

SALISBURY CITY COUNCIL

Report

Subject : Annual Return for the Year Ended 2018/19
Committee : Full Council
Date : 18 November 2019
Author : Estelle Sherry, Responsible Finance Officer

1. Report Summary:

- 1.1. The Council's external auditors, PKF Littlejohn LLP, have completed their review of the Council's Annual Return, including the Annual Governance Statement, the Accounting Statements, Submission Schedules and other supporting documentation.
- 1.2. PKF Littlejohn LLP have certified that they have completed their review of the annual return, and discharged their responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019. This is evidenced through their completion of Section 3 of the Annual Return – External Auditor Report and Certificate 2018/19 (attached at Appendix A).
- 1.3. The Notice of Conclusion of Audit has been published in accordance with Regulation 16 of the Accounts and Audit Regulations 2015 (attached at Appendix B).

2. External Auditor Report and Certificate:

- 2.1. The External Auditor Report and Certificate 2018/19 for the year ended 31 March 2019 holds that:

“Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.”

- 2.2. The matters reported by the external auditor were:

- Unpaid direct debits as at the yearend have been incorrectly included in Box 8. The figure in Section 2, Box 8 should read £2,242,802.
⇒ This error related to a credit card debtor of £3,934 in the bank reconciliation; the sum is immaterial and did not affect the accuracy of boxes 1 to 7.
- Box 4 should comprise all payments made in relation to the employment of staff, including redundancy payments.....Section 2, Boxes 4 and 6 should read £1,549,636 and £3,679,433.
⇒ This error related to the inclusion of redundancy payments of £73,853 being included in all other payments (box 6) instead of staff costs (box 4); the sum is immaterial and did not affect the accuracy of the balances carried forward.

3. Recommendation:

3.1. It is recommended that Full Council:

3.1.1 Note the External Auditor Report and Certificate 2018/19.

3.1.2 Note the publication of the Notice of Conclusion of Audit on 25 September 2019.

4. Background Papers:

Appendix A – External Auditor Report and Certificate 2018/19

Appendix B – Notice of Conclusion of Audit (AGAR) for the year ended 31.03.19