

Our ref: 979/1383783

7 September 2023

Mrs T Goss Adderbury Parish Council 3 Tanners Close Middleton Cheney Banbury Oxfordshire OX17 2GD

## Moore East Midlands

Oakley House Headway Business Park 3 Saxon Way West Corby NN18 9EZ T 01536 461900

## Moore East Midlands

Rutland House Minerva Business Park Lynch Wood Peterborough PE2 6PZ T 01733 397300

www.moore.co.uk

Dear Theresa

## Annual Governance and Accountability Return for the Year ended 31 March 2023

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2023.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

## Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following points. The Council is required to approve Section 1 and 2 of the return individually in a specified order and the minutes appear to reflect this. However, as the minute references used were the same on both sections 1 and 2, this was not clear on the face of the return. Best practice would be to reflect a full sub reference for each section so the order of approval is more easily identified.

A Notice of Conclusion of Audit form is available, if required, on our website using the link here <u>http://bit.ly/SmallerAuthorities</u>.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

LOOKE

Moore

Encs.

Partners: Geoff Norman FCCA, Andy Hancock FCCA, Carolyn Rossiter FCA, Mohamed Mavani FCA, Matthew Grief CTA TEP, Nick Bairstow FCA, April Foster FCCA, John Harvey FCCA ACA, Tim Woodgates CTA FCCA, Jen Nixon FCCA MAAT, Michelle Watson FCCA, Associates: Paul Nash FCCA, Robert Pluck FCCA, Gemma Roger ACA, Simon Reid FCA, Amanda Etty FCA, Lorna Bloor FCCA. Registered to carry on audit work in the UK and regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.