

Annual Governance and Accountability Return 2021/22 Form 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 Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 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** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** 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 on the authority website/webpage **before 1 July 2022**.
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 2022**. 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 2022
 - 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 2021/22

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 the authority website/webpage:

Before 1 July 2022 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 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 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 Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *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 AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. 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 before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- 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 authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR 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 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage 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 2022**.

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?	NA	
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 been published where required?	✓	
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	NA	
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.	NA	

**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

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Harberton 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 2022, 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:

10th May 2022

and recorded as minute reference:

10.3

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

Chairman

Clerk

[Signature]
[Signature]

www.harbertonparishcouncil.org

Section 2 – Accounting Statements 2021/22 for

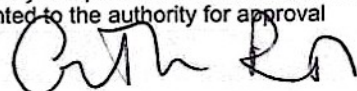
Harberton Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	43,768	48,661	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.
2. (+) Precept or Rates and Levies	16,282	18,930	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8,461	6,869	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	6,753	6,177	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.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	13,096	10,294	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	48,661	57,989	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	48,661	57,989	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.
9. Total fixed assets plus long term investments and assets	RESTATED 39,791	39,924	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓

The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 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 10th May 2022

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

10/05/2022

as recorded in minute reference:

10.4

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



Annual Internal Audit Report 2021/22

Harberton Parish Council

<https://www.harbertonparishcouncil.org/>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 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	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.			✓
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 bank account reconciliations were properly carried out during the year.	✓		
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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

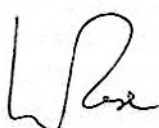
Date(s) internal audit undertaken

01/05/2021

Name of person who carried out the internal audit

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

26/04/2022

*If the response is 'no' please 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 5

Bank Reconciliation Year end 31st March 2022

A Bank Balance on the bank statement at 29th March 2022 (taken from bank statement)

Lloyds current account	£	16,170.16
Barclays Community Benefit Fund account	£	41,818.52
Total Bank Balance	£	57,988.68

B Less unpresented cheques

Payment ref Detail Amount

Total £0.00

C Plus uncleared payments into bank

0

Total £0.00

D Plus any petty cash balance held at 31st March 2022

Ref Amount

Total £ -

BALANCE 57,988.68

E Allocation of closing balance (Reserves)

Opening balance: 48661.02

Add: Receipts in the year £ 25,798.63

Less: Payments in the year £ 16,470.97

Closing balance per cash

book at 29th March 2022 £ - £ 57,988.68

0.00

N. C. Hills

2021/22 Explanation of Variances

Name of smaller authority Harberton Parish Council
County area Devon

Provision of full explanations, including numerical values for

Variances of more than 15% between totals for individual boxes (except variances of less than £200)

Breakdown of approved reserves in the total reserves (Box 7) figure is more than twice the annual precept/rates and levies value (Box 2)

Section 2	2020/21	2021/22	Variance		Explanation required?	Detailed explanation of variance (with amounts £)		
	£	£	£	%		£	Budget heading	Explanation
Box 1 Balances brought forward	43767.76	48661.02	4893.26	11.180056	NO			
Box 2 Precept of Rates and Levies	16282.00	£ 18,930.00	2648.00	16.26	YES	2351.74		There were minor increases and decreases to a number of lines in the 2021/22 budget, however the greatest increase to the budget affecting the precept was the creation of a line for maintenance works at £2351.74 cost to the precept, estimating the potential cost of tree works due to ash dieback disease.
Box 3: Total other receipts	8461.05	£ 6,868.63	-1592.42	-18.82	YES	-204.00	Council Tax Support Grant	A reduction in grant from the LA
						-250.00	Misc. Income	COVID grant received in 2020/21 and not in 2021/22
						-1138.42	VAT refund	VAT refund received was less in 2021/22 than previous year
						-1592.42	Total difference	
Box 4: Staff Costs	6753.46	£ 6,177.18	-576.28	-8.53	NO			
Box 5 Loan interest/capital repayments	0.00	£ -	0.00					
						£ 210.00	Room Hire	2020/21 meetings held online. 2021/22 larger venue to comply with COVID risk assessment more expensive
						-£ 3.78	Subs	
						£ 13.44	Insurance	
						£ 50.00	PCC Grants Harberton	Increase in insurance for the year
						£ 50.00	PCC Grant Harbertonford	Contribution to graveyard maintenance increased
						£ 35.28	Clerk Expenses	Contribution to graveyard maintenance increased
						-£ 248.31	Office Expenses	Difference in mileage claimed in and out of lockdown/face-to-face meetings
						-£ 240.00	Professional Fees	2020/21 costs included online meeting software and costs of Parish Council mobile connection
						-£ 215.88	Service Level Agreements: annual maintenance works	2020/21 exemption from External Audit, no bill payable in 2021/22
						-£ 0.03	Broadband	No invoice presented before end of financial year
						£ 28.00	Grasscutting Harbertonford	
						-£ 500.00	Youth Provision	Increased number of cuts
						£ 72.00	Ash Die Back Review	Budget unspent within financial year
						-£ 116.00	Grant funded projects	Increase in cost of contract
						-£ 1,216.73	Contingency/Reserves	No grant funded projects in 2020/21 compared to small COVID grant funded project in 2021/22
						-£ 1,069.80	Community Benefit Fund	No large unexpected bills in 2021/22, compared to use of reserves in 2020/21 for unbudgeted emergency tree works
						£ 200.00	Citizens Advice South Hams	Reduction in applications to grants
						-£ 124.80	Training	New budget line in 2021/22
						£ 329.39	Harbertonford Playground	Less uptake in cllr training, compared to 2 new cllrs undertaking training in 2020/21
								Begin project on regeneration of old equipment

Box 6 all other payments	13096.33	£ 10,293.79	-2802.54	-21.40	YES	-£ 756.00	Parish Defibrillators	4 year service agreement paid in 2020/21
						-£ 135.74	Elections	Costs for the 2019/20 election year paid in 2020/21. No elections in 2021/22
						£ 776.42	Maintenance Reserves (Includes trees)	New budget line in 2021/22
						£ 60.00	COVID-19 Support grant	
						-2802.54		
Box 7 Balances carried forward	48661.02	£ 57,988.68	9327.66	19.17	YES		Explanation for High Reserves Box 7 is more than twice Box 2 because the authority held the following reserves at the year end:	
						39852.52	Community Benefit Fund Reserves	
						7500.00	Parish Lengthman Project	
						500.00	Elections	
						1723.58	Maintenance reserves (including trees)	
						519.00	Parish Defibrillators	
						820.70	Harbertonford Playground	
						109.00	COVID grant/Emergency planning	
						250.00	Office Equipment	
						381.66	Salary Overtime	
						250.00	Service Level Agreements: annual maintenance works	
						150.00	Neighbourhood Plan	
						500.00	Youth Provision	
						500.00	Notice board for Harbertonford	
						130.80	Training	
						53187.26	Total earmarked reserves	
						4801.42	General reserves	
						57988.68	Total reserves	
Box 8 Total cash and short term investments	48661.02	£ 57,988.68	9327.66	19.17				
Box 9: Total fixed assets and Long term investment assets	39790.57	39923.57	133.00	0.00	NO			
Box 10: Total Borrowings	0.00	0.00	0.00					

**Harberton Parish Council
Devon**

**2021/22 Annual Governance and Accountability Return (AGAR)
Explanation for 'RESTATED' figures**

		Year Ending	
		31 March 2021	31 March 2022
Box 9	Total fixed assets plus long term investments and assets	39,791 RESTATED	39,924

The figures are restated for the following reasons:

- 1 wooden seat was reported to be removed from the asset register in 2020/21 but the value was not removed from the total.
- Playground equipment was previously included in the asset register at a value of £50,000. The Parish Council has responded to advice that the play equipment should only be included with a nominal value of £1 as it was not purchased by the Parish Council but the asset was gifted. At the Annual Meeting of the Parish Council on 10th May 2022 it was resolved amend the value of the adopted play equipment as transferred to the Parish Council with a nominal value of £1 as a proxy for the zero cost.

The Clerk
Harberton Parish Council
c/o Little Cholwell
Harberton
Totnes
Devon
TQ9 7RZ

25-Apr-22

Explanation of "Not Covered" responses

Further to our Internal Audit of your Council for the financial year 2021/22 I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objectives F and O and we are required to explain why we have done this.

- *The reason for the Not Covered response for Objective F is that we understand that your Council does not maintain a Petty Cash.*
- *The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.*

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,



Kevin Rose ACMA
Director

Harberton Parish Council

Financial Year 2021-22



IAC Audit and Consultancy Ltd

Visit date: 19- April -2022

Year End Internal Audit Observations

A Appropriate accounting records have been properly kept throughout the financial year.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Have Minutes been signed in accordance with the requirements of Schedule 12-paragraph 41 (2) the Local Government Act 1972 (this requires each page to be initialled and the final page signed)	<i>It was noted that a number of Minutes had not been signed in accordance with the requirements of the Local Government Act 1972. The 4th May 2021 Minutes has not been initialled on each pages and not signed not dated on the last page.</i>	The Council to ensure that Minutes of meetings are signed in accordance with the legislative requirements. In particular Minutes of meetings should be initialled on each page and signed and dated on the final page.	High	Noted. The Parish Council will ensure that all approved minutes will be initialled on each page and signed and dated on the last page.

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Is Clerk CILCA qualified?	<i>The Clerk is not CiLCA qualified.</i>	The Council should consider whether the Clerk should be CiLCA qualified.	Medium	This can be reviewed at the Clerk's annual appraisal. Should the Clerk wish to receive the CiLCA qualification and have the time to commit to it she will let the Parish Council know then.
2	Are Powers under which grants are made clearly specified in Council Minutes?	<i>The Council does not formally record the Powers under which grants are awarded in Minutes.</i>	The Council to ensure that the appropriate Power under which grants are made is recorded in the Minutes of the meeting in which the grants are approved.	Medium	Noted. The Parish Council record the appropriate Power under which grants are made within the minutes of the meeting in which the grants are approved from now on.

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Harberton Parish Council – DV0173

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

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:

In the prior year, the smaller authority was exempt from our review, thus we have not reviewed any evidence to support the prior year comparatives on the AGAR.

3 External auditor certificate 2021/22

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 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

28/07/2022

* 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)