

CYNGOR SIR POWYS COUNTY COUNCIL

AUDIT COMMITTEE

22nd April 2015

REPORT AUTHOR: Professional Lead for Finance

SUBJECT: Closure of Accounts and completion of Statement of Accounts 2014/15

REPORT FOR: Information

1. Introduction

- 1.1 As reported at previous Committees in order to deliver a successful accounts closure a Project Management approach has been adopted and the Closure of Accounts Project is now 'live'. The Project Plan built on 5 phases identifies a number of workstreams all of which are an essential part in completing the annual closure of accounts and the preparation of the Financial Statements. The concerns raised in the previous year and the recommendations made by the Welsh Audit Office are included within these workstreams together with the action required to improve the process for 2014/15.
- 1.2 This report provides a further update on the progress in the delivery of the project.

2. Project Progress

- 2.1 The Project Team which includes officers across the Authority is well established and continue to meet fortnightly. A key message is that accounts closure is not the sole responsibility of finance. The workstream leads report on the delivery of their workstream, reporting on achievements, issues and actions.
- 2.2 Delivery of the Project remains on track for Phase 2 with the Accountancy Teams finalising the service area accounts. This phase will review the expenditure and income recorded across service areas, ensure all creditors, debtors and other accruals are identified and entered, the reconciliation of grants, and the housekeeping of Eprocurement. Finalising of all inter departmental transactions.
- 2.3 Phase 2 will complete on the 1st May 2015.
- 2.4 The Wales Audit Office Team are in situ and are carry out parts of the Audit around controls, system interfaces, income completeness, and are beginning the substantive testing.

- 2.5 Following the workshop with the Audit Team, training has been provided to give the Auditors direct access to the financial ledger. This should reduce the level of information requested by WAO from officers.
- 2.6 Valuations have been completed by the District Valuer and the accounting entries are being processed.
- 2.7 The workstream for internally generated income has progressed and is nearing completion with entries for 2014/15 now identified and correctly coded as recharges. A new coding structure has been introduced for many areas from the 1st April 2015 with instructions issued to Budget holders and Business Services staff. Final reconciliations are being now undertaken to ensure this work is complete.
- 2.8 The Treasury Management Team have resolved the backlog of work, all cash transactions have been posted and the Bank reconciliations are scheduled to be complete by the 1st May as planned.
- 2.9 Issues that arise that cannot be resolved immediately continue to be dealt with through the project team.

Key Dates and Milestones

Milestone	Deliverable	Start	Completion	RAG Status
Project Team established	Ownership and Delivery of project	Dec 14	Dec 14	Complete
Timetable and Individual Task lists completed	Planning and Delivery of Project	Dec 14	23 Jan 15	Complete
Adequate resourcing of all tasks identified	Delivery of Project	Jan 15	31 Jan 15	Green
Valuations completed	Accurate Valuation of land and property within the Accounts	Dec 14	13 th Feb 15	Complete
Audit Committee	Present Project Plan and update on project deliverables.	29 Jan 15	29 Jan 15	Complete
	Project Update 8 th April 2015	8 April 15	8 April 15	Complete
	Project Update 22 nd April 2015	22 April 15	22 April 15	Complete
Phase 1	Budget holder/Business services complete	Jan 15	31 March 15	Complete

	transactional elements of year end			
Phase 2	System Interfaces all completed, Accountancy Teams closing of Service Areas.	1 st April 15	1 st May 15	Green
Phase 3	Pulling together of Financial Statements	1 st May 15	15 th June 15	
Phase 4	Review	15 th June 15	30 th June 15	
Audit Committee	Governance and Review	25 th June 15	25 th June 15	
Publish Statement of Accounts & release to WAO	Statutory Requirement	30 th June 15	30 th June 15	
Phase 5	Audit and issue of Audit Opinion	1 st July 15	20 th Sep 15	
Audit Committee	Approval of Statement of Accounts	30 th Sept 15	30 th Sept 15	
Publish Statement of Accounts	Statutory Requirement	30 th Sept	30 th Sept 15	

Recommendation:	Reason for Recommendation:
<p>That Audit Committee notes the contents of the report.</p> <p>That Audit Committee receive regular updates on the Delivery of the Project.</p>	<p>To improve the accounts closure process for 2014/15, and the audit of the accounts</p>

Contact Officer Name:	Tel:	Email:
Jane Thomas	01597 823810	jane.thomas@powys.gov.uk