

# Sevenoaks Town Council

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## Notice of conclusion of the audit

### Annual Return for the year ended 31<sup>st</sup> March 2023

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

1. The audit of accounts for Sevenoaks Town Council for the year ended 31 March 2023 has been concluded.
2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of the Sevenoaks Town Council on application to:

The Town Clerk, Sevenoaks Town Council, Council Offices,  
Bradbourne Vale Road, Sevenoaks, Kent TN133QG

The Annual Governance and Accountability Return is available for review at Sevenoaks Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN133QD, Monday to Fridays 9 a.m. – 4 p.m.

2. Copies will be provided to any local government elector on payment of postage if required for each copy of the Annual Return.

Announcement made by: Linda Larter MBE, Town Clerk

Date of announcement: 20<sup>th</sup> September 2023

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

**Sevenoaks Town Council**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

Not applicable

External Auditor Name

**Mazars LLP, Newcastle upon Tyne, NE1 1DF**

External Auditor Signature

*Mazars LLP*

Date

**19 September 2023**