

## West Farleigh Parish Council

### Notice of conclusion of audit Annual Return for the year ended 31 March 2017

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for <b>West Farleigh Parish Council</b> for the year ended 31 March 2017 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the Annual Return must be published by 30 September. <b>This must include publication on the smaller authority's website.</b>
2. The Annual Return is available for inspection by any local government elector of the area of <b>West Farleigh Parish Council</b> on application to:	
(a) <u>Mrs ANANDA BROADHURST - PARISH CLERK + RFO</u> <u>16 HERVALE GROVE, WALDESLADE, CHATHAM</u> <u>KENT ME5 8HP</u> <u>westfarleighpc@2.googlemail.com</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the Annual Return
(b) <u>BY APPOINTMENT</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of <u>£5.00</u> (c) for each copy of the Annual Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>MRS A BROADHURST - CLERK</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>04.09.2017.</u>	(e) Insert the date of placing of the notice

### Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

WEST FARLEIGH PARISH COUNCIL

#### 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 (KEC304)

(~~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).

(continue on a separate sheet if required)

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 Paul Littlejohn LLP  
External auditor name PKF Littlejohn LLP Date 23-8-17

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))