Westbury Manor Museum Joint Management Committee – 4 February 2013

Annual Audit Returns Report

Background

Small relevant bodies with an annual turnover of £6.5m or less must complete an annual return summarising their annual activities at the end of each financial year.

The annual return comprises summary accounting statements for the year, the annual governance statement and the internal auditor's report. Once the return has been submitted to and approved by external audit it also includes their certificate and opinion.

The JMC is required to note the content of the external auditor's report and to take action as required on any matters arising.

A notice also needs to be displayed on site to announce the conclusion of the audit and to allow local members of the public to exercise their right to view the completed return.

Appointment of auditors for 2012/13

BDO LLP have been appointed by the Audit Commission to audit the annual return of the JMC for five years from 2012/13. This appointment has been made under section 3 of the Audit Commission Act 1998.

The Audit Commission will monitor the performance of BDO LLP and will annually assess the quality of the audit work carried out and compliance with the statutory terms of the appointment.

Completion of 2012/13 annual returns

In order to meet statutory deadlines, the annual return for 2012/13 will need to be approved by the JMC on or before 30 June 2013.

The accounting statements and internal audit report sections of the annual return will be completed by Hampshire County Council Treasurers during May 2013.

In order to meet the statutory timeframe either a JMC meeting needs to take place in June or a mechanism needs to be established for the committee to approve the accounting statements and complete and approve the governance statement.

Recommendations

It is recommended that:
- the information in this report is noted
- a meeting date is set for June 2013 to allow the JMC to approve the accounting and governance statements before the statutory deadline.