

Section 3 – External auditor certificate and report

2015/16 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 2016 in respect of:

Enter name of
smaller authority here:

CAYTHORPE PARISH COUNCIL

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 2016; 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.

External auditor 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 matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

see attached

(continue on a separate sheet if required)

External auditor signature

Grant Thornton UK LLP

External auditor name

Grant Thornton UK LLP

Date

19 September 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

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

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

Matters reported

None

Publication of the Annual governance statement and the Accounting statements and the exercise of public rights.

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

Order of signing the Annual governance statement (Section 1) and the Accounting statements (Section 2)

The Parish Council has considered and approved the Annual Governance Statement (Section 1) and the Accounting Statements (Section 2) on the same day and under the same minute reference (although the details have not been recorded within section 2). The Accounts and Audit Regulations 2015 stipulate that the Annual Governance Statement must be considered, approved and signed before the Accounting statements at Section 2 by resolution of members of the authority meeting as a whole. In future, the Parish Council should ensure that the minute references clearly demonstrate that the Annual Governance Statement was considered, approved and signed before the Accounting statements.

In future, the Council must ensure that it complies with the Accounts and Audit Regulations 2015 and leave one working day between the publication of the announcement and other required documents and the commencement of the notice period. The Parish Council should also consider the impact of this failure on its disclosures in the 2016/17 Annual Return.

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

Caythorpe Parish Council

Audit Report for the year ended 31 March 2016

Other matters not affecting our opinion continued

Other matters not affecting our opinion continued

Period for the exercise of public rights

Publication of the Annual governance statement and the Accounting statements and the exercise of public rights.

The Accounts and Audit Regulations 2015 (the Regulations), sections 6, 12 and 13 set out the requirements for approval and publishing of the Annual governance statement and the Accounting statements. The Local Audit and Accountability Act 2014 (the Act), sections 26 and 27, and the Regulations, sections 14 and 15, set out the requirements for the period for the exercise of public rights of objection, inspection and questioning of the external auditor.

The Parish Council published its Notice indicating the period for the exercise of

The Parish Council has announced and commenced its period for the exercise of public rights on 6th June 2016 – ie on the same day. Section 12(3) of the Regulations stipulates that the responsible financial officer must, as soon as reasonably practicable after the date on which the authority approves the statement of accounts commence the period for the exercise of public rights. Section 15(3) stipulates that the period for the exercise of public rights is treated as being commenced on the day following the day of the announcement. In future, the Council must ensure that it complies with the Accounts and Audit Regulations 2015 and leave one working day between the publication of the announcement and other required documents and the commencement of the notice period. The Parish Council should also consider the impact of this failure on its disclosures in the 2016/17 Annual Return.

Minute reference and date of approval

The minute reference and date of approval of Section 2, Accounting Statements is blank. The Council has confirmed that this should read minute reference 16.02.17a and date 31st May 2016.

Grant Thornton UK LLP

Grant Thornton UK LLP

Date 19 September 2016

Our ref 0035



Grant Thornton

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

Caythorpe Parish Council

Audit Report for the year ended 31 March 2016

Other matters not affecting our opinion continued

Period for the exercise of public rights

The Local Audit and Accountability Act 2014 (the Act), sections 26 and 27, and the Accounts and Audit Regulations 2015 (the Regulations), sections 14 and 15, set out the requirements for the period for the exercise of public rights of objection, inspection and questioning of the external auditor. In particular section 14(1) of the Regulations stipulates that the rights of objection, inspection and questioning of the external auditor conferred by sections 26 and 27 of the Act may be exercised within a single period of 30 working days.

The Parish Council published its Notice indicating the period for the exercise of public rights commenced on 6th June 2016 and ended on 11th July 2016. This is less than the 30 working days as required by the Regulations. For any days under those 30 working days, a member of the public has been denied their rights in respect of objection, inspection and questioning of the external auditor.

In the future, the Parish Council must ensure that it complies with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 to ensure that the dates for the exercise of public rights are properly calculated and published and cover a single period of 30 working days. The Parish Council should also consider the impact of this failure on its disclosures in the 2016/17 Annual Return.

Minute reference and date of approval

The minute reference and date of approval of Section 2, Accounting Statements is blank. The Council has confirmed that this should read minute reference 16.02.17a and date 31st May 2016.

Grant Thornton UK LLP

Grant Thornton UK LLP

Date *19 September 2016*

Our ref not035

Annual internal audit report 2015/16 to

Enter name of
smaller authority here:

CAYTHORPE PARISH

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

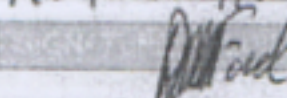
Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	<input checked="" type="checkbox"/>		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

ROGER HUGH FORD

Signature of person who carried out the internal audit



Date

27/5/16

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).