

**NOTICE OF CONCLUSION OF AUDIT**  
**(Audit Commission Act 1998,**  
**Accounts and Audit (England) Regulations 2011) as transitionally saved**

**FOR**

**DUNSTABLE TOWN COUNCIL**

NOTICE is hereby given that the audit for the year ended 31 March 2015 was completed on 29 September 2015

The accounts are now available for inspection by local electors in accordance with Section 14 of the Audit Commission Act 1998.

The requisite information as defined by Section 13(4) of the Accounts and Audit (England) Regulations 2011 is included with this notice.

The requisite information consists of:  
Sections 1 to 3 of the Annual Return  
Issues Arising Report

# Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

DUNSTABLE TOWN COUNCIL

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	1,037,356	1,319,519	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	1,966,696	1,984,627	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	942,997	1,077,864	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	-1,382,64	-1,422,907	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	-140,731	-129,127	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	-1,104,185	-1,478,167	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	1,319,519	1,351,809	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	1,686,840	1,716,097	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	6,242,111	6,544,079	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	1,376,081	1,311,279	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.
		✓	

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

R G Sullivan

Date 17/06/2015

I confirm that these accounting statements were approved by the council on this date:

29/06/2015

and recorded as minute reference:

144/2015

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date 29/6/15

# Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

DUNSTABLE Town Council Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

	Agreed –		‘Yes’ means that the council
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	✓		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year has given all persons interested the opportunity to inspect and ask questions about the council’s accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated 144) 2015  
dated 29/06/2015

Signed by:

Chair [Signature]  
dated 29/06/2015

Signed by [Signature]  
Clerk [Signature]  
dated 29/06/2015

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

## Section 3 – External auditor certificate and report 2014/15

### Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

DUNSTABLE TOWN

Council/Meeting

### Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (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.

### 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 matters have come to our attention giving cause for concern that relevant legislation 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 council:

Please see enclosed report

**BDO LLP Southampton  
United Kingdom**

(continue on a separate sheet if required)

External auditor signature BDO LLP

External auditor name **BDO LLP Southampton  
United Kingdom**

Date 29/9/15

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127).

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

**ISSUES ARISING REPORT FOR  
Dunstable Town Council  
Audit for the year ended 31 March 2015**

## Introduction

The following matters have been raised to draw items to the attention of Dunstable Town Council. These matters came to the attention of BDO LLP during the audit of the annual return for the year ended 31 March 2015.

The audit of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Bank and investments
-

The following issue(s) have been raised to assist the council. The council is recommended to take action on the following issue(s) to ensure that the council acts within its statutory and regulatory framework.

### **Bank and investments**

#### *What is the issue?*

The council have included amounts held in the Public Sector Deposit Fund in box 8, bank and cash and not as an investment in box 9, fixed assets and long term investments.

#### *Why has this issue been raised?*

The Practitioners Guide, which is Proper Practices, states that 'For annual accounting purposes, all investments by local councils, other than in interest bearing savings accounts, should be identified as long-term investments and recorded as expenditure'.

The investment in the Public Sector Deposit Fund is the holding in shares in a company that invests funds on a collective basis. Although the fund invests on the money markets there may be some risk to capital values and security. In the event of any risk to capital such investments would not be considered interest bearing savings account. Therefore it may be more appropriate to remove £107,401 from reserves and cash at bank and report this amount as an investment.

#### *What do we recommend you do?*

The council need to determine and be able to demonstrate that the characteristics of the fund carry no risk to capital and then follow the appropriate proper practices as set out in the Practitioners Guide.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide March 2014, NALC/SLCC

**No other matters came to our attention.**

For and on behalf of  
BDO LLP

Date: 29 September 2015

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