

# APPENDIX 3

## Timetable

### Annual review for the year ended 31 March 2017

Lea-By-Backford Parish Council

Activity	Date Arranged
Internal audit	4 May 2017
Date of meeting to approve Section 1	8 May 2017
Date of meeting to approve Section 2 (Note: This can be the same meeting as the above but Section 1 must be approved before Section 2)	8 May 2017
Date the notice, approved section 1 and approved section 2 published	
Exercise of public rights commences the next working day after the above items are published	22 <sup>nd</sup> June 2017
Exercise of public rights ends on (Note this period is for 30 working days and excludes bank holidays and weekends)	02 <sup>nd</sup> August 2017
Send annual return	
Annual return and supporting info to be at BDO LLP by the submission date of	24 July 2017

#### Other key dates

Approval of accounts to take place after the approval of Section 1 the Annual Governance Statement and as soon as practically possible or in any event no later than  (as specified by the Accounts and Audit Regulations)	2 July 2017
Publication of annual return as soon as possible after completion of annual review or in any event no later than  (as specified by the Accounts and Audit Regulations)	30 September 2017

# APPENDIX 5

## Lea-By-Backford Parish Council PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS ACCOUNTS FOR THE YEAR ENDED 31 March 2017

Local Audit And Accountability Act 2014  
Accounts and Audit Regulations 2015 (SI 2015/234)

Lea-By-Backford Parish Council's annual return needs to be reviewed by an external auditor appointed by Public Sector Audit Appointments Limited. Any person interested has the right to inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers and receipts and other documents relating to those records or documents.

These documents for Lea-By-Backford Parish Council are to be made available on reasonable notice by application between the hours of 10.00AM and 16.00 pm on working days (excluding public holidays).

Commencing on	<u>22 June 2017</u>
And	
Ending on	<u>02 August 2017</u>

If you wish to view them then please contact the named smaller authority representative:

Name	<u>Philip Pownall</u>
Position in Smaller Authority	<u>Clerk to the Parish Council</u>
Address	<u>Silwardale, Grove Road,</u> <u>Mollington, Chester</u> <u>CH1 6LG.</u>
Phone number	<u>01244 851207</u>

Local electors and their representatives have rights to question the auditor about the accounts and object to the accounts or any item in them. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The auditor can be contacted at the address below for this purpose during the inspection period which commences on **22 June 2017** and ends on **02 August 2017**.

The smaller authority's annual return is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice.

The appointed auditor of Lea-By-Backford Parish Council is:

BDO LLP, Arcadia House, Maritime Walk, Ocean Village, Southampton, SO14 3TL  
Telephone: 023 8088 1941