

Appendix 10 – An executive checklist for financial year-ends

This checklist is provided for use by the Chair as a final check for completeness of the council's annual accounting and reporting cycle.

Answering 'Yes' to the questions below should provide assurance that the necessary steps have been taken during the year and that the process is now complete and may be signed.

Any 'no' answers indicate that further work may need to be carried out.

References to relevant sections of the Practitioners' Guide are included.

Governance		YES	NO
1	During the year, has the council reviewed its system of internal control, including internal audit, risk management and measures designed to prevent fraud and corruption, and assessed it as adequate and effective? (See Practitioners Guide (PG) paragraph 2.79)		
2	Has the council only done what it has the legal powers to do and in doing so acted in accordance with the codes of conduct and practice it has agreed to abide by? (PG Appendix 1)		
3	Has the council appointed a responsible finance officer who has ensured that the council's accounting system has been observed and that the accounts and supporting records have been maintained in accordance with proper practices and kept up to date? (PG 1.24)		
4	Has the council arranged for internal audit to be carried out and reported upon? (PG 2.58)		
5	Has the council reviewed its income and spending against the approved budget during the year and as at 31 March? (PG 2.15, 3.29 to 3.33)		
The accounts		YES	NO
6	Has the cashbook been balanced? (Bank balance at end of previous year plus total receipts less total payments equals bank balance at end of current year after adjusting for unrepresented cheques and credits). (PG 3.59)		
7	Have the bank balances in the Accounting statements been reconciled with the bank statements at 31 March? (PG 3.50 – 3.58)		
8	Have the Accounting statements been prepared on the proper basis (income and expenditure over £200,000) and is this consistent with last year? (PG 3.68 – 3.79)		
9	Have all debtors, creditors, receipts in advance, payments in advance and accruals been accounted for? (income and expenditure only) (PG 3.72 – 3.79)		

Governance		YES	NO
10	Are the accounting statements in balance and has all the necessary information been included?		
11	If the council's income or expenditure is approaching a threshold (£200,000 or £1,000,000) have the implications of this been considered and acted upon? (PG 2.6-2.7, 3.68-3.79, Part 4)		
The annual return		YES	NO
12	Has Section 1 of the Annual Return been completed, signed by the Responsible finance officer, adopted by the Council and signed by the Chairman, including the minute reference and date? (PG 2.4)		
13	Has a copy of the bank reconciliation at 31 March been included with the Annual Return? (PG 2.28)		
14	Has a written and full explanation of any significant variances between last year's and this year's figures, or any unusual or unexpected amounts shown in the accounting statements on section 1 of the annual return? (PG 2.15)		
15	Do the figures in section 1 of the annual return balance? (Balance b/fwd plus all receipts/income less all payments/expenditure equals balance c/fwd.) (PG 3.68)		
16	Has the Annual governance statement (section 2) been completed and approved by the Council, signed and dated by the Chairman and Clerk and the minute reference recorded? (PG 2.37)		
17	Has internal audit work been completed and the Certificate signed (section 4 of the Annual Return)? (PG 2.58)		
18	Has the Council considered and acted on any items appearing on the internal audit report for the financial year just ended? (PG 2.58)		
19	Has the Council considered and acted on any items appearing on the external auditor's report for the previous year? (PG 2.46)		
	If any 'no' answers appear above		
20	Does the clerk of the council/RFO need further advice or help in finalising the annual return? (contact SLCC/NALC audit help)		

Checklist carried out by:

Date: