

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

SANDIACRE PARISH COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual 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. 2016/17 External auditor report

(Except for the matters reported below)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (*delete as appropriate).

SEE ATTACHED

(continue on a separate sheet if required)

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

SEE ATTACHED

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

Grant Thornton UK LLP

External auditor name

Grant Thornton UK LLP

Date

30 August 2017

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

NAME OF SMALLER AUTHORITY:

SANDIACRE PARISH COUNCIL

NOTICE OF CONCLUSION OF AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

The Accounts and Audit Regulations 2015 (SI 2015 No.234)

The Local Audit and Accountability Act 2014

NOTICE	NOTES
<p>1. Date of announcement <u>MONDAY 18 SEPTEMBER 2017</u> (a)</p> <p>2. Notice of conclusion of audit and publication of accounts. The audit of the authority's accounts for the above year has been concluded on: <u>30 AUGUST 2017</u> (date) by grant Thornton UK LLP. The Annual governance statement, Accounting statements and the External auditor certificate and report (the Annual Return), have been published (b)(c). Copies of documents are available for purchase by any person on payment of a reasonable sum. Documents will remain available for public access for a period of not less than 5 years from the date of this notice (d).</p> <p>3. Section 25 of the Local Audit and Accountability Act 2014 provides for the exercise of public rights to inspect the statement of accounts:</p> <ul style="list-style-type: none"> • Local Government Electors and their representatives have rights to make copies of: <ul style="list-style-type: none"> • the accounting statements, • the external auditor's opinion and certificate of completion (e), • any public interest report relating to the authority, and • any recommendation relating to the authority. <p>For the year ended 31 March 2017 these documents will be available on reasonable notice on application to the person in paragraph 4 below.</p> <p>4. Person to which you can apply to inspect the accounts and availability (f)</p> <p>Name: <u>MRS MICHELLE BLOOR</u></p> <p>Position: <u>CLERK TO THE COUNCIL</u></p> <p>Address: <u>PARISH COUNCIL OFFICE</u> <u>196, DONCASTER AVE. SANDIACRE DB'S NG10 5FJ</u></p> <p>Tel no: <u>0115 949 0456</u></p> <p>Email: <u>clerk@sandiacreparishcouncil.org</u></p> <p>Days and times of availability: <u>MONDAY To WEDNESDAY</u> <u>9-30 - 1-30</u></p> <p>5. Signature and name of person giving Notice on behalf of the authority <u>Michelle Bloor</u> Clerk and/or Responsible Financial Officer</p>	<p>(a) Insert date of placing of this Notice</p> <p>(b) Parish Councils should publish information on a website.</p> <p>(c) Parish meetings should display information in a conspicuous place in the area of the authority for at least 14 days.</p> <p>(d) See note 25.2 of the Local Audit and Accountability Act 2014 for further information.</p> <p>(e) Section 3 of Annual Return provides the external auditors certificate and report including any subsequent pages attached.</p> <p>(f) Insert name, position, address and contact details such as telephone and email of the Clerk or other person to which any person may apply to inspect the above documents, and the details of the manner in which notice should be given of an intention to inspect the accounting records and other documents.</p>

For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – A Guide to Your Rights are available from the National Audit Office website

https://www.nao.org.uk/code-audit-practice/wp-content/uploads/sites/29/2015/03/Council_accounts_a_guide_to_your_rights.pdf

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

Public rights

The Authority must provide for the exercise of public rights as set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015. The Regulations require the Authority to approve and publish the Annual Governance Statement and the Accounting Statement alongside a Notice of commencement and a Declaration of status of accounts to allow it to commence the period for the exercise of public rights so that it includes the first ten working days of July.

The Parish has announced and commenced its period for the exercise of public rights on 5 June 2017 – i.e. on the same day. Section 12(3) of the Regulations stipulates that the responsible financial officer must, as soon as reasonably practicable after the date on which the authority approves the statement of accounts commence the period for the exercise of public rights. Section 15(3) stipulates that the period for the exercise of public rights is treated as being commenced at least one day following the day of the announcement. The Authority is therefore unable to demonstrate that it made proper provision for the exercise of public rights in 2016/2017. This represents a significant governance weakness.

In future, the Authority must ensure that the Annual Return is approved and published to allow for the proper provision for the exercise of public rights in accordance with the Regulations and proper practices.

Grant Thornton UK LLP

Grant Thornton UK LLP

Date 30 August 2017

Our ref DBY199

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Matters reported

RFO certification and approval of Section 2 after announcement of public rights

The Accounts and Audit Regulations 2015 and proper practices stipulate that it is the responsibility of the Authority's Responsible Financial Officer to certify the Accounting Statements, Section 2 of the Annual Return, as either presenting fairly the financial position of the Authority or properly presenting its receipts and payments, as the case may be. In so certifying the Responsible Financial Officer confirms that proper practices have been followed in preparing the statement of accounts.

The Responsible Financial Officer signed section 2 of the Annual Return on 6 June 2017. The inspection period of public rights commenced on the 5 June 2017 which is before the RFO approved Section 2. Sandiacre Authority also approved the Annual Return on 6 June 2017 but published the notice setting out the period for exercise of public rights on 5 June 2017, which is before the accounting Statements were approved by the smaller authority and so has not met this requirement.

Therefore, the Authority does not have in place proper arrangements for the preparation and approval of the statement of accounts in accordance with proper practices and relevant legislation. In our view, the response to Assertion 1 on the Annual Governance Statement should be 'No'.

In future, the Authority must ensure that the accounting statements in section 2 of the Annual Return are prepared in accordance with the Regulations and proper practices.