

## **Notification of external auditor appointments for the 2017/18 financial year**

### **Withiel Parish Council**

Dear Chair/Clerk/RFO,

Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd (SAAA) was appointed by the Secretary of State for Communities and Local Government as "a person specified to appoint local auditors" and as the Sector Led Body (SLB) for smaller authorities. Smaller authorities are those whose gross annual income or expenditure is less than £6.5 million.

Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

During 2016 various communications outlined that smaller authorities would be 'opted-in' to the new central procurement regime managed by SAAA unless they expressly decided to 'opt-out' and correctly followed the various procedures required under statute to appoint their own external auditors.

Your authority is opted-in to the central procurement process and therefore an external auditor has been appointed for your authority for the 5 year period commencing with the financial year 2017/18. The contact details of your appointed external auditor and fee scales are shown in the appendix, and can also be found on our website.

The approach applied to making these appointments was described last year on the SAAA website at <http://www.localaudits.co.uk/appts.html>. The approach follows the established practice of grouping auditor appointments for Town and Parish Councils by county area. Drainage Authorities and other bodies all have the same audit firm appointed. The audit firms all have previous experience of conducting limited assurance reviews for smaller bodies and have dedicated personnel to support communications. SAAA will monitor the performance of the appointed firms in providing limited assurance audit services in terms of quality and compliance with their statutory terms of appointment.

If your authority has any potential conflict of interest relating to the auditor appointment, for instance if a Councillor, or close relation is employed by the appointed auditor, you should advise SAAA immediately.

### **Exempt authorities**

There are various changes to the legislation taking effect from 2017/18, most notably the potential for authorities where the higher of income or expenditure for

the year was £25,000 or less, to declare themselves as 'exempt' from a limited assurance review by an external auditor if they meet certain qualifying criteria.

However, all authorities, even if they declare themselves 'exempt', will still need to fully complete and publish an annual return and must still have a named appointed auditor to deal with questions or objections from local electors about the accounts. Opted in authorities have already had an auditor appointed for them by SAAA.

## **The Annual Return**

The Annual Return will now be known as the "Annual Governance and Accountability Return" and will need to be completed in accordance "proper practices" as set out in '*Governance and Accountability for Smaller Authorities in England, a Practitioners' Guide*', and then be published in accordance with the applicable Transparency Codes.

The new, Annual Governance and Accountability Return forms will be sent out by your appointed auditor electronically at the end of the financial year. It is assumed that your authority is willing and able to accept documents electronically by e-mail unless you specifically advise SAAA to the contrary no later than 31 December 2017. The return can either be completed electronically or printed off and completed manually.

Advice and assistance is available from the various sector membership organisations, namely:

National Association of Local Councils and County Associations  
[www.nalc.gov.uk](http://www.nalc.gov.uk)

Society of Local Council Clerks [www.slcc.co.uk](http://www.slcc.co.uk)

Association of Drainage Authorities [www.ada.org.uk](http://www.ada.org.uk)

Yours faithfully,

**Smaller Authorities' Audit Appointments Ltd**

## **Appendix**

### **Auditor appointments for smaller authorities for the five financial years from 2017/18 to 2021/22**

On 30 November 2016 SAAA announced the conclusion of its procurement process and the award of limited assurance review contracts for five years to the successful external audit firms. Responsibilities under the new contracts will relate to accounts for the financial year beginning on 1 April 2017. Further details

of the specific appointments by County area for opted-in authorities are detailed below.

### Audit appointments by area for 2017/2022

<b>MAZARS LLP</b>		
Bedfordshire	Cleveland and Co. Durham	Staffordshire
<b>MOORE STEPHENS</b>		
Oxfordshire	West Sussex	
<b>PKF LITTLEJOHN LLP</b>		
Avon	Hampshire	Northamptonshire
Berkshire	Herefordshire	Northumberland and Tyne and Wear
Buckinghamshire	Hertfordshire	Nottinghamshire
Cambridgeshire	Humberside and East Riding of Yorkshire	Shropshire
Cheshire	Internal Drainage Boards	Somerset
Cornwall	Isle of Wight	South Yorkshire
Cumbria	Kent	Suffolk
Derbyshire	Lancashire, Greater Manchester and Merseyside	Surrey
Devon	Leicestershire	Warwickshire and West Midlands

Dorset	Lincolnshire	West Yorkshire
East Sussex	London	Wiltshire
Essex	Norfolk	Worcestershire
Gloucestershire	North Yorkshire	Other Scheduled Authorities

All auditor appointments are listed by contract (County) area above. Their contact details are shown below.

<b>APPOINTED AUDITORS CONTACT DETAILS</b>		
Mazars LLP	Moore Stephens (East Midlands)	PKF Littlejohn LLP
Salvus House, Aykley Heads, Durham DH1 5TS	Rutland House, Minerva Business Park, Lynch Wood, Peterborough PE2 6PZ	SBA Team, 1 Westferry Circus, Canary Wharf, London E14 4HD
<a href="mailto:local.councils@mazars.co.uk">local.councils@mazars.co.uk</a>	<a href="mailto:east.midlands@moorestephens.com">east.midlands@moorestephens.com</a>	<a href="mailto:sba@pkf-littlejohn.com">sba@pkf-littlejohn.com</a>
0191 383 6348	01733 397300	020 7516 2200

## **Scales of Fees 201718 to 202122**

The following fees have been determined by SAAA following consultation for the Audit Years 201718 to 202122.

### **Scales of audit fees**

Scales of fees for smaller authorities, are based on bands of annual income or expenditure, whichever is the higher. This means that the fees are broadly proportionate to the public funds involved and the ability of each authority to pay.

Table 1 sets out the scales of audit fees for smaller authorities that complete their Annual Returns fully and accurately within the required timescales, and provide the necessary supporting information and any explanations sought.

Authorities with neither income nor expenditure exceeding £200,000 will be subject to basic limited assurance audit review. Authorities with either income or expenditure exceeding £200,000 will be subject to intermediate limited assurance audit review.

**Table1 Scale of fees for bodies subject to limited assurance review**

<b>INCOME/EXP ENDITURE BAND (£)</b>	<b>FEE FOR LIMITED ASSURANCE REVIEW (£)</b>
0 25,000	200 (see note)
25,001 50,000	200
50,001 100,000	300
100,001 200,000	400
200,001 300,000	600
300,001 400,000	800
400,001 500,000	1,000
500,001 750,000	1,300
750,001 1,000,000	1,600
1,000,001 2,000,000	2,000
2,000,001 3,000,000	2,400
3,000,001 4,000,000	2,800
4,000,001 5,000,000	3,200

5,000,001	3,600
6,500,000	

**Note:** An authority with neither income nor expenditure exceeding £25,000 will have the right to certify that it is an exempt authority and in normal circumstances no fee will be payable.

### Reminder letters

Where a supplier is required to send a reminder to any authority, the supplier will charge the authority £40 for each reminder.

### Additional work and variations to the scale fees

If an active authority fails either to submit its Annual Return to the supplier for review by 30 September or (if it is an exempt authority) to provide a certificate of exemption, the supplier will consider issuing a public interest report, the cost of which will be payable by the authority pertaining to the fee income band of that authority as in Table 1 (above).

Extra fees may also be charged, subject to SAAA's approval, in other circumstances, for example where auditors have to:

- consider objections to the accounts from local electors, from the point at which the auditor accepts the objection as valid;
- exercise special powers in relation to the review, such as issuing a report in the public interest; or
- undertake any special investigations, such as those arising from disclosures under the Public Interest Disclosure Act 1998.

Extra fees will be calculated and charged according to the work required, subject to the maximum hourly rates set out in Table 2 below.

**Table 2 Maximum hourly rates for additional work at smaller authorities**

STAFF GRADE	MAXIMUM £ PER HOUR
Engagement lead	355
Senior manager/manager	215

Senior auditor	140
Other staff	105

### **Value Added Tax**

The fee scales exclude Value Added Tax, which will be charged at the prevailing rate on all work undertaken.

### **SAAA - Smaller Authorities' Audit Appointments Limited**

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