

Audited Body Name..... Salcombe Town Council .....

**NOTICE OF CONCLUSION OF AUDIT**

Accounts year ended 31 March 2015

Audit Commission Act 1998 (as transitionally saved)  
The Accounts and Audit (England) Regulations 2011

Insert date of placing the Notice

1. Date of Notice ..... 16th July ..... / 2015.

The date of conclusion of the audit is the date shown on the Auditor's Certificate and Report at Section 3 of the Annual Return.

2. Notice  
The Audit of the Council's Accounts for the above year has been concluded on 10th July 2015 by Grant Thornton UK LLP.

The Accounts must be published on conclusion of the Audit or on 30<sup>th</sup> September whichever is the earlier.

3. Publication of Accounts.  
A copy of the Statement of Accounts and the Auditor's Certificate and Report thereon has been published.

The Statement of Accounts consists of sections 1, 2 and 3 of the Annual Return.

Notice of these rights is required by the Act.

4. Local Government Elector's Rights  
A Local Government Elector for the Parish may obtain, inspect or take a copy of the Statement of Accounts and Auditor's Certificate and Report by arrangement with the Clerk at the address and times set out below.

Complete as locally appropriate

5. Days and times of availability  
Monday to  
Friday 9am - 1pm  
.....

Complete as locally appropriate

6. Address where the Documents may be inspected or purchased  
Salcombe Town Council  
Cliff House,  
Cliff Rd, Salcombe TQ8 8JQ

Complete as appropriate

7. Signature and name of person giving Notice on behalf of Council  
[Signature] ..... Clerk and ~~or~~ Responsible Financial Officer

Amend if necessary



DVN313

# Local Councils in England

## Annual return for the financial year ended 31 March 2015

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Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk).