

Section 3 – External auditor report and certificate

In respect of:

Enter name of smaller authority here:

PIN VIN PARISH COUNCIL

1. 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 2017; 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.

2. 2016/17 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 other matters have come to our attention giving cause for concern that relevant legislative 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:

None

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not 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 2017.

* We do not certify completion because:

External auditor signature *Grant Thornton UK LLP*

External auditor name **Grant Thornton UK LLP** Date *21/7/17*

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Schedules for submission to external auditor

Bank reconciliation template

Schedule B

The model can be applied for reconciliations carried out at any time of the year. Please complete all green cells.

BANK RECONCILIATION		FINANCIAL YEAR ENDING 31 MARCH 2017	
Authority name and reference	PINVIN PARISH COUNCIL - WRC 116		
Prepared by: Name	NICOLA HARDING	Date:	7.6.17
Role (Clerk/RFO etc)	CLERK / RFO		
Approved by: Name	STEPHEN MITCHELL	Date:	30.5.17
Role (RFO/Chair etc)	CHAIR		
Balance per bank statements as at 31 March 2017	£	TOTAL £	
List balances on all bank accounts plus petty cash floats at 31 March 2017:			
LLOYDS TREASURER'S ACCOUNT	2,282.23		
LLOYDS BUSINESS ACCOUNT	20,631.45		
			22,913.68
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)			
17.3.17 # 1139	13.00		
31.3.17 # 1143	75.00		
			88.00
Add any unbanked cash at 31 March 2017: (List date & amount received)			
UNCLAIMED VAT	4.00		
			4.00
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017			22,829.68

The net balances reconcile to the Cash Book for the year, as follows:

CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	19,883.51
Add: Receipts in the year:	21,491.83
Less: Payments in the year:	18,549.66
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	22,829.68
Must equal total net bank balances above and Section 2, Box 8	

Please complete all shaded boxes and send this form with your Annual Return to:
Mrs Jo Farr, Grant Thornton UK LLP, Hartwell House, 55-61 Victoria Street, Bristol, BS1 6FT
or email to Jo.farr@uk.gt.com