

Downswood Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Downswood Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Downswood Parish Council on application to:</p>	
<p>(a) <u>MRS TERESA IRVING - RFO/PARISH CLERK</u> <u>Email: clerka@downswoodpc.org</u> <u>7 Firs Close, Aylesford, ME20 7LH</u></p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p>
<p>(b) <u>MON - FRI 10.00 - 15.00</u></p>	<p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any person on payment of £1.50(c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) <u>MRS TERESA IRVING</u> <u>CLERK/RFO.</u></p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) <u>31/08/2022.</u></p>	<p>(e) Insert the date of placing of the notice</p>

Email

To: clerk@downswoodpc.org Date: 22 August 2022

Organisation: Downswood Parish Council Our ref: KE0080

From: sba@pkf-l.com Your ref:

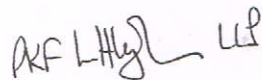
Dear Mrs Irving

We issued our external report and certificate for Downswood Parish Council on 12 August 2022 which contained one 'except for matter', in relation to the purchase of an asset that was omitted from Section 2, Box 9 of the AGAR.

We had been informed during the course of our work, that this was a replacement for an old asset, but we omitted to take account of the disposal of the old asset in the figures quoted in our 'except for matter'. As well as the addition of £433 to Section 2, Box 9, an asset to the value of £630 should have been removed and the figure in Section 2, Box 9 of the current year should read £27,178 rather than the £27,808 quoted in our report.

As you are aware, once we issue our opinion and certify closure we are unable to reissue our report; however this email may be published with the External Auditor Report for clarification.

We apologise for any inconvenience caused.



SBA Team
For and on behalf of PKF Littlejohn LLP
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Section 3 – External Auditor Report and Certificate 2021/22

In respect of **Downswood Parish Council – KE0080**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Information received from the smaller authority indicates that an asset purchased during the year for £433 has not been included in Section 2, Box 9 for the current year, which should read £27,808.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

12/08/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)