



WALES AUDIT OFFICE  
SWYDDFA ARCHWILIO CYMRU

Smaller local government  
out in the One Voice  
**A Practitioners' Council**  
accounts in the form

Please confirm the date of each meeting of the council for the year. If there is no meeting in a particular month, enter an X in that box.

Month	Date	Month	Date
April 2017	26	October 2017	25
May 2017	24	November 2017	22
June 2017	21	December 2017	13
July 2017	26	January 2018	24
August 2017	In Recess	February 2018	21
September 2017	20	March 2018	21

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## The accounts

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RFO/Clerk prepares accounting statements and Annual Governance Statement. Internal audit completes internal audit report. RFO certifies return (below Part 2 of the Annual Governance Statement) **before 30 June** and presents the return to the body.

Chair's signing the box below Part 2 of the Annual Governance Statement. RFO/Clerk sends a copy of the Annual Return and certified copies of requested evidence to the external auditor acting on behalf of the Auditor General for Wales.

Either:

If no amendments are required, certifies the Annual Return and sends it back to the body for publishing by 30 September.

Or:

If amendments are required, reports issues (including amendments) to the body. The body amends the Annual Return, the RFO re-certifies and the body re-approves before sending it back to the auditor. The auditor then certifies the Annual Return and sends it back to the body for publishing by 30 September.

**Please read the guidance on completing this Annual Return and complete all sections highlighted in red including both sections of the Annual Governance Statement.**

Incomplete or incorrect returns may require additional external audit work and incur additional costs. Send the **original** Annual Return, together with all additional information requested, to the external auditor acting on behalf of the Auditor General for Wales. Unless requested, please **do not** send any original financial or other records to the external auditor.

Audited and certified returns are sent back to the body for publication or display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

## Completion checklist

'No' answers mean that you may not have met requirements		Done?	
		Yes	No
<b>Initial submission to the external auditor</b>			
<b>Accounts</b>	Has the RFO certified the accounting statements and the body approved the Annual Return (as evidenced by the relevant signatures), no later than 30 June 2017?	✓	
	Do the accounts add up and does the balance carried forward from last year equal the opening balance this year?	✓	
	Do the papers to be sent to the external auditor include an explanation of significant variations, including a quantified analysis of the changes from last year to this year?	✓	
	Does the bank reconciliation as at 31 March 2017 agree to line 9?	✓	
<b>All sections</b>	Have all red boxes been completed and explanations provided where needed?	✓	
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.	✓	
<b>Supporting evidence</b>	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.	✓	