

BUGBROOKE PARISH COUNCIL

Chairman – Mr F J Curtis, BEM

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AUDITING OF PARISH COUNCIL ACCOUNTS.

The Parish Council is required to undertake auditing of its accounts each year.

This is two stage process:-

1. An Internal Auditor is appointed by Northamptonshire County Association of Local Councils.
2. At the May meeting of the Parish Council the Clerk presents the Annual Return for Councillors and residents to view, setting out income and expenditure for the previous financial year.
3. The Annual Return is signed by the Chairman, The Clerk as RFO and the Internal Auditor and is then submitted to the external auditor for review.
4. A copy of the Annual Review will be available on the website.
5. Notice is given when members of the public may request to view the previous year's financial records – a period of 4 weeks usually in June or July.
6. Once the External Auditor is satisfied, the Parish Council will receive a notification of completion of audit.

Sally Bramley-Brown (Mrs)

Clerk to Bugbrooke Parish Council