

## **Wiltshire Council**

### **Audit Committee**

**17 April 2019**

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**Subject: Year End Closedown**

**Cabinet member: Cllr Philip Whitehead – Finance, Procurement, IT and Operation Assets**

**Key Decision: No**

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### **Purpose of Report**

1. This report updates the Audit Committee on year end closedown.

### **Background**

2. The Council has recently passed its financial year end of 31 March. Annual work is ongoing in order to produce a draft Statement of Accounts by the statutory deadline of 31 May 2019.
3. The draft Statement of Accounts will be brought, together with the Outturn report, to Cabinet on 11 June 2019.
4. Deloitte start their final audit on 3 June and it is proposed that the final audited accounts will be brought to the next Audit Committee on 21 July 2019.

### **Main Considerations**

5. Full information on closedown has been sent to budget managers and information has been included in the Electric Wire. Forms and detailed information have been uploaded to the Wire so they are easily available for all staff.
6. This is the first year of audit from Deloitte. In preparation for the year end audit, they have recently finished interim work which will be used during the final audit.
7. Accountancy produce a year end timetable which shows deadlines that are required to be met to year end deadlines. At time of writing all work had met the year end time table. It is not expected there will be any delays in the closedown process. Further updates of current position will be made during the audit committee.

8. A summary of the key dates in the timetable is as follows:

Sunday	31	March	YEAR END 2018/2019
Friday	5	April	Date for final AP run that will be carried back into old year
Thursday	11	April	Final Sundry Creditors and Debtors schedules to be completed and posted
Wednesday	17	April	Reconciliation of all feeder systems completed
Wednesday	17	April	Audit Committee Discuss draft AGS and Accounting Policies
Tuesday	30	April	Ledger closes for period 13 @ 5.00 pm
Friday	17	May	Final Revenue outturn report circulated to CFO
Friday	31	May	Sign Off Draft Accounts Chief Financial Officer
Monday	3	June	Final Audit Deloitte Commences
Tuesday	11	June	Cabinet receives outturn report and draft accounts
Wednesday	24	July	Audit committee Meeting to sign off accounts
Wednesday	24	July	Sign off and audit close

### **Risk Assessment**

9. There are no direct risk implications associated with this report.

### **Equality and Diversity Impact of the Proposal**

10. None have been identified as arising directly from this report.

### **Environmental Impact of the Proposal**

11. There are no direct environmental implications associated with this report.

### **Financial Implications**

12. This report gives an update on the Council's closedown process and preparation of the annual Statement of Accounts.

### **Legal Implications**

13. None have been identified as arising directly from this report.

### **Recommendations**

14. It is recommended that the Audit Committee notes this report.

**BECKY HELLARD**

Interim Director Finance & Procurement

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Report Author: Matthew Tiller – Chief Accountant