



Our ref: 979/1440054

30 November 2023

Ms D George
Wolston Parish Council
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Wolston
CV8 3HJ

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T 01536 461900

Moore East Midlands
Rutland House
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PE2 6PZ
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www.moore.co.uk

Dear Ms George

Annual Governance and Accountability Return for the Year ended 31 March 2023

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2023.

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

We draw your attention to the following points.

- Please note that the notice of public rights form was not provided to us on the initial submission of the AGAR and supporting documentation. Please would you ensure this document is included within the initial submission going forwards.
- Whilst we have no reason not to accept the approval date and minute reference provided to support the approval of sections 1 and 2 of the AGAR, it was noted on reviewing the minutes, that the information recorded was not wholly sufficient to identify and confirm that it was the sections of the AGAR being approved. The Council is required to approve Section 1 and 2 of the return individually in a specified order and the minutes reflect this. However as the minute references used were the same on both sections 1 and 2 this was not clear on the face of the return. Best practice would be to record separate sub references in the minutes and reflect the full minute references of these on the return so the order of approval is more easily identified.

A Notice of Conclusion of Audit form is available, if required, on our website using the link here <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.



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

A handwritten signature in cursive script that reads 'Moore'.

Moore

Encs.