

## ANNEX 2

### Statement of Accounting Officer's responsibilities

#### Introduction

Annex 2.1 This Annex contains two model Statements of Accounting Officer's Responsibilities. The first is for an entity with a single Accounting Officer and the second for a government department with a principal Accounting Officer and one or more additional Accounting Officers. The precise wording of the statements may be adapted, in agreement with the [relevant authority](#) and the auditor, to meet an entity's circumstances.

#### **Model Statement of Accounting Officer's responsibilities for an entity with a single Accounting Officer**

Under the [name of relevant Act], the [name of [relevant authority](#) – or Secretary of State (with the consent of the [relevant authority](#))] has directed [name of entity] to prepare for each financial year [resource accounts detailing the resources acquired, held or disposed of during the year and the use of resources by the department during the year] [a statement of accounts in the form and on the basis set out in the Accounts Direction]<sup>1</sup>. The accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of [name of entity] and of its [net resource outturn, resources applied to objectives] [income and expenditure]<sup>2</sup>, recognised gains and losses and cash flows for the financial year.

In preparing the accounts, the Accounting Officer is required to comply with the requirements of the *Government Financial Reporting Manual* and in particular to:

observe the Accounts Direction issued by [name of [relevant authority](#) as above], including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;

make judgements and estimates on a reasonable basis;

state whether applicable accounting standards as set out in the *Government Financial Reporting Manual* have been followed, and disclose and explain any material departures in the [accounts] [financial statements]<sup>2</sup>; and

prepare the [accounts] [financial statements] on a going concern basis.

The [[relevant authority](#) has appointed] [ Accounting Officer of [name of sponsoring department] has designated] [the Permanent Head of the Department] [ the Chief Executive] as Accounting Officer of [name of entity]. The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which the Accounting Officer is answerable, for keeping proper records and for safeguarding the [name of entity]'s assets, are set out in ~~the Accounting Officers' Memorandum issued by the [relevant authority](#) and published in~~ [name of guidance] [published by the \[relevant authority\]\(#\)](#).

<sup>1</sup> Delete as appropriate.

***Model Statement of Accounting Officer's responsibilities for a government department with a principal Accounting Officer and one or more additional Accounting Officers***

Under the Government Resources and Accounts Act 2000, HM Treasury has directed [name of department] to prepare, for each financial year, resource accounts detailing the resources acquired, held or disposed of during the year and the use of resources by the department during the year. The accounts are prepared on an accruals basis and must give a true and fair view of the state of affairs of the department and of its net resource outturn, resources applied to objectives, recognised gains and losses and cash flows for the financial year.

In preparing the accounts, the principal Accounting Officer is required to comply with the requirements of the *Government Financial Reporting Manual* and in particular to:

observe the Accounts Direction issued by the Treasury, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis;

make judgements and estimates on a reasonable basis;

state whether applicable accounting standards as set out in the *Government Financial Reporting Manual* have been followed, and disclose and explain any material departures in the accounts; and

prepare the [accounts] on a going concern basis.

HM Treasury has appointed the Permanent Head of the Department as principal Accounting Officer of the department. In addition, HM Treasury has appointed [an] additional Accounting Officer[s] to be accountable for [that part] [those parts] of the department's accounts relating to [a] specified request[s] for resources and the associated assets, liabilities and cash flows. [This appointment does] [These appointments do] not detract from the Head of Department's overall responsibility as Accounting Officer for the department's accounts.

The allocation of Accounting Officer responsibilities in the department is as follows:

Request for resources 1: [name and title of Accounting Officer]

Request for resources 2: [name and title of Accounting Officer]

etc.

The responsibilities of an Accounting Officer, including responsibility for the propriety and regularity of the public finances for which the Accounting Officer is answerable, for keeping proper records and for safeguarding the [name of entity]'s assets, are set out ~~in the Accounting Officers' Memorandum issued by the [relevant authority] and published in [name of guidance] published by the [relevant authority]. Under the terms of the Accounting Officers' Memorandum, the relationship between the department's principal and additional Accounting Officers, together with their respective responsibilities, is set out in writing.~~