

**Governance, Audit and Scrutiny Committee
27 November 2017**

Report by the Head of Finance

2017/18 ANNUAL ACCOUNTS CLOSEDOWN TIMETABLE

REPORT EXECUTIVE SUMMARY

The Fire Authority is required by statute to produce accounts on an annual basis; this report includes the timetable to ensure the Fire Authority produces accounts for 2017/18 on an efficient and timely basis. The Fire Authority must make available for audit its draft (signed by the S.151 Officer) Annual Accounts by 31 May 2018 and the aim is to produce the Final (Audited) Annual Accounts approved by the Fire Authority by 31 July 2018 (as 2015/16 and 2016/17).

RECOMMENDATIONS

1. That the attached timetable gives assurance that the Fire Authority has robust plans in place to produce the Annual Accounts by the required deadlines.

ANNUAL ACCOUNTS 2017/18

2. The attached timetable sets out the key tasks that will be undertaken on the 2017/18 Annual Accounts between December 2017 and July 2018.
3. Regular meetings will also be held with the Authority's external auditor, KPMG. These meetings will be held from late in 2017 through to the completion of the audit in summer 2018.
4. The Authority is required by statute to produce its 2017/18 audited Annual Accounts by 31 July 2018.
5. The Authority has liaised closely with our external auditors and planned a shorter period for the production and audit of the Authority's Annual Accounts. The timetable in Appendix 1 is very similar to that which was used for the successful early completion achieved on the 2015/16 and 2016/17 Annual Accounts.

STRATEGIC PLAN COMPATIBILITY

6. No direct issues arising.

FINANCIAL/RESOURCES/VALUE FOR MONEY IMPLICATIONS

7. The Annual Accounts are a key document that ensures the Fire Authority is recording and reporting the transactions it enters into in an appropriate manner and reporting in line with the CIPFA Code of Practice for Local Authority Accounts.

LEGAL IMPLICATIONS

8. The Authority is required by statute to provide Annual Accounts.

EQUALITY IMPACT ASSESSMENT/HR IMPLICATIONS

9. No direct issues arising from this report.

CORPORATE RISK MANAGEMENT IMPLICATIONS

10. No direct issues arising but timely and accurate Annual Accounts are a cornerstone of good governance.

HEALTH AND SAFETY IMPLICATIONS

11. No direct issues arising.

COMMUNICATION ACTIONS ARISING

12. No direct issues arising.

DETAILS OF CONSULTATION

13. No direct issues arising.

BACKGROUND PAPERS AVAILABLE FOR ACCESS

14. None.

RECOMMENDATIONS RESTATED

15. That the attached timetable gives assurance that the Fire Authority has robust plans in place to produce the Annual Accounts by the required deadlines.

M RANSOM

Officer Contact: Martyn Ransom
Head of Finance

☎ 01482 567176

Humberside Fire & Rescue Service
Summergroves Way
Kingston upon Hull

MR/SJ
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