

AIDE MEMOIRE FOR S151 OFFICER AND MEMBERS

Purpose of the questions below is to help establish and provide evidence of a robust review of the accounts by the S151 officer and members.

	Issue	S151/ members comment and evidence
1.	Was the closedown plan (which allows the statement of accounts to be approved by the Responsible Finance Officer by 30 June 2012) achieved? (Does this allow sufficient time for review of the accounts?)	Yes
2.	Have the auditors received regular updates on the plan and been warned of potential problems.	Yes, regular meetings held to discuss progress and potential problems
3.	Have staff preparing the accounts attended CIPFA/Audit Commission workshops and aware of the key issues and changes in the CIPFA 2011 Code of Practice incorporating IFRS?	IPF seminars attended and staff meetings held to ensure awareness of all key issues and changes
4.	Do staff preparing the accounts have up to date CIPFA guidance notes for practitioners	Each member of staff has copy of the Code of Practice Guidance Notes and meetings with staff to ensure clarity about requirements
5.	Are the draft accounts complete, with all the required statements and notes and unnecessary notes and disclosures removed?	Yes
6. S151 only	Are the accounts and notes readily understandable and in line with my expectations?	Yes
7.	Have the accounts been checked for casting errors, internal inconsistency and cross referencing? (All numbers which are expected to agree do agree).	Yes
8.	Does the explanatory forward set out the results for the year and comparison to budget, commenting on significant items? Do the figures quoted reconcile to the main statements? Is the foreword easy to understand?	Yes
9.	Has the audit of the accounts been advertised and accounts made available for public inspection? Have members of the public raised any objections? (If so, what are	Will be advertised in Bury Times and other local newspapers and the accounts will be available for inspection between 25 June and 20 July

	they?).	2012.
10.	Has the disclosure checklist been completed in detail and emailed, together with a set of completed accounts, to the auditor as part of the accounts working papers protocol?	Yes
11.	Has a bank reconciliation been completed as at the 31 March with no unexplained entries?	Yes
12.	Are all year-end control accounts reconciled? How have you maintained control when staff are involve in budget preparations Nov to Feb time – any significant slippages in reconciling suspense accounts? E.g. cash suspense.	All control accounts reconciled each month and suspense accounts cleared monthly – this is integrated into accountants day to day work alongside other work such as budget preparation, monitoring and reporting etc.
13.	Are there any significant unexplained budget variances and latest forecasts? Can members demonstrate that they understand or have been informed of year on year variances in the main accounting statements?	No significant unexplained budget variances or latest forecasts; working papers will provide details of significant year on year variances
14.	Have working papers been completed in accordance with the auditor's final accounts protocol? Are they ready for the start of the audit?	Yes – working papers due to be passed to auditors from 9 July, as agreed
15.	Is there a sufficient basket of evidence gathered to allow S151 officer and members to conclude on the effectiveness of IA, in relation to the Annual Governance Statement? e.g. self assessment by CIA, AC view of IA, Heads of Service view of IA (specific question on the Managers' Assurance Statement).	Comprehensive file of evidence gathered including opinion of Internal Audit, Review of Internal Control, and Directors' Assurance Certificates. Statement has been reviewed quarterly by Audit Committee
16.	Has the action plan from the previous year's AGS been complied with? Are there any remaining control risks that undermine the content of the AGS or the accounts.	No unaddressed action points.

