



TODMORDEN TOWN COUNCIL

REPORT TO THE EMERGENCY COMMITTEE

REPORT AUTHOR	Colin Hill – Town Clerk and Responsible Financial
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Date	6th May 2020
SUBJECT	Annual Governance and Accountability Return 2019/20 Part 3 (AGAR)

PURPOSE:

1. To present to Members the AGAR for signature on behalf of the Council.
2. To request that the signed return is then submitted to the External Auditors PFK Littlejohn for their scrutiny.
3. To advise Members that the Notice of Period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited must be published before 1st July 2020 - (extended to 31st July 2020) . It is intended to set the period 15th June 2020 to 24th July 2020 .
4. To advise Members that not later than 30th September 2020 authorities must publish:-
 - a. Notice of Conclusion of Audit
 - b. Section 3 External Auditor Report and Certificate
 - c. Section 1 and 2 of the AGAR including any amendments as a result of the limited assurance review
 - d. To avoid confusion for electors that also the Annual Internal Audit Report is also published.

BACKGROUND:

5. It is a legal requirement for the Town Council to submit an Annual Governance and Accountability Return Part 3
6. The external Auditor is appointed by Central Government and acts on their behalf as an overview (limited assurance review) to the financial and governance arrangements of Town Councils

7. On conclusion of the Internal Audit and signing of the AGAR, members of the public are then able to view any financial records that they may wish to do so through contact with the Responsible Financial Officer .

FINANCIAL IMPLICATIONS:

8. There are none directly arising from this report. Costs for Audit services are in line with budget expectations.

RECOMMENDATION:

9. That Members of the Emergency Committee approve Section 1 Annual Governance Statement 2019/20 and that the Chairman be authorised to sign on behalf of the Council.
10. That Members of the Emergency Committee approve Section 2 Annual Accounting Statements 2019/2020 and that the Chairman be authorised to sign on behalf of the Council.
11. That the Emergency Committee Resolve that Responsible Financial Officer send the signed AGAR return to the External Auditors, report back in due course with the outcome of the External Audit, and in the meantime, make arrangements for the period of exercise of public rights to be published.
12. That the Notice of period exercise of public rights be published on 1st June 2020, effective between 15th June 2020 to 24th July 2020.

REASON FOR RECOMMENDATION:

13. The AGAR statements Part and 2 must be signed in order.
14. To ensure all other legal formalities are followed.
15. To ensure the Notice of Period of exercise of public rights is duly issued.

SUMMARY OF KEY POINTS:

16. Completion of the AGAR is a legal requirement together with publication of subsequent notices of rights to inspect records as well as notice of conclusion of audit.

POLICY IMPLICATIONS:

17. None arising from this report.

DETAILS OF CONSULTATION:

18. None

SUPPORTING PAPERS:

- Appendix 1 - AGAR Return 2019/20 Part 3
 - Annual Internal Audit Report 2019/20
 - Section 1 – Annual Governance Statement 2019/20
 - Section 2 – Annual Accounting Statements 2019/20
- Appendix 2 - Rialtas financial system generated Annual Return
- Appendix 3 - Notice of period Public rights

FURTHER INFORMATION, PLEASE CONTACT: Colin Hill