

# Charter Trustees for the City of Durham

22 June 2016

Annual Return for the year ended  
31 March 2016



City of Durham

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## Report of Jeff Garfoot, Treasurer

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### Purpose of the Report

1. To seek approval of the Accounting Statements and Annual Governance Statement for the financial year ended 31 March 2016, which are included in the attached Annual Return at pages 2 and 3.

### 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 2016. 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 2016.

### Annual Return

3. The annual return is made up of four sections :
  - 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 Treasurer and Chair of the meeting approving the accounting statements;
  - Section 3 – External Auditor's certificate and opinion;
  - Section 4 – Annual internal audit report.

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 2016 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 2016.

**Jeff Garfoot**  
**Treasurer**

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**Contact: Beverley White**

**Tel: 03000 261900**

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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 2016.

### **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