

## Final External Auditor Report and Certificate 2023/24 in respect of Potterhanworth Parish Council – LI0288

### 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.

### External auditor's limited assurance opinion 2023/24

On 27 September 2024, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2024. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with 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 smaller authority has failed to follow proper practices as it has completed, authorised and submitted an AGAR Form 3PM intended for use by Parish Meetings only, rather than an AGAR Form 3.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Section 2, Box 6 is incorrect and should read £30,415.
- Section 2, Box 7 is incorrect and should read £39,343.
- Section 2, Box 10 is inconsistent with the balance published by the Public Works Loan Board. The figure in Box 10 should read £1,600

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

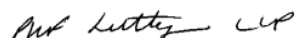
In completing an AGAR Form 3PM rather than an AGAR Form 3, the smaller authority has not disclosed the additional information required for AGAR Form 3. The smaller authority has confirmed that the responses to Assertion 9 on the Annual Governance Statement, Boxes 11 (a) and (b) on the Accounting Statements and internal control objectives G, L & O should be as follows.:

	2022/23	2023/24
Assertion 9 Annual Governance Statement	N/A	N/A
Box 11 (a) Accounting Statements	N/A	N/A
Box 11 (b) Accounting Statements	N/A	N/A
Internal control objective G		Yes
Internal control objective L		Yes
Internal control objective O		N/A

The Annual Internal Audit Report has been completed on AGAR Form 3PM, which is designed for use by parish meetings only. Thus, the internal auditor has not given a conclusion on internal control objective G regarding employee costs, L regarding publication of the required information on a webpage/website, and O regarding Trust Funds.

### External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.



**PKF Littlejohn LLP**  
**09/10/2024**