

FINANCIAL CONTROL PROCEDURES - YEAR END PROCEDURES

Note: Current Financial Regulations apply

Financial year end requires bank statements at 31 March each year. The checklist produced by Rialtas Business Solutions (RBS) (who supply the software package) covers all the stages required to produce the year-end accounts including pre-payments, accruals, creditors, debtors etc. In addition, the RBS helpline is available to give guidance and resolve any issues. Comprehensive notes of the previous years' process are located in the previous year's accounts folder, labelled *t:Accounts/relevant year end date*.

Financial year end accounts have to be finalised as soon as possible after the year-end and adopted by Council so that the Internal Audit can be carried out, the report received and considered by Council and the annual return submitted to the External Auditor by the deadline requested in the External Auditor's documentation. This requires careful forward planning.

The final quarterly Councillor Internal Audit can also be carried out once the year-end procedures have been completed.

Internal Controls

In addition to any measures outlined above, Financial Regulations, Councillor Internal Audit and independent Internal Audit provide audit control and assurance.

The review of the end of month bank reconciliations, final payments list and cash book reports by the Planning Licencing and Finance Committee, with recommendation to Full Council, provides audit assurance.

Approved November 2025