NOTICE OF CONCLUSION OF AUDIT

(LOCAL AUDIT AND ACCOUNTABILITY ACT 2014
ACCOUNTS AND AUDIT REGULATIONS 2015)

FOR

Whitchurch-on-Thames Parish Council

NOTICE is hereby given that the audit for the year ended 31 March 2016 was completed on 19 September 2016

and the accounts are now available for inspection by local electors in accordance with Section 25 of the Local Audit and Accountability Act 2014. The requisite information as defined by Section 13(1) of the Accounts and Audit Regulations 2015 is/is not* displayed alongside this notice.

(* Please delete as necessary)

If the requisite information is not displayed alongside this notice, it is available for inspection by appointment.

To arrange a viewing please contact


between the hours of ________ and ________

Dated: 27th September 2016

Signed: ____________________________

(Responsible Financial Officer)
ISSUES ARISING REPORT FOR
Whitchurch-on-Thames Parish Council
Audit for the year ended 31 March 2016
Introduction

The following matters have been raised to draw items to the attention of Whitchurch-on-Thames Parish Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2016. This report must be presented to a full meeting of the smaller authority for review.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Minor issues
The following issue(s) have been raised as there are minor errors on the annual return which we wish to draw to the attention of the council so they do not occur again in future years.

Minor issues

What is the issue?

The following issues have been raised as minor issues or omissions have been identified in the current year's Annual Return:

The comparative figures disclosed in Section 2 of the Annual Return do not agree to the audited Annual Return for last year. We believe the figures have been input in error but the error does not affect the balance carried forward into the current year.

Why has this issue been raised?

This is to draw these minor errors to the attention of the smaller authority.

What do we recommend you do?

The smaller authority should ensure in future years that the above minor errors or omissions are not included in the Accounting Statements.

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: 19 September 2016
Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of smaller authority here:

WHITCHURCH-ON-THE-THAMES PARISH 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:

<table>
<thead>
<tr>
<th></th>
<th>Agreed</th>
<th>Yes</th>
<th>No*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.</td>
<td>Yes</td>
<td>No*</td>
</tr>
<tr>
<td>2.</td>
<td>We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</td>
<td>Yes</td>
<td>No*</td>
</tr>
<tr>
<td>3.</td>
<td>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.</td>
<td>Yes</td>
<td>No*</td>
</tr>
<tr>
<td>4.</td>
<td>We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</td>
<td>Yes</td>
<td>No*</td>
</tr>
<tr>
<td>5.</td>
<td>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.</td>
<td>Yes</td>
<td>No*</td>
</tr>
<tr>
<td>6.</td>
<td>We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.</td>
<td>Yes</td>
<td>No*</td>
</tr>
<tr>
<td>7.</td>
<td>We took appropriate action on all matters raised in reports from internal and external audit.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>8.</td>
<td>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.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>9.</td>
<td>(For local councils only) Trust funds including charitable. We have met all of our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>reference</th>
<th>dated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8(a)</td>
<td>07/06/2016</td>
</tr>
</tbody>
</table>

Signed by:
Chair
Signed by:
Clerk

dated
07/06/2016

dated
07/06/2016

*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 WHITCHURCH-ON-TANES PARISH COUNCIL

#### Enter name of smaller authority here:

<table>
<thead>
<tr>
<th>Year ending</th>
<th>Notes and guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 March 2015 £</td>
<td>31 March 2016 £</td>
</tr>
<tr>
<td>1. Balances brought forward</td>
<td>44,830</td>
</tr>
<tr>
<td>2. (+) Precept or Rates and Levies</td>
<td>25,053</td>
</tr>
<tr>
<td>3. (+) Total other receipts</td>
<td>4,562</td>
</tr>
<tr>
<td>4. (-) Staff costs</td>
<td>6,286</td>
</tr>
<tr>
<td>5. (-) Loan interest/capital repayments</td>
<td>0</td>
</tr>
<tr>
<td>6. (-) All other payments</td>
<td>31,478</td>
</tr>
<tr>
<td>7. (=) Balances carried forward</td>
<td>36,682</td>
</tr>
<tr>
<td>8. Total value of cash and short term investments</td>
<td>36,682</td>
</tr>
<tr>
<td>9. Total fixed assets plus long term investments and assets</td>
<td>37,491</td>
</tr>
<tr>
<td>10. Total borrowings</td>
<td>0</td>
</tr>
</tbody>
</table>

#### 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

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

07/06/2016

and recorded as minute reference:

MINUTES

Signed by Chair of the meeting approving these accounting statements.

Date 7th June 2016

Page 3 of 6
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:

WHITCHURCH-ON-THAMES 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:

Please see enclosed report

(continue on a separate sheet if required)

External auditor signature

External auditor name

BDO LLP Southampton
United Kingdom

Date

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)

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).