



Local Councils in Wales  
Annual Return for the Year Ended 31 March 2015

916 45  
 BILINGUAL  
CORRESPONDENCE  
(TICK IF REQUIRED)

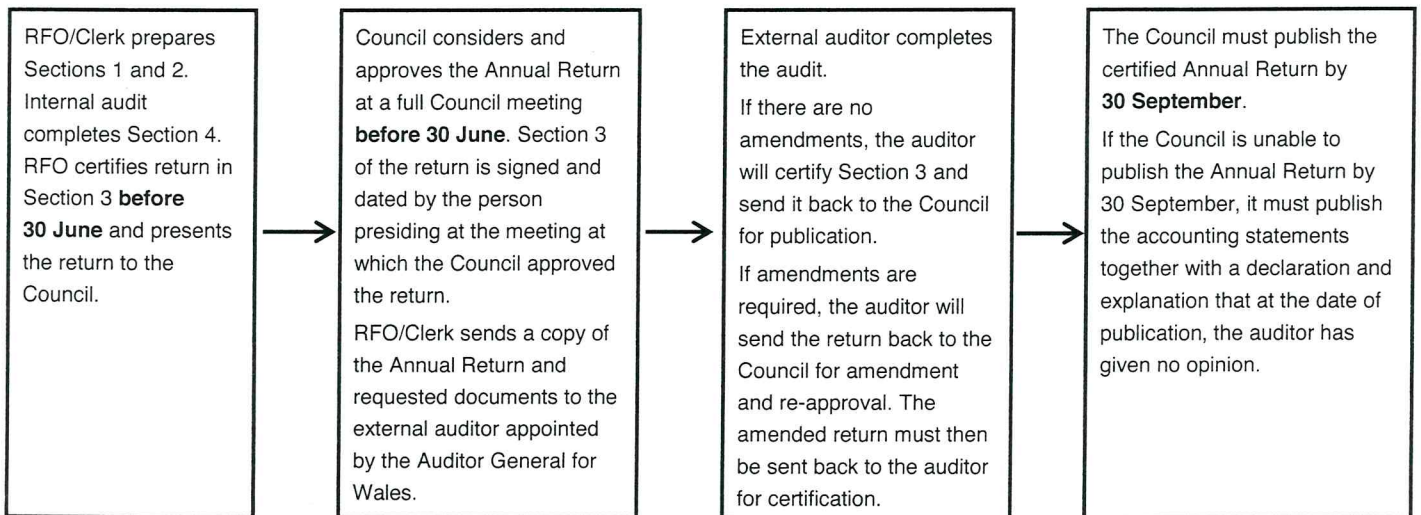
Local councils in Wales (town councils and community councils) and their joint committees must make up accounts each year. To achieve this, they may use this Annual Return summarising their annual activities at the completion of the financial year.

**Please complete all sections highlighted in pink.** Incomplete or incorrect returns may require additional external audit work and incur additional costs.

Further guidance is included in Section 5 and in the One Voice Wales/SLCC Guidance publication *Governance and accountability for local councils in Wales – A Practitioners' Guide (2011)* (the Practitioners' Guide). Section 2 includes references to where the guide has further information.

In December 2014, the Welsh Government made new Accounts and Audit (Wales) Regulations. These 2014 regulations make changes to the audit process. The Council must now formally approve the return and certify Section 3 before the return is sent to the auditor. The Council must approve the Annual Return by 30 June. Unless the Annual Return needs to be amended, the auditor will certify the return and send it back to the Council for publication with no further Council approval required.

The accounts approval and audit arrangements follow the process as set out below.



Your appointed external auditor will advise you what additional information you need to send in order for them to undertake the audit.

Please send the original Annual Return (ie, not a photocopy), together with any additional information requested, to your appointed external auditor by the date specified by the auditor. Unless requested, please **do not** send any original financial records to the external auditor.

Audited and certified returns are sent back to the Council for publication or display of Sections 1, 2 and 3.

Please confirm the date of each meeting of the council for the year.

If there is no meeting in a particular of month, enter a X in that box.

Month	Date	Month	Date
April 2015	29	October 2015	28
May 2015	27	November 2015	25
June 2015	24	December 2015	? 23 ?
July 2015	29	January 2016	27
August 2015	—	February 2016	24
September 2015	30	March 2016	30.