

From [ccsupport- West and Mid](#)

Date Today 12:23

- CC Financial Reporting Templates 23-24.xls(~45 KB)
- CC Updated Contact Details 2024-25 WAM.docx(~51 KB)

Dear Community Councillor

This is a reminder of the year-end procedures you are required to follow.

As previously, all Community Councils must hold their AGM before the end of June. As per the Community Council Scheme, your annual grant will only be awarded once we have received copies of:

- All your meeting Minutes from 2023-24 which should be sent to ccsupportwestandmid@highland.gov.uk after every meeting.
- The independently checked accounts as presented to your AGM for approval. It is essential that these are checked by an independent person prior to being presented to your AGM. The draft AGM minute must record that the AGM approved the inspected accounts.
- The draft AGM minute – please ensure your AGM covers the appointment of office-bearers and approval of your financial report.

As per section 9.2 of the Scheme, accounts should be made up to the end of March 2024, checked by an independent person and then submitted to your AGM.

I have attached a simple excel spreadsheet which is the approved layout for all CC end of year accounts.

In addition, I have attached a sheet for completion of your office-bearer details after they have been appointed at the AGM. Please also note any resignations or co-options on the second sheet to allow our files to be kept up to date as I'm aware that there have been a number of changes and we do need to update our records.

To ease handling of all Community Council communications, please send all your meeting minutes etc and any general enquiries / correspondence to ccsupportwestandmid@highland.gov.uk.

If you have any questions, please don't hesitate to get in touch.

Thanks very much.

Dot Ferguson, Senior Community Development Manager, West and Mid
Direct Dial: 01397 707253 Mobile: 07899 067 668