

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

BAYSTON HILL 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's report

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.

The Council has been unable to provide evidence that it carried out and documented a formal risk assessment in 2016/17 although the Internal Audit report and the Annual Governance Statement at Section 1 both indicate that a risk assessment was carried out. The Council did approve a risk assessment in April 2017 and we recommend that this is reviewed annually in future.

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

The initial bank reconciliation in support of Section 2 did not reconcile as unpresented cheques were recorded incorrectly. The Council provided a revised bank reconciliation and identified the errors, which have now been corrected. In future, the Council should check whether the bank reconciliation reconciles before submitting as the bank reconciliation is a key management control.

3. 2016/17 External auditor certificate

We 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

External auditor signature:

Mazars LLP

External auditor name:

Mazars LLP, Durham, DH1 5TS

Date:

10 September 2017

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)