

## Section 3 - External Auditor Report and Certificate 2023/24

In respect of

Felpham Parish Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

### 2 External auditor limited assurance opinion 2023/24

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Council has recorded a 'Yes' response at Assertion 6 which relates to the Council maintaining an adequate and effective system of internal audit. Following our review of the (re)appointment of the internal auditor, it was noted that the approval of the engagement letter was not minuted and therefore the consideration of the appointment, independence of the internal auditor etc. does not appear to have occurred at a full Council meeting during the year in accordance with JPAG Practitioners' Guide paragraph 4.11. Therefore, Assertion 6 of Section 1 should have been answered 'No'. We note the (re)appointment has since been ratified in the minutes for 2024/25 therefore we do not anticipate this issue to be repeated.

Box 11b on Section 2 of the AGAR was submitted with a 'No' response. Given the Council are not a sole trustee, the response to this box should have been 'N/A'.

Other matters not affecting our opinion which we draw to the attention of the authority:

The notice of public rights form was not provided to us on the initial submission of the AGAR and supporting documentation. The council should ensure that this document is included within the initial submission going forwards.

### 3 External auditor certificate 2023/24

We certify/~~do not certify~~\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

20/08/2024