

From: Council Audits <councilaudits@bdo.co.uk>

Sent: 09 September 2024 12:04

To: Anne Banks <anne@newquay.town>

Subject: Newquay Town Council - Conclusion of annual review 2023-24

Dear Ms Banks

We have completed our review of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2024.

Please find attached the following documents:

- A copy of sections 1 and 2 of the AGAR on which our report is based along with our external auditor report and certificate (Section 3 of the AGAR form 3).
- Notice of conclusion template
- Fee note

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. Attached is word template for you to use.
- Publish the Notice of conclusion along with the certified AGAR (sections 1, 2 and 3) before **30 September 2024** which must include publication on the smaller authority's website.
- 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.

Fee

Attached is our fee note, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Limited (SAAA) which can be found at <https://www.saaa.co.uk/audit-fees/>. Please arrange for payment within 14 days. The invoice details how to make payment via Bank transfer or by cheque.

- If paying by BACS, please quote your invoice number.
- If paying by cheque, please send with a copy of your invoice to BDO LLP, Central Finance Team, 2 City Place, Beehive Ring Road, Gatwick, West Sussex, RH6 OPA. Please do not send cheques to the Southampton office.

Please note a statement will be issued after 7 days from the date of invoice. This is just a reminder.

For remittance advice for a BACS payment please email remittances@bdo.co.uk.

Feedback on 2023/24

We would also be grateful if you could spend a couple of minutes completing our feedback questionnaire. Below is a link, it is anonymous but the last question gives you the opportunity to provide your name and council if you would like us to contact you regarding any of your responses.

<https://forms.office.com/e/iGxwbBfzEJ>

Timetable for 2024/25

We will contact you next year towards the end of March with regards the 2024-25 documentation.

If you have any questions please do not hesitate to contact us.

Kind regards
Louise

LOUISE CAPLEN

Resource Manager / Business Assurance

[+44 \(0\)23 8088 1911](tel:+442380881911) (DDI)

[+44 \(0\)23 8088 1701](tel:+442380881701) (Fax)

07812 464303 (Mobile)

62 1911 (Ext)

louise.caplen@bdo.co.uk

For and on behalf of BDO LLP

Basepoint Business Centre

Andersons Road

Southampton

SO14 5FE

UNITED KINGDOM

All Correspondence to be sent to:

BDO (Southampton)

5 Temple Square

Temple Street

Liverpool

L2 5RH

[+44\(0\)151 237 4500](tel:+44201512374500)

www.bdo.co.uk