

Mr Sean Higgins
Ware Town Council
The Priory
SG12 9AC

Our ref HT0112
Your ref SB08972

Email sba@pkf-littlejohn.com

31 October 2018

Dear Mr Higgins

Ware Town Council

Completion of the limited assurance review for the year ended 31 March 2018

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Ware Town Council for the year ended 31 March 2018. On 28 September 2018, we issued a report detailing the results to that date of our review of Ware Town Council's AGAR for the year ended 31 March 2018. 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. 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 send the AGAR back for correction due to a mistake or omission by the smaller authority; 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; or we had to send back documentation that was not requested.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit Control (SBA), 2nd Floor, 1 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference HT0112 or Ware Town Council as a reference when paying by BACS.

Yours sincerely

A handwritten signature in black ink, appearing to read 'PKF Littlejohn LLP', with a stylized flourish at the end.

PKF Littlejohn LLP

Ware Town Council

Notice of conclusion of audit Annual Return for the year ended 31 March 2018

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 Ware Town Council for the year ended 31 March 2018 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. This must include publication on the smaller authority's website. |
| 2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Ware Town Council 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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The Priory
SG12 9AC

Our ref HT0112
Your ref SB08972
Invoice no: SB201804591

VAT no: GB 440 4982 50

Email sba@pkf-littlejohn.com

31 October 2018

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2018

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

Additional fees (where applicable) as detailed on attached appendix B £0.00

TOTAL NET £0.00

VAT @ 20% £0.00

TOTAL PAYABLE £0.00

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), 2nd 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 HT0112 or Ware Town Council as the reference.

For account queries, contact creditcontrol@pkf-littlejohn.com.

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TOTAL PAYABLE £0.00

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