

**STATEMENT OF ACCOUNTS AND ANNUAL RETURN 2018/19**

**Summary:** To approve the Statement of Accounts and Annual Return 2018/19.

**Recommendations:**

- (a) The Board approves the Statement of Accounts 2018/19; and**
- (b) the Board approves Section 2 of the Annual Governance and Accountability 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 by the formal guidance issued by the Joint Panel on Accountability and Governance "*Governance and Accountability for Local Councils – A Practitioners Guide*". The guide sets out proper practice for the preparation of the Board's Statement of Accounts and its Annual Governance and Accountability Return (AGAR).
2. As part of the approval process, the external auditor requires the Board to be provided with a copy of the organisation's year-end bank reconciliation. This is attached at Appendix A.
3. The Statement of Accounts for the period from 1 April 2018 to 31 March 2019 is attached at Appendix B. It has been prepared in accordance with the National Park model, so as 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 £941,720 (2017/18: £1,016,782), and income was £1,065,774 (2017/18: £991,690). Taken together, these items show a net surplus for the year of £124,054 (2017/18: a deficit of £25,092).
4. The Balance Sheet shows the financial position as at 31<sup>st</sup> 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 submitted for the Board meeting in respect of the nature, level and utilisation of the Board's financial reserves.

**AGAR 2018/19**

7. Whilst the Board chooses to prepare a Statement of Accounts for its own purposes, the Board is required by law to:
  - prepare accounting statements for the year ended 31 March 2019 in the form required by proper practice (Section 2 of the AGAR);
  - approve the AGAR and submit it to the external auditor by 1 July 2019;
  - publish the unaudited AGAR by 1 July 2019;
  - publish the audited AGAR by 30 September 2019.
8. The Accounting Statements, set out in the format required for Section 2 of the AGAR, are attached at Appendix C.
9. The required papers will be displayed at the entrance to the Board's offices and published on the Board's website.

**Supporting Papers:**

**Appendix 'A'** - Bank Reconciliation as at 31<sup>st</sup> March 2019

**Appendix 'B'** - Statement of Accounts 2018/19

**Appendix 'C'** - Section 2 of the AGAR