

UNAUDITED ANNUAL ACCOUNTS 2017-18

1. EXECUTIVE SUMMARY

- 1.1 This report advises the Audit and Scrutiny Committee on the plans in place for financial year end 31 March 2018 and the preparation of the Council's Unaudited Annual Accounts for 2017-18.
- 1.2 The major change to the timetable is the integration of Live Argyll first financial statements into the Council's Group Accounts and ensuring that intergroup balances are agreed by 15 May 2018.
- 1.3 The Appendices to the report show the timetable for the closure of the general ledger and the plan and timetable for preparation of the final accounts.
- 1.4 The Committee is asked to note that plans are in place to prepare the Council's Annual Accounts, consistent with the Accounting Code of Practice and submit them to Council prior to 30 June 2018 in line with the Scottish Government's requirements.

UNAUDITED ANNUAL ACCOUNTS 2016-17

2. INTRODUCTION

- 2.1 This report advises the Audit and Scrutiny Committee on the plans in place for financial year end 31 March 2018 and the preparation of the Council's Unaudited Annual Accounts for 2017-18.
- 2.2 Processes have been established to ensure that the Annual Accounts are prepared in accordance with International Financial Reporting Standards (IFRS) on an on-going basis. There are no major changes in accounting practice for 2017-18.

3. RECOMMENDATIONS

- 3.1 To note that plans are in place to prepare the Council's Annual Accounts, consistent with the Accounting Code of Practice and submit them to Council prior to 30 June 2018 in line with the Scottish Government's requirements.

4. DETAIL

- 4.1 "An Audit Committees – Practical Guidance for Local Authorities" has been issued by the Chartered Institute of Public Finance and Accountancy (CIPFA). This suggests that Audit Committees should have an overview of the plans made for preparation of the Council's Annual Accounts.
- 4.2 A set of instructions for the end of the financial year have been drafted. These cover year-end close down of the Council's financial systems and the preparation of a set of accounts in line with professional and legislative requirements. These are included within appendices 1 to 3.
- 4.3 The major change in the timetable is that figures from the Council's newly formed leisure trust, Live Argyll, require to be available for consolidation into the Council's Group Accounts. Procedures have been put in place to ensure that inter-group balances are agreed and all associated journals processed by the Council's General Ledger Closedown date of 15 May 2018. Live Argyll is required to produce a set of financial statements by 1 June 2018 for consolidation into the Council's Group Accounts.
- 4.4 The project plan included with the instructions is detailed and includes the following milestones:
- Capital expenditure, capital charges and treasury management revenue accounts completed by 18 April.
 - Revenue expenditure, creditors, debtors, accruals and prepayments completed by 27 April.

- Council Tax and NDR entries completed by 15 May.
- Review and adjustments to ledger and central department cost allocations completed by 15 May.
- Agreement of inter-group balances with Live Argyll and associated journals processed by 15 May.
- Preparation of Unaudited Annual Accounts including report by Head of Strategic Finance by 8 June.
- Unaudited Annual Accounts considered by a meeting of the Audit and Scrutiny Committee on 19 June.
- Unaudited Annual Accounts considered by a meeting of the Full Council on 28 June.
- Submission of Unaudited Annual Accounts to Accounts Commission by the statutory deadline of 30 June.

4.8 Previously external Audit has been satisfied with the quality of working papers and general arrangements for preparation of the Annual Accounts. The plan should result in Financial Statements prepared by the required deadline of 30 June 2018 and with supporting documentation of a standard to enable completion of the audit by the required deadline of 30 September 2018.

5. CONCLUSION

5.1 The timescales are in line with the previous year which should ensure that the Annual Accounts are completed on time and that the working papers meet Audit Scotland's requirements.

6. IMPLICATIONS

6.1	Policy –	None at present
6.2	Financial -	None at present
6.3	Legal -	None at present
6.4	HR -	None at present
6.5	Equalities -	None at present
6.6	Risk -	None at present
6.7	Customer Service -	None at present

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Appendix 1 – Year End Instructions and General Ledger Closedown Timetable

Appendix 2 - Final Accounts Preparation Plan and Timetable