

Financial Year-End Procedure 2009/10

Responsibility of Budget Holders/Responsible Officers

The 2009/10 financial year ends on Wednesday 31st March 2010. In order to prepare the Statement of Accounts for presentation to the Accounts, Audit and Risk Committee and subsequent publication, we require your assistance regarding the following.

1. Payment of Supplier Invoices

The final cheque and BACS payments for 2009/10 will take place on Wednesday 31st March 2010. All invoices which require payment and charging into 2009/10 must be with the Creditors team by 12pm on Monday 29th March 2010 and authorised for payment on Agresso by 5pm on Tuesday 30th March 2010. Agresso will be unavailable for authorisation all day on Wednesday 31st March 2010.

All creditor enquiries should be addressed to:

Ruth Hopkins Ext. 1986 (Mon – Fri)

Sue Hardy Ext. 1977 (Mon & Tues)

2. Goods and Services received prior to the 31st March 2010 where payment has not been made by 31st March 2010.

Agresso can create year-end accruals (accounting for payment within 2009/10 without the invoice being received or paid) based on orders raised. However, the system will only create an accrual where a goods received note (GRN) has been processed to recognise that goods or services have been received in the 2009/10 year. The GRN will need to be entered onto Agresso before the deadline of 5pm Tuesday 30th March 2010. Any order which has no GRN will be carried forward and paid from the 2010/11 budget.

The process for dealing with purchase order commitments is as follows:

- A list of outstanding Purchase Orders (commitments) will be produced mid March.
- Creditors will require instructions on the treatment of these outstanding items.
- Names of contact staff in each Service Unit will be required by Friday 26th March 2010 to Ruth Hopkins.
- A list of outstanding Purchase Orders will be circulated on Wednesday 31st March 2010, with a request to identify those where the goods or services have been received before Wednesday 31st March 2010.
- Commitments will be created from this list (which should be returned to Finance before 12pm Thursday 1st April) provided that a goods received note has been entered onto Agresso before 5pm Tuesday 30th March 2010.
- Purchase Orders for goods or services not received before Wednesday 31st March 2010 will be carried forward into 2010/11.

Please complete a Creditors Accrual form (to be distributed shortly) for all expenditure relating to 2009/10, including goods and services received prior to Wednesday 31st March 2010, where payment has not been authorised by 5pm Tuesday 30th March 2010. Please exclude all items already dealt with through Agresso (see above).

Due to automatic processing of creditors using the Purchase Order system and Goods Received Notes, the number of accruals required is anticipated to be minimal.

3. Income

Debtor accounts for income due to the authority in 2009/10 must be raised on Agresso by 12pm on Wednesday 31st March 2010 to ensure that they are credited to the 2009/10 financial year. Agresso will be locked for raising Debtor accounts at 12pm on Wednesday 31st March 2010.

All debtor enquiries should be addressed to:
Sue Brennan Ext. 7017

Please complete a Debtors Accrual form (to be issued shortly) if you are aware of any other income due to the authority in 2009/10 for which an invoice has not been raised by 12pm on 31st March 2010.

4. Sale of Land, Dwellings and Other Property

Please complete a Debtors Accrual form (to be issued shortly) for all disposals legally completed by Wednesday 31st March 2010 but where the full sales price had not yet been received, or where no invoice was raised before Wednesday 31st March 2010.

Please also complete a Debtors Accrual form for all disposals where contracts have been exchanged prior to Wednesday 31st March 2010 but no money changed hands or where no invoice was raised before Wednesday 31st March 2010.

5. Prepayments

Budget holders will need to keep a record of all invoices where a payment has been made before Wednesday 31st March 2010 for goods or services receivable in 2010/11.

Prepayments may occur where payments are made in 2009/10 to satisfy the 30 day payment rule, for goods/services to be received or provided in 2010/11.

6. Receipts in Advance

Budget holders will need to keep a record of all income where a payment has been received before Wednesday 31st March 2010 for services which are to be provided in 2010/11.

7. Guidance on All Forms

The Creditors, Debtors, Prepayments, and Receipts in Advance Accrual forms will all be available shortly to be filled in, authorised and submitted online using the Council online forms system 'Achieve'. All forms should be filled in by **9am Monday 12th April 2010**. These forms will automatically be sent to your Service Accountant by Achieve.

All entries over £10,000 on any of the accrual forms must have appropriate back-up sent to your Service Accountant. This can be in the form of an invoice, copy purchase order, letter or e-mail detailing estimate values, or any other document containing an authorised value.

Please note that:

- Accruals **MUST** be raised net of VAT.
- Accruals are to be raised for **EXTERNAL** transactions only – **NOT** internal invoices
- Accruals **CANNOT** be raised for less than £1,000 but it is permissible to aggregate several payments against the same Agresso Account code. Accruals raised for less than £1,000 will be rejected.
- All accruals will be checked in detail by the Audit Commission to ensure that goods or services are received or supplied before Wednesday 31st March 2010.

For assistance and advice regarding all accruals please contact your Service Accountant or Jessica Lacey, Technical Accountant.

8. Internal Invoices

The deadline for receipt of internal invoices to Finance is **9am Monday 12th April 2010**.

9. Budget Monitoring

Your assurance on the accuracy of the financial information relating to the services for which you are responsible will be sought prior to the completion of the financial statements.

The key dates in this process are:

9am Thursday 1st April 2010 – Accounting period 12 closed

Thursday 22nd April 2010 – Period 13 budget monitoring reports produced

Friday 23rd April 2010 – Heads of Service to carry out pre-provisional outturn review

Friday 7th May 2010 – Issue month 13 Budget Monitoring reports for sign off

Monday 17th May 2010 – Advise departments of actual (subject to audit) outturn figures

Monday 17th May 2010 – Prepare report on variances between budget and actual.

Monday 17th May 2010 – Variance analysis by Directorate (budget / actual, actual / previous year)

Monday 17th May 2010 – Revenue / capital outturn draft report to Exec

A summary Year-end Timetable for 2009/10 showing the key dates in the closedown process can be found below. You will have the opportunity to ask your Service Accountant for advice relating to all of the tasks highlighted above during your Directorate Team Meetings or Budget Monitoring Reviews.

The closedown process will deliver the desired outcomes **as long as the timetable is adhered to** – please ensure that all deadline dates are met. This will assist the Finance team in producing accurate financial statements and improving our Use of Resources rating for KLOE 1.1

If there are any questions, suggestions or issues regarding any aspect of the Councils financial year-end process, please do not hesitate to contact Jessica Lacey, Technical Accountant on ext. 1564.

2009/10 YEAR-END SUMMARY TIMETABLE

Activity	2009/10 Deadline
BVACOP structure in place and checked by Service Accountants	Fri 26 th Feb
Deadline for receiving invoices into Creditors	12pm Mon 29 th Mar
Deadline for authorising invoices for payment in 2009/10 on Agresso	5pm Tue 30 th Mar
Deadline for raising Debtor invoices	12pm Wed 31 st Mar
Final cheque and BACS payments run	Wed 31 st Mar
Accounting period 12 closed on Agresso	9am Thur 1 st Apr
Purchase Orders for goods not received by 31 st March to be rolled forward into the next financial year. Where the goods/services have been received and we do not have an invoice, a Goods Received Note needs to be produced on Agresso (by 31 st March) and an accrual will be automatically raised.	Thur 1 st Apr
Offices closed for Easter	Fri 2 nd – Mon 5 th Apr
Deadline for submission of Accruals forms to Finance	9am Mon 12 th Apr
Final deadline for receipt of Internal Invoices	9am Mon 12 th Apr
Petty Cash/Imprest accounts balanced and certificates returned to Finance	Mon 12 th Apr
Impairment review to be completed	Fri 16 th Apr
Period 13 Draft Budget Monitoring reports produced	Thur 22 nd Apr
Stock Certificates returned to Finance	Fri 30 th Apr
All Capital transactions finalised	Fri 30 th Apr
All final period 13 adjustments and Revenue Accounts closed	Fri 7 th May
Issue final period 13 Budget Monitoring Report for sign-off	Fri 7 th May
All Balance Sheet accounts closed and reconciled	Fri 7 th May
Analytical Review of Statement of Accounts to be finished	Thur 20 th May
“Draft” Statement of Accounts	Fri 21 st May
Informal review of Statement of Accounts at AARC	Wed 16 th June
Sign “subject to audit” Statement of Accounts at AARC	Wed 23 rd June
Revenue Out-turn forms completed and returned to CLG	Fri 16 th July
Accounts on deposit	July (TBC)
Public Inspection	Aug (TBC)
Sign-off final audited Statement of Accounts	Wed 22 nd Sept