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Date: 30 August 2024

Dear Ms Szocs

### **Completion of the audit for the year ended 31 March 2024**

We have completed our audit for the year ended 31 March 2024 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2023*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

### **Action you are required to take:**

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

#### **Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:**

- that the audit has been concluded and that the statement of accounts has been published;
  - the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
  - the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
  - Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

*The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.*

### **Minor scope for improvement in 2024/2025**

The Council has left the name of the Council blank on Section 2 of the Annual Governance and Accountability Return (AGAR). Although the answer could be inferred from other answers on the AGAR, the Council should ensure all boxes are filled in, marking nil or not applicable where appropriate.

The 2023/24 figures in the accounting statement were correctly restated and a reason provided but the column was not headed 'restated' to confirm the differences from the previous year's annual return. In future if prior year figures are restated the Council should head the column 'restated'.

The bank reconciliation was difficult to follow because the opening and closing balances in cash book did not reconcile with Box 1 and Box 7 in the AGAR. In future the Council should use the standard proforma provided in our guidance or in the Practitioner's Guide when preparing the bank reconciliation.

The Council re-appointed their Internal Auditor in 2023/24, but there was no evidence of this in council minutes. In future, the Council should ensure that the appointment of the Internal Auditor is minuted.

### **Accessibility regulations**

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

### **Audit fee**

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk) will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



**Gavin Barker**  
Engagement Lead  
For and on behalf of Forvis Mazars LLP