

CIPFA FAN 2025

Introduction to collection fund accounting and closedown (English authorities)

The event will run across two morning sessions

10:00 – 12:30 Day 1

10:00 – 12:30 Day 2

The first morning will cover the background and underlying processes of closedown and the second morning will cover the more technical areas of the process.

Sessions will be recorded and will be available to refer to as follow-up after the event.

The topics to be covered across both sessions are as follows

Collection Fund overview

- Accounting principles
- Accounting statements – balance sheet and cashflow
- The collection fund statement
- The other parties involved
- Overall operation of the system

2025-26 to date

- What should have been happening to date
- Cash/ refund reconciliations
- S.31 grants and Delta
- Payments to/ from the Billing Authority's collection fund and General Fund
- GL checks and preparations prior to posting year end entries

2025-26 Local Government Finance Settlement

- How to interpret the Local Government Finance Settlement 'Key information for Local Authorities' and identify the elements that are essential for 2025-26 closedown.

Closedown principles – Preparing and Posting the GL ratepayer account and collection fund

- Information needed from your Revenues team
- Posting the collection fund and ratepayer control accounts
- Real life example - NNDR
- Council Tax and Business Rates focus areas

Agent/ principle relationship <ul style="list-style-type: none"> Agency accounting principles and accounting entries including balance sheet disaggregation, including checks to perform
Business rate disregards <ul style="list-style-type: none"> Accounting for disregards, including Freeports, Renewable Energy and Investment Zones
Statutory Overrides <ul style="list-style-type: none"> The accounting and legislative principles behind the statutory adjustments How and why the entries in the accounts achieve the correct outcome, including the role of the Collection Fund adjustment account
General Fund implications of collection fund accounting <ul style="list-style-type: none"> General Fund entries for council tax and business rates from the collection fund General Fund non-collection fund related elements e.g. top ups, tariffs, safety net, levy, s.31 grants An outline of what entries should remain in the Council's General Fund after completion of the accounting process
Summary of the entire process
Q&A

The facilitator for this event will be Mark Catlow (CIPFA FAN Advisor)

CIPFA Sustainability Policy

CIPFA is delivering all our training courses, workshops and seminars in accordance with our sustainability strategy. We do not provide hardcopy course materials to delegates and these are now distributed by email. We are striving to reduce our carbon footprint in every way that we can, and we hope that we can count on your support.

We reserve the right to alter the timing or content of sessions where circumstances require.