**CiLCA session five recap notes**

Today we covered LO14 LO15 LO18 LO19 AND LO20

**LO18**

* Annotated documents can include (use extracts rather than whole documents):
	+ Financial regulations
	+ Standing orders
	+ Internal controls policy (if applicable)
	+ Payroll procedures (can be a written explanation 300 word limit)
* Remember to use annotation guide on pg 8 of your portfolio
* Min 4 regulations to annotate
* Number your documents according to the Learning Outcome points you are covering.

**LO14**

* Two annotated documents to be submitted – budget proposal and budget monitoring tool
* Remember to use annotation guide on pg 8 of your portfolio
* ***Governance & Accountability*** is a key resource

**Common pitfalls**

* There should be a budget for non-precept income as well as expenditure. It is rare for a council to have no other income but if so, it should be made clear to the assessor.
* The budget proposal usually compares three years of information in four columns:

the end-of year figures for the last financial year;

the current year (budget and expected figures for the end-of-year)

and the proposals for the next financial year.

* If the budget is not set out in this way, the learner should explain and note good practice.
* The precept calculation must be clear. If the software hides the calculation, it should be set out again in the annotations document.
* Notes for your councillors are not the same as notes for your assessor.

**LO15**

* One annotated document - mid-year extract from the cash book and related bank reconciliation (not the year-end)
* Remember to use annotation guide on pg 8 of your portfolio
* ***Governance & Accountability*** is a key resource
* If you use accounting software you can use screenshots or export into an excel document

**LO19**

* This is a written explanation 350 word limit
* <https://www.gov.uk/guidance/local-authorities-and-similar-bodies-notice-749>
* Further training <https://www.northantscalc.com/an-introduction-to-vat1.html>

**LO20**

* This is a written explanation 400 word limit
* ***Governance & Accountability*** is a key resource
* You may wish to complete this in a chronological table with columns under headings for timing, action, the purpose of the action, a legal reference (for statutory duties) and the person or body responsible.
* Legal references in the footnote

**Common pitfalls**

* Learners must distinguish between duties (with a legal reference) and responsibilities (good practice not required by law). It is essential to demonstrate legal requirements.
* Learners should demonstrate a sound awareness of codes or guidance relevant to their category of council.
* Learners check that they have covered the purpose of key stages in the process.
* The difference between internal control (see LO18) and internal audit should be clear.
* Where the clerk is also the RFO, candidates can confuse the two roles. It is important to be clear which roles belong to the clerk and which belong to the RFO.