

# Bugbrooke Parish Council

## Notice of conclusion of audit

### Annual Governance & Accountability Return for the year ended 31 March 2020

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

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

|                                                                                                                                                                                | Notes                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. The audit of accounts for <b>Bugbrooke Parish Council</b> for the year ended 31 March 2020 has been completed and the accounts have been published.                         | This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. <b>This must include publication on the smaller authority's website.</b> 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. |
| 2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of <b>Bugbrooke Parish Council</b> on application to: |                                                                                                                                                                                                                                                                                                             |
| (a) <u>THE CLERK</u><br><u>BUGBROOKE PARISH COUNCIL</u><br><u>PARISH OFFICE, CAMP CLOSE</u><br><u>BUGBROOKE,</u>                                                               | (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR                                                                                                                                                                                  |
| (b) <u>BETWEEN THE HOURS OF</u><br><u>10.30 AM AND 14.30 P.M ON</u><br><u>MONDAYS AND TUESDAYS ONLY</u>                                                                        | (b) Insert the hours during which inspection rights may be exercised                                                                                                                                                                                                                                        |
| 3. Copies will be provided to any person on payment of £ <u>10</u> (c) for each copy of the Annual Governance & Accountability Return.                                         | (c) Insert a reasonable sum for copying costs                                                                                                                                                                                                                                                               |
| Announcement made by: (d) <u>CLERK TO THE PARISH</u><br><u>COUNCIL</u>                                                                                                         | (d) Insert the name and position of person placing the notice                                                                                                                                                                                                                                               |
| Date of announcement: (e) <u>26 OCTOBER 2020.</u>                                                                                                                              | (e) Insert the date of placing of the notice                                                                                                                                                                                                                                                                |

## Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Bugbrooke Parish Council – NH0037

### 1 Respective responsibilities of the body and the auditor

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 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2019/20

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.

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

- The Internal Auditor's response to Objective L is not consistent with the information in Section 1, Assertion 4 and the prior year external auditor report. The Internal Auditor has provided an explanation for the 'No' response given.

### 3 External auditor certificate 2019/20

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 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

18/09/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))