

NOTICE OF CONCLUSION OF AUDIT

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

FOR Sawbridgeworth Town Council

NOTICE is hereby given that the audit for the
year ended 31 March 2016 was completed on

11 September 2016

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

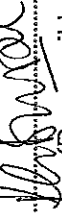
(* Please delete as necessary)

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

To arrange a viewing please contact

between the hours of _____ and _____

Dated: 30 ix 16

Signed: 
(Responsible Financial Officer)

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

SAUNDRI BLENDETH TOWN COUNCIL

Enter name of smaller authority here:

our responsibility for ensuring that there is a sound system of internal control, including 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 2016, that:

	Agreed		Yes	No	Yes means that in this smaller authority, prepared its accounting statements in accordance with the Accounts and Audit Regulations.
	Yes	No			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
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 smaller authority to conduct its business or on its finances.	✓		✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		✓		considered the financial and other risks it faces and has dealt with them properly.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		✓		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.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		✓		responded to matters brought to its attention by internal and external audit.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end, if relevant.
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 smaller authority and, where appropriate have included them in the accounting statements.	✓		✓		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
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.	✓		✓		

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated 19/02/16

Signed by:
Chair

dated

27 JUNE 2016

Signed by:
Clerk

dated

27 JUNE 2016

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.


Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

SANBLEDINGWORTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	68,792	40,948	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
2. (+) Precept or Rates and Levies	223,746	223,746	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.
3. (+) Total other receipts	216,376	240,087	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
4. (-) Staff costs	193,540	230,205	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments made to and on behalf of all employees, include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
6. (-) All other payments	276,426	177,060	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
7. (-) Balances carried forward	40,948	98,516	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
8. Total value of cash and short term investments	31,126	84,576	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
9. Total fixed assets plus long term investments and assets	891,205	900,232	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.
10. Total borrowings	0	0	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
11. (For Local Councils Only) Disclosure note to Trust Funds (including charitable)	Yes	No	The outstanding capital balance as at 31 March of all loans from third parties (including PVLB).
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Council 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 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or property present receipts and payments, as the case may be.

Signed by Responsible Financial Officer


Date 27 JUNE 2016

I confirm that these accounting statements were approved by this smaller authority on this date:

27 JUNE 2016

and recorded as minute reference:

MO2.16/32.2

Signed by Chair of the Accounting approving these accounting statements.



Date 27 JUNE 2016

Section 3 – External auditor certificate and report 2015/16 Certificate

We 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 2016 in respect of:

Enter name of
smaller authority here:

SANDBRINGHAM TOWN COUNCIL

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 2016; 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.

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 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 smaller authority:

Please see enclosed report

(continue on a separate sheet if required)

External auditor signature

PBO

External auditor name

PBO LLP Southampton

Date

15/9/16

United Kingdom

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

Budget monitoring

What is the issue?

The minutes of the smaller authority only evidence a comparison of actual expenditure against budget once a year.

Why has this issue been raised?

The smaller authority has potentially demonstrated a lack of financial control over the spending and receipt of public money and were exposed to the risk of overspending.

What do we recommend you do?

The smaller authority must regularly review, and ensure this review of the budget against the actual income and expenditure is minuted as such. The smaller authority should monitor the budget at least quarterly or more frequently if required and evidences this review in the minutes.

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: 11 September 2016