

DOCUMENTATION/FUNCTION - ANNUAL STATEMENT OF ACCOUNTS

IMPLEMENTATION				
Target Population	Public, Members, COE, External Audit			
Duty	To publish on a timely basis an Annual Statement of Accounts, produced in accordance with relevant standards and codes, which presents the financial position of the Council.			
Training Requirements	Professional Training for Finance Staff.			
Lead Officer	Assistant Director – Finance and HR			
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	Statement of Accounts reported to Audit Committee for approval.	Annually	Annual Statement of Accounts approved by Audit Committee.	Director of Neighbourhood Services & Resources
	Statutory advertising requirements adhered to :- <ul style="list-style-type: none"> publicising that Annual Accounts are available for public inspection; and informing when the External Audit completed 	Annually	Objections/queries on the Accounts from Council Tax Payers dealt with by External Audit. Annual Statement of Accounts signed off by External Audit.	External Audit
	Any necessary professional training for Finance Staff e.g. to keep abreast of new legislation, etc. identified and addressed through the Performance Development Review System (PDR's).	As required in response to training needs identified from PDR's	Finance training needs addressed.	Assistant Director – Finance and HR.
MONITORING (keeping it effective – recording when it happens)	Production process of Annual Statement of Accounts underpinned by a comprehensive work plan/task list.	Annually	Work plan in place for production of Annual Statement of Accounts. Performance against Work plan monitored to enable objectives to be met.	Assistant Director – Finance and HR.

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	Outcomes against the work plan monitored through the Performance Management Framework (PMF).	See Performance Management Framework	Work plan in place for production of Annual Statement of Accounts. Performance against Work plan monitored to enable objectives to be met.	Assistant Director – Finance and HR.
REVIEW (keeping it up to date)	Review of the process undertaken by all those officers who have contributed and including External Audit. Process Benchmarking/ Networking with other organisations to compare practice and performance.	Annually Periodically during the year	Process of production of Annual Statement of Accounts reviewed to reflect efficiencies and best practice. Process of production of Annual Statement of Accounts reviewed to reflect efficiencies and best practice.	Assistant Director – Finance and HR. Assistant Director – Finance and HR.