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The following issue(s) have been raised to assist the council in improving its internal controls or working practices. The council is recommended to consider these but is under no statutory obligation to act upon them.

**Assets - not all assets included on the return in the prior year**

*What is the issue?*

The council have not included the value of all fixed assets in the prior year on its annual return. There are assets on the asset register which have not been included on the return. These have been added as additions this year.

*Why has this issue been raised?*

The value of fixed assets as recorded on the annual return could therefore be understated in the prior year. Assets not included were not significant in total.

*What do we recommend you do?*

The council must include all fixed assets owned by the council in Section 1 of the Annual Return. This should be the value of all fixed assets recorded in the fixed assets register, measured at cost value. Assets comprise of land, buildings, plant and equipment, vehicles, etc property that will be of economic benefit to the council over a period substantially longer than one financial year.

Assets which are held as community assets such as playing fields which are not likely to be sold, war memorials etc should be included in the accounts at their historical cost or given a £1 value.

The cost value of assets is not expected to change unless an asset is ever disposed of or scrapped.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 09 September 2014

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