



PROCEDURE FOR STATUTORY ACCOUNTS & YEAR END SUBMISSIONS

1. The Draft Annual Financial Statements (or Statutory Accounts) and the Final Audit Findings from the External Auditor are taken to the Audit, Performance & Risk Committee for review in July, followed by final approval at the Board Meeting in August.
2. The annual deadlines that must be adhered to are:
 - SHR – by 30th September
 - FCA – by 31st December
 - OSCR – by 31st December
 - Companies House - by 30th September
3. 2 physical copies of the accounts need to be signed off by the Chair, Vice Chair and Company Secretary. (We will check each year whether it needs to be a wet signature or electronic but usually electronic is sufficient).
4. The signed accounts are then passed to the External Auditor to sign by the Finance Team– they will retain one master copy and pass back 1 copy to the Governance Team.
5. The Statutory Accounts are adopted at the AGM, usually in the 3rd week in September. Once that process has been done, the remaining submissions and work can take place.
6. One signed copy should be scanned in. There is a folder in the MS Teams Group_Governance Channel (Governance / Annual Returns) for Annual Returns. Within the financial year folder, a copy of the statutory accounts should be saved in the folder (both a signed and unsigned version) along with a copy of the Letter of Representation and the External Audit Findings (Both of these can be found in the August Board papers).
7. A copy of the signed accounts should be emailed to the Communications Team with a request to have the accounts added to the website for the last financial year.
8. A hard copy of the signed accounts should be retained on file by the Strategic Finance Team.

9. COMPANIES HOUSE SUBMISSION

- a. We have a dormant Arklet Subsidiary return which needs to be done along with payment of our annual fee. This is carried out by the Finance Business Partner (Currently Gordon Speirs).

10. OSCR SUBMISSION

- a. Log on the OSCR website – link [OSCR Login](#)

- b. Input the following:

- **Email** – companysecretary@hanover.scot
- **Password** – Director of Business Support & Transformation / Strategic Finance Director will have
- **Charity Number** – SC014738

Please note there are online guidance notes for completion of the submission on the OSCR website.

- c. A table below shows the information required for the submission – this should be entered as prompted. You will need this information and you must have access to the scanned version of the signed Statutory accounts which you are submitting.

Detail required	Where to find it
Accounting Period	The year of the statutory accounts just completed.
Gross Income	This can be found on the Statement of comprehensive income. The figure should be turnover + loss or gain on disposals + interest receivable.
Gross Expenditure	This can be found on the Statement of Comprehensive Income in the Accounts. The figure should be operating costs+ Interest payable & financing costs + tax.
Does your charity publish its annual accounts on its website?	Yes
Total Number of Trustees	This should be the total number of full (not co-opted) Board members at the end of the Accounting year.
Total Number of Paid Staff	This should be the average monthly Full Time equivalents as at the end of the accounting year – can be found on Page 35 of the accounts. Notes to the financial statements.
Does your charity have children and or vulnerable adults as beneficiaries?	No

11. SHR SUBMISSION

- a. This should be done by logging into the SHR Portal and uploading both a signed version and a redacted version PDF of the Accounts. Link to the portal is below.

[SHR Portal](#)

- b. A copy of the final audit report from the External Auditor needs to be uploaded at the same time as well as a copy of the Letter of Representation.

Document	Naming Convention	Document Type	Document Tag
Financial statements	Accounts XXX_YYYY	Accounts	Financial Statements
Financial statements (signatures redacted)	Accounts XXX_YYYY REDACTED	Accounts	Financial Statements
Management Letter	Mgt Letter XXX_YYYY	Accounts	Management Letter

** XXX is the RSL registration name and YYYY is the current year

12. FINANCIAL CONDUCT AUTHORITY SUBMISSION

- a. Normal submission date – **30th September**
- b. Click on the FCA website link below
- <https://www.fca.org.uk/firms/annual-returns-accounts-mutual-societies>
- c. Click on Submissions and create an online copy of the AR30 form – and rename it to say AR30 – with the financial year in the title
- d. Complete the information (you can always download a copy of the last year's submission as that will give you the text files that we enter) – you will require:
- Enter correct Financial Year
 - Enter the full names of all Board members who were trustees during the year and you will also need the date of birth – month and year of each
 - Enter any declarations of interest for Board members – these are found on the list for Board members held in the Governance Teams channel
 - Enter the name of the Company secretary and their month of birth and year of birth

- Tick to confirm that you are submitting the accounts and that the accounts comply with regulations and that they are signed appropriately
- Stat Accounts info - enter
 - Number of Members
 - Turnover – from statement of comprehensive income
 - Assets – from statement of financial position
 - Number of Employees (not FTE – actual numbers)
 - Share Capital (same as No of members)
 - Highest rate of interest paid on shares – 0
 - SIC code – 68201 Renting and operating of Housing association

e. Upload a redacted copy of the accounts to the portal

f. Click submit

13. REVIEW

13.1 This procedure will be reviewed every 3 years or sooner if required.

Department	Business Support and Transformation
Author	Director of Business Support & Transformation
First Approved	9 September 2022
Approved By	Director of Business Support & Transformation
Next Review Due	September 2025