

Arkendale, Coneythorpe And Clareton Parish Council

Notice of conclusion of the audit and right to inspect the Annual Return Annual Return for the year ended 31 March 2015

Section 14 of the Audit Commission Act 1998, as transitionally saved

Accounts and Audit (England) Regulations 2011 (SI 2011/817), as transitionally saved

	Notes
1. The audit of accounts for Arkendale, Coneythorpe And Clareton Parish Council for the year ended 31 March 2015 has been concluded.	
2. The Annual Return is available for inspection by any local government elector of the area of Arkendale, Coneythorpe And Clareton Parish Council on application to: (a) <u>MRS KATE LAVELLE, CLERK TO ARKENDALE, CONEYTHORPE & CLARETON PARISH COUNCIL THE OLD BARN, CLARETON LANE, CONEYTHORPE HG5 0SA</u>	(a) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
3. Copies will be provided to any local government elector on payment of <u>£5</u> 10 (b) for each copy of the Annual Return.	(b) Insert a reasonable sum for copying costs
Announcement made by: (c) <u>K. LAVELLE, CLERK</u>	(c) Insert name and position of person placing the notice
Date of announcement: (d) <u>29.9.15</u>	(d) Insert date of placing of the notice

Local Councils in England

Annual return for the financial year ended 31 March 2015

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

