

Report To:	Audit Committee	Date:	23rd June 2011
Report By:	Chief Financial Officer	Report No:	FIN/61/11/AP/JB
Contact Officer:	Jan Buchanan	Contact No:	01475 712225
Subject:	Unaudited Annual Accounts for the Year Ended 31 March 2011		

1.0 PURPOSE

- 1.1 The purpose of the report is to ask Committee to review the unaudited Annual Accounts for the year ending 31 March 2011 and approve their submission to Audit Scotland by the statutory deadline of 30 June 2011.

2.0 SUMMARY

- 2.1 The unaudited Annual Accounts for year ended 31 March 2011 are to be submitted to Audit Scotland by the statutory date of 30 June 2011. The Financial Regulations require that the Audit Committee review the Accounts and approve their submission to Audit Scotland.
- 2.2 Copies of the unaudited accounts will have been given to members of the Audit Committee by 22 June at the latest.
- 2.3 In order to aid Members understanding of the key issues arising from the Annual Accounts, a presentation on the key issues will be delivered to Members on the day of the Audit Committee.
- 2.4 The audit of some aspects of the Annual Accounts has already commenced in particular areas around bank reconciliations; stock; revenues/benefits and cut off processes.
- 2.5 It is proposed that a special meeting of the Audit Committee be held at 3 pm on 27 September 2011 to allow the intimation of matters arising from the Audit of the 2010/11 accounts.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Audit Committee review the unaudited Annual Accounts for the year ended 31 March 2011 and approve their onward transmission to Audit Scotland; and
- 3.2 It is recommended that the Committee agree to a special meeting of the Audit Committee being held on 27 September 2011 at 3 pm to consider the intimation of matters arising from the audit of the 2010/11 Annual Accounts.

Alan Puckrin
Chief Financial Officer