

Cottingham 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)**

The audit of accounts for Cottingham Parish Council for the year ended 31 March 2017 has been concluded.

The Annual Return is available for inspection by any local government elector of the area of Cottingham Parish Council on application to Matthew Kay, Clerk, Cottingham Parish Council, 9 The Cottage, Market Green, Cottingham HU16 5QG between 11.00am and 3.00pm on Mondays to Wednesday, when any local government elector may make copies of the annual return.

**Matthew Kay
Clerk to the Cottingham Parish Council
29 September 2017**

The Annual Return pages shown are true copies of the original which can be inspected at the Parish Council offices – see above.

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

COTTINGHAM 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 (HM0062)

~~(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 PKF Littlejohn LLP
External auditor name PKF Littlejohn LLP Date 13-9-17

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)