

This page is part of Section 3 - External auditor certificate and opinion 2015/16

**Edwinstowe Parish Council
Audit Report for the year ended 31 March 2016**

Matters reported

Basis of accounting

Edwinstowe Parish Council have had income or expenditure of greater than £200,000 on the prior three Annual Returns. They are therefore, required to change the basis of accounting from receipts and payments to income and expenditure.

The Council has not made the necessary adjustments to the Annual Return to reflect this change.

Retention of audit documentation

The Council submitted its Annual Return for audit on 20 June 2016.

Guidance requires that appropriate information is provided to the auditor, upon request, where required for the audit.

We requested the following information from the Council on 16 September 2016;

- Notice of Appointment of Date for the Exercise of Electors Rights for 2015

The Council has been unable to provide the above information, as they have not retained these records from previous years. It is the clerk's responsibility to maintain the records of the Council for a period of no less than five years, as per paragraph 13b of the Accounts and Audit Regulations 2015 and paragraph 14 of the Accounts and Audit Regulations 2011. The clerk has confirmed that all notices were displayed appropriately and for the correct period of time.

The Practitioners' Guides 2014 and 2016 both state the steps the Council needs to have undertaken during the financial year in order to respond positively to Assertion 4. The Practitioners' Guide 2016 explicitly states that when considering Assertion 4, councils need to review the notice and inspection procedures relating to the previous year's annual return and therefore, the documents that are required for audit relate to the previous year as well

The Council should ensure that, in future years, it retains all necessary audit documentation in order to respond to auditor requests in accordance with the requirements.

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**Other matters not affecting our opinion which we wish to draw to the attention
of Edwinstowe Parish Council for the year ended 31 March 2016 continued**

Internal audit report 2015/16

The internal audit report was not completed on the 2015/16 Annual Return. The Council must appoint an individual who is competent and independent of the financial controls to undertake the internal audit each year. In our view the response to Assertion 6 on Section 1 of the Annual Return should have been "No".

Section 2 – Accounting statements

Boxes 2 and 3 on Section 2, Precept or Rates and Levies and total other receipts, are incorrectly stated as £110,360 and £80,658 respectively. These should instead read £109,537 and £82,808. The Annual Return submitted to the external auditors did not balance, the Council then provided amended figures to balance the 2015/16 figures.

The Council should restate the 2016 figures on next year's Annual Return and write "restated" beneath the £ sign on the 2016 column.

Section 2 - Accounting statements, comparative figures

The figures for 31 March 2015 in Boxes 4 and 6 have not been restated from the figures presented on the 2015 Annual Return following the Other Matters noted in last year's external auditor's report.

Boxes 4 and 6 are incorrectly stated as £93,572 and £165,686 respectively. These should instead read £94,250 and £165,008.

Grant Thornton UK LLP

Grant Thornton UK LLP

Date 28/11/16

Our ref NOT062