

Frensham 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 |
|---|--|
| <p>1. The audit of accounts for Frensham Parish Council for the year ended 31 March 2020 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 November. 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 Frensham Parish Council on application to:</p> <p>(a) <u>RACHEL AUDSLEY, CLERK</u> <u>FRENSHAM PARISH COUNCIL</u> <u>COMMUNITY BUILDING</u> <u>WILLETS HEATH, SHORTFIELD COMMON RD</u> <u>FRENSHAM, SURREY, GU10 3BJ</u></p> <p>(b) <u>WEDNESDAY & THURSDAY</u> <u>10-3pm BY APPOINTMENT ONLY</u> <u>01252 793002</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) Insert the hours during which inspection rights may be exercised</p> |
| <p>3. Copies will be provided to any person on payment of £____ (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>RACHEL AUDSLEY</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>21ST SEPTEMBER 2020</u></p> | <p>(e) Insert the date of placing of the notice</p> |

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

FRENSHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

| | Agreed | | | 'Yes' means that this authority: |
|---|--------|-----|-----|---|
| | Yes | No* | | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts. |
| | | | ✓ | |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

17/06/2020

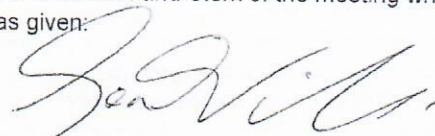

and recorded as minute reference:

12/20 (a)

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.frensham-pc.gov.uk

Clerk@Frensham Parish Council

From: PKF Littlejohn LLP <sba@pkf-littlejohn.co.uk>
Sent: 18 September 2020 09:00
To: Mrs R Audsley
Subject: SU0038 2019/20 AGAR Section 3 External Auditor Report
Attachments: SU0038_closureletter_1600373101.pdf; SU0038 S3.pdf; SU0038 AGAR.pdf

This email was sent to: clerk@frensham-pc.gov.uk

Dear Sir/Madam

Following the completion of our review, please find the following documents attached:

- One document containing our completion letter, a Notice of Conclusion of Audit template and our fee invoice;
- If relevant to your smaller authority, a pdf explaining additional charges in excess of the standard fee;
- A pdf of Sections 1 & 2 of the Annual Governance & Accountability Return (AGAR) on which our report is based; and
- A pdf of Section 3 of the AGAR (our External Auditor Report and Certificate).

Please note if your smaller authority falls in the £1 - £25,000 banding, you will have been charged the minimum fee of £200 (plus any administrative charges if relevant) plus VAT for having a limited assurance review in accordance with the scale of fees for reporting years 2017/18 to 2021/22. These fees are set by the Smaller Authorities' Audit Appointments Limited and can be found using this link <http://www.localaudits.co.uk/fees.html>

Please do not reply to this email address; instead please contact us using the email address given below if you have any queries regarding this information.

Kind regards

SBA Team
For and on behalf of PKF Littlejohn LLP
T +44 (0) 20 7516 2200
sba@pkf-littlejohn.com