
- 30/09/23 – latest date for completion of Annual return by PKF Littlejohn

- 30/09/23 – Notice of conclusion of the audit and right to inspect the annual return published.

Recommendations

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