



Report **05.216**
Date 10 May 2005
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Committee **Planning and Monitoring Sub Committee**
Author **Barry Turfrey Chief Financial Officer**

Timetable for 2005 Annual Report

1. Purpose

To update the Committee on the proposed timetable for the approval of the 2004/05 Annual Report.

2. Significance of the Decision

The matters in this report do not trigger the significance policy of the Council or otherwise trigger section 76(3)(b) of the Local Government Act 2002.

3. Background

The Committee will be reviewing the Annual Report prior to its approval by Council. This report outlines the process and timetable.

4. Approval Process

The Audit Office will commence their final audit on 19 September and complete their fieldwork by 3 October. They will give a verbal audit clearance on the accounts on 10 October.

The Planning and Monitoring Sub-committee will review the Annual Report and recommend any changes to Council. Once the Council has approved the Annual Report then the Audit Office will sign and release their audit report.

Note, the Audit Office will not release their signed report until the Council has approved the Annual Report.

5. Timetable

| | |
|------------------------------------------------|--------------|
| Audit Office commences final audit | 19 September |
| Fieldwork completed | 3 October |
| Audit clearance | 10 October |
| Planning and Monitoring Sub-committee (1) | 17 October |
| Policy, Finance and Strategy Committee Meeting | 18 October |

(1) proposed

The Annual Report will not be sent to Councillors until we have received audit clearance. As this currently will not be until 10 October, then to meet the required notice period and allow time for review by Councillors, then the Planning and Monitoring Sub-committee meeting will need to be held on 17 October.

All Councillors will receive the Annual Report at the same time as the members of the Planning and Monitoring Sub-committee.

With the Planning and Monitoring Sub-committee meeting being only the day before the Council meeting, then only changes required will be circulated on the day with a verbal report.

The Committee should note that this practice is not uncommon.

6. Communication

No communications are necessary at this stage.

7. Recommendations

That the Committee recommend to Council that it:

- (1) receive the report and note its contents*
- (2) agree with the process and timetable outlined above.*

Report prepared by:

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Chief Financial Officer