

(NAME): DAUNTSEY PARISH COUNCIL

**Notice of conclusion of the audit and right to inspect the Annual Return**  
**Annual Return for the year ended 31<sup>st</sup> March 2009**

Section 14 of the Audit Commission Act 1998

Accounts and Audit Regulations 2003 (SI 2003/533) as amended by the Accounts and Audit  
(Amendment) (England) Regulations 2006 (SI 2006/564)

<p>1. The audit of accounts for the Council/<del>Meeting</del> (a) for the year ended 31 March 2009 has been concluded.</p>	<p>(a) Delete as appropriate</p>
<p>2. The Annual Return is available for inspection by any local government elector of the area of the Council <del>Meeting</del> (a) on application to:</p>	<p>(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return</p>
<p>(b) <u>DANIELLE CRAWFORD (CLERK)</u> <u>1 MIDDLE GREEN LANE</u> <u>DAUNTSEY</u> <u>SN15 4GZ</u></p>	
<p>between the hours of (c) <u>7pm</u> and (c) <u>8pm</u> on Mondays to Fridays (excluding public holidays), when any local government elector may make copies of the Annual Return</p>	<p>(c) Insert the times between which a local government elector may apply to inspect the Annual Return</p>
<p>3. Copies will be provided to any local government elector on payment of £ <u>1</u> (d) for each copy of the Annual Return.</p>	<p>(d) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (e)</p>	<p>(e) Insert name and position of person placing the notice</p>
<p><u><i>[Signature]</i></u> <u>(CHAIRMAN)</u></p>	
<p>Date of announcement: (f)</p>	<p>(f) Insert date of placing of the notice</p>
<p><u>8th Sept. 2009</u></p>	

THE ANNUAL RETURN IS PLACED IN ALL PARISH NOTICE BOARDS AND CAN ALSO BE SEEN ONLINE AT WWW.DAUNTSEY.ORG

THE INFORMATION WILL BE DISPLAYED FOR 14 DAYS ON NOTICE BOARDS BUT WILL REMAIN ONLINE FOR PUBLIC RECORD

## COMPLETION OF THE ANNUAL AUDIT

We have completed our audit for the year ended 31 March 2009 and I have pleasure in enclosing the certified Annual Return, for your attention. The External Auditor's certificate and opinion is given in Section 3.

Any matters arising from the audit are summarised in the External Auditor's report in Section 3. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. However, in a number of instances we have made reference to further guidance available from NALC or SLCC. In particular, we have referred to the publication "*Governance and Accountability for local councils in England – A Practitioners' Guide 2008*". This can be obtained via your local NALC or SLCC branch, but can also be downloaded, free of charge, from the website of either organisation - ([www.nalc.gov.uk](http://www.nalc.gov.uk) and [www.slcc.co.uk](http://www.slcc.co.uk))

### Action you are required to take at the conclusion of the audit

The Accounts and Audit Regulations 2003 (SI 2003/533) set out what you must do at the conclusion of the audit. In summary, you are required to:

- Prepare a "Notice of Conclusion of Audit and Right to Inspect the Annual Return", in line with the statutory requirements. We attach a proforma notice, which you can use for this purpose.
- Display the "Notice" for a period of at least **14 days**, along with the certified Annual Return\*. [The Annual Return must be displayed so that at least Sections 1, 2 and 3 are visible. It is acceptable to display a copy of the Annual Return, as long as it is a true facsimile and bears a note saying where the original can be inspected].
- Keep copies of the Annual Return available for purchase by any person on payment of a reasonable sum.

\* Displaying the Annual Return on the Council's notice boards(s) satisfies the publication requirements of Regulation 12 of the Accounts and Audit Regulations 2003. However, publication could also include copying onto a website, publishing as a separate leaflet, or publishing in a newspaper or as part of a newsletter.

### Audit fee

We enclose our fee note for the audit, which is in accordance with the audit fee scales set by the Audit Commission. We would be grateful if you could arrange for this to be paid at the earliest opportunity. **Please return the remittance advice with your payment, which should be sent to Mazars LLP, Regency House, 3 Grosvenor Square, Southampton SO15 2BE).**

Please note: If we were required to send the Annual Return back for correction due to a mistake or omission by the Council, or if it was necessary for us to undertake additional work as part of the audit process, an additional charge over and above the standard audit fee may have been made. The additional fee is shown separately on the fee note, where applicable.

Yours sincerely



**Stephen Christopher**

Partner, Mazars LLP