

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

DYMCHURCH 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 report (KE0083)

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.

1. The smaller authority has disclosed that it made proper provision during the year 2016/17 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as we 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. This is clearly not correct.
2. The smaller authority failed to approve the Annual Return in time to publish it before by 3 July 2017, the date required by the Accounts and Audit Regulations 2015, and did not disclose this by answering 'No' to Section 1, Box 1.
3. The Annual Return was not accurately completed before submission for review.
 - The Council has not restated the prior year figures in Boxes 2 and 3, as reported in our prior year External Auditor Report, these figures should read £65,103 and £51,541 respectively.
 - The opening balance at 1 April 2016 was restated however the prior year figures have not been restated. We have not been provided with these restated amounts.
 - It has come to our attention that the Council holds £1209 of ring-fenced reserves (Plater Hall Funds) which have not been included in Section 2, Boxes 3, 7 and 8. The figures should read £47,887, £122,561 and £122,561 respectively.

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

- 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 2017/18 for the exercise of public rights, since the approval date was not before the start of the period for the exercise of public rights. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2017/18 and ensure that it makes proper provision for the exercise of public rights during 2018/19.
- The internal auditor is not independent of the financial decision making, management and control of the smaller authority and the smaller authority did not disclose this by answering 'No' to Section 1, Box 6. The Bank Reconciliation and Reconciliation of Restated Opening Balance has been prepared by the Internal Auditor.

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 

External auditor name PKF Littlejohn LLP

Date 28 September 2017

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN02. The AGN is available from the NAO website (www.nao.org.uk)