

End of Year Accounting Workshop

(Completing the Councils accounts)

Tutor: Mike Letch

Thursday 9th March 2017

10am-1pm
(Coffee & Registration 9.30am)

£50 per delegate



Brief Overview:

This course covers the best ways to keep track of your accounts throughout the year, and how to analyse them at the end. Smaller Councils no longer have to submit their return to the external auditor, but that does not mean they will be free from scrutiny; your accounts will have to be clear-enough for anyone to understand.

Learning Objectives:

This course will show you how to manage your accounts throughout the year in such a way as to give your Council and residents clear information about how the Council is performing against its budgets and plans. You will learn how to keep records in a way that will make it easy to produce your end of year figures. You will cover accounting for VAT, Section 137 spending and how these have to be presented. The course will be structured as a workshop where you will have the opportunity to work on your own accounts and see how to prepare an accounting statement, bank reconciliation and then how to transfer these to the annual return.

Learning Outcomes:

- An understanding of the work that has to be done in support of an annual return.
- The ability to prepare a statement of accounts for the end-of-year financial report.

This course is intended for Clerks to **Smaller Councils** who do not use proprietary software to manage their accounts and may be of interest to **Independent Internal Auditors**. Whether you still use cashbooks, or have a home-made spreadsheet, you will still have to make sense of the money before you can complete your Annual Return.

All booking forms to be sent to pearl.willcox@ealc.gov.uk



Address: 42B High Street
Great Dunmow
Essex CM6 1AH

01371 879722
www.ealc.gov.uk
info@ealc.gov.uk

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Tutor Profile:

Michael Letch MBA, LRSC, ACQI, MCMI

Michael has a Master's Degree in Business Administration, and is a Licentiate of the Royal Society of Chemistry. He has been elected an Associate of the Chartered Quality Institute and a Member of the Chartered Management Institute.

He has been involved in Data Protection since 1999 when he was appointed as the Data Protection Officer for Braintree District Council. In 2004, the post was expanded to accommodate Freedom of Information and Re-use of Public Sector Information and he was lucky enough to design the systems and procedures that were required. As well as managing the access requests for information and personal records, he has managed CCTV records and Environmental data. His detailed knowledge of computers and network file management has allowed him to take a particular interest in electronic document management systems, and the management of electronic records. He is now the Clerk to two Parish Councils, and still finds time to be an independent consultant advising organisations on management systems in general and data management in particular.

Essex County Council Clerks Bursary

Clerks from Councils with an annual budgeted income of under £80,000 are eligible to apply. If a Clerk works for more than one Council, they are eligible if any one Council comes within the £80,000 criteria.

Clerks are invited to apply for a bursary towards any skills or personal training that will aid them in their Council's work. The bursary limit is 75% of the cost of the training course, to a limit of £500 in any one financial year. The Council will therefore be expected to pay the remaining 25% of the cost from Council funds or other available grants.

Please note the Bursary is NOT paid retrospectively so Clerks should apply for funding before undertaking the training. Contact Linda Golding for full details.

Essex Association of Local Councils wishes to thank Essex County Council for the continued support and financial commitment to subsidise parish sector training.