

From: Katherine Smith [REDACTED]
Sent: 21 August 2019 11:25
To: Colin Hill
Subject: RE: Todmorden TC WY0079 Review

Dear Mr Hill,

Thank you for your email, there is nothing else I need at the moment.

Regarding report returns, we work to the statutory deadline of 30th September.

Best wishes,

Katie Smith
SBA Team
For and on behalf of PKF Littlejohn LLP
[REDACTED]
[REDACTED]

Katie

Many thanks.

If there is anything else you need please do let me know.

When may we expect to see the Audit completed?

Kind Regards

Colin Hill
Town Clerk and Responsible Financial Officer
Todmorden Town Council
Tel 01706 548135
Email townclerk@todmorden-tc.gov.uk
Web address :- www.todmorden-tc.gov.uk

From: Katherine Smith [REDACTED]
Sent: 20 August 2019 15:17
To: Colin Hill <townclerk@todmorden-tc.gov.uk>
Subject: RE: Todmorden TC WY0079 Review

Dear Mr Hill,

Thank you for your phone call earlier and for your email. I have checked with my engagement lead and we have accepted that you are not a sole trustee, so your responses this year to the trust fund assertions are correct. In future years, please tick 'N/A' to section 1, box 9 and no to section 2, box 11 to disclose this.

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Regarding the kind of things we expect to see from a risk assessment, I refer to the practitioners' guide: <https://www.pkf-littlejohn.com/sites/default/files/media/documents/practitioners-guide-2019.pdf> under 'assertion 5, risk management' (5.89 onwards)

I hope this relieves any confusion.

Thank you for all your help,

Katie Smith
SBA Team
For and on behalf of PKF Littlejohn LLP
[REDACTED]
[REDACTED]

Katie

Further to our telephone call and in response to your email I advise as follows

- **Trust Fund Assertions:** On your current year AGAR, your responses to section 1, box 9 and section 2, box 11 are N/A and blank respectively. Furthermore, in your prior year report your responses are 'yes' to both assertions. Can you confirm whether the smaller authority is a sole trustee?

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I believe the confusion arises from a bank account that is in the councils name but relates to a long historical collection made from donations to the British Cotton Growing Association – a society long defunct and nobody really knows the detail behind why we ended up with the funds. So we have no formal trustee involvement just a bank account. It is not included within our cash balances totalling £210,357 quoted on our Annual Return for 31st March 2018

The balance currently stands at £3645.91 and I believe the intention to deal with this this year so we get it off our books so to speak. As such therefore we are not therefore a sole trustee and our statement for Section 1 box 9 and section 2 box 11 as N/A are correct for 2018/19 although it is acknowledged we do in practice have control of this money.

- **Section 2, boxes 4 and 6:** the figures you have entered in the prior year column (£56,982 and £163,723 respectively) do not match the figures on your prior year AGAR (£55,577 and £165,128). Do you have an explanation for this?

Both sections total £220,075 together for each . The difference is £1405 and on looking at the working details for 2017/18 there is a figure of £1405 detailed as recruitment which appears to then be adjusted when doing this years return.

- **Risk Assessment:** In the documents you have submitted, I cannot see any evidence of the financial risk assessment having been undertaken in the year subject to review (2018/19). Do you have evidence of this?

As discussed we have only just moved into the intermediate level now above £200k turnover so historically do not believe we have prepared a financial risk assessment. You kindly offered to send me a template/requirements of what you may expect to see from us in the future and that would be most helpful.

Kind Regards

Colin Hill
Town Clerk and Responsible Financial Officer
Todmorden Town Council
Tel 01706 548135
Email :- townclerk@todmorden-tc.gov.uk
Web address :- www.todmorden-tc.gov.uk

From: Katherine Smith [REDACTED]
Sent: 13 August 2019 09:51
To: townclerk@todmorden-tc.gov.uk
Cc: SBA [REDACTED]
Subject: Todmorden TC WY0079 Review

Dear Ms Kauser,

Thank you for submitting your AGAR part 3 and relevant documents subject to review. I have started reviewing your file and have the following queries:

- **Trust Fund Assertions:** On your current year AGAR, your responses to section 1, box 9 and section 2, box 11 are N/A and blank respectively. Furthermore, in your prior year report your responses are 'yes' to both assertions. Can you confirm whether the smaller authority is a sole trustee?
- **Section 2, boxes 4 and 6:** the figures you have entered in the prior year column (£56,982 and £163,723 respectively) do not match the figures on your prior year AGAR (£55,577 and £165,128). Do you have an explanation for this?
- **Risk Assessment:** In the documents you have submitted, I cannot see any evidence of the financial risk assessment having been undertaken in the year subject to review (2018/19). Do you have evidence of this?

If you could respond to my queries by Friday 23rd August that would be much appreciated, as I will then be able to complete the work on your file. If you have any queries and would like to discuss them on the phone, please do not hesitate to contact me.

Best wishes,

Katie Smith
SBA Team
For and on behalf of PKE Littlejohn LLP
[REDACTED]
[REDACTED]