



Your Ref:

Our Ref: CAR/hd/SAAA

Moore East Midlands  
Rutland House  
Minerva Business Park  
Lynch Wood  
Peterborough PE2 6PZ

T 01733 397300

[www.moore.co.uk](http://www.moore.co.uk)

19 September 2019

Mrs Claire Dunk  
Checkendon Parish Council  
Darent  
Beech Lane  
Woodcote  
Oxfordshire  
RG8 0PX

Dear Mrs Dunk

**Checkendon Parish Council**

Annual Governance and Accountability Return for the Year ended 31 March 2019

Please find enclosed your Annual Governance and Accountability Return for the year ended 31 March 2019. We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

**Authorities who have not claimed exemption**

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

Points noted from our review for your attention which were not significant enough to report on the AGAR. The breakdown of the uncleared cheques provided does not match the total stated in the bank reconciliation by £5. As this is not a significant difference we are only drawing your attention to it, to ensure in the future the components of the bank reconciliation correctly sums and agrees to box 8 of the AGAR. Box 1 of Section 2 does not equal Box 7 of 2018 (and therefore the Audited figure on the 2018 AGAR). Although we realise this is a rounding error, the two boxes should in future agree. If rounding is required for the AGAR to correctly sum then it will need to be adjusted elsewhere.

A Notice of Conclusion of Audit form is available, if required, on our website using the link here <http://bit.ly/SmallerAuthorities>.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

**Carolyn Rossiter**  
[carolyn.rossiter@moore.co.uk](mailto:carolyn.rossiter@moore.co.uk)

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