

Charter Trustees for the City of Durham

23 June 2021

Annual Return for the year ended
31 March 2021



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 2021, 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 2021. 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 2021.

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 2021 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 2021.

Jeff Garfoot
Treasurer

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Appendix 1: Risks and Implications

Legal Implications

None.

Finance

The report provides a summary of the financial activities of the Charter Trust for the City of Durham as at 31 March 2021.

Consultation

None.

Equality and Diversity / Public Sector Equality Duty

None.

Climate Change

None.

Human Rights

None.

Crime and Disorder

None.

Staffing

None.

Accommodation

None.

Risk

None.

Procurement

None.

Appendix 2:

See attached scanned copy