

Final External Auditor Report and Certificate 2022/23 in respect of Bramley Parish Council SY0015

Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor's limited assurance opinion 2022/23

On 27 September 2023, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2023. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has disclosed that it made proper provision during the year 2022/23 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this Assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.

Section 1, Assertion 3 has been incorrectly completed. In the completion of the Annual Internal Audit Report, their detailed reports, the internal auditor has drawn attention to significant weaknesses in relation to standing orders and financial regulations. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner. This is consistent with the Internal Auditor's response to Internal Control Objective B.

Section 1, Assertion 9 has been incorrectly completed. The trust fund does not have its own bank account, and therefore the response to Section 1, Assertion 9 should be 'No'. For future years the smaller authority should ensure that where it acts as sole managing trustee, the trust has its own bank account and any minutes of meetings are maintained separately.

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

The date and minute references for Section 1 and Section 2 are unclear. The minutes of the meeting at which the AGAR was approved have been provided and do not show any evidence that Section 1 and Section 2 were approved in the wrong order.

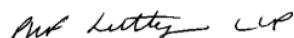
The smaller authority has not provided a valid year end bank statement for one of the bank accounts to support the bank reconciliation to Section 2, Box 8. These were requested as part of our intermediate review procedures.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2023/24 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2023/24 and ensure that it makes proper provision for the exercise of public rights during 2024/25.

We are aware that the Practitioners' Guide is to be updated to clarify the treatment of trust fund transactions. It is our view that the extant edition does not specify the treatment where the council does not operate a separate bank account and prepares its accounts on a receipts and payments basis. The council should ensure it considers the requirements of the applicable Practitioners' Guide when preparing the 2023/24 AGAR and restates the prior year figures if appropriate.

External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.



PKF Littlejohn LLP

15/11/2023