

20 January 2010

Lesley Welch
Town Clerk
Newport Pagnell Town Council
80 High Street
Newport Pagnell
Buckinghamshire
MK16 8AQ

Direct line 0844 798 8990
Direct fax 07881518875
Email m-west@audit-
commission.gov.uk

— Dear Lesley

Newport Pagnell Town Council
Audit of Accounts 2007/08
Completion of Audit

Notice of Certification of Completion of the Audit

I am pleased to be able to advise you that the audit of the Town Council's accounts for the year ending 31 March 2008 has been completed.

Issue of audit opinion

In my interim audit report for the year ended 31 March 2008 issued on 31 December 2009 I reported that, in my opinion, the financial statements presented fairly, in accordance with the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2007, the financial position of the Town Council as at 31 March 2008 and its income and expenditure for the year then ended.

Value for money conclusion

In my interim auditor's report dated 31 December 2009 I reported that I could not formally conclude the audit until I had completed my consideration of the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources and issued my value for money conclusion. I have now completed my assessment as follows.

Conclusion on arrangements for securing economy, efficiency and effectiveness in the use of resources

Authority's Responsibilities

The Council is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance and regularly to review the adequacy and effectiveness of these arrangements.

Auditor's Responsibilities

I am required by the Audit Commission Act 1998 to be satisfied that proper arrangements have been made by the Council for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires me to report to you my conclusion in relation to proper arrangements, having regard to relevant criteria specified by the Audit Commission for other local government bodies. I report if significant matters have come to my attention which prevent me from concluding that the Council has made such proper arrangements. I am not required to consider, nor have I considered, whether all aspects of the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Conclusion

I have undertaken my audit in accordance with the Code of Audit Practice. In so doing, I was unable to obtain sufficient appropriate evidence that the Town Council had:

- translated its overall mission into operational objectives, setting out what it intended to achieve and against which performance could be measured; nor
- set out clearly responsibilities for risk management.

Having regard to relevant criteria specified by the Audit Commission for town councils, I am satisfied that, in all significant respects, Newport Pagnell Town Council made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2008 except that it did not put in place:

- arrangements for setting, reviewing and implementing its strategic and operational objectives;
- arrangements for monitoring and scrutiny of performance, to identify potential variances against strategic objectives, standards and targets, for taking action where necessary, and reporting to members;
- arrangements to manage its significant business risks.

Certificate

I certify that I have completed the audit of the accounts in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

Other

I have not had to issue a report in the public interest under Section 8 of the Audit Commission Act 1998.

Please note that Regulation 18(1) of the Accounts and Audit Regulations 2003 which requires the Town Council to give notice by advertisement that the audit has been concluded and that the statement of accounts is available for inspection by local government electors.

I would also draw your attention to Regulation 18(3) (which makes provision as to statements and explanations which should accompany the statement of accounts made available for inspection) and to Regulation 18(4) (which requires that the Town Council's responsible financial officer shall notify the Town Council or the Committee which approved the statement of accounts of material amendment to them).

As a result of the Accounts and Audit Regulations 2003 coming into force the Town Council is no longer required to send me a copy of the notice by advertisement required by Regulation 18 (1).

Auditor's report on the financial statements

Attached is an update of my finalised auditor's report incorporating the value for money conclusion and completion certificate. Your responsibilities in respect of the use of my report are outlined as follows.

Please ensure that:

- you only publish the financial statements accompanied by my report on those statements;
- you only publish the financial statements accompanied by the 'other information' provided to me before I issued my report and specifically referred to in my report; and
- you do not publish the financial statements accompanied by any other information not provided to me prior to issuing my report.

You may wish to publish and distribute the financial statements in electronic format. I would like to draw your attention to the Statement of Responsibilities of Auditors and Audited Bodies prepared by the Audit Commission and issued in April 2008. This specifically provides that:

- the examination of the controls over the electronic publication of audited financial statements is beyond the scope of the audit of the financial statements and I cannot be held responsible for changes made to audited information after the initial publication of the financial statements and my report;
- where you wish to publish or distribute the financial statements electronically, you are responsible for ensuring that the publication accurately presents the financial statements

- and my report on those financial statements. This responsibility also applies to the presentation of any financial information published in respect of prior periods; and
- my report on the financial statements should not be reproduced or referred to electronically without my written consent.

Additionally, please do not reproduce my signature in any electronic format for any purpose.

Please feel free to contact me if you like clarification on any point.

Yours sincerely

Mick West
District Auditor

cc Carol Ryan, Audit Manager

Independent auditor's report to Members of Newport Pagnell Town Council

Opinion on the financial statements

I have audited the accounting statements and related notes of Newport Pagnell Town Council for the year ended 31 March 2008 under the Audit Commission Act 1998. The Council accounting statements comprise the Income and Expenditure Account, the Statement of the Movement on the General Fund Balance, the Balance Sheet, the Statement of Total Recognised Gains and Losses, the Cash Flow Statement, and the related notes. These accounting statements have been prepared under the accounting policies set out in the Statement of Accounting Policies.

This report is made solely to the members of Newport Pagnell Town Council in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 36 of the Statement of Responsibilities of Auditors and of Audited Bodies prepared by the Audit Commission.

Respective responsibilities of the Responsible Financial Officer and auditor

The Responsible Financial Officer's responsibilities for preparing the financial statements in accordance with relevant legal and regulatory requirements and the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2007 are set out in the Statement of Responsibilities for the Statement of Accounts.

My responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

I report to you my opinion as to whether the Council's accounting statements present fairly, in accordance with relevant legal and regulatory requirements and the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2007: the financial position of the Council and its income and expenditure for the year.

I review whether the governance statement reflects compliance with 'Delivering Good Governance in Local Government: A Framework' published by CIPFA/ SOLACE in June 2007. I report if it does not comply with proper practices specified by CIPFA/SOLACE or if the statement is misleading or inconsistent with other information I am aware of from my audit of the financial statements. I am not required to consider, nor have I considered, whether the governance statement covers all risks and controls. Neither am I required to form an opinion on the effectiveness of the Council's corporate governance procedures or its risk and control procedures.

I read other information published with the Council accounting statements, and consider whether it is consistent with the audited Council accounting statements. This other information comprises the Explanatory Foreword. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the Council accounting statements. My responsibilities do not extend to any other information.

Basis of audit opinion

I conducted my audit in accordance with the Audit Commission Act 1998, the Code of Audit Practice issued by the Audit Commission and International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounting statements and related notes. It also includes an assessment of the significant estimates and judgments made by the Council in the preparation of the accounting statements and related notes, and of whether the accounting policies are appropriate to the Council's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the accounting statements and related notes are free from material misstatement, whether caused by fraud or other irregularity or error. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the accounting statements and related notes. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In my opinion the Authority financial statements present fairly, in accordance with relevant legal and regulatory requirements and the Statement of Recommended Practice on Local Authority Accounting in the United Kingdom 2007, the financial position of the Authority as at 31 March 2008 and its income and expenditure for the year then ended.

Conclusion on arrangements for securing economy, efficiency and effectiveness in the use of resources

Authority's Responsibilities

The Council is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance and regularly to review the adequacy and effectiveness of these arrangements.

Auditor's Responsibilities

I am required by the Audit Commission Act 1998 to be satisfied that proper arrangements have been made by the Council for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the Audit Commission requires me to report to you my conclusion in relation to proper arrangements, having regard to relevant criteria specified by the Audit Commission for other local government bodies. I report if significant matters have come to my attention which prevent me from concluding that the Council has made such proper arrangements. I am not required to consider, nor have I considered, whether all aspects of the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.

Conclusion

I have undertaken my audit in accordance with the Code of Audit Practice. In so doing, I was unable to obtain sufficient appropriate evidence that the Town Council had:

- translated its overall mission into operational objectives, setting out what it intended to achieve and against which performance could be measured; nor
- set out clearly responsibilities for risk management.

Having regard to relevant criteria specified by the Audit Commission for town councils, I am satisfied that, in all significant respects, Newport Pagnell Town Council made proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2008 except that it did not put in place:

- arrangements for setting, reviewing and implementing its strategic and operational objectives;
- arrangements for monitoring and scrutiny of performance, to identify potential variances against strategic objectives, standards and targets, for taking action where necessary, and reporting to members;
- arrangements to manage its significant business risks.

Certificate

I certify that I have completed the audit of the accounts in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

M West
District Auditor
Audit Commission

20 January 2010

Unit 5
ISIS business Centre
Horspath Road
Cowley
Oxford
OX4 2RD