

We have completed our review of the Annual Governance and Accountability Return (AGAR) for Olivers Battery Parish Council for the year ended 31 March 2023.

Please find attached the following documents:

- A copy of sections 1 and 2 of the AGAR on which our report is based along with our external auditor report and certificate (Section 3 of the AGAR form 3).
- Notice of conclusion template
- Fee note

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters 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. Attached is word template for you to use.
- Publish the Notice of conclusion along with the certified AGAR (sections 1, 2 and 3) before 30 September which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

Attached is our fee note, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Limited (SAAA) which can be found at <https://www.saaa.co.uk/audit-fees/> . Please arrange for payment within 14 days. The invoice details how to make payment via Bank transfer or by cheque.

- If paying by BACS, please quote your invoice number.
- If paying by cheque, please send with a copy of your invoice to BDO LLP, Central Finance Team, 2 City Place, Beehive Ring Road, Gatwick, West Sussex, RH6 0PA.
- Please do not send cheques to the Southampton office.

Please note a statement will be issued after 7 days from the date of invoice. This is just a reminder.

Feedback on 2022/23

We would also be grateful if you could spend a couple of minutes completing our feedback questionnaire. Below is a link, it is anonymous but the last question gives you the opportunity to provide your name and council if you would like us to contact you regarding any of your responses.

<https://forms.office.com/e/dfeyLisbPu>

Timetable for 2023/24

We will contact you next year towards the end of March with regards the 2023-24 documentation.

If you have any questions please do not hesitate to contact us.

Kind regards

LOUISE CAPLEN
Resource Manager / Business Assurance