



Mr Kevin Lynch
Sholden Parish Council
93 London Road
Deal
Kent
CT14 9TP

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
26 July 2022

Our Ref:
KE0243

SAAA Ref:
SB07499

Sholden Parish Council
Completion of the limited assurance review for the year ended 31 March 2022

Dear Mr Lynch

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Sholden Parish Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

E14 4HD

T: +44 (0)20 7516 2200

www.pkf-l.com

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member firm of the PKF International Limited family of legally independent firms and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm or firms.

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Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.

Please include the reference KE0243 or Sholden Parish Council as a reference when paying by BACS.

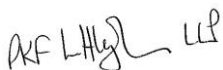
Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/usefulinformation-and-links/>

Yours sincerely



PKF Littlejohn LLP

Sholden Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Sholden Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Sholden Parish Council on application to:	
(a) Kevin J Lynch, Clerk, Sholden Parish Council, Town Hall High Street, Deal Ct14 6TR. Tel: 07464 550069, E-mail: sholdenparishcouncil@live.co.uk	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) 0930 -1230	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of £_0.00 (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) Kevin J Lynch	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 03/08/2022_____	(e) Insert the date of placing of the notice



Mr Kevin Lynch
Sholden Parish Council
93 London Road
Deal
Kent
CT14 9TP

Our ref KE0243

SAAA Ref SB07499

Invoice No. SB20220049

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 26 July 2022

INVOICE

Professional services rendered in connection with the following:

£300.00

£60.00

£360.00

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022

£300.00

Additional charges (where applicable) as detailed on attached appendix A

£0.00

Additional fees (where applicable) as detailed by separate cover

£0.00

TOTAL NET

VAT @ 20%

TOTAL PAYABLE

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE



For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ Sort
Code: 40-02-31
Account number: 11070797

Account Name: PKF Littlejohn LLP Please include KE0243 or Sholden Parish Council as the reference.

For account queries, contact creditcontrol@pkf-l.com

PKF Littlejohn LLP
15 Westferry Circus, Canary
Wharf, London

E14 4HD

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SAAA Ref SB07499

Invoice No. SB20220049

VAT No. GB 440 4982 50

Email: sba@pkf-l.com

Date: 26 July 2022

REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£300.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£300.00
	£60.00
VAT @ 20%	£360.00
TOTAL PAYABLE	

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

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HSBC Bank plc

Address: 1-3 Bishopsgate, London, EC2N 3AQ

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London

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LLP**

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