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Date: 03 December 2024

Dear Ms Miller

Completion of the audit for the year ended 31 March 2024

We have completed our audit for the year ended 31 March 2024 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2023*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement on or before 30 September to confirm:

- that the audit has been concluded and that the statement of accounts has been published;
- the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.

Minor scope for improvement in 2024/2025

The Council has left Box 11a in Section 2 of the Annual Governance and Accountability Return (AGAR) blank. The box should have instead been ticked as 'No' to reflect the Council are not a sole trustee and are not responsible for managing trust funds or assets. In future, the Council should ensure all boxes are filled in when preparing their AGAR.

The 2022/23 figures in the Accounting Statement (Section 2) were correctly restated and a reason provided but the column was not headed 'restated' to confirm the differences from the previous year's annual return. In future, if prior year figures are restated, the Council should head the column 'restated'.

The bank reconciliation initially provided by the Council did not include cash book figures to reconcile to the bank statements. In future the Council should use the standard proforma provided in our guidance when preparing the bank reconciliation.

The Council have ticked three assertions in the Annual Governance Statement as 'No'. However this does not seem to have been reflected in the objectives ticked by the internal auditor. In future, the Council should ensure there is consistency between the findings in the internal audit report and the assertions ticked in the Annual Governance Statement.

The Council were unable to locate the original engagement terms specifying the scope of the internal auditor's work. In 2024/25 the Council should formally write to the internal auditor after appointment setting out the scope of the work.

The Council is required to regularly review its standing orders and financial regulations but has not done so for more than three years. The Council should ensure that standing orders and financial regulations are formally reviewed in 2024/25, any revision approved and periodic review at least every three years ensured in future.

Accessibility regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at [Audit Fees | Smaller Authorities' Audit Appointments \(saaa.co.uk\)](https://saaa.co.uk) will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



Gavin Barker
Engagement Lead
For and on behalf of Mazars LLP