

This page is part of Section 3 - External auditor certificate and opinion 2015/16

**Langworth Group Parish Council
Audit Report for the year ended 31 March 2016**

Matters reported

Council Tax Support Grant 2014/15

We reported in our 2014/15 audit report that Council Tax Support Grant of £1,290 had been incorrectly included in Box 2 for the previous year but did not report on the 2014/15 figures for Boxes 2 and 3 which were correct. The Council has again incorrectly included Council Tax Support Grant of £1,247 and a WLDC grant of £100 in Box 2 for 2015/16 and has incorrectly restated the comparative figures for 2014/15.

The correct figures are:

2014/15: Box 2 – Precept or Rates and Levies £10,670; Box 3 – Total other receipts £8,928

2015/16: Box 2 – Precept or Rates and Levies £13,653; Box 3 – Total other receipts £3,427

The Council should restate the 2016 figures on next year's Annual Return and write 'Restated' beneath the £ sign on the 2016 column.

The Council has not taken appropriate action on all matters raised in reports from the external auditor. In our view the correct response to Assertion 7 on Section 1 of the Annual Return is 'No'.

Annual internal audit report 2015/16

The Internal auditor has answered 'No' to Objective B (financial regulations) and J (preparation of accounting statements) because the Council has not recently reviewed its Financial Regulations to ensure public money and resources are properly safeguarded. A model set of Financial Regulations is available from the National Association of Local Councils. Financial Regulations should be adopted and periodically reviewed.

The Internal Auditor has answered 'No' to Objective C (risk) as her view is that the internal financial controls are inadequate for the purpose intended and all significant risks have not been assessed. The Parish Council should ensure that significant risks are assessed and arrangements to manage these are adequate.

In our view, for the above issues, the correct response to Assertion 2 and Assertion 5 on Section 1 of the Annual Return should be 'No'.

This page is part of Section 3 - External auditor certificate and opinion 2015/16

**Langworth Group Parish Council
Audit Report for the year ended 31 March 2016**

Matters reported continued

Retention of audit documentation

The Council submitted its Annual Return for audit on the 22 June 2016. Guidance requires that appropriate information is provided to the auditor, upon request, where required for the audit. We requested the following information from the Council on 18 March 2016;

- Notice of Appointment of Date for the Exercise of Electors Rights for 2015
- Completion of Audit Notice for 2015

The Council has been unable to provide us with the Completion of Audit Notice for 2015. They have explained this is due to a change of Clerk. The Parish Council has also confirmed that the 2014/15 conclusion notice, the External audit certificate and accounts were also not displayed.

It is the Council's responsibility to maintain the records of the Council for a period of no less than five years, as per paragraph 13b of the Accounts and Audit Regulations 2015 and paragraph 14 of the Accounts and Audit Regulations 2011.

The Practitioners' Guides 2014 and 2016 both state the steps the Council needs to have undertaken during the financial year in order to respond positively to Assertion 4. The Practitioners' Guide 2016 explicitly states that when considering Assertion 4, councils need to review the notice and inspection procedures relating to the previous year's annual return and therefore, the documents that are required for audit relate to the previous year as well. The Council should ensure that, in future years, it retains all necessary audit documentation in order to respond to auditor requests in accordance with the requirements.

In our view the correct response to Assertion 4 on Section 1 of the Annual Return is 'No'. This is acknowledged by the Council in its response on the Annual governance statement.



Grant Thornton

This page is part of Section 3 - External auditor certificate and opinion 2015/16

**Langworth Group Parish Council
Audit Report for the year ended 31 March 2016**

**Other matters not affecting our opinion which we wish to draw to the attention
of Langworth Group Parish Council for the year ended 31 March 2016**

Order of signing the Annual governance statement (Section 1) and the Accounting statements (Section 2)

The Parish Council has considered, approved and signed the Annual Governance Statement (Section 1) and the Accounting Statements (Section 2) on the same day and under the same minute reference. The Accounts and Audit Regulations 2015 stipulate that the Annual Governance Statement must be considered, approved and signed before the Accounting statements at Section 2 by resolution of members of the authority meeting as a whole. In future, the Parish Council should ensure that the minute references clearly demonstrate that that the Annual Governance Statement was considered, approved and signed before the Accounting statements.

Section 1 pre-signed by the Clerk before the date of approval

The Parish Council has considered and approved the Annual Governance Statement (Section 1) and the Accounting Statements (Section 2) on 7 June 2016 (Minute Ref. 29 16/17). The Clerk has signed the Annual Governance Statement (Section 1) on 6 June 2016, which is before the date of approval. The signature of the Chair and Clerk on Section 1 are confirmation of approval in accordance with the Accounts and Audit Regulations 2015 and should be on the same date as Parish Council approval. In future, the Parish Council should ensure that the Annual Governance Statement (Section 1) is signed when it is approved by the Parish Council.

Grant Thornton UK LLP

Grant Thornton UK LLP

Date *25 September 2016*

Our ref LIN216