

Ms J Summerbell
Allerthorpe Parish Council
The Cottage
Waplinton
East Riding of Yorkshire
YO42 4RS

Our ref HU0004
Your ref SB00147

Email sba@pkf-littlejohn.com

21 September 2017

Dear Ms Summerbell

**Allerthorpe Parish Council
Completion of the limited assurance review for the year ended 31 March 2017**

We have completed our review of the Annual Return for Allerthorpe Parish Council for the year ended 31 March 2017. Please find enclosed the certified Annual Return for your attention.

The external auditor report and certificate are given in Section 3 of the Annual Return and detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified Annual Return before 30 September, which must include publication on the smaller authority's website. [The Annual Return must be displayed so that at least Sections 1, 2 and 3 are visible. It is acceptable to display a copy of the Annual Return, as long as it is a true facsimile and bears a note saying where the original can be inspected].
- Keep copies of the Annual Return available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published Annual Return remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by the Audit Commission. Please arrange for this to be paid **at the earliest opportunity**.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference HU0004 or Allerthorpe Parish Council as a reference when paying by BACS.

Timetable for 2017/18

Next year there will be a number of major changes as our current framework contract with Public Sector Audit Appointments Limited (PSAA) comes to an end once all work on the 2016/17 Annual Returns has been completed and a new contract with the new sector-led body, Smaller Authorities' Audit Appointments Ltd (SAAA), came into force from 1 April 2017. For those smaller authorities for whom we have been appointed as auditors for 2017/18, please note that we plan to set a submission deadline for the return of the completed Annual Return or Certificate of Exemption and associated documents in the usual way and this is expected to be Monday 11 June 2018, i.e. 10 weeks after the year end.

It is anticipated that the instruction letter and associated documentation will be sent out during March 2018 in line with current practice, subject to arrangements for the 2017/18 Annual Return and Certificate of Exemption being finalised by SAAA. For further information, please refer to their website: www.localaudits.co.uk. Our instruction letter will cover any changes of which smaller authorities need to be aware.

In line with the Accounts and Audit Regulations 2015:

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2018, i.e. 2 to 13 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Monday 4 June and Friday 13 July 2018; and
 - at the latest, between Monday 2 July and Friday 10 August 2018.

If there are any changes to the above arising from updates to the statutory requirements, you will be notified in good time.

In order to assist you in this process, we plan to include a pro forma template notice with a suggested inspection period included in our pack, as in previous years. On submitting your Annual Return and associated documentation, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Satisfaction survey

We enclose a satisfaction survey for you to complete and return to us. Please return this to us by 1 December 2017, either by post or via email to sba@pkf-littlejohn.com.

Yours sincerely

A handwritten signature in black ink, appearing to read "PKF Littlejohn LLP", with a stylized flourish at the end.

PKF Littlejohn LLP

Allerthorpe 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 Allerthorpe Parish Council 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. This must include publication on the smaller authority's website.
2. The Annual Return is available for inspection by any local government elector of the area of Allerthorpe Parish Council on application to:	
(a) _____ _____ _____ _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the Annual Return
(b) _____ _____ _____	(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 Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

Allerthorpe Parish Council: Satisfaction survey

Please complete this form and send it back to us via sba@pkf-littlejohn.com or at:

PKF Littlejohn LLP
Ref: SBA
2nd Floor
1 Westferry Circus
Canary Wharf
LONDON
E14 4HD

Please score the questions out of 10, where 0 = very unsatisfied and 10 = very satisfied.

- 1) How satisfied are you with your overall experience with PKF Littlejohn LLP during the review for the year ended 31 March 2017?

0	1	2	3	4	5	6	7	8	9	10
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- 2) How satisfied are you with the clarity of the information sent to you with the annual return?

0	1	2	3	4	5	6	7	8	9	10
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- 3) If the firm contacted you with a request for further information or with queries relating to the review after your initial submission, how satisfied were you with:

- a) the timeliness of the request for information or query?

0	1	2	3	4	5	6	7	8	9	10	N/A
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- b) the clarity of the request for information or query?

0	1	2	3	4	5	6	7	8	9	10	N/A
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- 4) If any matters were brought to your attention on completion of the review in section 3 of the annual return, how satisfied are you that the matters raised were helpful and easy to understand?

0	1	2	3	4	5	6	7	8	9	10	N/A
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- 5) If you contacted the team for general information or assistance, how satisfied were you with the outcome?

0	1	2	3	4	5	6	7	8	9	10	N/A
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- 6) Please provide any comments, for example where you have scored any of the above questions below 5.

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Ms J Summerbell
Allerthorpe Parish Council
The Cottage
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East Riding of Yorkshire
YO42 4RS

Our ref HU0004
Your ref SB00147
Invoice no: SB20171753
VAT no: GB 440 4982 50

Email sba@pkf-littlejohn.com

21 September 2017

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Return for year ended 31 March 2017	£100.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed on attached appendix B	£0.00
TOTAL NET	£100.00
VAT @ 20%	£20.00
TOTAL PAYABLE	£120.00

PAYMENT IS DUE ON RECEIPT OF INVOICE

**For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf,
London E14 4HD**

For payments by credit transfer, our bank details are:-

HSBC Bank plc Sort Code: 40-02-31

Account number: 11070797

Account Name: PKF Littlejohn LLP

Please include HU0004 or Allerthorpe Parish Council as the reference.

For account queries, contact creditcontrol@pkf-littlejohn.com.

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