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Mr J Vanderwolfe  
5 Hallets Way  
AXMINSTER  
Devon  
EX13 5NB

31 August 2016

our ref: 2016/14/UPPE03/FINAL

Dial: 023 8088 1737

Email: councilaudits@bdo.co.uk

Dear Mr Vanderwolfe

**Upper Marshwood Vale Parish Council - Audit for the year ended 31 March 2016**

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Date selection form for 2016/17
- Contact details
- Survey 2015/16
- Annual Return

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the smaller authority, now that our audit opinion has been given, and a minute should be made to show that the annual return including our certificate has been approved and accepted by the smaller authority. The annual return and notice of conclusion of audit must be published for at least 14 days (including on the smaller authority's website\*) as soon as reasonably possible before the 30 September 2016 and must be made available for public access for a period of not less than five years.

If you have any questions please contact Louise Caplen in the first instance.

Yours sincerely

For and on behalf of BDO LLP

Enc.

\*In the case of a parish meeting and where the meeting has displayed the information in a conspicuous place for at least 14 days, publication on a website does not apply.



# NOTICE OF CONCLUSION OF AUDIT

(LOCAL AUDIT AND ACCOUNTABILITY ACT 2014  
ACCOUNTS AND AUDIT REGULATIONS 2015)

## FOR

### Upper Marshwood Vale Parish Council

NOTICE is hereby given that the audit for the  
year ended 31 March 2016 was completed on

26 August 2016

and the accounts are now available for inspection by local electors  
in accordance with Section 25 of the Local Audit and Accountability Act 2014.  
The requisite information as defined by Section 13(1) of the Accounts and Audit  
Regulations 2015 is/is not\* displayed alongside this notice

(\* Please delete as necessary)

If the requisite information is not displayed alongside  
this notice, it is available for inspection by appointment.

To arrange a viewing please contact

J VAN DER WOLFF  
07715234959

between the hours of \_\_\_\_\_ and By Appointment

Dated:

15<sup>TH</sup> Sep 2016

Signed:

[Signature]  
.....  
(Responsible Financial Officer)

## Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

UPPER MARSHWOOD VALE PARISH COUNCIL

### Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report

(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 matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor signature

  
BDO LLP Southampton  
United Kingdom

External auditor name

Date

26/8/16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

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