

Section 3 - External Auditor Report and Certificate 2019/20

In respect of

Witney Town Council

1 Respective responsibilities of the body and the auditor

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 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK and Ireland) and **does not** provide the same level of assurance that such an audit would do.

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~~(Except for the matter reported below)*~~ 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 the 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.

(*delete as appropriate)

(continue on a separate sheet if required)

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

The council has not reviewed Financial Regulations or Standing Orders during the year and has not reviewed the Code of Conduct for several years. The JPAG Practitioners' Guide Section 1.14 states these should be reviewed frequently which is often considered to be on an Annual Basis for an authority of this size. In particular, whilst the Code of Conduct is based on a model set that has not been updated since last adopted by the Council, this should nonetheless still be reviewed to consider whether it remains appropriate to this authority.

As indicated in the Annual Internal Audit Report and on the Annual Governance Statement, the Council did not perform a full risk assessment during the year. We note this was in part due to unique circumstances in the period under review and also that measures have already been taken to complete the review and avoid a recurrence in the future.

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We certify/ ~~do not 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 2020.

~~*We do not certify completion because:~~

External Auditor Name



External Auditor Signature

Moore

Date

19/11/2020

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)