NAME OF SMALLER AUTHORITY: Penkridge Parish Council

NOTICE OF CONCLUSION OF AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

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

NOTICE	NOTES

1. **Date of announcement** 15th September 2017 (a)

(a) Insert date of placing of this Notice

2. **Notice of conclusion of audit and publication of accounts.**
The audit of the authority's accounts for the above year has been concluded on:
15th August 20017 (date) **by grant Thornton UK LLP.**

(b) **Parish Councils** should publish information on a website.

The Annual governance statement, Accounting statements and the External auditor certificate and report (the Annual Return), have been published (b)(c).

(c) **Parish meetings** should display information in a conspicuous place in the area of the authority for at least 14 days.

Copies of documents are available for purchase by any person on payment of a reasonable sum. Documents will remain available for public access for a period of not less than 5 years from the date of this notice (d).

(d) See note 25.2 of the Local Audit and Accountability Act 2014 for further information.

3. **Section 25 of the Local Audit and Accountability Act 2014 provides for the exercise of public rights to inspect the statement of accounts:**

- **Local Government Electors and their representatives have rights to make copies of:**
  - the accounting statements,
  - the external auditor's opinion and certificate of completion (e),
  - any public interest report relating to the authority, and
  - any recommendation relating to the authority.

(e) Section 3 of Annual Return provides the external auditors certificate and report including any subsequent pages attached.

For the year ended 31 March 2017 these documents will be available on reasonable notice on application to the person in paragraph 4 below.

4. **Person to which you can apply to inspect the accounts and availability (f)**

(f) 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 above documents, and the details of the manner in which notice should be given of an intention to inspect the accounting records and other documents.

Name: Lesley Griffiths
Position: Parish Administrator
Address: Penkridge Parish Council
Haling Dene Centre, Cannock Rd ST19 5DT
Tel no: 01785 714157
Email: clerk@penkpc.co.uk
Days and times of availability: Monday - Friday
9.00am to 5.00pm

5. **Signature and name of person giving Notice on behalf of the authority**

LGuHG **Clerk and/or Responsible Financial Officer**

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

https://www.nao.org.uk/code-audit-practice/wp-content/uploads/sites/29/2015/03/Council-accounts-a-guide-to-your-rights.pdf