

Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The **Annual Governance and Accountability Return** is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	N/A	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been published?	✓	
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	N/A	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

LOCKING PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			N/A
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

07/05/2020

Name of person who carried out the internal audit

Philip John Smith

Signature of person who carried out the internal audit



Date

07/05/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Locking 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	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
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.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			✓

*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:

02/07/2020

and recorded as minute reference:

C240j

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

Chairman

Clerk

[Signature]
[Signature]

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

Authority web address

www.lockingpc.co.uk

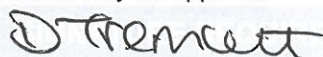
Section 2 – Accounting Statements 2019/20 for

ENTER Locking Parish Council AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	88,403	102,744	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	79,000	81,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	29,604	51,655	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	29,428	38,302	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	64,834	89,908	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	102,744	107,189	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	102,744	107,189	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	496,600	504,554	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓	<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

02/07/2020

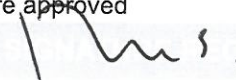
I confirm that these Accounting Statements were approved by this authority on this date:

02/07/2020

as recorded in minute reference:

C240k

Signed by Chairman of the meeting where the Accounting Statements were approved



Explanation of variances – pro forma

Name of smaller authority: **Lockington Parish Council**
County and local council and region: **East of England**

Insert figures from Section 2 of the AGAR in all blue highlighted boxes
Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:
- a breakdown of approved revenues on the next tab if the total revenues (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2019/2020 £	2019/2020 £	Variance £	Variance %	Explanation Required?	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	88,803	802,744				
2 Precept or Rates and Levies	79,006	81,000	2,000	2.53%	NO	
3 Total Other Receipts	29,604	51,855	22,051	74.49%	YES	CIL money received £11,401.59, Axa Insurance Claim of £10,005.00, hire of hall increased due to 3 x polling events and 1 x commercial hire £590.96
4 Staff Costs	29,428	38,381	8,953	30.42%	YES	New Clerk employed 01/04/2019 and increase in hours from 30hrs to 35hrs salary £230/27 Office staff costs 21,659, includes pay award increase in line with NALC guidelines. Parish Orderly/dog bin coordinator staff costs 8043. Pension Contributions Employees £1256. Increase in PAYE TAX/N
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	84,534	89,825	24,984	38.55%	YES	2 x illegal encampment on Council owned land. Bailiff costs £11805. clean-up costs £2024. repairs to locks. installation of height restrictor gate CCTV. bund/ditches installed £3680. Attention Pond maintenance £2500, signage purchase of signs warning of ditch £90. replacement of 2 football goals £1250.00. Neighbourhood Plan Survey £1308. Purchase of 3 pieces exercise equipment £4174. Purchase 20 planters and plants £2085. Parish Hall main hall flooring maintenance £2732. Purchase of hedge trimmer £445.00. Defibrillator charge £460. CCTV Survey & Jotting (drains/gullies) £540. Replacement of fence £750. 1 x office chair £59. 2 x new padlocks for gates £44
7 Balances Carried Forward	102,744	107,189	107,189		NO	
8 Total Cash and Short Term Investments	102,744	107,189				
9 Total Fixed Assets plus Other Long Term Investments	496,600	504,554	7,954	1.60%	NO	
10 Total Borrowings			0	0.00%	NO	

Rounding errors of up to £2 are tolerable
Variances of £200 or less are tolerable

Locking Parish Council

7 April 2020 (2019 - 2020)

Prepared by: D. Bennett
Name and Role (Clerk/RFO etc)

Date: 7/4/20

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

Bank Reconciliation at 31/03/2020			
	Cash in Hand 01/04/2019		102,743.58
	ADD		
	Receipts 01/04/2019 - 31/03/2020		132,654.71
			235,398.29
	SUBTRACT		
	Payments 01/04/2019 - 31/03/2020		128,209.63
A	Cash In Hand 31/03/2020 (per Cash Book)		107,188.66
Cash in hand per Bank Statements			
Cash	31/05/2018	0.00	
Nationwide Building Society	31/03/2020	55,019.89	
Unity Trust Bank	31/03/2020	52,168.77	
Community Direct Plus - 61003910	31/05/2018	0.00	
Current Account - 61043996	31/05/2018	0.00	
			107,188.66
	Less unrepresented payments		0.00
			107,188.66
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		107,188.66
A = B Checks out OK			

10/6.

 12/5/20

Locking Parish Council **STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	102,743.58	
Cash in Hand		
PH/Park - Caretaking/Cleaning		5,308.00
PH/Park - Repairs & Maint./Building		313.70
PH/Park - Admin/Insurance		1,135.00
PH/Park - Utilities/Gas		1,227.75
PH/Park - Park/Groundsman/		7,629.96
Nurse Thomas Room Hire	451.20	
HMRC - Vat Reclaim		
Estates - Playing Field /Groundsman		1,233.32
Estates - Changing Rooms / Rates		
Estates - Footpaths / Parish Orderly		3,173.82
Estates - Open Spaces / Dog Bins Salary		1,694.43
Estates - Allotments / Utilities		152.50
Estates - Insurance		288.00
Parish Orderly		
FC Locking		
Allotment Rents	323.54	
Triangle Rent	100.00	
Estates - Misc	150.00	
HMRC - Vat Reclaim		
Office Salaries		21,957.99
General Account - Employees Tax/NI		4,817.84
General Account - Employers NI		2,280.60
General Account - Petty Cash		
Looking @ Locking		1,252.10
Subscriptions		1,441.35
Course Fees		419.00
Grants		
Insurance		378.17
Office		2,778.99
Public Lighting		1,313.97
Chairmans Expenses		299.69
General Account - Misc		45.00
Capital Expenditure		34,852.52
S137		
Precept	81,000.00	
Consols		
Interest	19.89	
NSC	11,491.59	
Grants	535.00	
Capital	10,005.00	360.00
HMRC - Vat Reclaim		
Nurse Thomas Room - Surgery Utilities	920.40	
Nurse Thomas Room - Surgery Cleaning		
Parish Hall - Room Hire/Rainbows	21.50	
Parish Hall - Room Hire/Baby & Toddlers		
Parish Hall - Room Hire/NI	9.20	
Parish Hall - Room Hire/Carlea Dancing	782.60	
Parish Hall - Room Hire/Karate & Qugon	739.70	
Parish Hall - Room Hire/Parties	1,256.13	
Parish Hall - Room Hire/Other	999.96	
Audit		536.00
PH/Park - Caretaking/Tax NI		
PH/Park - Caretaking/Cleaning Materials		370.81
PH/Park - Caretaking/Waste Disposal		1,709.33
PH/Park/Repairs & Maint./Fences		18.99

Locking Parish Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
PH/Park/Repairs & Maint./Misc		20.91
PH/Park/Admin/Rates		
PH/Park/Admin/Misc		
PH/Park/Utilities/Electric		1,175.54
PH/Park/Utilities/Water		620.61
PH/Park/Park/Parish Orderly Salary		3,174.47
PH/Park/Park/TAX NI		583.60
PH/Park/Park/Grass Cutting		
PH/Park/Park/Repairs & Maint.		1,773.50
PH/Park/Park/Misc		263.00
Estates - Playing Field / Grass Cutting		1,370.00
Estates - Playing Field / Maint.		2,737.35
Estates Changing Rooms / Utilities		1,121.30
Estates Changing Rooms / Cleaning		
Estates Changing Rooms / Maint.		797.65
Estates - Footpaths / TAX & NI		618.80
Estates - Open Spaces / The Green		
Estates - Open Spaces / Flower Tubs		67.06
PH/Park/Park/Safety Inspections		114.00
PH/Park/Repairs & Maint/Buildings		
PH/Park - Caretaking/VH/RM/Fire Extingu		426.69
Estates - Misc		61.08
Pre-School		
Surgery Accommodation Hire	4,843.54	
PH/Park - Repairs&Maint/VH/Breakages/		696.75
Estates - Open Spaces/Misc		
PH/Park/Parish Orderly Expenses		72.20
Estates - Open Spaces / Dog Bins Exper		28.23
Consultancy		
Sanitary Disposal - Refund	34.06	
Estates - Playing Field / Materials		
Estates Changing Rooms / Mat.		
Estates - Playing Field / Misc.		239.36
Estates - Changing Rooms / Misc.		
Estates - Footpaths / PO / Exp.		25.00
Estates - Footpaths / PO / Misc		442.13
Estates - Open Spaces / Bus Shelter		
Estates - Allotments / Maint		231.23
Pre-School - Photocopy	60.57	
Bank Charges		211.85
Office Admin Support		
Data Protection Officer		35.00
PH/Park - Caretaking/Grounds		
PH/Park - VH/R&M/Furniture/Decoration		756.00
PH/Park - VH/R&M/Misc		45.00
PH/Park - Admin/Performing Rights Licen		651.04
Misc	51.00	
Parish Hall - Room Hire/2nd Locking Gui	141.90	
Parish Hall - Room Hire/Guides	25.80	
Parish Hall - Room Hire/Pre School	8,040.86	
General Acc - Employer Pension		538.38
General Account - Pension Employee		717.84
VAT	10,651.27	11,605.23
	132,654.71	128,209.63
Closing Balances:		
Balances in Bank Account		107,188.66
Cash in Hand		

Locking Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
TOTAL	235,398.29	235,398.29

The above statement represents fairly the financial position of the council as at 31 Mar 2020

Signed 
Responsible Financial Officer

Date 5 May 2020

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

ENTER NAME OF AUTHORITY
Locking Parish Council

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

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not 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.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DATE REQUIRED

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