

ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN AND YEAR END ACCOUNTS
2023/24 CHECKLIST

NO.	DOCUMENT	ACTION	COMPLETED
ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)			
1	Completion Checklist	To Council	✓*
2	Annual internal Audit Report 2023/24	To Council	✓
3	Section 1 - Annual Governance Statement 2023/24	To Council	✓*
4	Section 2 - Accounting Statements	To Council	✓*
CONFLICT OF INTEREST FORM			
5	Conflict of interest with BDO LLP to be completed annually at the meeting	To Council	*
YEAR END ACCOUNTS			
6	Bank Reconciliation	To Council	✓
7	Reconciliation between box 7 and box 8 in the accounting statements	To Council	✓
ACCOUNTING STATEMENTS SPREADSHEET			
8	Report on Significant Variances	To Council	✓
9	Precept	To Council	✓
10	Other Receipts	To Council	✓
11	Staff Costs	To Council	✓
12	Loan Interest and Capital Repayments	To Council	✓
13	All Other Payments	To Council	✓
14	Reserves	To Council	✓
15	Total Fixed Assets inc. Long Term Investments	To Council	✓
16	Total Borrowing	To Council	✓
NOTICE OF PUBLIC RIGHTS AND PUBLICATION			
17	Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return (AGAR)	To Council	✓
YEAR END ACCOUNTS			
18	Balance Sheet	To Council	✓
19	Income and Expenditure	To Council	✓
20	Trial Balance	To Council	✓
21	Earmarked Reserves	To Council	✓
22	Fixed Asset Report	To Council	✓
23	Supporting Statement to the Income and Expenditure	To Council	✓
INTERNAL AUDIT REPORT			
24	Internal Audit Report	To Council	✓
ADDITIONAL REPORTING			
25	Neighbourhood Portion of CIL Funding Report	To Council To Cornwall Council	✓
26	Copy of Bank Statements for All Bank Accounts Showing Balance as at 31 st March 2024	To External Auditor	
27	Copy of Minute Appointing / Reappointing Internal Audit	To External Auditor	
28	Copy of Letter of Engagement	To External Auditor	
29	Copy of Minutes of Annual Review of Internal Audit	To F&O Committee	
30	'One Off' Events	Not Required	
PROOF OF GENERAL POWER OF COMPETENCE			
31	Copy of Minute Adopting GPOC	To External Auditor	
32	Proof of Number of Elected Councillors	To External Auditor	
33	Proof of Qualified Clerk	To External Auditor	

* To be updated after Council