NAME OF SMALLER AUTHORITY: HONITON TOWN COUNCIL

NOTICE OF CONCLUSION OF AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016

The Accounts and Audit Regulations 2015 (SI 2015 No.234)
The Local Audit and Accountability Act 2014

NOTICE	NOTES
1. **Date of announcement** 16th NOVEMBER 2016 (a)	(a) Insert date of placing of this Notice
2. **Notice of conclusion of audit and publication of accounts.** **The audit of the authority's accounts for the above year has been concluded on:** 11th NOVEMBER 2016 **(date) by grant Thornton UK LLP.**	(b) **Parish Councils** should publish information on a website.
The Annual governance statement, Accounting statements and the External auditor certificate and report (the Annual Return), have been published (b)(c).	(c) **Parish meetings** should display information in a conspicuous place in the area of the authority for at least 14 days.
Copies of documents are available for purchase by any person on payment of a reasonable sum. Documents will remain available for public access for a period of not less than 5 years from the date of this notice (d).	(d) See note 25.2 of the Local Audit and Accountability Act 2014 for further information.
3. **Section 25 of the Local Audit and Accountability Act 2014 provides for the exercise of public rights to inspect the statement of accounts:** • **Local Government Electors and their representatives have rights to make copies of:** • the accounting statements, • the external auditor's opinion and certificate of completion (e), • any public interest report relating to the authority, and • any recommendation relating to the authority. **For the year ended 31 March 2016 these documents will be available on reasonable notice on application to the person in paragraph 4 below.**	(e) Section 3 of Annual Return provides the external auditors certificate and report including any subsequent pages attached.
4. **Person to which you can apply to inspect the accounts and availability (f)** Name: SARAH JENKINS Position: DEPUTY TOWN CLERK Address: HONITON TOWN COUNCIL OFFICE THE BEEHIVE, DOWELL STREET, HONITON Tel no: 01404 42957 Email: TOWNCOUNCIL@HONITON.GOV.UK Days and times of availability: MONDAY TO FRIDAY 10-00 AM TO 1-00 PM.	(f) Insert name, position, address and contact details such as telephone and email of the Clerk or other person to which any person may apply to inspect the above documents, and the details of the manner in which notice should be given of an intention to inspect the accounting records and other documents.
5. **Signature and name of person giving Notice on behalf of the authority** SARAH JENKINS pp **Clerk and/or Responsible Financial Officer**	

For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – A Guide to Your Rights are available from the National Audit Office website

https://www.nao.org.uk/code-audit-practice/wp-content/uploads/sites/29/2015/03/Council-accounts-a-guide-to-your-rights.pdf

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here: HONITON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		'Yes'
	Yes	No*	means that this smaller authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA ✓	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

16/152d

dated 27th June 2016

Signed by:

Chair [signature] dated 27th June 2016

Signed by:

Clerk [signature] dated 27th June 2016

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here: HONITON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	9,062	136,966	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	201,130	206,859	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	206,260	71,885	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	92,316	104,522	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	53,567	57,724	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	133,603	110,063	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	136,966	143,401	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	150,560	184,943	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.**
9. Total fixed assets plus long term investments and assets	2,091,147	2,183,758	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	1,030,418	1,007,723	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		✓	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date 20th June 2016

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

SIGNATURE REQUIRED

Date DD/MM/YYYY

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: HONITON TOWN 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).

See attached

(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: 11/11/16

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)

Grant Thornton

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

Honiton Town Council
Audit Report for the year ended 31 March 2016

Matters reported

Section 2, Accounting statements
The Council submitted its Annual Return for audit on the 5 July 2016.

Two copies of Section 2, the Accounting statements were received for audit. The original Accounting statements were signed by the RFO on 20 June 2016 and reviewed by the Internal Auditor on 20 June 2016. The Accounting statements were provided to the Council for review on 27 June 2016 and a number of amendments were approved under the minute reference 16/152e. The amendments made were not signed by the RFO.

The External auditor certficate and report is based on the Accounting statements that were approved by the Council on 27 June 2016.

The Council should ensure that, in future years, it provides only one set of Accounting statements for audit which are signed by the RFO and approved by the Council.

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

Section 1, Assertion 4, Exercise of Public Rights 2014/15 - Notice of Appointment of Date for the Exercise of Electors' Rights
We note that the Notice of Appointment of Date for the Exercise of Electors' Rights allowed 21 working days for the inspection of the books and records and that the audit date was in the inspection period.

The Accounts and Audit (England) Regulations 2011 require that the Notice is displayed for 14 consecutive days before the start of the inspection period. The inspection period must be 20 working days. The audit date must be one day after the end of the inspection period.

The Council must ensure that the inspection period is properly advertised in future years, and allows for the correct number of days for inspection.

Grant Thornton

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

Honiton Town Council
Audit Report for the year ended 31 March 2016

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

Section 2, Accounting statements, comparative figures
The figures for 31 March 2015 in Box 10 has been incorrectly restated from the figures presented on the 2015 Annual Return.

The correct figure should read £1,030,418.

Section 2, Accounting statements, Box 10 - Total Borrowings
The figure entered in Box 10, total borrowings is overstated by £11,447. The correct figure should be £1,007,723.

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

Grant Thornton UK LLP

Grant Thornton UK LLP
Date 11/11/16

Our ref DVN196