

Charter Trustees for the City of Durham

19 June 2019

Annual Return for the year ended
31 March 2019



City of Durham

Report of Jeff Garfoot, Treasurer

Purpose of the Report

1. To seek approval of the Annual Governance Statement and Accounting Statements for the financial year ended 31 March 2019, which are included in the attached Annual Return at Section 1 and 2 respectively.

Background

2. In accordance with the Accounts and Audit Regulations 2003 (as amended) small relevant bodies in England with an annual turnover of £6.5 million or less must complete an annual return summarising their annual activities at the end of each financial year. To comply, the Annual Return must be approved by the Charter Trustees no later than 30 June 2019. The return is then subject to audit by external auditors appointed by the Audit Commission. On completion, the external auditors' report will be incorporated into the published version of the document at Section 3. The final audited version of the return must be published by the Charter Trust before 30 September 2019.

Annual Return

3. The annual return is made up of three sections plus the Annual Internal Audit Report:
 - Section 1 – Annual Governance Statement, to be signed by the Chair and Clerk of the meeting approving the statement;
 - Section 2 – Accounting Statements, to be signed by the Responsible Finance Officer (Treasurer) and the Chair of the meeting approving the accounting statements;
 - Section 3 – External Auditor's Report and certificate;

- Page 3 – Annual internal audit report – to be completed and distributed before the meeting.
4. A copy of the annual return is attached at Appendix 2.

Outturn Report

5. A separate revenue outturn report for the financial year ending 31 March 2019 is included within the agenda for today's meeting. This information is incorporated within Section 2 of the annual return.

Recommendations

6. It is **RECOMMENDED** that the Charter Trustees approve the attached Annual Return (Sections 1 and 2) for the financial year ended 31 March 2019.

Jeff Garfoot
Treasurer

Contact: Ian Herberson

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RISKS AND IMPLICATIONS

Finance

The report provides a summary of the financial activities of the Charter Trust for the City of Durham as at 31 March 2019.

Staffing

None

Risk

None

Equality and Diversity / Public Sector Equality Duty

None

Accommodation

None

Crime and Disorder

None

Human Rights

None

Consultation

None

Procurement

None

Disability Issues

None

Legal Implications

None

Appendix 2

See attached scanned copy