

**NOTICE OF DATE OF COMMENCEMENT OF PERIOD FOR THE  
EXERCISE OF PUBLIC RIGHTS**

**ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016**

**The Accounts and Audit Regulations 2015 (SI 2015 No.234)  
The Local Audit and Accountability Act 2014**

NOTICE	NOTES
<p>1. Date of announcement <u>MONDAY 6 JUNE 2016</u> (a)</p> <p>2. Sections 26 and 27 of the Local Audit and Accountability Act 2014 provide for:</p> <ul style="list-style-type: none"> <li>• Any person interested has the opportunity to inspect and make copies of the Annual Return and all books, deeds, contracts, bills, vouchers and receipts etc. relating to them. For the year ended 31 March 2016 these documents will be available on reasonable notice on application to the person in paragraph 3 below.</li> <li>• Local Government Electors and their representatives have rights to: <ul style="list-style-type: none"> <li>• question the auditor about the accounts: and</li> <li>• object to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the Smaller Authority.</li> </ul> </li> </ul> <p>The auditor can be contacted at the address in paragraph 5 below for this purpose.</p> <p>3. Person to which you can apply to inspect the accounts (b)</p> <p>Name: <u>CAROLINE LIGHTFOOT</u></p> <p>Position: <u>CLERK TO HOLT PARISH COUNCIL</u></p> <p>Address: <u>1 POOL COTTAGES, HOLT HEATH, WR6 6NA</u></p> <p>Tel no: <u>01905 621129</u></p> <p>Email: <u>holtparishcouncil@cloudsaway.com</u></p> <p>4. Any rights of inspection, objection, and questioning of the auditor may only be exercised within a single period of 30 <u>working</u> days:</p> <p>commencing on (c) <u>MONDAY 6 JUNE</u> 2016</p> <p>and ending on (d) <u>FRIDAY 15 JULY</u> 2016</p> <p>5. Your appointed auditor is:</p> <p style="margin-left: 20px;">Barrie Morris Grant Thornton UK LLP Hartwell House 55 – 61 Victoria Street Bristol BS1 6FT Tel: 0117 305 7600</p> <p>For more detailed guidance on electors' rights and the special powers of auditors, copies of the publication Council Accounts – A Guide to Your Rights are available from the National Audit Office website.</p>	<p>(a) Insert date of placing of this notice</p> <p>Sections 26 and 27 of the Local Audit and Accountability Act 2014 must be published with this Notice</p> <p>(b) Insert name, position, address and contact details such as telephone and email of the Clerk or other person to which any person may apply to inspect the accounts, and the details of the manner in which notice should be given of an intention to inspect the accounting records and other documents</p> <p>(c) Insert date at least 1 working day after the Date of announcement in paragraph 1 above and between 3 June 2016 and 1 July 2016.</p> <p>(d) The inspection period between (c) and (d) must be 30 consecutive working days and must include the first 10 working days of July. Exclude weekends.</p>

DECLARATION OF STATUS OF PUBLISHED ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2016

The Accounts and Audit Regulations 2015 (SI 2015 No.234)

1. The statement of accounts for HOLT PARISH COUNCIL \*  
published today is unaudited and may be subject to change.

\* insert name of Smaller Authority

2. Signed by:

Signature:  \_\_\_\_\_

Date: 6 JUNE 2016 2016

RESPONSIBLE FINANCIAL OFFICER

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual return for the year ended 31 March 2016

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. Smaller authorities must approve Section 1 before Section 2.
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Sections 1 and 2 of this annual return no later than 30 June 2016.

#### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2016, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication or public display of Sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2016.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guides that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

