

Sampford Courtenay Parish Council

Report for meeting on 1st May 2024

Subject: Approval of the AGAR Part 1 & 2

Prepared by: Responsible Financial Officer

1. SUMMARY

- 1.1 For Compliance with the External Audit principals as a smaller authority we are required to carry out a limited assurance review. This required the submission of AGAR Form 3.
- 1.2 For the review which is undertaken by the appointed National Auditor PFK Littlejohn we must complete Section 1 & 2 of the AGAR Form 3.
- 1.3 We are also required to
 - i) have prepared an Annual Internal Audit Report (AIAR)
 - ii) submit a pro forma bank reconciliation to support Section 2
 - iii) submit a notification of dates for the exercise of public rights - a 2 week period in which members of the public can view the accounts and
 - iv) submit explanations for any significant variances in Section 2
- 1.4 The reporting deadlines for the External Audit submission is Monday 1st July

2. BACKGROUND

- 2.1 As with each year that the Council has met the requirements for a limited assurance review the accounts will need to be submitted to the Internal Auditor again. It was agreed at the December meeting to use Rachel Avery to carry this out. Section 1 & 2 of the AGAR will be completed and presented for agreement at the Parish Council Meeting on 1st May 2024. This then allows sufficient time for the Internal Auditor to complete review of these sections in time to report back to the meeting planned for 26th June 2024.
- 2.2 This year the external Auditor set a submission deadline for the return of the completed AGAR Form 3 and associated documents in the usual way as Monday 1 July 2024.
- 2.3 As part of the review process we must inform the public of a period of 30 working days during which public rights may be exercised. This information must be published at least the day before the inspection period commences; The external Auditors require that this inspection period must include the first 10 working days of July 2024, i.e. 1 to 12 July inclusive. In order to allow the maximum period for the Internal Audit to be returned whilst still meeting the submission date it is suggested that the latest dates of Monday 1 July and Friday 9 August 2024 are published on week after the meeting on 26 June 2024 to be at least 1 day prior to the inspection period.
- 2.4 All papers once returned from the Internal Auditor will be published
- 2.4 The time line set out ensures full compliance with the necessary legal requirements under Section

3. RECOMMENDATIONS & PROPOSALS

- 3.1 Following reconciliation of the cashbook at the End of year, the prepared AGAR Form 3 Section 1 is agreed and authorised at the 1 May Meeting
- 3.2 Once Section 1 is agreed that Section 2 be authorised at the same meeting
- 3.3 That the RFO send the documents and liaises with the Internal Auditor to complete the Internal Audit Report.
- 3.4 On receipt of the Internal Audit review that Section 1 & 2 together with the Notice of public rights be published on the website following authorisation at the meeting on 26th June 2024
- 3.5 The AGAR Form 3 is sent to the External Auditors with relevant papers by 30th June 2024