

## STATEMENT OF ACCOUNTS AND ANNUAL RETURN 2018/19

**Summary:** To present the latest draft Statement of Accounts and Annual Return 2018/19.

**Recommendations:** That the Committee notes the draft Statement of Accounts and Annual Return 2018/19.

**Officer Ref:** Martin Lane, Director (01451 862000) and David Shelmerdine, Finance Officer (01451 862032).

### Background

1. The Accounts and Audit Regulations 2015 require the Board to prepare its annual accounts in accordance with proper practice. From 2018/19, Conservation Boards are for the first time specifically covered in the formal guidance issued by the Joint Panel on Accountability and Governance "*Governance and Accountability for Local Councils – A Practitioners Guide*".
2. The Board's permanent Finance Officer left the organisation in June 2018. Following recruitment difficulties, David Shelmerdine has fulfilled the role on a part-time basis since March 2019 and will present the Board's Statement of Accounts and Annual Return.
3. The Board's latest draft Statement of Accounts for the period 1 April 2018 to 31 March 2019 is set out in Appendix A. It has been prepared in accordance with the National Park analysis to facilitate comparability between organisations. The Income and Expenditure Account shows the costs of providing services across the various activities and projects that the Board has supported during the year, and how these projects were supported from grants and income. Gross revenue expenditure for the year was £945,292 (2017/18: £1,016,782), and income was £1,063,697 (2017/18: £991,690). Taken together, these items show a net surplus for the year of £118,405 (2017/18: deficit of £25,092).
4. The Balance Sheet shows the draft financial position as at 31 March 2019.
5. The Board has adopted a revised fixed asset policy from 2018/19 onwards, under which only assets in excess of £10,000 will be capitalised in the accounts. Corresponding figures for 2017/18 have been re-stated accordingly.
6. A separate paper has been prepared for the Executive meeting in respect of the nature, level and utilisation of the Board's financial reserves. The results of this review will be incorporated into the table on page 6.
7. It should be recognised that the figures shown may be subject to further adjustment as the year-end accounting processes are concluded.

**Annual Return 2018/19**

8. The Board is required by law to:

- prepare accounting statements for the year ended 31 March 2019 in the form required by proper practice (the Annual Return);
- approve the Annual Return including the unaudited accounting statements and submit it to the auditor by July 2019;
- publish or display the audited Annual Return by 30 September 2019.

9. The draft Accounting Statements in the format for the Annual Return is attached at **Appendix 'B'**.

10. Notice of the audit will be displayed at the entrance to the Board's offices in compliance with the regulations. This document will be published on the Board's website.

**Supporting Paper(s):**

**Appendix 'A'** - Draft Statement of Accounts 2018/19

**Appendix 'B'** - Draft Accounting Statements for the Annual Return