

# NOTICE OF CONCLUSION OF AUDIT

(LOCAL AUDIT AND ACCOUNTABILITY ACT 2014  
ACCOUNTS AND AUDIT REGULATIONS 2015)

## FOR

### Charlbury Town Council

NOTICE is hereby given that the audit for the  
year ended 31 March 2017 was completed on

22 September 2017

and the accounts are now available for inspection by local electors  
in accordance with Section 25 of the Local Audit and Accountability Act 2014.  
The requisite information as defined by Section 13(1) of the Accounts and Audit  
Regulations 2015 is/is not\* displayed alongside this notice

(\* Please delete as necessary)

If the requisite information is not displayed alongside  
this notice, it is available for inspection by appointment.

To arrange a viewing please contact

TOWN CLERK  
01608 810608

between the hours of 9-30am and 4-00pm

Dated: 2-10-17 2017

Signed:  .....

(Responsible Financial Officer)

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The following issues have resulted in the annual return being qualified. They indicate either a breach of proper practices or legislation and they require the smaller authority to take immediate action to rectify these issues.

#### **Fixed Assets**

##### *What is the issue?*

The smaller authority has not included all additions or replacements of fixed assets, in the year in table 9 of Section 2 of the Annual Return

##### *Why has this issue been raised?*

The value of fixed assets included in the Annual Return appears to be under valued.

##### *What do we recommend you do?*

The smaller authority must ensure that the value of its fixed assets is correctly stated in Section 2 of the Annual Return. The value of all fixed assets must be recorded in the fixed assets register. Assets may comprise of land, buildings, plant and equipment, vehicles, notice boards, street furniture etc property that will be of economic benefit to the meeting over a period substantially longer than one financial year.

The smaller authority must ensure that the register of assets is updated to record all additions and disposals of assets on an annual basis.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 22 September 2017

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Enter name of  
smaller authority here:

CHARLBERY

## 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).

There is a breach of Proper Practices, regulations or legislation which we have noted in our opinion - please see enclosed report.

(continue)

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

(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

BDO LLP

External auditor name

BDO LLP

Date

22/9/17

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](http://www.nao.org.uk))