



# ASHWELL PARISH COUNCIL

*Clerk*

*Jane Porter (Mrs), 89 Back Street, Ashwell, Baldock, Herts, SG7 5PG*

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*Chairman: Mark White 07977 099951*

## **Ashwell Parish Council Audit Procedures/2016-17**

**Annual Return to the External Auditor (BDO LLP) for the financial year ending 31 March 2017**

**Submission date: 24 July 2017**

**Public inspection period: Commences 03 July 2017 ends on 11 August 2017**

Following the end of the financial year an Annual Return is submitted to an appointed External Auditor. This includes an Annual Governance Statement, a Statement of Accounts, an Internal Audit report and four appendices. Copies of these can be found on the website ([www.ashwell.gov.uk](http://www.ashwell.gov.uk)) or requested from the Clerk.

An independent Internal Auditor is commissioned to inspect the Parish Council's accounts. Checks are made using the guidelines issued by the relevant authorities to ensure that the proper practices and procedures required by law are being adhered to. *Governance and Accountability for Smaller Authorities in England, A Practitioners Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements March 2016.*

(see [www.legislation.gov.uk](http://www.legislation.gov.uk)).

Throughout the year monthly statements are issued that include details of all receipts and payments, and bank reconciliations. These statements are published as an appendix to the monthly council minutes, copies of which are made available at meetings and posted on the website ([www.ashwell.gov.uk](http://www.ashwell.gov.uk)). Details are also always available from the Clerk.

Details of the Parish Council's activities, including a Financial Report, are published annually in the *Ashwell Yearbook*. Produced by a working group of volunteers on behalf of the Parish Council, copies are distributed free to all households and businesses in the village every March prior to the Annual Parish Meeting. It is also available to view on the website ([www.ashwell.gov.uk](http://www.ashwell.gov.uk)).

The audit regulations require a formal public inspection period when all documents are made available (see above for dates). Please be aware that Ashwell Parish Council welcomes enquires at any time and not just within these dates.

Jane Porter (Mrs), Clerk and Responsible Financial Officer  
Ashwell Parish Council

16 June 2017