

Mr Gulliver Neil  
Hartlebury Parish Council  
Severn Cottage  
Titton Farm Lane  
Titton  
STOURPORT-ON-SEVERN  
DY13 9QR

Our ref WO0071  
SAAA SB04004  
ref  
Email sba@pkf-littlejohn.com

15 January 2020

Dear Mr Gulliver

**Hartlebury Parish Council**  
**Completion of the limited assurance review for the year ended 31 March 2019**

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Hartlebury Parish Council for the year ended 31 March 2019. On 24 September 2019, we issued a report detailing the results to that date of our review of Hartlebury Parish Council's AGAR for the year ended 31 March 2019. We explained the reasons that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review. The final external auditor report and certificate is included for your attention as another attachment to the email containing this letter, along with a copy of Sections 1 and 2, on which our report is based. The smaller authority must consider the final external auditor report and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the AGAR (Sections 1, 2 & 3) and our attached final report and certificate before 30 September (or as soon as possible where this date has passed), which must include publication on the smaller authority's website.
- Keep copies of the AGAR (Sections 1, 2 & 3) and the attached final report and certificate available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 (plus the attached final report and certificate) of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

## Fee

Where applicable, we enclose our second fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note if applicable. These arise where either we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or it was necessary for us to undertake additional work.

***Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit Control (SBA), 2<sup>nd</sup> Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD.*** Please include the reference WO0071 or Hartlebury Parish Council as a reference when paying by BACS.

## Feedback on 2018/19

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: [https://www.pkf-littlejohn.com/sites/default/files/media/documents/xsatisfaction\\_survey\\_2018-19.docx](https://www.pkf-littlejohn.com/sites/default/files/media/documents/xsatisfaction_survey_2018-19.docx)

Yours sincerely

A handwritten signature in black ink, appearing to read 'PKF Littlejohn LLP', written in a cursive style.

PKF Littlejohn LLP

# Hartlebury Parish Council

## Notice of conclusion of audit Annual Return for the year ended 31 March 2019

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for <b>Hartlebury Parish Council</b> for the year ended 31 March 2019 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b>
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of <b>Hartlebury Parish Council</b> on application to:	
(a) _____ _____ _____ _____	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) _____ _____ _____	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) _____	(d) Insert the name and position of person placing the notice
Date of announcement: (e) _____	(e) Insert the date of placing of the notice

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Our ref WO0071  
SAAA ref SB04004  
Invoice no: SB20194716  
VAT no: GB 440 4982 50

Email [sba@pkf-littlejohn.com](mailto:sba@pkf-littlejohn.com)

15 January 2020

## INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2019

Additional charges (where applicable) as detailed on attached appendix A

Additional fees (where applicable) as detailed by separate cover £1,218.75

TOTAL NET £1,218.75

VAT @ 20% £243.75

TOTAL PAYABLE £1,462.50

### PAYMENT IS DUE ON RECEIPT OF INVOICE

**For payments by cheque, please return the remittance advice with your payment to:  
PKF Littlejohn LLP, Credit Control (SBA), 2<sup>nd</sup> Floor, 1 Westferry Circus, Canary Wharf,  
London E14 4HD**

**For payments by credit transfer, our bank details are:-**

**HSBC Bank plc Sort Code: 40-02-31**

**Account number: 11070797**

**Account Name: PKF Littlejohn LLP**

**Please include WO0071 or Hartlebury Parish Council as the reference.**

**For account queries, contact [creditcontrol@pkf-littlejohn.com](mailto:creditcontrol@pkf-littlejohn.com).**

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