NOTICE OF CONCLUSION OF AUDIT

(AUDIT COMMISSION ACT 1998
ACCOUNTS AND AUDIT (ENGLAND) REGULATIONS 2011) as transitionally saved

FOR

Burghwallis Parish Council

NOTICE is hereby given that the audit for the year ended 31 March 2015 was completed on

18 September 2015

and the accounts are now available for inspection by local electors in accordance with Section 14 of the Audit Commission Act 1998.

The requisite information as defined by Section 13(4) of the Accounts and Audit (England) Regulations 2011 /s/is not* displayed alongside this notice

(* Please delete as necessary)

If the requisite information is not displayed alongside this notice, it is available for inspection by appointment.

To arrange a viewing please Mrs. Genna Been 43 Uichara Rocal Aston	
DN60AU 01702700117	
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between the hours of $\sqrt{}$	and $9pm$
Dated: 30th September	2015
Signed:	
(Responsible	Financial Officer)

NOTES FOR THE RESPONSIBLE FINANCIAL OFFICER

In accordance with the Accounts and Audit (England) Regulations 2011 - As soon as possible after conclusion of audit, notice must be given as follows:

Display the Notice of Conclusion of Audit in one or more conspicuous places advising that the audit has been completed. The notice must be displayed for at least 14 days.

The Council can either display the notice and the requisite information or display the notice only and make available, by appointment, the requisite information.

The requisite information consists of; Section 1 to 3 of the Annual Return Issues arising from the audit (if any)

In all cases, ensure that copies of the statement of accounts/annual return are made available for purchase at a reasonable sum.

ISSUES ARISING REPORT FOR Burghwallis Parish Council Audit for the year ended 31 March 2015



Introduction

The following matters have been raised to draw items to the attention of Burghwallis Parish Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2015.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Minor issues
- Fixed Assets

The following issue(s) have resulted in the annual return being qualified. They indicate a weakness in the council's procedures and require the council to take immediate action.

Fixed Assets

What is the issue?

The council is depreciating the value of its assets. Assets should be included in the accounts of the meeting at purchase cost and the value of the assets held should only change if any assets are acquired or sold within the year.

Why has this issue been raised?

The value of assets recorded in the Annual Return may be under or overstated and are not recorded in accordance with practices set out in the Practitioners' Guide.

What do we recommend you do?

Going forward, box 9 of the Annual Return should include the value of all fixed assets recorded in the fixed assets register, measured at cost value. Assets comprise land, buildings, plant and equipment, vehicles, etc property that will be of economic benefit to the council over a period substantially longer than one financial year.

Assets which are held as community assets such as playing fields, war memorials etc should be included in the accounts at their historical cost or given a £1 value.

The cost value of assets is not expected to change unless an asset is ever disposed of or scrapped.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

The following issue(s) have been raised as there are minor errors on the annual return which we wish to draw to the attention of the council so they do not occur again in future years.

Minor issues

What is the issue?

The following issues have been raised as minor issues or omissions have been identified in the current year's Annual Return:

The Council have included grant monies received in box 2, rather than box 3, other receipts.

Section 1 of the Annual Return does not add up.

Why has this issue been raised?

This is to draw these minor errors to the attention of the council.

What do we recommend you do?

The council should ensure in future years that the above minor errors or omissions are not included in the Statement of Accounts.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

No other matters came to our attention.

For and on behalf of BDO LLP

Date: 18 September 2015

Ref: C3 / BURG09

Next year, as you may be aware, there is a change in the Regulations* that deal with the provision for electors' rights. The period during which an elector may exercise their rights will increase to 30 working days (not including weekends or bank holidays), this must follow the approval of the annual return and it is the RFO's responsibility to set the dates. The inspection period must include the first 10 working days of July 2016, i.e. 1 to 14 July inclusive. In practice this means the electors' rights may be exercised: at the earliest from Friday 3 June; and at the latest from Friday 1 July.

In order to assist you in this process we will, as in previous years include a pro forma template notice with a suggested inspection period included in our pack. The difference for 2015/16 is that on submitting your Annual Return and associated documentation we will need all Bodies to either confirm the suggested dates have been adopted or inform us of the alternative date selected. We will also set a date for you to submit the completed Annual Return and associated documents to us but again you can choose a date that suits your timetable.

Table 1 below contains a list of all possible options for the electors' rights inspection period to help with your planning. Please select a date range and we will include the dates selected in a pro forma template notice. Please ensure you allow sufficient time for the Annual Return, Section 1, Section 2 and Section 4 to be completed and approved at a council meeting which must be before 30 June 2016. You may wish to liaise with your internal auditor prior to completing this form. Table 2 contains the list of dates for submission of the Annual Return to us. Please select a date that will fit in with your timetable.

1 - Select a date range for the inspection period from the options below			2 - Select one of these dates to submit by		
	Inspection period to	Inspection period to	Tick if	Submission date	Tick the date you
	start on	end on	you want	On or before	want to submit by
			to select		
			this range		
EARLY	FRI 3 June 2016	THURS 14 July 2016			
	MON 6 June 2016	FRI 15 July 2016		16 May 2016	
	TUES 7 June 2016	MON 18 July 2016		22 May 2016	
	WEDS 8 June 2016	TUES 19 July 2016		23 May 2016	
	THURS 9 June 2016	WEDS 20 July 2016		31 May 2016	
	FRI 10 June 2016	THURS 21 July			2000
	MON 13 June 2016	FRI 22 July 2016		6 June 2016	
	TUES 14 June 2016	MON 25 July 2016		45 1 5044	
	WEDS 15 June 2016	TUES 26 July 2016		13 June 2016	
	THURS 16 June 2016	WEDS 27 July 2016		20 June 2016	
	FRI 17 June 2016	THURS 28 July 2016		20 Julie 2010	
	MON 20 June 2016	FRI 29 July 2016		27 June 2016	
	TUES 21 June 2016	MON 1 August 2016			
	WEDS 22 June 2016	TUES 2 August 2016		4 July 2016	
	THURS 23 June 2016	WEDS 3 August 2016		44 1.1. 2047	
	FRI 24 June 2016	THURS 4 August 2016		11 July 2016	_
LATE	MON 27 June 2016	FRI 5 August 2016		18 July 2016	
	TUES 28 June 2016	MON 8 August 2016		10 July 2010	_
	WEDS 29 June 2016	TUES 9 August 2016		25 July 2016	
	THURS 30 June 2016	WEDS 10 August 2016			
	FRI 1 July 2016	THURS 11 August 2016			

We will write to you during March 2016 formally setting out the process, subject to receipt of the printed Annual Returns from Public Sector Audit Appointments Limited, the successor body to the Audit Commission. The Accounts and Audit Regulations 2015 are accessible via this link;

http://www.legislation.gov.uk/uksi/2015/234/contents/made

Further information is given in the DCLG publication 'Changes to the smaller authorities' local audit and accountability framework: a guide' that can be viewed via this link

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/411617/Changes_to_the_smaller_a uthorities_local_audit_and_accountability_framework_a_guide__2_.pdf

Ref: C3 / BURG09

Burghwallis Parish Council

Ref: C3 / BURG09

Contact Details

IMPORTANT:

- 1) Please check the name of the smaller relevant body and the associated contact details and return any amendments to us immediately.
- 2) Please ensure you provide us with the contact details for the Chairperson.
- 3) If there are no changes please retain the form and only return if a change takes place during the year.

Title

Mrs

Initials

G

Surname:

Bean

Position:

Clerk

Address Line 1:

43 Victoria Road

Address Line 2:

Askern

Address Line 3:

Town/City

DONCASTER

County:

South Yorkshire

Postcode:

DN6 0AU

Home Tel

Work Tel:

Fax:

Mobile:

07793 963522

Email:

#mailto:clerkburghwalliscouncil@talktalk.net#

Supplementary Contact

Title

Miss

Initials

K

Surname:

Walters

Position:

Chairman

Address Line 1:

8 Grange Lane
Burghwalis

Address Line 2: Address Line 3:

Town/City

DONCASTER

County:

South Yorkshire

Postcode:

DN6 9JR

Home Tel

01302 725998

Work Tel:

Fax:

Mobile:

07811 165508

Email:

#mailto:klwalters@hillcrest08.plus.com#