

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	20th	October 2017	19th.
May 2017	18th May	November 2017	16th
June 2017	15th.	December 2017	21st
July 2017	20th.	January 2018	18th
August 2017	N/A.	February 2018	15th
September 2017	21st	March 2018	15th.

PUBLIC/COUNCIL DOCUMENTATION BILINGUAL

AUDIT COMMUNICATION (QUERIES) BILINGUAL

Wales
March 2017

Other practices as set
Local councils in Wales –
Bodies may prepare their

Completes audit 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 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?	
Initial submission to the external auditor		Yes	No
Accounts	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?	✓	
All sections	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.	✓	
Supporting evidence	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.	✓	