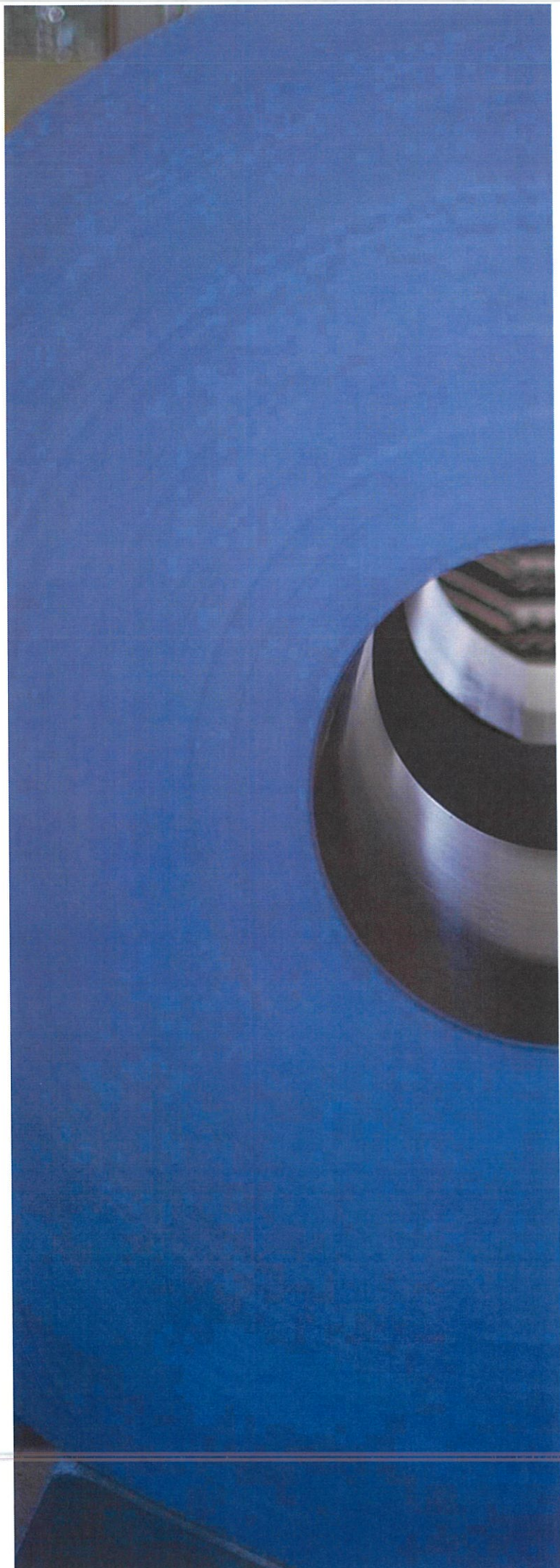


Chilton Town  
Council

**External Auditor  
Report  
2019/2020  
continuation**



# 1. Introduction

## This page is part of Section 3 – External Audit report 2019/20

The following matters have been raised to draw items to the attention of ABC Parish Council. These matters came to the attention of Mazars LLP during the review of the Annual Governance and Accountability Report (AGAR) for the year ended 31 March 2020. This report must be presented alongside the AGAR to a full meeting of the smaller authority for review.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

**Except for the matters reported below on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met.**

As recommended in our 2018/19 report the Council have separated the transactions relating to the Miner's Welfare Charitable Trust in 2019/20 by assigning separate ledger codes but they were unable to separate the payments made on the Trust's behalf in 2018/19 and because the Trust still does not have a current account the Trust's income and expenditure flowed through the Council's bank account and were reflected in the 2019/20 figures on the AGAR. Other payments at Box 6 included payments made through the Council's bank account on behalf of the Trust amounting to £23,287 and other receipts at Box 3 included a recharge to the Trust of £12,970. In 2020/21 the Council should ensure that the only transactions in respect of the Miners Welfare Charitable Trust recorded on the AGAR are the Council's grants to the Trust and the 2019/20 accounts are restated to reflect this separation.

The Council has valued fixed assets in 2018/19 and 2019/20 on different accounting basis because the 2018/19 figure included land and buildings valued at market value and assets belonging to the charitable trust that have been removed. Fixed assets for 2018/19 at Box 9 should have been restated so they were on a consistent basis to 2019/20 rather than annotated as overstated. In 2019/20 the Council should ensure that the Annual Governance and Accountability Return is prepared in accordance with proper practices.

The Council has declined to correct the following error at Section 2 of the Annual Governance and Accountability Return so the Annual Governance and Accountability Return has not been prepared in accordance with proper practices:

B. Fixed assets at Box 9 for 2019/20 was understated by £106,770 because an incorrect value had been deducted for assets owned by the charity. The asset register has been corrected in 2020/21 to show fixed assets owned by the Council as £586,314 at 31 March 2020.

In 2020/21 the Council should ensure that the Annual Governance and Accountability Return is prepared in accordance with proper practices and restate 2019/20 Box 9 on the 2020/21 AGAR to agree with the updated asset register.

The Accounts and Audit (England) Regulations 2015 required that during 2019/20 the period of public rights covered 30 working days including the first 10 working days of July. They also required the notice of completion of the 2018/19 audit to be published by 30 September 2019. In 2019 these

requirements were not met because the unaudited AGAR was not approved until August 2019 and the audited AGAR published until October 2019. However, the Council has answered yes to the assertion on public rights in the Annual Governance Statement. In future the Council needs to put in place arrangements to ensure that it can meet its statutory obligations in respect of public rights and answers no in the Annual Governance Statement where this has not been achieved.

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

The Council sent the Annual Governance and Accountability Return and information requested for audit review by recorded delivery on 28 August but as it was a bank holiday weekend it did not arrive until 2 September 2020. In addition, our guidance explained that our offices were mostly shut and the information should be e-mailed rather than posted to minimise delay. The delay meant it was not possible to complete the audit and return the AGAR in time to be published by the statutory deadline of 30 November 2020. In future, the Council should ensure that all information requested for audit review is e-mailed by the due date and answer no to assertions 3 and 4 of the 2020/21 Annual Governance Statement to acknowledge the non-compliance with the Coronavirus Regulations.

No other matters came to our attention.

For and on behalf of Mazars LLP

Date: 14 January 2021

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