

### Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Halstead Town Council (EX0112)

#### 1 Respective responsibilities of the body and the auditor

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 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability 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 External auditor report 2017/18

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:

None

#### 3 External auditor certificate 2017/18

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 2018

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

10/08/2018

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Halstead Town Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2018

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>Halstead Town Council</b> for the year ended 31 March 2018 has been completed and the accounts have been published.                         | This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> |
| 2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of <b>Halstead Town Council</b> on application to: |                                                                                                                                                           |
| (a) _____<br>_____<br>_____<br>_____                                                                                                                                        | (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR                                |
| (b) _____<br>_____<br>_____                                                                                                                                                 | (b) Insert the hours during which inspection rights may be exercised                                                                                      |
| 3. Copies will be provided to any person on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.                                            | (c) Insert a reasonable sum for copying costs                                                                                                             |
| Announcement made by: (d) <u>Sarah Greston Town Clerk</u>                                                                                                                   | (d) Insert the name and position of person placing the notice                                                                                             |
| Date of announcement: (e) <u>15/08/18</u>                                                                                                                                   | (e) Insert the date of placing of the notice                                                                                                              |